



# Belvidere Family YMCA Childcare Handbook

Serving both

District 100-The Belvidere Family  
YMCA and

District 200 North Boone @ Poplar  
Grove Elementary School



**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

Have questions? Please contact us at [lyerk@belviderefamilyymca.org](mailto:lyerk@belviderefamilyymca.org) or 815-547-5307

220 West Locust Street, Belvidere, IL 61008 | 815-547-5307 | [www.belviderefamilyymca.org](http://www.belviderefamilyymca.org)

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## **Childcare Drop off & Pick Up Procedures**

### **Belvidere YMCA & Poplar Grove Elementary Locations Hours of Operation:**

Before Care: 5:30am-8:00am / After Care: 2:00pm-6:00pm

#### **DROP OFF PROCEDURE**

**Belvidere YMCA:** Children can be dropped off starting at 5:30am (**NOT before**). Parents must walk their child/children into the building and drop them off at the front desk of the YMCA.

**Poplar Grove location:** Children can be dropped off at 5:30am (**Not Before**). Please drop off at the backdoor by the playground and walk children into the building where staff will be waiting.

#### **PICK UP PROCEDURES**

**Belvidere YMCA:** Please go directly to the front desk. Staff will bring your child/children up to the area to leave for the day. Parents will not be allowed past the front desk as a safety precaution.

**Poplar Grove Location:** Parents may pickup at the back door by the playground. Please walk up to the door to be let into the building for pick up. If Y Care is outside parents must notify that they are there to pick up and staff will take students inside to get their belongings and bring them back out to their parents/guardians.

#### **DETAILS: Both Locations:**

Children must be picked up by 6pm. All pick ups after 6PM will be subject to a \$5 charge per family for each 5 minutes past care time. The additional charge is payable to the Y at the time the child is signed out. If you will be late picking up your child please call ahead to notify the staff.

#### **Authorized Persons for Pick up: Both Locations**

Only those individuals specified on the registration form under authorization of release are able to pick up your child /children from Y Care. If staff do not know the individual, they will request a photo ID. If someone who is not on the authorized pick up list will be picking up your child, please call the YMCA to let us know ahead of time. That individual will be required to show a photo ID to staff at the time of pickup.

Only one adult is allowed in the facility during pick up and drop off times.

**If your child will not be attending Y Care at any time please call to notify staff or leave a message at 815-547-5307. Parents can also email the Childcare Director - [lyerk@belviderefamilyymca.org](mailto:lyerk@belviderefamilyymca.org)**

# **Childcare Registration/Payment Procedures**

## **Belvidere YMCA & Poplar Grove Elem.:**

Children must be registered by the **Thursday** before the week that care is needed. This allows us to have accurate rosters for transportation services with First Student.

Children who are not registered for care will not be allowed to attend.

## **Non School Days or School Out Days**

**Belvidere YMCA:** All Day Care for District 100 students

**Poplar Grove Elementary:** NO Care offered

**If District 100 & District 200 have a Non School Day that is the same, district 200 students can register for care at the Belvidere Location.**

**When schools are on a break ( Fall, Thanksgiving, Winter, & Spring Break) there is All day care for students in both district 100 & 200 at the Belvidere YMCA.**

**If there is an outstanding balance on a child's account, they will not be able to register for care until the balance is paid.**

## **Private Pay Families: Both Locations**

The YMCA requires a payment method to be on file for childcare. The payment method can be a credit/debit card or bank account. Payments will be set up for automatic withdrawal on Friday's for the following week's care. **For Example:** Payment for the week of Aug. 18th will be withdrawn on Aug. 15th. Private pay can register online at [belvidere.recliquecore.com/programs](http://belvidere.recliquecore.com/programs) anytime or by calling the YMCA at 815-547-5307 between 8am-8pm Monday-Friday.

## **CCAP Assistance Both Locations**

If you need financial assistance for childcare, applications can be picked up at the main office of the YMCA and must be turned into the **YWCA** of Rockford. Parents/ Guardians will be assigned a case worker, they will determine if you qualify for assistance. If approved or denied the YWCA will send a letter to the applicants and the YMCA. If approved there may be a monthly Co-Payment for families. Families are also approved for X number of days. If a family is approved for 3 days a week; the family is responsible for covering the cost of the other 2 days a week. Co-Payments must be paid on the 1st or 4th Friday of each month. The YMCA will need a payment method on file. Co-pays can not be prorated. The State does not allow prorating of co-pays.

CCAP registration may not be completed online due to the difference in payment processing. Registration will be taken on a first come, first served basis. We have a maximum of 110 spots for care.

Applicants needing assistance through DCFS must contact the Freeport, IL office 815-235-7878

If you have questions regarding care or need information on how to apply for child care assistance, please contact us at: [info@belviderefamilyymca.org](mailto:info@belviderefamilyymca.org) or 815-547-5307.

## **BEFORE & AFTER SCHOOL CARE is provided at 2 Locations**

YMCA @ Poplar Grove Elementary School provides Before/ After School Care for the following schools: Capron, Poplar Grove, Manchester and Upper Elementary Schools.

The Belvidere YMCA provides Before/ After School Care for the following schools: Washington, Lincoln, Perry, Meehan, Caledonia and Seth Whitman Elementary Schools. Both Belvidere Central & Belvidere South Middle Schools.

## **NO CALL/NO SHOW POLICY**

If your child/children attend either location we ask that parents/guardians contact us if their child will not be attending Y Care on any day of the week. This can be done by calling the YMCA at 815-547-5307 or emailing the Childcare Director [lyerk@belviderefamilyymca.org](mailto:lyerk@belviderefamilyymca.org).

**If a child has three unexcused no call/no shows they will be dismissed from the program.**

## **ACTIVITIES**

We will do a variety of activities such as crafts, bingo, coloring sheets, STEM, physical play and games. Children are allowed to use their chrome books for school work/ studying only. They are responsible for their own electronics. Students will swim 2 days out of the week Tuesday & Thursdays (YMCA ONLY) and the book mobile will visit the YMCA every other Wednesday after school. If your child does not have a library card please pick up a form at the front desk and return it to the YMCA. All IDA Public Library books have a pink sticker on the spine. Please keep an eye out for those books. If they are not returned, children will not be able to check out new books.

## **TRANSPORTATION– Belvidere Location**

First Student in District 100 will provide transportation before/ after school for the following schools: Perry, Lincoln, Washington, Meehan and Seth Whitman. If your child attends Before Care and the bus has already picked up for the school your child attends you will need to take them to school. YMCA Bus will transport Caledonia students After school ONLY. Parents must provide transportation to school.

YMCA Bus will take middle school students to school in the morning and pick students up after school to come back to the YMCA. **Middle school students have 10minutes after the bell rings to get out to the bus, if they are not out in time the bus will leave.** If students will not be riding the Y bus after school parents need to call the YMCA before 2pm.

## **TRANSPORTATION—Poplar Grove Location**

North Boone District 200 will provide transportation from Poplar Grove Elementary School- before/ after school for the following schools: Capron, Manchester, and Upper Elementary.

## **DIVERSITY STATEMENT**

It is the policy of the Belvidere Family YMCA to provide equal opportunities to all in the community, to provide programs that are accessible and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, handicap, age, political affiliation or citizenship.

## **MEDICAL PROCEDURE POLICY**

All student information forms must be completed during registration to reserve your child's spot in our program. Students cannot attend our program without having registered online.

We are only able to accommodate and treat minor first aid injuries in the program setting. If a student is unable to resume participation in their activities, parents will be notified to pick up the student or in the case of major/sudden illness or injury, emergency services will be utilized.

If your child has any medical conditions, behavioral concerns, or allergies please list them on the registration form and notify the Childcare Director. Laura Yerk– [lyerk@belviderefamilyymca.org](mailto:lyerk@belviderefamilyymca.org)

If your child needs to take medications during program hours please indicate this on the student information form. Please let the childcare director know prior to the first day of program attendance.

If your child has an Epi-pen or an inhaler, please label it and give it to the program director.

All medication must be labeled and in the original prescription bottle then given to the Childcare Director with a signed doctor's note and parent signature saying it is ok for staff to administer medication to their child along with directions for dispensing. Medications will not be dispensed without proper documentation from your child's doctor.

**Belvidere YMCA:** All medication will be kept in a lock box behind the YMCA front office counter for the safety of all individuals. If you need to pick up your medication or prescription bottles, please inquire at the front desk.

**Poplar Grove Location:** All medications will be kept in a locked area away from children, where only staff have access.

## **EMERGENCY EVENTS**

The student's will practice different emergency drills with the staff at the YMCA and Poplar Grove Locations. We want to ensure that children are prepared in case of an emergency.

**Belvidere Location:** In the event of an emergency where participants need to evacuate the YMCA. Staff and students would go to the Community Building for safety. We will notify parents ASAP.

**Poplar Grove Location:** If an emergency occurs where the students need to be removed from the building they will be taken outside to parking lot by the playground in the back of the school or the field past the playground.

In the event of any Emergency Situation staff will contact parents as soon as they are able.

## **CLOSURES & PROGRAM ANNOUNCEMENTS**

Please refer to the Belvidere Family YMCA Facebook Page for information regarding program closure for weather or emergency based situations. A mass email will also be sent to participants regarding any closure or changes. The Y reserves the right to cancel any programming, especially if recommended by the Boone County Health Department.

## **WEAPON FREE ZONE**

The Belvidere Family YMCA and Poplar Grove Elementary School are a firearm free and weapon free zone. We do not permit firearms or any sort of weapons on the property. If we do find a weapon, we will contact local law enforcement immediately.

## **ILLNESS**

Should your child become ill, feel ill, display symptoms of being ill or have a fever, staff will automatically remove the child from care and place them in one on one care. The parent/guardian will be contacted to come pick up the child immediately. Your child must be fever free for 24 hours without the use of fever reducing medication.

## **HYGIENE & SANITIZATION**

The YMCA will follow the strictest hygiene and sanitation procedures. Tables and chairs are wiped down before/ after meals and again when closing for the night. Children will wash their hands after playing in the gym or outside, and during bathroom breaks. Children will also wash hands before meals.

## **FOOD & FOOD GUIDELINES**

All children will be provided an afternoon snack. Children in before care, will receive a cold breakfast. Please send a labeled refillable water bottle for your child to use during the day.

**WE ARE A NUT FREE ZONE. Your child will not be allowed to eat anything that has nuts in it!**

Children will wash their hands prior to and after meal/snack time.

## **SOCIAL MEDIA/ ELECTRONIC POLICY**

Children are not allowed to create content or post on social media platforms through the day. Additionally, they may not photograph or record any participants in the program. Should these guidelines not be followed, use of electronics beyond school will be prohibited. Students should keep phones in their backpacks while in Y Care. If a student is on their phone, the phone will be taken away and held in the main office until they are picked up. If a student has a smart watch, they may wear it but the same rules apply as if it were a phone.

## **LICENSE EXEMPT PROGRAM**

The Belvidere Family YMCA's childcare program runs as a license exempt program. This means that the Y follows the guidelines put in place by the Illinois Department of Human Services. This is to notify parents that the YMCA is not licensed or regulated by DCFS. If you have any questions regarding this please let us know!

## **STATE OF ILLINOIS**

The Y Kids' Care will follow the guidelines set by DCFS and the State of Illinois for mitigation and COVID related protocols.

## **LIABILITY WAIVER -**

I am aware that participation in the Belvidere Family YMCA program has some inherent risks and injury can occur. On rare occasions, these injuries can be serious. In consideration of my child(ren) being allowed to participate, I, the parent/guardian, assume the risk of all injury and agree not to sue the Belvidere Family YMCA, the directors, officers, employees, independent contractors, sponsors, partners or volunteers for any and all injuries caused by or resulting from participating at the Belvidere Family YMCA *(You will sign electronically when registering)*.



## **BEHAVIOR MANAGEMENT**

It is the Y's goal to provide a safe, secure, and healthy environment for all children who attend our program. The YMCA Childcare program emphasizes the six core values when working with students who attend our program:

- To respect all students and staff
- To take responsibility and be accountable for one's own actions
- To make honesty the basis for all relationships and interactions
- To care for ourselves and those around us
- To treat each other equally despite our differences
- To include all students in program activities

Counselors have a support network of supervisors to aid them in certain situations or concerns that may arise.

The staff will use positive reinforcement as much as possible with the students. If disciplinary action need arises, student's will be placed in either individual or group time outs. Certain behaviors may result in a write up. Continued misbehavior or severe acts of misconduct by a student may result in immediate excusal from the program.

We will not hesitate to quickly inform parents/guardians of their student's behavior if it disrupts the program (fighting, bullying, swearing, stealing, hitting, biting, disrespect, non-compliance and general misbehavior). If a solution is not found, the camper will be sent home and there will be no refund of program fees. If a child is sent home for behavior this counts as a "strike" for the child.

In certain circumstances, we will be forced to withdraw children from our program. Depending on the severity of the circumstances, notice may be waived. Refunds will not be issued in this instance. The following circumstances may warrant immediate expulsion:

Any destructive, violent behavior by a child that is harmful to the child, other children, staff and/or property

Assault or threat of assault by parent/guardian or camper to campers, other parents/guardians or staff

Parent/Guardians' use of abusive language or any inappropriate behavior towards others

Non-compliance with the policies and procedures of the site

**Non-payment of fee, an outstanding balance, or failure to follow registration policies.**

Continual lateness when picking up of a child

Please note that depending on the situation your child may be temporarily suspended from the program and the parents will be required to find alternate arrangements. Suspension dates cannot be chosen by the parent/guardian. If a suspension occurs staff will call parents before the child is picked up to notify them.

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- ***There will be a copy of the Childcare student behavior contract at the YMCA for families to pick up and return to the YMCA\****
- ***Poplar Grove ; Staff will have a copy at this location for parents to sign and return to staff at Poplar Grove.***