



Should you have any questions or concerns not addressed in this handbook, please do not hesitate to contact the After School Achievement Academy Staff.

**Contact Information**  
**Chris MacMillan**  
**50 N. McLean Blvd. Elgin, IL 60123**  
**224-699-5803 Office**  
**(331)588-5511 After School Cell**  
**between the hours of 6:30am-9:00am &**  
**3:30pm-6:30pm**

**LILY LAKE GRADE SCHOOL**

**Before /After School  
Achievement Academy**

## **Parent Handbook**



## After School Care Parent & Student Handbook

### Table of Contents

Page 3 .....	Welcome Letter & Mission Statement
Page 4.....	Statement of Purpose
Page 5.....	Character Development
Page 6-12.....	The ABC's of ASAA Things your child <b>SHOULD</b> bring to After School Achievement Academy:
	<ul style="list-style-type: none"><li>• Gym Shoes</li><li>• Backpack for all of their belongings</li><li>• Comfortable clothing</li><li>• Good values</li><li>• Good listening skills</li></ul>
	Things your child <b>SHOULD NOT</b> bring to After School Achievement Academy:
	<ul style="list-style-type: none"><li>• Money (unless specified)</li><li>• Trading cards of any kind</li><li>• Electronic Devices (i.e. DS, PSP, iPod, Cell Phone, and other mp3 players)</li><li>• Unnecessary toys (i.e. stuffed animals etc.) unless specified</li></ul>

### Schedules

Program leaders write lesson plans prior to the sessions. Activities may vary from day to day including but not limited to: sports, character development, arts and crafts, games, skits, teambuilding, science, literacy and more.

### Scholarships

Scholarships are made available through contributions from friends of the YMCA. "It is the goal of the YMCA to provide educational, social and physical development services to people regardless of their ability to pay. Waiver reduction of fees is available subject to ability and program capacity and demonstrated need, without regard to race, color, religion, sex, national origin, age or physical or mental handicap."

### Search and Seizure

The YMCA Before/After School staff reserve the right to search staff or student's property, either by themselves or with the aid of law enforcement officials, if the staff deems the search is necessary to maintain the integrity of the environment and/or the protection of the other staff or students. The person in question will be invited to be present for the search when feasible. Any items found in violation of the law or rules, will be confiscated and may be turned over to the appropriate law enforcement agency.

### Vandalism

Students involved in vandalism or malicious mischief either against school property or against another student or staff member will be disciplined accordingly. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the student's parent/guardian. Violation of this policy may result in the student being suspended from the program.

## Preschoolers

Preschoolers must be age 5 by Thanksgiving and have consent from their teacher that they are ready to participate in a large group setting in order to participate in the after school program.

## Sign In / Out

ALL students MUST be signed in and out daily by parent/guardian. You may be asked to show a photo ID at any time. If the person is not on the authorized pick up list we will not release your child to them without written consent.

## Snow Day

**In the event district 301 cancels school or after school programs the following policy will be followed: At all times school is closed all before and after school programs will be closed. At all times after school programs are cancelled but school is not the Y After School Program will close at 4:00pm.**

## Suspension

If your child broke rules or policies, they are subject to suspension from the program. Refunds will not be given for a child suspended. The amount of time suspended will follow the Character Contract unless the child has caused severe harm to themselves or others in which the child may be suspended from the program immediately.



## Dear Parents & Students:

The YMCA is excited to provide your family with quality before and after school programming. This school year promises to be a great one and we are looking forward to creating many memories and experiences for your children.

At the YMCA, you can truly see our mission at work. The YMCA before and after school program is a curriculum-based program where we help children in their everyday school work and social setting by enhancing their spirit, mind and body through large and small group activities, free choice time, and indoor and outdoor activities. Our curriculum includes the following components: literacy; character development; conflict resolution; service learning; arts and humanities; health, wellness and fitness; science and technology and homework.

This Parent Handbook was created to answer many of your questions and give you information about our policies and procedures. Please take the time to read through the following pages and keep it for further reference. If at any time throughout the school year you have any questions or concerns, please do not hesitate to talk to any of the after school staff.



## **Mission Statements**

### **Golden Corridor YMCA Mission Statement**

The Golden Corridor Family YMCA is a community of members, open to all who seek a healthy spirit, mind and body. We are dedicated through our core values of Caring, Honesty, Respect and Responsibility, to building strong kids, strong families and strong communities.

### **YMCA of the USA Mission Statement**

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

### **Before and After School Achievement Academy Mission Statement**

The Before and After School Achievement Academy is a curriculum based program committed to preparing its youth participants to succeed through fostering the emotional, physical, and educational needs of each child.

## **Lost and Found**

Please label your child's clothing and articles. Lunch boxes, sweatshirts, jackets, and water bottles are some of the most common lost items. There is lost and found bins located inside the cafeteria. All items left behind will be placed in these bins.

## **Medical Form**

All students must have a physical exam form completed. **YOUR CHILD WILL NOT BE ALLOWED TO ATTEND UNLESS THESE FORMS ARE COMPLETE.** Over the counter medications will not be administered unless written consent is received from the physician. All medications must be in the original container and labeled with the child's name and dosage. Please send written notes if your child is not to participate in a scheduled activity.

## **Newsletters and Communication**

Newsletters will be emailed every month. Please read them to keep informed. From time to time we may send out a flyer with additional information. Your child will have a folder at sign-out. Please make sure you check it each day for any important papers.

## **Obscenity**

Obscene profane or vulgar language that is written, oral, or expressed by symbols will be tolerated from students, staff, or parents. Being respectful of students and staff is expected.

## Parent Involvement

At any time during the program hours you may come and visit, participate in activities, help out in the classroom, join in parties or snacks with your child during our events/ activities.

## Payment

**1.** All payments are due the 1<sup>st</sup> of the month and will be directly withdrawn from your account on the 1<sup>st</sup> of each month. Payments may be withdrawn from a checking account or credit card. A \$25.00 deposit is due at the time of registration. The first month's payment will be due the first day of school. If approved, a DHS letter is due at the time of registration to reserve your spot if you wish to enroll your child.

**2. Deposits are non-refundable and non-transferable.**

**3.** All payments are due on the 1<sup>st</sup> of each month and will be drafted from your YMCA account using your checking account or credit card. If payment does not go through we will attempt one more time as a courtesy. If payment does not go through the second time you will be charged a \$25.00 fee and your child will not be able to attend until the balance is paid in full. Monthly payments are based off of the days that school is in session each month. We will prorate the shortened months of the school year.

**4. If you wish to cancel your child's enrollment you must give two weeks paid notice.**

**5. All funds not covered by a third party payer (DHS, Catholic Charities, etc) are the responsibility of the parent.** If funds not paid by a third party payer are not paid in full within two weeks of the YMCA receiving and notifying you of the difference in third party payments, your child will not be allowed to attend the program until all balances are paid.

## Statement of Purpose

The YMCA before after school program is a safe, fun, and active place where children are given an opportunity to participate in many supervised activities. Our program is designed to meet the needs of the children in our community, needs of each individual school and school district and our YMCA membership.

This program offers a variety of activities that are age appropriate: recreational sports, fitness activities, social skills, science activities, board games, arts & crafts, large and small group games, and homework assistance. A snack and beverage will be served daily.

The principle goals of the YMCA before and after school program are to support and strengthen the family unit; to help children develop to their fullest potential; to deliver child care in a safe and positive environment and to teach, model, celebrate, practice, praise and reinforce the four core values of character development caring, honesty, respect and responsibility. The YMCA is committed to providing programs designed to enhance the quality of life of all participants regardless of race, creed, age, sex or their ability to pay. We will promote positive values through the YMCA character development by education, example, and leadership.

It is the goal of the Golden Corridor Family YMCA to provide educational, social, and physical development services to people regardless of their ability to pay. Waiver or reduction of fees is available subject to facility, program capacity, and demonstrated need, without regard to race, color, religion, sex, national origin, age or physical or mental impairment.

## The YMCA seeks to help individuals:

1. Grow personally
2. Clarify personal values
3. Get along with others
4. Appreciate diversity
5. Become a better leader
6. Develop specific skills
7. Have Fun!



Your goals are our goals!

Please let us know of any special needs or concerns.

### Groups and Ratios

Children are put into groups based on their age for a variety of activities during the program. Each group has a 1-20 program leader to student ratio. We DO NOT guarantee placement with friends or relatives during small group times.

### Hours of Operation

Our program will operate from: AM: 6:30-9:00am and PM 3:30 – 6:30 pm on full days of school. Adjusted schedules will be available for ½ days and days without school.

### Homework Policy

Each day the students will be allotted a minimum of 45 minutes to complete their homework. It is the child's responsibility to ensure they have all of their belongings at time of arrival to the YMCA. **Per the school we are not allowed to permit children to go to their classrooms after school hours.**

### Inclusion/Special Needs

All individuals and families, including those with special needs, are welcome at the YMCA. In order for the child to be more successful within the program, please contact us to have a discussion about how we can best accommodate your needs and/or integrate your child into our program.

### Late Pick Up

The after school program ends at 6:30 pm. For the first 15 minutes you are late there is a \$20.00 and then \$1.00 per minute after that. You will be charged the next work day following a late pick up. If parents are consistently late in picking up their child(ren), they will be asked to leave the program.



### **Emergency, Medical, and Health Policy**

The YMCA will always try to provide a safe environment for your child(ren), but occasionally children are hurt or injured. In the event of serious accidents, the staff will follow the procedure below:

Medical paramedics will be called to handle any serious accidents. A call will be made to you to inform you of the situation. If you cannot be reached, we will call the emergency numbers you have provided. In the event of moderate/minor accidents, the staff will follow the procedure below: Staff members will provide appropriate first aid. Staff will communicate the accident to the parent once proper first aid has taken place. If the injury occurs later in the day, you may be notified when your child is picked up from the program, depending on the severity of the injury.

If your child becomes ill while at YMCA, we will call you to inform you of the situation. However, if your child is running a fever, vomiting, or experiencing diarrhea, we will request them to be picked up as soon as possible. Please do not send your child to school or to the program if they are experiencing and signs of illness. Any child absent from the program due to a serious or contagious illness/disease must notify the YMCA and have a doctor's note to return. This policy is not only for the protection of your child, but extends to the other children in our care. If medication needs to be administered to your child during our program, a written prescription must be submitted by the child's physician. We will not let your child take any medication without a prescription on file.

## **YMCA After School – Character Development**

Character Development is challenging people to accept and demonstrate positive values. The YMCA mission statement puts it best: The YMCA is a community of members, open to all who seek a healthy spirit, mind and body. We are dedicated through our core values of Caring, Honesty, Respect and Responsibility, to building strong kids, strong families and strong communities.

The mission comes to life through the emphasis of four character values. Challenging people to accept and demonstrate these values is the foundation for the development of the important character traits that will remain with a child his/her entire life. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results. If everyone exhibited caring, honesty, respect, and responsibility, what would this community look like? The country? The world?

That is what the YMCA is about. Make this a school year for your child to grow and develop strong roots and positive values. Talk at home about what they are learning. Talk in the car about their experiences. Talk about how your family can display these values to others.

**YMCA Before and After School programs are important to a child's development because...**

1. Children grow personally. They are given the chance to experience new things and interact with other children their own age on a daily basis.
2. Children learn new skills. Whether it's playing a new game, developing an existing skill, or developing their social skills, children leave our program having learned something they can remember for a lifetime.
3. Children learn to appreciate diversity in each other. We live in a multicultural community and our programs reflect this. Children learn each person is unique, and they can have fun and respect each other regardless of race, religion, gender, or social status.
4. Children learn lifetime values. From the simplest of values and attitudes like sharing, sportsmanship, and giving respect to others, comes our basis for making more complex value decisions as we mature.
5. Children have fun! Without fun, the above reasons for children to attend our program become harder to accomplish. Games, stories, swimming, sports, and crafts are all done with the children and learning as the primary focus.

**Confidentiality**

Our confidentiality policy is as follows:

Confidential information concerning children and their families shall not be used or disclosed for any purpose not directly concerned with the well-being of the child.

1. Information to parties other than the parent/legal guardian or authorized contact agency (YMCA, and Lily Lake Elementary) requires a written release authorization form from the parent/legal guardian.
2. Third-party information, except that provided through subcontract services or to program monitors from funding entities, may not be released.
3. All child records are kept in locked files when unattended.

**Discrimination**

The YMCA prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristics.

**E-mail**

Please provide your e-mail address on the registration form for possible communication with Neisy Gonzalez, Site Coordinator [neisyg@gcfymca.org](mailto:neisyg@gcfymca.org) and Chris MacMillan, Youth and Family Director, [chrism@gcfmymca.org](mailto:chrism@gcfmymca.org).



## Clothing Requirements

Children participate in indoor and outdoor activities that require running, jumping, etc. **NO FLIP FLOP'S PLEASE.** Please ensure your child is dressed appropriately, i.e. tennis shoes and clothes that do not restrict movement. For outdoor play in fall and spring if the weather is 60 degrees and below please ensure child has jacket and or sweatshirt; if your child does not have appropriate attire they will not be allowed to go outside.

## Conduct & Discipline Procedures

The staff governs the behavior of each child and attempts to work through conflicts and problems as they occur. A child who displays negative behavior can affect the rest of the children's experience, so professional leaders are in constant contact with the Youth and Family Coordinator. Children who are disruptive, unruly, display inappropriate behavior, or require an undue amount of disciplinary attention will meet the Youth and Family Coordinator to evaluate their behavior. Parents will be notified of any misconduct discipline problems. **It will be the parent's responsibility to arrange transportation if he/she is being sent home due to disciplinary actions.**



# The ABC's of Before & After School

## Absentees

If your child will be absent from the program, please email and/or call us ASAP. Please email Neisy Gonzalez, [neisyg@gcfymca.org](mailto:neisyg@gcfymca.org) and Chris MacMillan, [chrism@gcfmymca.org](mailto:chrism@gcfmymca.org) or contact us both by phone at 224-699-5803.

We also have a YMCA cell phone where messages can be left between the hours of 6:30am and 9:00am and 3:30pm and 6:30pm 331-588-5511.

No refunds or credits will be given for absenteeism unless it is for a medical reason and documentation written by a physician must be provided and given to the Program Director for approval.

## Admissions

Children must be in good physical health and have a state health form completed by a physician on file. No child will be accepted without all completed registration forms and the state health forms. Emergency information should be kept up-to-date! Always notify us of any changes in telephone numbers or extensions. All information will remain confidential and are the property of the YMCA.



## **Before & After School Care Daily Schedule**

6:30-7:00 am Check In: Reading and Quiet Activities  
7:00-7:30 am Snack provided by the parents  
7:30-8:30 am Outdoor/Indoor Games Activities  
8:30-8:45 am Clean Up Released to Classroom

3:30-3:45 pm Check In: Reading and Quiet Activities  
3:45-4:15 pm Snack/Clean Up  
4:15-5:00 pm Homework/Gym  
5:00-5:45 pm Curriculum Based Activities  
5:45-6:30 pm Free Time Activities

### **Allergies**

It is your responsibility to let us know on the medical form if your child has any allergies along with your child's possible reaction should he/she come in contact with the allergen.

### **Authorization**

For the safety of the students you will need to fill out and turn in an authorized pick up form. This states who is and is not allowed to pick up your child. Your child will not be released to anyone not on the list without your written consent and a photo ID.

### **Babysitting**

Although YMCA staff works well with children, our policy states that our staff (while they are employees of the YMCA) is not permitted to baby-sit for families involved in our YMCA programs.

### **Behavior**

Please read over the Character Contract with your child and sign. The YMCA expects all children to behave according to the contract. In case of extreme misbehavior, your child will be dismissed from the program at the discretion of the Youth and Family Coordinator.

### **IMPORTANT INFO**

### **Child Abuse/Neglect Reporting Procedures**

The Illinois "Abused and Neglected Child Reporting Act" states that:

"Any child care worker or other staff having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services Hotline #1-800-252-2873. After reporting the incident of child abuse or neglect to DCFS, the employee must then notify the Coordinator and the Operations Executive. The Operations Executive and/or the Youth and Family Coordinator shall promptly notify the child's parents or guardian, and in instances of alleged sexual abuse, the appropriate law enforcement agency."