

# ALWAYS HERE FOR OUR COMMUNITY



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



GREATER JOLIET AREA YMCA

## Kid Zone

2024-2025

Before and After School  
Youth Enrichment Program

# PARENT MANUAL

## TABLE OF CONTENTS

Letter from the Directors	1
Our Mission Statement	2
Vision Statement	2
About the Program	2
Program Goals	2
Before and After School Staff Team	3
Hours and Days of Operation	3
Payment Information	3
Financial Assistance Program	4
Refund and Credit Policy	4
How to Withdraw from Kid Zone	4
Sign-in/Sign-Out Procedures	5
Absentee Procedures	5
Illness and Injury Policies	6
Personal Hygiene	7
Communication Plan in the Event of Illness	7
Late Pick-Up	7
Family Issues	7
Medical Policy	8
Accommodation Requests	9
Snacks	9
Inclement Weather/School Closings	9
Behavior Expectations	10-11
Safe Boundary Information	11
Runaway Policy	12
Parent Code of Conduct	12
Member Code of Conduct	13
Questions, Comments and Concerns	13

## BRANCH SPECIFIC INFORMATION

Sites of Operation  
Reporting your Child's Absence  
Days Out of School Program

**Dear Parents/Guardians,**

Thank you for enrolling your child in the YMCA's Before and After School Kid Zone 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 Program.

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

Sincerely,  
YMCA Kid Zone 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

## **OUR MISSION**

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

## **VISION STATEMENT**

At the Greater Joliet Area YMCA, we are dedicated to fostering a culture that promotes the goals of accepting, respecting and valuing differences amongst all members, staff, volunteers and guests, and creates a welcoming environment to ensure the YMCA experience is inclusive and open to all.

## **ABOUT THE PROGRAM**

The Greater Joliet Area YMCA's Kid Zone program is a before and after school 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 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  
Morris District 54  
Saratoga District 60-C  
Rockdale School District 84  
Valley View School District 365U

Any school with less than 10 children enrolled in the before and after program may be transported to and from the closest site if transportation is available. The Greater Joliet Area YMCA Kid Zone program is not license regulated by DCFS.

\*Care for middle school students (grades 6-8) is only available at select Kid Zone 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 YMCA 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 BEFORE AND AFTER SCHOOL STAFF TEAM**

In the YMCA's Before and After School 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 Counselors are 16 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 and Bloodborne Pathogens
- American Red Cross Anaphylaxis and Epi Auto-Injector
- Prevention/Recognition of Child Abuse Mandated Reporter
- Sexual Harassment Prevention
- Child Development Health and Safety

The majority of our staff are college-age or older and have a passion for working with youth. Reference checks have been completed, documented and filed on all staff working with children in the YMCA's Kid Zone program. All employees must also pass a criminal background check to work at the YMCA. The Greater Joliet Area YMCA facility engages and complies with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt programs.

## **HOURS AND DAYS OF OPERATION**

The YMCA's Kid Zone program runs Monday through Friday when school is in session. The Before School program operates from 7 a.m. until the beginning of the school day. The After-School program operates from dismissal until 6 p.m. Program hours coordinate with each district's school day.

[Note: Please refer to your respective Branch page for specific information regarding our Days Out of School program.](#)

## **PAYMENT INFORMATION**

Ten installment payments will be paid monthly beginning in August and ending in May via automatic withdrawal from a checking account or debit/credit card. A \$45 non-refundable registration fee per family is also due upon registering. If families register after the start of the school year, a prorated installment will be collected at the time of registration. Participants may start attending Kid Zone four business days after the day registration is completed.

If you should have a non-sufficient fund (NSF) return or declined payment, an attempt will be made to re-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 the fees are not able to be collected electronically, we will contact you by phone for payment. If payment is not made within 5 days, your program participation may be suspended or terminated. If there are multiple NSF returns, you may be required to pay the balance of your Kid Zone fees in full.

## 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 YMCA'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 at: [www.dhs.state.il.us](http://www.dhs.state.il.us)

If denied, you may apply for the YMCA's Scholarship Fund. To learn more about the Y's Financial Assistance Program, please visit [www.jolietymca.org](http://www.jolietymca.org) or stop by your local branch today.

## REFUND AND CREDIT POLICY

Kid Zone 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

If you would like to withdraw your child from the Kid Zone Program, please provide A 10-day written notice to the Membership Office at your local YMCA branch. This can be done in-person at your respective branch, by mail, fax, email, or by scanning the QR code below. Please be sure to follow up with your Membership Office at your local branch to ensure your cancellation has been received.

### C.W. Avery Family YMCA

15120 Wallin Drive  
Plainfield, IL 60544  
Phone: (815) 267-8600  
Fax: (815) 267-8601  
Email: [avery@jolietymca.org](mailto:avery@jolietymca.org)

### Morris Community YMCA

320 Wauponsee Street  
Morris, IL 60450  
Phone: (815) 513-8080  
Fax: (815) 914-2092  
Email: [morris@jolietymca.org](mailto:morris@jolietymca.org)

### Galowich Family YMCA

749 Houbolt Road  
Joliet, IL 60431  
Phone: (815) 744-3939  
Fax: (815) 729-9628  
Email: [membership@jolietymca.org](mailto:membership@jolietymca.org)



#### Please Note:

Cancellation or the end of the Kid Zone 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 membership. If you do not receive confirmation of your cancellation request, please contact your local branch to ensure your request has been received.

## KID ZONE SIGN IN & OUT PROCEDURES

Kid Zone 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 list. 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. This must be presented to the staff person at the Sign-in/Sign-out table. To avoid any confusion or frustration, please have your ID with you.

\*To add an authorized person to your child(ren)'s pick-up list, you may do so via your on-line YMCA account. Simply log in to your account and select "Authorized Pickups" under the "My Account" tab. Should you need additional assistance with this process, please contact the Kid Zone Program Director or Manager at your respective branch.

## ABSENTEE PROCEDURES/ATTENDANCE POLICY

If for any reason (including illness) your child will NOT be attending the AFTER-SCHOOL program, please text the YMCA Kid Zone site phone before 1:30 p.m. 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.

If a student is not in attendance at school, for any reason, they may not attend the Kid Zone program that day.

### **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.



## ILLNESS AND INJURY POLICIES

With each child's welfare in mind, we ask parents not to send a child to Kid Zone if he/ she is sick or has a fever. If a child becomes ill or injured while in our care, appropriate measures will be taken. We also ask that if a child has an injury that may affect their positive Kid Zone 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. 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. If your child becomes seriously injured while attending the Kid Zone Program, staff will call an ambulance and have the child taken to a hospital or emergency facility in the company of a staff member, when possible. Every effort will be made to contact you and/or an emergency contact to notify you of the situation.

Please Note: If a child becomes sick during school hours and normally attends the After-School program, parents will need to report his/her absence by calling the Kid Zone site phone. The school will not inform Kid Zone staff that a child has been picked up early.

A participant who is ill may return to the Kid Zone program when the following criteria are met:

- They have had no fever for at least 24 hours without taking medication to reduce fever during that time; AND
- Other symptoms of illness are improving
- Or if a physician clears them to return





## **PERSONAL HYGIENE**

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 at each site.

## **COMMUNICATION PLAN IN THE EVENT OF ILLNESS**

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.

## **LATE PICK UP**

If a child is picked up from Kid Zone after 6 p.m., parents will be charged \$10 for every 15 minutes late per child (ex: from 6 to 6:15 p.m. is \$10, from 6:16 to 6:30 p.m. is an additional \$10, etc.). Late fees need to be paid by the next business day. If an emergency contact cannot be located by 7 p.m., the child will be turned over to local authorities.

The YMCA's contract with your child's school district states that programming will not begin before 7 a.m. and will end by 6 p.m. Therefore, 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.

## **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 Program 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 Program 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 Program, you will be required to submit an additional medication authorization form prior to your child's first day of attendance in the Kid Zone Program. This form can be found on our website, [www.jolietymca.org](http://www.jolietymca.org), or by contacting the Program Director at your branch. Please make sure to include any necessary information with your child's enrollment paperwork. If your child requires an Epi-pen, you must provide the YMCA 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 YMCA 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 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 Coordinator 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.
3. **Medication Log:** YMCA staff will maintain a record of the dates, hours and dosages that are given.
4. **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.

## **ACCOMMODATION REQUESTS**

The Greater Joliet Area YMCA will make every attempt to make reasonable accommodations for members and program participants requesting special assistance. If you have an accommodation request, please complete the Accommodation Request Form which can be found on our website, [www.jolietymca.org](http://www.jolietymca.org). A YMCA staff team member will be in contact with you within 2 business days to discuss the request.

\*The Americans with Disabilities Act (ADA) does not require the YMCA to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial hardship.

## **SNACKS**

Children in the Kid Zone Program will receive a snack in the afternoon. If your child has any dietary restrictions, please be sure to indicate them on his/her enrollment form. Parents may send nut-free snacks with children for the program.

## **INCLEMENT WEATHER AND SCHOOL CLOSINGS**

If, for any reason, a school must close for the day or part of the day (full day, late opening, or an early closure), the YMCA's Before and After School Kid Zone Program will not run. Per YMCA policy, programs that are canceled due to acts of God, severe weather, holidays, or illness are not refundable.

On scheduled days off school, children may attend the YMCA's Day Out of School Program\* at their local branch, for an additional fee. The cost per day is \$44 for Facility Members and \$59 for Community Members.

\*The YMCA's Day Out of School Program will not be offered on days when schools close or implement remote learning due to inclement weather.

## 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 participant's behavior to reflect standards of good citizenship. Three principles govern the disciplinary rules at YMCA Kid Zone:

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 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.

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 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.

## **KID ZONE RULES**

- 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 area, permission must be given by the staff.
- No gum or candy is allowed (except YMCA provided snacks).
- Children need to wear appropriate shoes to prevent scuffing of gym floors.
- All Kid Zone 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 and clean up after themselves after snack time.
- Children may not damage YMCA or school equipment or property.
- Children should not bring electronic devices (iPods, tablets, cell phones, etc.), trading cards (Yu-Gi-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.

## **SAFE BOUNDARY INFORMATION**

For the safety of all YMCA participants and staff, the following rules will apply:

1. The YMCA restricts staff from providing child care services off site for families they meet through their employment at the YMCA. This includes nanny services and babysitting.
2. Your child should not receive personal gifts from individual staff members.
3. Staff and volunteers are not permitted to individually transport program participants in their personal vehicles.
4. One child will not be alone with one staff member outside the hearing or vision of others.
5. The YMCA limits outside contact between staff and program participants.

## **RUNAWAY POLICY**

For the safety of all participants, children must remain with their group at all times. If a participant leaves the designated YMCA program area without permission from the YMCA staff or refuses to leave when the rest of the group leaves an area, the following procedure will be followed:

- A staff member will alert the rest of the staff members and will either
  - remain with the child to ensure supervision and encourage them to rejoin the group or
  - look for the child and escort them back to the program area.
- Parent will be notified and will need to pick up the child immediately.
- A conversation will need to take place between the Program Director and the parent/guardian before the child may return to the program.

\*If the situation is a repeat offense, the child may no longer be permitted to attend the program.

If team members are unable to locate the child after the YMCA's Missing Child Procedure is conducted, the following steps will take place:

- Police will be notified.
- Parent will be notified and asked to aid in the search for the child. When the child is found, the parent will be asked to take the child home.

\*The child may no longer be permitted to attend the program.

## **PARENT/GUARDIAN CODE OF CONDUCT**

This Code of Conduct sets forth the expectations for parents/guardians to ensure that YMCA programs are always a positive and healthy experience.

If parents/guardians cannot or will not uphold this code of conduct, those parents/guardians could face suspension from programs.

- Parents/Guardians will conduct themselves in a manner that represents the four core values of the YMCA: caring, honesty, respect and responsibility.
- Parents/Guardians must refrain from foul language at all times, while at a YMCA program location.
- Parents/Guardians will not show or exhibit derogatory conduct toward any YMCA staff, participants, or other parents/guardians.
- The misuse of drugs or alcohol at a YMCA location will be prohibited. If a person appears to be impaired at pickup, we will ask that an alternate person, 16 or older, can be contacted to pick up the participant(s).
- Parents/Guardians will not be allowed to take pictures/videos of other participants or YMCA programs.

## GREATER JOLIET AREA YMCA MEMBER CODE OF CONDUCT

### CARING

- I will demonstrate **CARING** by adopting an attitude of service toward others.
- I will be **CARING** by displaying a friendly and positive attitude.

### HONESTY

- I will always be **HONEST**.
- I will demonstrate **HONESTY** by not allowing others to use my membership card.

### RESPECT

- I will **RESPECT** the YMCA's and other people's property.
- I will show **RESPECT** for the YMCA by leaving the facility, program areas and materials provided by the YMCA in the same condition that I found it.
- I will **RESPECT** the YMCA by engaging in positive, constructive and lawful activities and events.
- I will show **RESPECT** to all individuals by choosing appropriate language and behavior.
- I will **RESPECT** others by not harming anyone in a physical, mental, verbal or unlawful manner.
- I will show **RESPECT** for my fellow members and YMCA staff by not talking on my cell phone in the locker rooms, wellness center or any other program areas.
- I will show **RESPECT** by wearing appropriate attire. I will not wear clothing that displays inappropriate language, writing or pictures.
- I will show **RESPECT** by listening to music via earphones only, at an appropriate volume and with language that will not offend others around me.

### RESPONSIBILITY

- I will behave in a mature and **RESPONSIBLE** way, and **RESPECT** the rights and dignity of other members, YMCA staff and volunteers.
- I will always be **RESPONSIBLE** for all my actions, both good and bad, and I understand that my actions have consequences.
- I will be **RESPONSIBLE** for my own property. I will keep my belongings in my possession or secure them in a locker.
- I will demonstrate **RESPONSIBLE** by not taking photographs or videotaping in the locker rooms or restrooms. I will demonstrate **RESPONSIBILITY** by not bringing alcohol, drugs, tobacco or other dangerous items to the YMCA.

#### **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.

### 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.