



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARENT HANDBOOK

## SAFE 'N SOUND "LEARN AND PLAY" PROGRAM FOR D89 STUDENTS



B.R. RYALL YMCA of Northwestern DuPage County  
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[www.brriallymca.org](http://www.brriallymca.org)

# 2020-2021

# WELCOME!

Dear Families,

Welcome to the B.R. Ryall YMCA Safe `n Sound "Learn and Play" program for District 89 students. This program is designed to provide full-day care for children entering grades K-5. Our program was designed with both the child and parent in mind. Parents can go to work with ease knowing their children are safe during out-of-school hours and your child will enjoy spending additional time with their peers.

The Y believes that positive activities and influences from an early age help youth develop and achieve their potential. Our program offers experiences to help children grow in their knowledge and understanding of our four core values: caring, honesty, respect and responsibility. The Y provides an environment, role models and activities that are conducive to developing these core values. Our day is developed so that your child has opportunities to learn and grow through age-appropriate themes and activities. In addition, our schedule allows for homework, snack, free time, group games, recreational activities and character development. It is a fun and structured time for children.

Please use this parent handbook as a tool to help you understand the program. Each year, our program is evaluated and we make the necessary changes to better serve our participants. After reading the handbook, please contact us with any questions you may have. We want you to know that your children are in the best hands when they are at the Y.

We look forward to a great year serving your family!

Sincerely,



Erin White  
Senior Director, Youth Development  
ewhite@ryallymca.org

## SITE INFO / PROGRAM DAYS

**MONDAY - FRIDAY 7:30 a.m. to 5:30 p.m.**

The Safe `n Sound program follows the school district calendar. Your child's first/last day of the program will coordinate with the first/last official full day of school.

If school is canceled for any reason, at any time during the day, the Safe `n Sound program will also be canceled.

Due to space and group size restrictions, our program will not operate on days off (institute or holidays) or half-days.

# CURRICULUM AND ENROLLMENT

## ENRICHING CURRICULUM

The YMCA's national character building campaign pledges to incorporate the values of CARING, HONESTY, RESPECT and RESPONSIBILITY as part of all youth programming. Our program provides a resource-rich environment and introduces children to activities that build on what they learned during the school day. Staff implement curriculum in active learning centers, which embodies the common core without duplicating the classroom.

### OUR CURRICULUM INCLUDES EIGHT CORE CONTENT AREAS:

- Arts and Humanities
- Character Development
- Health, Wellness and Fitness
- Homework Support
- Literacy
- Science and Technology
- Service-learning
- Social Competence and Conflict Resolution

The specific activities associated with the core content areas generally take place in one or more of the following contexts, each of which is balanced throughout the day or week:

**Free Choice:** The child chooses from several activity options, some relatively unstructured and some that are staff-directed.

**Small Group and Individual:** Activities available can be done in small groups or alone. They may be initiated by adults with the expectation that all children will work on the activity (e.g., homework or quiet time), or initiated by the children themselves.

**Large Group:** Activities designed for large group participation usually under the leadership of a responsible person (e.g., read a book or participate in an active game such as soccer).

**Indoors and Outdoors:** As weather permits, we will strive to have as many outdoor activities as possible.

**Remote Learning:** Once we know more about what synchronous learning will look like for District 41 students, we will share our schedule with you. Our goal is to provide time for children to complete necessary school work with staff monitoring elearning time.

**Snack:** In support of a healthy environment for your child, a nutritious snack and water—planned to meet a child's nutritional requirements—is served each day. If your child has allergies or requires a special diet, make your Site Lead aware.

## ENROLLMENT

Any child in grades K-5 in District 89 is welcome to enroll. Enrollment is limited. Due to current state guidelines, group size limitations and the need to keep group participants consistent, our program will only be offered as 5-day enrollment.

Upon registration, the following forms must be completed:

- Enrollment/Emergency Information Form
- Consent/Release Form
- Parent Statement of Understanding
- Draft Authorization Form

All required forms must be completed and signed in order for your child's paperwork to get processed. For the safety of your child, please keep all information current. Notify the office of changes in telephone numbers, e-mail and home address, alternate pick-ups and emergency contacts by calling the Director of School Age Programs. Your information is confidential to the staff and registering parent/guardian.

## SPECIAL NEEDS

Based on your child's needs, if you believe your child's success in the Safe 'n Sound program could be impacted, please contact the Director of School Age Programs prior to registering. Safe 'n Sound is not part of a child's Individual Education Plan (IEP), 504 Plan or an extension of the academic day. The same support available during the academic day is not necessarily available in Safe 'n Sound.

The Y wants to ensure a successful experience for all and will work the best we can with schools and parents to accommodate needs. Therefore, it is very important to communicate specific needs to the Director prior to attendance to ensure everyone is comfortable with the support available.



# RATES AND PAYMENT POLICIES

## PROGRAM RATES

For fee information, please refer to the Draft Authorization Form in your packet.

The fee is a flat monthly rate. Each child is charged for their registered enrollment times, not for actual attendance. The Y does not give credit for illnesses or family vacations.

Fees have been determined by spreading the total cost of the program into nine equal monthly installments. Therefore, the monthly amount is always the same no matter how many program days occur in a month. Billing begins in September and ends in May. **Remember: December and March drafts remain the same even though there are school holidays.**

If schools return to in-person learning, the Y will provide a credit/refund for the days the program did not operate.

## PAYMENT POLICIES

All participants **MUST** be set up on a monthly draft, made from your checking account or a credit card (Visa, MasterCard, Discover or American Express) on the 1st of each month.

Receipts for monthly payments will be provided only upon request.

### MONTHLY DRAFT

Monthly drafts are paid on the 1st of each month via credit card (Visa, Mastercard, American Express or Discover) or ACH. The parent responsible for registering the child is responsible for making the payment. Payments will not be split between two parents/guardians.

### FAILED DRAFT

If a draft is returned NSF or declined, the draft plus a \$10 service charge will be resent on the 4th business day of the month. If that attempt is not successful, the draft plus a \$25 service charge will be resent on the 10th business day of the month. If payment is not received in full by the 25th of the month, the participant will be suspended from the program until payment is made.

### ENROLLMENT CHANGES

Changes to enrollment must be submitted and approved by the 25th of the month prior to the draft on the 1st.



### REGISTRATION FEE AFTER WITHDRAWAL

Monthly rates are based on the total program costs divided by the number of program months. Anyone who leaves the program mid-year and reenrolls after one month will be charged a \$50 registration fee. If reenrolling in the same month, you must pay for the entire month.

### FINANCIAL ASSISTANCE

Financial assistance for Safe n Sound participants is available for those who apply and qualify. Families must complete an application and go through the interview process to determine eligibility. In order to honor a reduced rate, eligibility must be approved prior to a child being enrolled in the program. If your child begins prior to approval, you will be responsible for the full program cost. Space is limited and the Y cannot guarantee enrollment for every family that applies for financial assistance. The process is completely confidential.

In addition to our financial assistance program, we do accept state assistance. For information on state assistance, please contact the Senior Director of Youth Programs Erin White.

# PROGRAM INFORMATION (A-Z)

## ABSENCES

Please report absences by 9 a.m. to Cindy Goss via email at [cgoss@ryallymca.org](mailto:cgoss@ryallymca.org).

## COMMUNICATION

Communication between Safe 'n Sound staff and parents/guardians is crucial to the success of our program. It provides insight for both the staff and parent. It is important for you to inform staff of changes in your family that may have a direct impact on your child, so that our staff is able to deal with the situation appropriately.

Most concerns can be dealt with at the time of pick-up/drop off; however, feel free to make special arrangements with the Safe 'n Sound staff and/or Director to discuss any concerns.

## DROP OFF/PICK UP PROCEDURES

We will be implementing a drive-through curbside process for drop-off and pick-up with assigned times. You must drop-off/pickup during your designated window. Please remain in your vehicle at all times; a staff member will come to your vehicle to check in/out your child.

Drop off times are staggered between 7:30-8:30 a.m. Late arrivals will not be accepted. Pick up times are between 3:30-5:30 p.m.

### During Drop-Off:

- Parents are to remain in the vehicle at all times.
- Once a staff member arrives at your vehicle, your child will exit and staff will take his/her temperature outside of the car.
- Staff will ask the parent a series of health screening questions.
- Once the child is cleared, he/she will be asked to sanitize hands and then will be escorted to his/her group's room.

### During Pick-Up:

- Parents are to remain in the vehicle at all times.
- Staff will call back to ask for child to be brought up.
- IDs should be presented through closed window.

## ITEMS FROM HOME

Children are only allowed to bring remote learning items from home. Cell phones, toys, electronic games, action figures, iPods, trading cards, etc. are not allowed. The Safe 'n Sound staff is not responsible for any items that are lost or stolen.

## LATE PICK-UP

Children must be picked up by 5:30 p.m. when our program ends. After 5:30 p.m., a \$1 late fee per minute will be charged. After 10 minutes, \$5 per minute will be charged.

If you will be picking up late, please contact staff and then arrange for your alternative designee to pick up your child. This, however, will not eliminate the late fee. You will receive notification regarding the amount you owe the following day.

Late pick ups will be documented. After three late pick ups, the late fee will double. After five late pick ups, the child will be dismissed from the program.

## LOST AND FOUND

Please label all items. Lost items will be kept outside of the classroom in the lost and found bin.

## MASKS

Masks will be required to be worn for staff and children at the following times:

- Pick up and drop off
- Walking through hallways
- Inside classrooms (except when eating)
- Outdoors when social distancing cannot be maintained

Reusable masks should be taken home to be cleaned and disinfected daily.

## MOVIES

Staff will only show movies that are rated G or PG.

## SNACKS/LUNCH

Lunch and snacks are not included in the program. Please pack a lunch and snacks for your child each day. If you need assistance in providing these items each day, please contact Erin White at [ewhite@ryallymca.org](mailto:ewhite@ryallymca.org).

## WHAT SHOULD I BRING?

Students should bring a backpack with the following items: two masks, lunch, healthy morning snack, refillable water bottle, and remote learning items (computer, headphones, and school supplies). Please label all items, in multiple areas, with your child's name. Also, please ensure your child is dressed appropriately for the weather, as there will be daily outdoor activities.

# HEALTH AND SAFETY

## HEALTH AND SAFETY

### ILL CHILD

Any child showing signs of communicable diseases (chicken pox, pink eye, etc.) should be kept home. Any communicable disease needs to be reported to the Director of School Age Programs. If a child becomes ill, the following will occur:

- He/she will be escorted to an isolation area until parents arrive.
- You will be notified and expected to pick up your child within the hour. If you cannot be reached, the emergency contact will be notified.
- If your child is sent home due to illness, he/she may not return for 24 hours.

### COVID

Daily health screenings will occur with all children upon being dropped off in the morning. Children are asked to arrive "fit for the day." Parents should keep children home who are showing signs and symptoms of illness. Anyone demonstrating signs or symptoms of communicable illness should be reported to leadership.

Children exhibiting a fever of 100 or higher, or other common symptoms, will be escorted to an isolation area until parents arrive to pick-up. Children may not return to the program until they are 72 hour symptom/fever free.

### PREVENTION PROTOCOLS

B.R. Ryall YMCA will adopt a variety of strategies from the CDC and DCFS guidelines to help create a healthy environment for our children and staff.

### HANDWASHING

Handwashing is one of the best ways to keep our children safe from communicable illnesses. We have trained our staff about handwashing and hand hygiene. We can help prevent the spread of illness by frequently washing hands with soap and water for at least 20 seconds. Hand sanitizer will be readily available in rare areas where soap and water are not available.

Staff will lead by example with handwashing:

- Upon arrival
- After using the restroom
- Before eating
- After using items such as sports equipment, craft supplies, etc.
- After blowing nose, sneezing or coughing
- Any times hands are excessively dirty

### SOCIAL DISTANCING

All efforts will be made to keep groups consistent (i.e., same children in same group each day).

- Reduced ratios
- Staff will remind children to remain at least 6 ft. apart during activities.
- Activities planned will not require close physical contact between multiple children.
- Daily activities will be planned for outdoors, with exceptions only made for severe weather.
- Staff will model proper social distancing protocols.
- Learning stations will be arranged to provide adequate social distancing.

### INJURIES AND EMERGENCIES

Safe 'n Sound staff members are trained in First Aid and CPR, so the care your child needs will be tended to properly. For situations in which your child may need additional care, such as a chipped tooth or small laceration, you will be contacted immediately. If notified of an injury to your child, you are expected to pick up your child immediately. Your child will be kept comfortable until you arrive.

An injured or ill child will not be transported to a medical facility by Y staff under any circumstances. In the event of serious injury or illness, staff will contact paramedics to transport your child to the nearest hospital. You will be contacted immediately and asked to go to the hospital. Your signature on the Release Form allows the hospital to provide appropriate care for your child.

### MEDICATION PROCEDURES

Medication will be administered by assigned staff and must be in the original container, and the label must have the child's name, dosage and directions for administering the medication. If your child needs an Epi-pen, please provide one to the Y.

# GUIDANCE AND DISCIPLINE

## GUIDANCE AND DISCIPLINE

Due to the nature and setting of program activities, children are expected to behave in a manner that does not decrease enjoyment of the program for others or cause harm to themselves, other children and/or staff.

Discipline, when used effectively, will help change a child's behavior and help him/her gain self-control. Its purpose is to help children learn how to play safely, respect the rights of others and relate to others in a socially acceptable manner.

The program uses the below guidelines regarding what is acceptable behavior.

### BEHAVIOR EXPECTATIONS

1. Children will not hurt other children or staff, physically or emotionally.
2. Children will respect the property of others.
3. Children will be respectful of others' feelings.
4. Children will share program supplies.
5. Children will clean up after themselves.
6. Children will be respectful during quiet homework time.
7. Children will not use foul or inappropriate language.
8. Children will use "indoor" voices.

### CONSEQUENCES

Occurrence 1: Staff will speak with the child.

Occurrence 2: Child will be removed from activity for a period of time with warning.

Occurrence 3: Tough day report completed by child with staff.

Occurrence 4: One-on-one with Site Lead; parent is notified.

**If staff have utilized all steps in the same day and the child still demonstrates inappropriate behavior throughout the week, staff will then follow:**

- Strike 1: Discipline report and parent notification
- Strike 2: Discipline report with parent conference
- Strike 3: Two-day suspension or dismissal
- Strike 4: Dismissal from program for one calendar year

If a child loses control and has a temper tantrum, he/she may be removed from the group, but will never be left alone. If a child physically attacks or threatens another child or staff, immediate removal from program may occur.

Discipline Reports are filed for inappropriate behavior that deems necessary. Signatures of the director and parent are required the day of the incident. A copy is kept on file, and given to parents upon request.

Parents who have questions regarding discipline policies should contact the Senior Director of Youth Development.