



Warren County YMCA Academy Parent Manual

The Warren County YMCA concentrates on promoting the YMCA character values of caring, honesty, respect, and responsibility. The purpose of this manual is to give you a better understanding of the Warren County YMCA Academy, staff requirements, registration, rate information, and the health and safety of your child. If you have any additional questions, call the Warren County YMCA at 309-734-3183.

YMCA Academy School-Aged Group:

- Kindergarten-6th grade
 - Pre-K is **not** part of the School-Aged group

Location:

- YMCA Academy will take place at the Crossing Church in Monmouth
- Check-In & Check-Out will be at the Crossing Church
- Afternoon activities will take place at the Warren County YMCA, but all kids will return to the Crossing Church for check-out.

YMCA Academy Director:

- YMCA Academy Director: Emily Brooks– emily@warrencountyyymca.org

A typical day at YMCA Academy includes the following:

- **7:30-8:30: Check-In**
- **8:30-11:30: E-Learning**
- **12-1: Lunch**
- **1-4:30: Activities: P.E., Arts & Crafts, Movies, Swimming, etc...**
- **5-5:30: Reflection/Pick-Up**

What items to bring to YMCA Academy:

- Chromebooks or iPads (Whatever the schools provide)
- Bookbags
- Note Books
- Pencils/Pens

- Reading Books
- Swim Suit
- Sun Screen (Outside activities when weather is nice)
- Mask
- Hand Sanitizer
- Lanyard (Helps kids carry mask around)
- Extra clothes if needed

COVID-19 Restrictions & Guidelines

- We **WILL** make sure we are teaching & reinforcing our campers about washing hands, covering coughs and sneezes.
- We **WILL** make sure we are teaching & reinforcing our campers the importance of cloth face coverings.
- We **WILL** remember to talk about not touching your face.
- We **WILL** be carrying hand sanitizer, soap, tissues & wipes.
- We **WILL** make sure we are cleaning and disinfecting frequently touched surfaces. This includes:
 - Tables
 - Chairs
 - Sporting equipment
 - Art supplies
 - Door handles
 - Toys
 - Games
 - Drinking Fountain
- We **WILL** ensure that kids and staff groupings are practicing social distancing.
- We will be restricting nonessential visitors, volunteers, and activities involving other groups at the same time.
- We will be disinfecting the vans everytime we are in them. All staff and kids **MUST** wear a mask when in the vans.
- All kids **MUST** have a mask with them.

YMCA Academy Rules:

- Child(ren) must remain in view of staff
- Child(ren) must have permission to leave the group
- No fighting (including hitting, pinching, biting, kicking, spitting, or name calling)
- Child(ren) may not harm his/her self, others, or property
- Stealing or using offensive language will not be permitted.
- If rules are not followed, the YMCA Academy Director will remove the student(s) from the program permanently.
- No child(ren) are allowed to bring their own toys to YMCA Academy. Please keep all toys at home.

- If your child(ren) has a cell phone they **MUST** keep it in their book bags at all times.
- All kids are allowed to have their chromebooks with them. Staff is **NOT** responsible for any broken electronics.

Lunch

- All kids will receive lunch from their designated school during E-Learning days. You must let the YMCA know during registration whether your child(ren) will be bringing their lunch for the Fall semester or receiving school lunch. We need to make sure the schools have the same numbers each day.

Emergency Preparedness

- Every month we go through our fire and severe weather drills with our staff and kids.
- All staff has been CPR/First Aid Certified.
- Each facility has a first aid kit in the building.
- In case of an emergency, all emergency phone numbers are located inside each room in each building. Emergency phone numbers include, 9-1-1, poison control, Galesburg Ambulance Service, OSF Family Medical Hospital in Monmouth, IL.
- Located on all exterior doors you will find a sign that says "No Firearms" from the Illinois State Police. Next to the sign you will see a copy of the policy that is provided to parents stating that all firearms are prohibited on the premises.
- All staff will have a cell phone on them at all times. Cell phone use is **ONLY** for emergencies. We do have a landline at the front desk and in every full time staff office at the YMCA if needed.

YMCA Academy Staff:

The Warren County YMCA Academy hires staff based on their experience in working with children, personality, and ability to be a positive role model.

Risk Management Policy

The Warren County YMCA Academy is in compliance with the Illinois Department of Human Services Rule 50.820 Staff Qualifications for License

Exempt School-Age Providers. All staff are professionally and educationally qualified to work with school aged youth. A background check and finger printing is done through the Illinois State Police, FBI, the Illinois Sex Offender Registry, Child Abuse and Neglect Tracking System on all staff hired. All staff that do not meet the requirements listed above will not be allowed to work for the Warren County YMCA Academy program. All staff is trained in CPR, First Aid, child abuse prevention, and emergency procedures. Staff may not be alone with children they meet in YMCA programs outside the YMCA program. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval. All staff employed with the Warren County YMCA Academy have received copies of our policies.

Parent/Guardian Forms

All parents are required to fill out our registration form and provide all the information that is on the form. On the form we will need parents to fill out the enrollment application, identification information, physician information, emergency contact in the immediate area, pick-up authorization, photo and video release, medical information, consent to administer medication, permission statements, liability waiver for participant and parent manual. This allows our staff to keep all children safe and know what to do in case of an emergency for the child. The Warren County YMCA Academy is not licensed or regulated by DCFS. All records are maintained in a safe place at the Warren County YMCA where no one outside the YMCA will be able to access your information. If a child moves away and no longer participates in our camp we will dispose of all information given to us in regards to that child.

Registration & Rates

Registration:

YMCA Academy is available for all kids who are in Kindergarten through 6th Grade. You can register your child(ren) at the Warren County YMCA front desk. **All registered participants are subject to review and acceptance.**

Rates:

5 days a week - \$100 per child

***\$10 off when you do autopay**

Additional children will receive an extra 15% discount

ICS After-School:

5 days a week - \$50 per child

***\$10 off when you do autopay**

Additional children will receive an extra 15% discount

Payments:

Payments **MUST** be made on Monday of each week before your child(ren) can attend our program.

Late Policy:

After 6:00 p.m. if a child has not been picked up by their parent/guardian and our staff has not been able to reach anyone from the number list given to them, then our staff is obligated to call the Monmouth Police Department.

Parent Responsibility:

For your child's safety, a responsible person must sign out your child each evening. People not listed on the "Pick-Up Authorization Form" will not be allowed to leave with children. Please do not be offended if we ask for a Photo ID of people we do not recognize. Please inform the coordinator or school staff if your child(ren) will not be attending a specific day. You must contact the Site Director if you want someone other than an already authorized person to pick up your child.

Health & Safety

Medicine:

Site directors may **ONLY** administer **prescription medicine in its original container**. If medication is needed during a child's stay with YMCA Academy, an "Authorization to Administer Medication" form must be completed and signed. A form is attached to this packet.

