



the

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# SCHOOL AGE CHILD CARE

# PARENT

# HANDBOOK



**Decatur Family YMCA**

220 W. McKinley Avenue  
Decatur, IL 62526  
217-872-9622  
[decaturymca.org](http://decaturymca.org)

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DECATUR FAMILY YMCA

# **SCHOOL AGE CHILD CARE PARENT HANDBOOK**

*Revised July 2025*

Decatur Family YMCA welcomes you and your child to the School Age Childcare Program. We feel our program will provide your child with a safe environment to learn and grow while offering a variety of activities. We ask that you familiarize yourself with the policies and procedures outlined in this handbook.

If you have any questions or concerns regarding the information contained herein, please contact us at 217-872-9622.

## **YMCA MISSION STATEMENT**

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

## **GROWTH & DEVELOPMENTAL GOALS FOR STAFF AND STUDENTS**

The YMCA School Age Child Care philosophy is that school-age children require a safe and stimulating environment in which they can develop positively. Staff foster this development by offering appropriate age activities that emphasize the YMCA's core values of caring, honesty, respect, and responsibility.

School-age children are an integral part of the curriculum planning and implementation, where they are empowered to help make decisions regarding the activities offered.

Personal     Build self-confidence by doing your best in everything you do.  
                    Raise awareness of how to maintain a healthy body and mind.

Emotional   To be kind to others and to expect the same from them.  
                    To never hurt another intentionally.  
                    To encourage and support others.

Intellectual   Broaden your knowledge through homework and special projects.  
                    Learn from others.

Physical     Exercise and be part of some activity every day.  
                    To rest, relax and participate in some quiet activities every day.  
                    To eat healthy foods.

Social        To work as a team member.  
                    To spend time as an individual.

## **PROGRAM GOALS**

1. To provide quality care for children.
2. To support and strengthen the family unit, focusing on:
  - Improving communications among family members.
  - Increasing their ability to work and interact together.
  - Helping families to share their values with each other.
  - Increasing their sense of community with other families.
  - Helping families to improve their economic stability.
3. To help children develop to their fullest potential, focusing on:
  - Self-awareness, confidence, and feelings of self-worth
  - Interpersonal relationships
  - Values development
  - Academic achievement
  - Physical skills
  - Health and nutrition
4. To deliver the program in a positive YMCA environment of safety, support, and care.
  - Creating an atmosphere, which provides care and understanding, students to students and staff to students.
  - Maintaining that all children are safe and happy in the program.
  - Broadening the community, national, and world understanding of children and parents/guardians, including experiences that foster exposure to ethnic and cultural diversity.
  - Conducting the program under YMCA operating principles.
5. To develop in spirit, mind, and body, the YMCA School Age Child Care Program teaches in a Christian environment. Although we will not be teaching doctrine, we will be teaching Christian values such as caring, honesty, respect, and responsibility. Prayers will be said before snacks and meals. Age-appropriate Christian songs and stories will also be used.

This program believes children need love, affection, and understanding. Mutual respect among children and teachers may help the child with different aspects of the world around them. Crafts and projects in the program will be used to stimulate the child's creativity and develop fine motor skills.

Our staff is here to assist you and your child in any way possible. Please let us know of any concerns you have about your child or the program.



## **GENERAL INFORMATION**

### **LICENSING COMPLIANCE**

The YMCA School Age Child Care Program is exempt from licensure according to the Child Care Act; Title 89, Part 377, Section 377.3, "Day Programs." However, the YMCA program is required to provide written, notarized notification to the Department of Child & Family Services regarding our operation. Our School Age Child Care program is not licensed or regulated by DCFS. Our program is also required to comply with the standards of the Illinois Department of Public Health (77 Ill. Adm. Code 750) and the fire safety standards of the Illinois State Fire Marshall (41 Ill. Adm. Code 100). The YMCA engages and complies with the background check and clearance procedure through the Illinois Department of Human Services CCAP currently available for license-exempt CCAP providers.

### **FIREARMS**

Illinois prohibits the knowing possession or carrying of any firearm, stun gun, or taser on or about the person in any public or private elementary or secondary school, on the person or in the vehicle on the real property of any school, in any conveyance owned, leased or contracted by a school to transport students to or from school or a school-related activity, or on the person or in a vehicle on any public way within 1,000 feet of the real property comprising a school. The YMCA complies with this law and follows this as a policy within YMCA facilities and program spaces.

### **PARENT/GUARDIAN PARTICIPATION**

Parent/Guardian participation is welcome at any time. We realize your work obligations may prevent you from being able to participate in our programs during regular business hours. You can instead volunteer to bring in party supplies on special days or help with one of our evening programs. We welcome and encourage volunteers at any time.

**PRAISES AND CONCERNS**

Although no news usually means good news, it is still great to hear when one of our staff has gone above and beyond the call of duty. Let us know and we'll pass it on. We also want to know if you have any concerns about your child's time in our program. If you have a concern, please feel free to contact the Director of School Age Child Care and we will do our best to address your concerns quickly.

**HOLIDAY CLOSINGS**

The YMCA offices and School Age Child Care Program will be closed on these holidays. Tuition is still due for these days.

Memorial Day

Labor Day

Thanksgiving Day

Day After Thanksgiving (Black Friday)

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

**INCLEMENT WEATHER STATEMENT**

In the event of school closing due to inclement weather, the YMCA will not provide care. This is to ensure the safety of all students and staff.



## **CHILD PROTECTION LAW**

Please be aware that the Child Protection Law mandates the YMCA School Age Child Care Program to report to DCFS any “suspected” case of child abuse or neglect. If a “suspected” case of abuse does occur and the offender is thought to be a parent/guardian, a report will be made to DCFS. When there is “suspected” abuse and the offender is thought to be someone other than a parent/guardian, staff will also consult with the parents/guardians of the child. For the child’s sake, we recommend that the child remain enrolled in the program throughout the Protective Services investigation. This may be their most stable environment during this time.

If parents/guardians have any questions or concerns regarding the Child Protection Law and the Program’s reporting guidelines, please speak to the Director of School Age Child Care. A copy of the law may also be obtained from the YMCA office.

## **RESTRICTED PARENT INFORMATION**

In the event of a court-ordered legal custody situation whereby either parent of the enrolled child has visitation restrictions, we must have in the child’s file a written and dated statement along with a stamped copy of your legal custody papers that have been signed and dated by a judge. We must follow the law when it comes to restricting a parent’s rights to information and access to their child. Unless we have court-ordered legal papers on file, parents will not be restricted. In the event of a court-ordered legal custody situation whereby a parent is not allowed to pick up the child without the other’s consent, we ask that you state in writing that you have legal custody and the person (name and relationship) who does not have a legal right to pick up your child while in our care.

The written and dated statement must be on file in the child center office along with a stamped copy of your legal custody papers, which have been signed by a judge.

## TUITION POLICY AND PROCEDURES

### **ENTRANCE REQUIREMENTS**

1. A non-refundable registration fee of \$40.00 per family plus a non-refundable first week's tuition per student is required to register your child into any YMCA School-Age Program.
2. After the completed registration forms, consent forms, and fees are turned in to the YMCA office, you will be notified of your child's earliest possible start date. It takes a minimum of 48 business hours to process your application.
3. Each after-school program has a limit on the number of students that can attend. If the program is full, a waiting list will be created. When a space becomes available, the first person on the waitlist will be contacted. You will be given 2 business days to register your child before the next person on the waitlist is contacted.

### **BUS POLICY**

School Age Child Care program buses run on a very tight schedule. You must communicate with the YMCA when your child is not going to ride the bus.

The following fines will be added to your account if the bus must wait for your child:

1. Parents/Guardians who do not inform the YMCA by 1:00 PM that their child will not be riding the YMCA bus that day will incur a \$5 fee for every day the bus waits for their child at the school.

The YMCA is not responsible for any child until they are on the YMCA bus or in the YMCA program.

### **BUS BEHAVIOR POLICY**

It is the goal of the YMCA to bus students safely to and from the program every day. If your student's behavior becomes a distraction to the bus driver, they may be removed from the bus route and the parents/guardians will be required to find alternative transportation to the program.

**IEP/ 504 PLANS**

To better serve all children, an IEP or 504 Plan should be submitted before your child is enrolled in any School Age Child Care Program to help us assess and staff for any special needs that might be required.

**WITHDRAWAL & REINSTATEMENT REQUIREMENTS**

A one-week written notice is required to withdraw from our programs.

Notice must be sent to:

Decatur Family YMCA Child Center  
Attn: School-Age Child Care  
220 W. McKinley Ave.  
Decatur, IL 62526

If notice is not given, payment for that week's tuition will be required.

If your child withdraws from the program for 30 days or less and wishes to re-enroll, all missed tuition fees must be paid for reinstatement to take place. Reinstatement will be based on space availability.

**BEHAVIOR POLICY**

Our program makes every attempt to make children feel welcome, safe, and confident, but it is important to understand that children have the responsibility to conduct themselves with respectful and responsible behavior. If a child indicates through behavior that he/she has individual needs that are not met in our group setting, a parent/guardian or staff person may initiate a parent/teacher conference to discuss a plan of action. If progress is not seen, a second parent/teacher conference will be held to either (1) discuss and plan for the future of the child in any of the YMCA School Age Child Care Programs or (2) make the difficult decision that the child's needs cannot be met in our program and assist you in locating appropriate alternative care. Tuition is still due for the time missed from the program due to suspension.

### **BULLYING POLICY**

The YMCA takes bullying very seriously and will not tolerate any form of bullying. In the event of a student bullying another student, the YMCA will take the actions listed in our discipline policy (p.19).

### **FINANCIAL AID GUIDELINES**

See the Y Cares Scholarship Application and Financial Assistance Policy for complete details.

### **CCRS Program (Department of Human Services)**

Parents/Guardians applying for assistance through Child Care Resource Services are required to complete a CCRS application and a Y Cares Scholarship application. Both applications must be submitted to the YMCA business office along with required income and education documentation before your child's first day of attendance.

Families applying for government subsidy assistance will be charged the full weekly rate while the contract with the subsidy agency is pending. Once approved, your account will be adjusted accordingly. Parents are responsible for paying all fees not covered by CCRS. Please see the Financial Agreement for details.

### **DCFS PROGRAM**

Parents/Guardians applying for assistance through the Department of Child and Family Services are required to submit to the YMCA a completed DCFS Services Application along with instructions from your caseworker regarding billing procedures. In addition, we require a letter on DCFS letterhead outlining approval of payment. Parents/Guardians may not start bringing their child(ren) until all paperwork is complete and has approval from DCFS.

### **OTHER SUBSIDY PROGRAMS**

The YMCA is willing to work with other subsidy units who will contract with us and make direct payments to us. Families using programs that reimburse the family directly must follow the same payment procedures as full paying clients outlined in the Financial Agreement.

## **TUITION GUIDELINES**

1. Please refer to the YMCA Child Care Rate Sheet for an overview of fees.
2. Definitions of Care:
  - a. After-School Care is provided on days when school is in session from the time of your child's school dismissal until 5:30 PM.
  - b. School Days Out (SDO) are days when school is not in session during the normal school year and full-day care is provided.
  - c. SDO-Half Day is when school is only in session for the morning hours, and children are released before lunch. There will be no additional fee, and lunch will be provided.
3. A non-refundable \$40.00 registration fee per family and the first week's tuition must be paid to secure a place for your child. The stated registration fee is NOT deducted from your child's tuition.
4. Tuition is due based on your registration. There will not be credits or refunds for days missed.
5. Decatur Family YMCA requires payment by bank draft.
6. Every week, accounts with an outstanding balance will be assessed with a service charge of \$5.00.
7. If payment is late, your child may be dropped from the program until tuition is paid in full. Credit will not be issued for days missed due to non-payment.
8. A \$25.00 return payment fee will be assessed for any payment returned for any reason.
9. Refunds will not be given for missed time due to illnesses, suspensions, personal days off, holidays, or vacations.

10. Our program closes promptly at 5:30 PM. There will be a \$1.00 charge for every minute children are not picked up by 5:30 PM, to be assessed after 5 minutes. If your child is not picked up within 30 minutes of the site closing, the local police department and DCFS agency will be called.
11. Failure to notify the YMCA about your child's absence from our School Age Child Care Program will result in a \$5.00 Finder's Fee (please see Procedures for Missing Child, p.17).
12. School Days Out (SDO) – Full Day  
Your child may attend an SDO day for up to 10 hours per day. SDO Days require separate registration and a fee of \$15 per SDO, per student.
13. Break Weeks  
The YMCA offers full-day care for extended holiday breaks (Winter Break, Spring Break, etc.). Break Weeks will require separate registration and a fee of \$180 per week, per student.

**Please Note:** The YMCA's Child Care Program is not a drop-in service. This means we are unable to accept day-to-day payments or bill only for days your child attends. Instead, billing is based on the days you have registered your child(ren) to attend. As a result, we will not issue credits or refunds for missed days, regardless of attendance.

## **PROGRAM POLICIES AND PROCEDURES**

### **TRANSPORTATION TO AND FROM SCHOOL**

Some children in our School Age Care program will be transported from school on a YMCA bus; others will be transported via a Decatur Public School District 61 bus. Parents/Guardians will be notified prior to starting which transportation will be used for your child's school.

If your child is bussed by DPS61 to our After School program, you are required to contact your child's school and make transportation arrangements. It may take up to one week after the school has been notified for your child to be granted permission to ride the school bus to the YMCA. The parent/guardian must provide transportation until such permission is granted. *The YMCA does not transport children to and from their homes.*

### **ARRIVAL AND DEPARTURE POLICIES**

Parents/Guardians are required to walk their child into the School Age Child Care program site classroom and sign their child in. Children should NEVER be dropped off at the door. This is for your child's protection and safety.

Children will only be dismissed to responsible adults listed on the release authorization form. Again, this is for your child's protection. Staff will check for a picture ID and written authorization on all persons unfamiliar to them. Anyone without proper authorization will not be allowed to remove the child from the premises. Parents/Guardians will be called immediately if this occurs. If you need to add or remove a person on your pickup list, ask for a Change of Information Form. We can only make these changes after we have received written permission directly from the parent/guardian.

If your child is participating in either a YMCA or school-sponsored program and needs to be dismissed to attend that program during normal after school hours, a written release completed by the parents/guardians needs to be given to the appropriate personnel prior to the time of the event.

In a situation where a person appears incapable of driving and adequately caring for your child, the child will not be released. Staff will contact other authorized persons to pick up the child.



## **ATTENDANCE POLICIES**

If your child does not attend a day of school or leaves school early for any reason, the child is not allowed to attend the School Age Child Care program.

## **HEALTH AND ILLNESS**

### **IMPORTANT:**

Call the YMCA School Age Child Care office when your child is ill or will be absent for other reasons. We need to know where your child is every day for the child's safety and accountability. The SAC sites will then be notified of your child's absence. A sick child is to be kept at home, for his or her own sake and that of others. Many communicable diseases begin with cold-like symptoms.

A child is considered ill when he/she has the following:

- An elevated temperature of 100.4 degrees or higher
- Vomiting
- An unidentified rash or a contagious rash
- Diarrhea
- Weepy and red eyes [could be conjunctivitis (pink eye) which is very contagious]
- A communicable disease
- Any evidence of head lice
- Excessive cough and/or nasal discharge
- Mouth sores
- Any other symptoms that prevent your child from participating in the day's activities

The YMCA School Age Child Care Program Teachers and/or Coordinator should be informed about the nature of any illness. If your child has a communicable disease, tell us when it first appeared. To return to the School Age Child Care Program, a doctor's release stating that your child is no longer contagious must be shown to the program staff.

If a child becomes ill while in our care, a staff member will contact the parents/guardians and request that the child be picked up.

Parents/guardians need to come immediately (within 30 minutes). Until the sick child is picked up, the child will be isolated as much as possible.

### **WHEN CAN MY CHILD RETURN TO THE PROGRAM?**

1. The child's temperature has been normal for 24 hours without Tylenol/aspirin/substitutes
2. The child had been diagnosed as having a bacterial infection and has been on antibiotics for 24 hours.
3. It has been 24 hours since the last episode of vomiting or diarrhea without medicine.
4. Eyes are no longer discharging, and if pink eye, has been treated with antibiotic for 24 hours.
5. The rash has subsided, or the doctor has determined the rash is not contagious.
6. In the case of lice, children must be completely free of all nits to return. Our center has a nit-free policy. Staff will conduct head checks on all children returning from a bout of head lice before the child may re-enter the program.

*Handwashing = A Healthy Center*

Children and staff are required to wash their hands upon arriving at the center. It is helpful if parents/guardians will assist their child with this task when they first arrive. Children and staff will also be washing their hands before and after eating, after large motor and/or outside activities, before and after cooking projects, after handling a pet, after using the bathroom, and after wiping or blowing his or her nose.

### **MEDICATION POLICY**

Only prescription medicine in original bottles will be given at YMCA School Age Child Programs. Prescription medicines must include the child's name, prescription number, doctor's name, administration quantity, and time. Parents/Guardians must give all medications directly to the School Age staff and fill out a Dispensing Medicine Consent Form. At this time, the medicine will be locked up out of reach of the children. At no time are children permitted to be in possession of medicines.

### **WHAT HAPPENS IF MY CHILD IS INJURED?**

If your child is injured, the staff will take the steps necessary to administer first aid and/or obtain emergency medical care if needed. A written note will go home for all minor accidents. In case of a medical emergency, the following steps will be taken, which may include, but are not limited to the following:

1. Attempts to contact a parent or guardian.
2. Attempts to contact you through any persons listed on emergency information form you completed for us.
3. Administer emergency first aid.
4. Call 911 if necessary. The fee of this is the responsibility of the parent/guardian.
5. Have the child taken to an emergency hospital in the accompaniment of a staff member, if possible.
6. Please complete a change of information form if emergency contacts or primary physician information changes.

### **PROCEDURES FOR MISSING CHILD AFTER SCHOOL**

The following procedures must be followed in the event a registered child fails to check in after the dismissal of school or fails to immediately report to the bus at the dismissal of school. The site teacher or bus driver will follow all procedures until the child is found while additional staff continues with the programming for the other children. Then proceed as follows:

1. Check with the school secretary to see if the child was absent from school due to illness or other reasons.
  - If the child was present in school, then:
2. Check with the child's teacher and ask:
  - If he/she knows where the child is or was the child seen leaving with friends, parents/guardians, or another adult.
  - If the child left school with someone other than a parent/guardian, call parents/guardians at home or work to verify the child's absence from our program.
  - If the child was not seen leaving with anyone, then:
3. Ask the child's teacher or secretary to page the child.
  - Start looking in the school and on the school grounds for the child. Get help in this to speed up the search.
  - If the child is located on school grounds, stress the importance of

coming to the center promptly. Talk to the parents/guardians at pick-up time about this.

- If the child is not located anywhere on the school property, and no one knows where the child is, then:
- 4. Call the parents/guardians and notify them of their child's absence.
  - Do they know where their child might be?
  - If yes, then ask for a written note of excuse to be placed in the child's file.
  - If no, ask them if they might know where the child has gone. Some children may walk home and are at a neighbor's house, or they might go home with a friend. Ask the parents/guardians to call the neighbor's or friend's house.
  - If the child is still missing at this point, or if the parents/guardians cannot be located, then:
- 5. Call the police and get them involved with the search.
  - No more than 30 minutes should pass from the moment school dismisses until the police are called.
- 6. Call the Director of School Age Child Care to inform him/her of the situation, and again when the child is found. If they are not available, please speak with someone at the Courtesy Desk.

**PARENTS/GUARDIANS...You must notify the YMCA School Age Child Care program office if your child will not be present on a scheduled afternoon. This will prevent unnecessary worrying about your child. Failure to notify the YMCA about your child's absence will result in a \$5.00 Fee.**

## **DISCIPLINE POLICY**

To provide all children in our program the safe, positive, and enjoyable learning environment they deserve, we will be using a discipline plan that utilizes the following steps:

- Step 1:** The teacher(s) will give specific instructions of what the child is to do.
- Step 2:** The child will be given a reminder with a redirection consequence if appropriate behavior is not followed. The consequence will not be a time out, but a move from the current situation to another situation (ex: If the child is throwing blocks in block area the redirection will be to go to book area. This is a quiet area where the child can settle down).
- Step 3:** The teacher will follow through by redirecting the child to an alternative activity. If the child continues with inappropriate behavior, he will be placed in a time-out.
- Step 4:** The length of the time-out is determined by the child's age, one minute as per the child's age.
- Step 5:** If the child continues exhibiting inappropriate behavior, the office will intervene.
- Step 6:** If the behavior continues over an extended period, the director will ask the parents/guardians to attend parent/teacher/director conference where an action plan will be agreed upon and put into action for the child.

At any time, the Decatur Family YMCA may waive the disciplinary procedure and reserves the right to discharge any student without notice for misconduct.

Praise and recognition of good behavior is utilized throughout your child's day. This will help children CHOOSE appropriate behavior.

### **SWIMMING AND FIELD TRIPS**

Due to the nature of these events, appropriate and safe behavior must be always used. Pool time and/or field trip time will be immediately taken away from a child who does not behave appropriately after being reminded of what is expected of him/her. If a child loses pool or trip privileges for a future time, parents/guardians may be asked to make alternate arrangements for their child during these times.

### **BUS REFERRALS**

Safe and appropriate behavior must be followed while riding on all YMCA and district school buses. Bus drivers need their full attention on the road. If a child is misbehaving while on the bus, they will receive a warning. If the behavior continues, they will receive a bus referral notice and the parents/guardians will be contacted. Children who receive a third bus referral in a sixty-day period will be suspended from riding the bus for three attendance days and a parent conference will be set up. In our After School program, parents/guardians may opt to provide the transportation themselves or use alternate programming during those three days. If a third bus referral is given during field trips, the child may not attend the next field trip. Refunds will not be given for days missed due to suspensions.

### **BATHROOM ACCIDENTS AND WITHHOLDING OF FOOD**

Children will not be disciplined for bathroom accidents while in our care and the use of the bathroom will not be used as a form of punishment. The withholding of food or treats will not be used as a form of discipline. However, if a child is using inappropriate behavior, they will be moved to a table away from the group.

## **PROGRAM ACTIVITIES**

The YMCA School Age Child Care Programs provide a variety of activities unique to our program. When registering, parents/guardians understand that if your child cannot participate in any scheduled activity or event on any given day, you must make alternate arrangements for your child during this activity time.

### **HOMEWORK TIME**

Each afternoon during the school year, children will participate in a 30-minute period to work on homework. This is a good time for children to get started and/or complete any homework they have been given to do. If your child does not have homework, he/she may read a book or practice school related skills such as spelling or math. At the end of the scheduled homework time, children will be asked to put their work away so they can participate in the other scheduled activities with the group. If there is time, children may return to their homework if they choose during free play times. Children are responsible for bringing their homework from school and using this time to work on their homework. YMCA staff will remind children to do their homework, but parents/guardians are responsible for checking it over and making sure it is complete. It is not the staff's responsibility to go through a child's personal belongings to check for homework assignments if a child says they do not have any homework.

### **ARTS AND CRAFTS**

We believe that regular art experiences are essential to a well-rounded program that fosters creativity in children. Statistics also show that children who have been exposed to the arts learn better in school. Children should feel free to express themselves creatively through art and will be encouraged to do so through a variety of art media.



## **FITNESS AND SPORTS**

Large motor games and activities will be scheduled daily to give the children an opportunity to expend energy and encourage physical health. The program will have a mixture of activities that will increase your child's heart rate which will help them burn calories and help muscles develop. We will go outside on all days that the wind chill is above 30 degrees, or the heat index is below 100 degrees.

Appropriate coats, hats, gloves, etc. need to be sent to school with your child. To avoid dehydration on warm days, children will be required to stop their play and drink water every 20-30 minutes. Unless weather becomes an issue, we will spend at least 60 min a day outside playing.

## **FIELD TRIPS**

Field trips will be a part of our scheduled activities for School Days Out. For the safety and enjoyment of all, children will be expected to behave in an appropriate manner on all field trips. If inappropriate behavior persists after two reminders, participating in the next field trip may be denied. Parents/Guardians will be notified of field trips through our regular newsletters and by signs posted at each site. Please read these carefully.

On field trip days, students must be dropped off no later than 9:00am. Parents/Guardians who drop off children after we have already left for the field trip, must either bring their children to our trip destination or make alternate arrangements during that period. A nominal fee may be charged for field trips.

## **SPEAKERS**

To help foster the awareness of our community and the world around us, speakers will be invited to come to our program from time to time. Please let us know if you would like to be a speaker, know of someone who would be good as a speaker or know of a worthwhile field trip location.

## **CHARACTER DEVELOPMENT**

Your child will learn character values in our program to help affirm his/her promise to be of strong moral character and to be upstanding citizens in our community. We will also be providing activities that help teach caring, honesty, respect, and responsibility. If a child makes mistakes and forgets the rules, as children will do, we often have the child ask themselves which character value they broke and how they can correct the situation.

## **SWIMMING**

When school is not in session, the children will have opportunities for open swim times. Certified lifeguards are always on duty and YMCA staff will be in the pool. Lifeguards require that children take a swim test before they are allowed into the deep end of the pool. Float belts will be available for any child who feels uncomfortable in the shallow ends of the pool. Children need to bring a backpack, swimsuit, and towel on all swim days. Make sure your child's name is written clearly on each item.

## **BIRTHDAYS AND HOLIDAY PARTIES**

We would love to celebrate your child's birthday. Your child may bring in a special snack on this special day. The YMCA staff must approve special treats and there must be enough for everyone. Treats brought from home must be store purchased and stored packaged to be served. Special treats may also be brought in for scheduled holiday parties. Watch for a sign-up sheet at your child's site.

## **TOYS FROM HOME, ELECTRONIC GAMES, ETC.**

These items should not be brought to any YMCA School Age Child Care program. If they are brought in, they must remain in your child's backpack. Reminder: The YMCA and site locations are not responsible for any personal items that become lost, broken, or stolen.

## **CHANGE OF CLOTHING**

Children should wear casual comfortable play clothes each day. We will try not to limit a child's activities because of the type of clothing worn; however, gym shoes or rubber-soled shoes are required for physical activities. Please avoid sandals/flip-flops and open-toed shoes, as these types of footwear can be a safety hazard for the children during outdoor activities such as group games and hikes. Children need to wear inexpensive clothing and shoes that will enable them to play, experiment, run, and learn safely and freely without worrying about getting dirty. We do many hands-on activities that may be messy. Children prone to accidents should have a change of clothes in their backpack. If your child has an accident, we will send the soiled clothing home with you. Please mark all belongings. Unmarked clothes will be placed in the program's "Lost and Found" for thirty days after which it will be discarded. YMCA staff will not be responsible for lost items.

Your child will need to bring a backpack every day for their personal belongings. Backpacks must be marked with your child's name.

## **SNACKS**

Children will be provided with an afternoon nutritional snack and nutritious drink.

Children with special dietary needs will require the Director's permission and a doctor's note to bring their snacks into the center. This snack must meet state nutritional guidelines.

## **LUNCHES**

The Decatur Family YMCA will provide a healthy snack and a nutritious lunch to anyone who has registered for the School Days Out Program or any half-day program when the school does not supply the students lunch. Students are allowed to bring a nutritious lunch.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**DECATUR FAMILY YMCA**

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