

ALWAYS HERE FOR OUR COMMUNITY



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



GREATER JOLIET AREA YMCA

Kid Zone

2020-2021

**Before and After School
Youth Enrichment Program**



**PARENT
MANUAL**

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Dear Parents/Guardians,

Thank you for enrolling your child in the YMCA's Kid Zone PLUS Program. We look forward to an exciting school year ahead!

This parent manual was designed with your concerns in mind. We are hopeful that it will provide you with a comprehensive overview of the YMCA's Kid Zone Plus Program.

Again, welcome to the YMCA Kid Zone Plus Program and thank you for your support of the YMCA. If you should have any questions, please feel free to contact the Kid Zone Plus director at your local YMCA branch.

Sincerely,
YMCA Kid Zone Plus Staff

C.W. Avery Family YMCA
15120 Wallin Drive
Plainfield, IL 60544
(815) 267-8600

Galowich Family YMCA
749 Houbolt Road
Joliet, IL 60431
(815) 744-3939

Morris Community YMCA
320 Wauponsee Street
Morris, IL 60450
(815) 513-8080

Smith Family YMCA
1350 S Briggs Street
Joliet, IL 60433
(815) 726-3939

OUR MISSION

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

ABOUT THE PROGRAM

The Greater Joliet Area YMCA's Kid Zone Plus program is an enrichment program for students, grades K-5*. Through this program, we provide a safe and secure environment where children can learn practical social skills and develop positive values. Our goal is to nurture each child's potential, ensuring the development of healthy, trusting relationships that build confidence and character.

YMCA Kid Zone Plus programs are currently serving students in the following area school districts:

Plainfield Community Consolidated District 202
Joliet Public Schools District 86
Troy Community Consolidated School District 30-C
Minooka CCSD #201
Morris District 54
Morris District 60-C
Union School District 81
Laraway Community Consolidated School District 70C
Rockdale School District 84
Elwood Community Consolidated School District 203
Fairmont School District 89
Will County School District 92

Our program is license exempt and is not regulated by DCFS.

*Care for middle school students (grades 6-8) is only available at select Kid Zone Plus sites. Please contact your local YMCA for availability

PROGRAM GOALS

We know that learning doesn't end when the school bell rings. The way your children spend time after school can make a big difference in their personal development and your family-life balance. At the YMCA, kids engage in a variety of exciting physical and imaginative activities that encourage them to explore who they are and what they can achieve.

After school programs at the Y are more than a safe place for your child. Our program nurtures a child's potential, ensuring the development of healthy, trusting relationships that build confidence and character. Through guided play, children learn to respect themselves and others, work out their differences and discover the value of true friendship.

ABOUT OUR KID ZONE PLUS STAFF TEAM

In the YMCA's Kid Zone Plus program, caring and professional role models are committed to helping kids build confidence and character. The dedication and professionalism of our highly trained staff is extraordinary.

All YMCA Kid Zone Plus Counselors are 18 years of age or older and are required to be trained or certified in a number of Health, Safety and Child Development courses, including the following:

- American Red Cross First Aid, CPR, AED
- American Red Cross Anaphylaxis and Epi Auto-Injector
- Bloodborne Pathogens
- Prevention/Recognition of Child Abuse
- Mandated Reporter
- Sexual Harassment Prevention

Reference checks have been completed, documented and filed on all staff working with children in the YMCA's Kid Zone Plus program. All employees must also pass a criminal background check to work at the YMCA. The majority of our staff are college-age or older and have a passion for working with youth.

HOURS AND DAYS OF OPERATION

The YMCA's Kid Zone Plus program runs Monday through Friday when school is in session. Program hours vary by school district.

PAYMENT INFORMATION

Upon registration, weekly Kid Zone Plus payments will be set up to electronically withdraw from a checking account or debit/credit card on the Friday prior to that week of care. The registration deadline for any week of Kid Zone Plus is the Wednesday prior to that week. A \$45 non-refundable registration fee per family is also due upon registering.

If you should have a non-sufficient fund (NSF) return or declined payment an attempt will be made to draft your payment within 24 hours. If we fail to collect your payment after the second attempt you will be charged a \$25 return fee. If payment is not made by the Sunday prior to the registered week, your program participation may be suspended or terminated.

FINANCIAL ASSISTANCE PROGRAM

At the YMCA, no one is turned away due to the inability to pay. In keeping with our mission, the Greater Joliet Area YMCA provides financial assistance, as funds are available, to those who qualify, based on a sliding fee scale.

Before applying for support through the Y's Scholarship Fund, families must first apply for assistance through the Illinois Department of Human Services (IDHS). Child care assistance forms for IDHS can be found online:

www.dhs.state.il.us

Once approved or denied, you may submit an application for the Y's Scholarship Fund to the Membership Director at your local YMCA branch. To learn more about the Y's Financial Assistance Program, please visit www.jolietymca.org or stop by your local branch today.

REFUND AND CREDIT POLICY

Kid Zone Plus fees help to cover direct operating costs for the program. When you enroll in the program, you are reserving the time, space, staffing and provisions for your child, whether he/she attends. Fees will not be refunded if a participant does not attend or is sent home due to disciplinary reasons.

HOW TO WITHDRAW FROM KID ZONE PLUS

If you would like to withdraw your child from the Kid Zone Plus Program, please provide written notice to your local Y branch no later than the Wednesday prior to the start date of the registered week. This can be done in-person at your respective branch, by mail, fax or email. Please be sure to follow up with your local branch to ensure your cancellation has been received.

C.W. Avery Family YMCA

15120 Wallin Drive
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Phone: (815) 267-8600
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Please Note:

Cancellation or the end of the Kid Zone Plus school year does not automatically cancel your YMCA membership. Please contact the Membership Office at your respective branch, in writing, if you would like to cancel your Y membership. If you do not receive confirmation of your cancellation request, please contact your local branch to ensure your request has been received.

WHAT TO SEND EACH DAY

To ensure your child is prepared for their remote learning and enrichment activities please send them with the following items on a daily basis:

- Face covering/mask
- 2 snacks, a healthy lunch & drink, labeled with child's name in a disposable bag*
- Laptop and/or Chrome book with charging device
- Head phones

*Please see your respective branch page on our website for information regarding lunch and snacks during program hours.

KID ZONE SIGN IN & OUT PROCEDURES

Kid Zone Plus participants MUST be signed in/out by a parent/guardian or individual, 16 or older, who is listed on your child's Pick-Up Authorization Form. We will not make exceptions to this procedure as we are committed to the safety and welfare of the children in our care. The person picking up your child will be asked to provide a picture ID, which will be verified against your child's authorized pick up list. To avoid any confusion or frustration, please have your ID with you.

Kid Zone Plus now offers curbside pick up and drop off. Staff will be out in the designated drop off lanes waiting for your arrival. Upon arrival to the program site, please make sure that everyone in the car (3 and older) are wearing a mask. Staff will approach your vehicle from the passenger side and will ask you the following health screening questions:

- In the last 14 days, have you been in contact with someone under investigation for, or with a confirmed case of COVID-19?
- Have you or anyone in your household traveled to another country in the last 14 days?
- Have you or a family member in your household been instructed to self-quarantine?
- In the last three days, have you experienced a fever of 100.4 or higher?
- Are you currently experiencing any symptoms of COVID-19?

If you are able to respond "no" to all the questions, your child will then have their temperature taken. Participants will not be permitted to be signed in to the program if they have a temperature of 100.4 or above. Once the participant's temperature is taken, staff will pass the sign in sheet through the window for the parent/guardian to sign in. Your child(ren) will then get out of the car to be escorted to the restroom where they will wash their hands upon arrival. Once the sign in process is complete, the participant will then be taken to their group.

For pick up, parents/guardians will pull into the lot and into a designated parking spot. Once parked, please send a text message to the Kid Zone PLUS site phone, alerting our staff to your arrival. The Kid Zone PLUS site phone number will be displayed on the Kid Zone PLUS parking space sign. Please include your name, your child's name and the parking spot number that you are in when sending your text. Please make sure that all passengers (3 and older) that are in your car are wearing a face mask. A staff member will then escort your child(ren) to your car for sign out. Please have your PICTURE ID available to show to the Kid Zone PLUS staff. Please remain in your car at all times unless your child needs assistance getting in/out of the car.

*Should you need to add an authorized person to your list, please contact the Kid Zone Plus Director at your respective branch.

ABSENTEE PROCEDURES

If for any reason (including illness) your child will NOT be attending the Kid Zone Plus program, please text the YMCA Kid Zone Plus site phone at least 30 minutes prior to the start of the program to notify staff. The YMCA staff members at your child's school will check the site phone daily to document any absences. Failure to report absences 3 or more times may result in removal from the program.

Please Note: We cannot deduct days missed from your fee (Please refer to the Refund and Credit Policy). Please refer to your branch specific page for your site's phone numbers.

FACE COVERINGS AND PERSONAL HYGIENE

All participants will receive one face mask to wear while at Kid Zone Plus. You may send your child(ren) with a mask from home if they do not wish to wear the one provided; however, masks must be worn at the program every day. If your child forgets their mask, you may purchase an additional one for \$3. Participants will not be allowed entrance to Kid Zone Plus without a mask.

For your safety and the safety of our staff, face masks will be required for parents/guardians to wear at sign in/out.

The best practice in eliminating any type of germ/virus/etc is by practicing proper hygiene through hand washing. Frequent hand washing breaks are scheduled throughout the day (upon arrival, before any transition, before & after bathroom breaks, before & after eating, etc). Hand sanitizer will also be available to participants in each classroom.

HEALTH SCREENINGS, ILLNESS AND INJURY POLICIES

With each child's welfare in mind, we ask parents not to send a child to Kid Zone Plus if he/she is sick or has a fever. We also ask that if a child has an injury that may affect their positive Kid Zone Plus experience that parents do not send their child to the program. Participants are asked to participate in a wide variety of activities each day and if they are injured or ill, they may not feel up to or have the ability to take part in planned activities. If a child becomes ill or injured during program hours, appropriate measures will be taken. Parents/guardian will be contacted and asked to pick up their child from the site. In the event that we are unable to contact the parent or guardian, we will review the emergency contact information to locate one of your designees who can pick up the child.

Health screenings will be conducted during the sign in process of the program each day. Parents/guardians will be asked a series of questions upon arrival. If any question cannot be answered as "no", your child(ren) will not be allowed entrance to Kid Zone Plus.

Participants will have their temperature taken twice a day, once at sign-in and again at lunch time. Any participant that has a temperature of 100.4 or above will not be allowed to attend the program. If the child's temperature reads 100.4 at the second screening, their parent/guardian will be contacted immediately and they will be isolated until they can be picked up.

A participant who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of COVID-19 will be sent home. Parents should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms. A participant that has been sent home can return to the program when:

- He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; AND
- Any symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began. A participant may return to the program earlier if a doctor confirms the cause of their fever or other symptoms is not COVID-19 and releases the child to return to the program in writing. A child who experiences fever and/or respiratory symptoms while home should not return to the program.

Please Note: If a child becomes sick during school hours at a site that hosts only before and after school care, parents will need to report his/her absence by calling the Kid Zone Plus site phone. The school will not inform YMCA staff that a child has been picked up early.

COMMUNICATION PLAN IN THE EVENT OF COVID-19 CASE

Any child demonstrating signs of illness will have their parent notified and be separated from other participants until their parent or guardian arrives for pick up.

If a member, guest, or staff person notifies the Y of a diagnosis of COVID-19 after having been in the facility, the YMCA will work with the local health department to provide notification to those who may have been affected while maintaining individual privacy. Close contacts (considered to be 15 minutes or more of close proximity) will be contacted by phone, encouraged to see a health care provider for evaluation, and asked to wait 14 days before returning to the program. Any participants deemed not to be a close contact will be notified in writing through email of the case on-site, reassured that they were not determined to be a close contact, and encouraged to self-monitor for any symptoms.

The YMCA will also work with the health department to determine full or partial facility closures required for disinfection.

REMOTE LEARNING EXPECTATIONS

Time will be set aside each day for remote learning to occur. Our staff will be available to provide support; however, additional learning support is expected to be needed at home. We have created a daily communication log that your child will receive at the beginning of the week. Parents are asked to review the log on a daily basis and indicate any priorities to focus on for the following day.

SOCIAL DISTANCING

We know that your child is looking forward to making new friends at the Kid Zone Plus program. In an effort to support building new friends while balancing safety, we will be limiting our group sizes to 15 children per group as recommended by the CDC, IDPH and DCFS guidelines. Your child's core group of 15 participants will be together the entire day and week. Each group will have their own designated inside space as well as outside space for them to call home. Each group will also have their own designated equipment that they will use throughout the school year. Each child will have their own set of supplies that will be stored at the program site.

LATE PICK UP

If a child is picked up from Kid Zone Plus after the scheduled program end time, parents will be charged \$10 for every 15 minutes late per child. Late fees need to be paid by the next business day. If an emergency contact cannot be located within one hour of scheduled program end time, the child will be turned over to local authorities.

Any child that is picked up late 3 times or more during the school year may be removed from the program. It is imperative that parents/guardians have contingency plans in place when work or weather-related problems cause them to be late in picking up their children from Kid Zone Plus.

FAMILY ISSUES

Our top priority is the safety of the children in our programs. If there are family issues that may affect a child in our care, we ask that you make the Director aware of these concerns. These issues will remain confidential, and may include custody and legal care arrangements, and restraining orders, among other things. The Director will only share this information with the necessary people involved with caring for your child.



MEDICAL POLICY

If your child will need to take any prescription medications while attending the Kid Zone Plus Program, you will be required to submit additional medical forms prior to your child's first day of attendance in the Kid Zone Plus Program. Please make sure to include any necessary information with your child's enrollment paperwork and we will provide you with the required form(s). If your child requires an Epi-pen, you must provide the Y with an additional Epi-pen to be kept at the program site during your child's enrollment. The Epi-pen must be accompanied by a current prescription and a doctor's note.

Purpose

The Y is committed to maintaining the health and protecting the safety of children in our programs who have life-threatening food/other allergies or serious medical conditions. This policy is a strategy to help our staff in supporting your child and to ensure that our staff is aware and able to support medical needs as they may arise in our program.

The YMCA Kid Zone Plus staff will administer medication to a program participant provided the following guidelines are adhered to:

1. **Medication Authorization Form:** Parents/guardians will provide a completed YMCA Medication Authorization Form to the Program Director, Manager, or Lead Site Supervisor along with the child's medication in its original container. If a parent/guardian does not permit the Y to provide emergency medical treatment for their child, the child will not be allowed to enroll and participate in the program.
2. **Prescription Medication:** Only prescription medications in the original container and accompanied with specific written instructions from a licensed physician will be dispensed to program participants by Y staff. Prescription medicine labels must bear the child's name, the physician's name, the name of the drug store or pharmacy, prescription number, date of the prescription, and directions for administering. Please note that the YMCA staff are NOT allowed to give the first dosage of any medication.
3. **Non-Prescription Medication:** Non-prescription medications may be administered upon written parental permission that specifies the duration and frequency of medication. Such medication shall be administered in accordance with package instructions and, shall be labeled with the child's name and dated. Please note that the YMCA staff are NOT allowed to give the first dosage of any medication. YMCA staff are not permitted to give medication to control or contain fever. If your child refuses medication, we will contact you for further instructions.
4. **Medication Log:** Y staff will maintain a record of the dates, hours and dosages that are given.

5. **Storage & Disposal:** All medications will be kept in a locked box. Medication will be returned to the parents when it is no longer required. Additionally, medication provided for a child no longer cared for in the facility and medication that has reached its expiration date will be destroyed.

Children with asthma should always have their inhalers with them. Children will be requested to carry their own inhaler, unless otherwise requested by the parent.

LUNCH AND SNACKS

Please see your specific branch page on our website (www.jolietymca.org) for information regarding lunch and snacks during program hours.

INCLEMENT WEATHER AND SCHOOL CLOSINGS

If, for any reason, the school must close for the day (either the full day or early closure), the YMCA WILL NOT operate the Kid Zone Plus Program. Refunds will not be issued in the event of inclement weather/school closings.

BEHAVIOR EXPECTATIONS

The Greater Joliet Area YMCA has a zero tolerance policy for any sort of violent or disruptive behavior. We will not tolerate disrespect toward our facility, staff, program materials or other participants in the program. Physical or verbal fighting, degrading, making fun of others, demeaning or threatening other participants or staff will not be allowed. Any participants involved in these types of activities will be subject to discipline, and may be sent home for the day, suspended or removed from the program. Throughout the day, minor incidents will follow progressive discipline. A warning will be issued, then a timeout from activities, followed by a call home to parents.

The YMCA expects a Kid Zone Plus participant's behavior to reflect standards of good citizenship. Three principals govern the disciplinary rules at YMCA Kid Zone Plus:

1. Conduct that is disruptive to the learning process is prohibited.
2. Conduct that infringes upon the rights of others is prohibited.
3. Conduct that endangers the safety of the participant or others is prohibited.

Participants are requested and expected to:

1. Show respect and consideration to all YMCA staff and fellow participants.
2. Cooperate with all staff and abide by YMCA rules and safety guideline requests.
3. Practice the YMCA Character Values of Caring, Honesty, Respect and Responsibility at all times.

When breaches of rules and regulations occur, it is the responsibility of YMCA staff to work with the participant and their parent(s)/guardian(s) to help them correct this behavior. When determining the response for a specific breach of discipline, the Program Director will consider the nature of the act, the participant's age and maturation, any mitigating circumstances, and the effect his or her actions have on the welfare of the YMCA Kid Zone Plus program. The fact that a particular violation of good conduct is not specifically mentioned on the following pages is not a satisfactory defense for any improper conduct. It is simply impossible to list every action which is inconsistent with good character values and citizenship. We expect all participants to form the habit of not only observing the rules contained herein, but also the general rules of good conduct and common sense acknowledged by the community in which we live.

In the event of a major infraction of the rules, the Program Director will contact a parent/guardian to discuss the issue, and if warranted, suspend or remove the child from the Kid Zone Plus Program.

Any child that engages in behavior that causes or creates the potential for harm to other children or staff will be suspended from the program for up to 2 weeks. No refunds will be given if a child is suspended for disciplinary reasons. Continuous

discipline problems will result in the child's removal from the program. to work with the participant and their parent(s)/guardian(s) to help them correct this behavior. When determining the response for a specific breach of discipline, the Program Director or Manager will consider the nature of the act, the participant's age and maturation, any mitigating circumstances, and the effect his or her actions have on the welfare of the YMCA Kid Zone program. The fact that a particular violation of good conduct is not specifically mentioned on the following pages is not a satisfactory defense for any improper conduct. It is simply impossible to list every action which is inconsistent with good character values and citizenship. We expect all participants to form the habit of not only observing the rules contained herein, but also the general rules of good conduct and common sense acknowledged by the community in which we live.

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KID ZONE RULES

- Children must follow social distancing protocols.
- Children are required to keep their face covering on at all times while inside and outside when social distancing cannot be maintained. Face Coverings will not be worn while children are eating or drinking however physical distancing will be practiced during this time.
- Children are expected to participate during their designated remote learning times.
- Children may bring electronic equipment required to support remote learning. This may include a laptop and/or chrome book, head phones, and device charger.
- A child may not disturb or hurt others verbally or physically. This includes name-calling, teasing, hitting, punching, pushing, kicking, biting, spitting, pinching, or any other behavior that causes or creates the potential for harm.
- Swearing or other inappropriate language or gestures will not be permitted.
- Children must be in view of the staff at all times. If a child must leave the Kid Zone Plus area, permission must be given by the staff.
- No gum or candy is allowed.
- Children need to wear appropriate shoes to prevent scuffing of gym floors.
- All participants are to be responsible for themselves and their belongings.
- No running is allowed inside the school building except in the gym.
- Children will be expected to put away toys and games.
- Children may not damage YMCA or school equipment or property.
- Children should not bring iPods, cell phones, gaming devices, trading cards (Yugi Oh, Pokemon, etc.), or other toys from home. The YMCA is not responsible for any items that are brought from home.
- Firearms or weapons of any kind are prohibited at all YMCA programs, including on and off-site Kid Zone programs. "NO FIREARMS" signs are posted at each facility entrance, in accordance with Illinois State law.

QUESTIONS, COMMENTS AND CONCERNS

We are looking forward to an exciting school year filled with fun activities for our Kid Zone participants! If you should have any questions, please feel free to contact the Program Director or Manager at your respective YMCA branch.

Please Note: Neither the school nor the school's principal or leadership staff are responsible for the day-to-day operations of the YMCA's Kid Zone Program.

