

YWCA

Child Enrichment Parent Handbook

2023-2024 School Year

YWCA

304 E. 3RD STREET

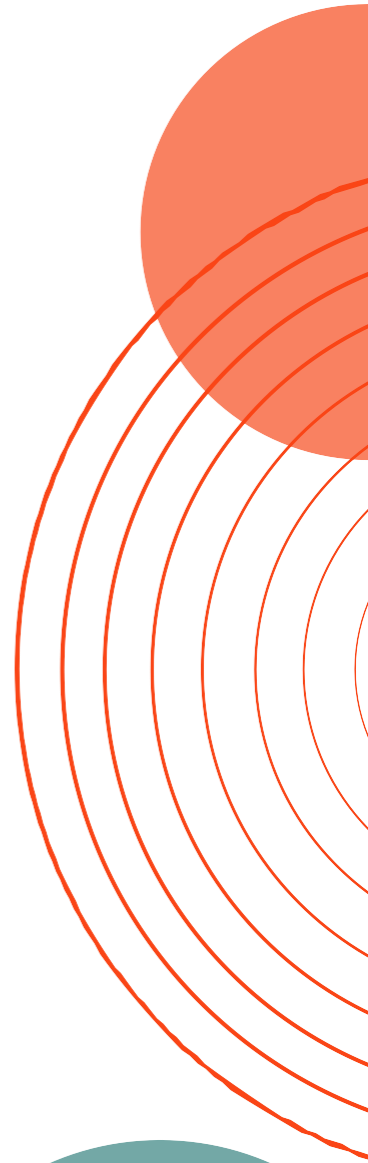
ALTON, IL 62002

618.465.7774

WWW.ALTONYWCA.COM

eliminating racism
empowering women

ywca



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Dear Parent or Guardian,

YWCA would like to extend a warm welcome to families participating in our Child Enrichment Program. YWCA is affiliated with YWCA USA, one of the oldest and largest women's organization in the world. More important than the numbers, is our mission to eliminate racism empower women and promote peace, justice, freedom, and dignity for all.

As parents, you are an essential part of our Child Enrichment program as we strive to provide children with activities and experiences that promote optimal growth and positive development. This is achieved through the following:

**STEAM & mission based enrichment activities
Age appropriate activities
Nurturing secure environment**

**High quality and engaged staff
Daily homework help
Community awareness**

We were forced to raise prices slightly this year due to increases in utilities and food. The handbook and the enrollment package reflect School Year 23-24 pricing.

We will do our best to communicate with you through emails, phone calls, newsletters, forms, reports, memos and [Facebook](#) page.

If you are interested in learning more about YWCA, check us out at www.altonywca.com or on our FB page. We always welcome Child Enrichment parents or guardians to become involved as Committee or Board members.

Please feel free to contact me to discuss questions you may have about your children or the program's policies and procedures.

We are truly looking forward to the upcoming school year and serving your family in the YWCA Child Enrichment Program.

Sincerely,

**Mallory Jones
Child Enrichment Director**

Program Overview

Purpose

YWCA provides quality Child Enrichment programs that help children achieve and maintain a positive sense of self through cognitive, social, physical, and creative developmental opportunities in a safe, nurturing, and educational environment. The Child Enrichment program (all four sites) is considered a license exempt child care program per IL DCFS regulations.

Goals

- Provide a safe and secure environment for all children.
- Promote learning with structured activities in the areas of Service Learning, Cultural Diversity, Arts, Science, Group Games, and Dramatic Play.
- Supplement and support the school district's core curriculum through creative tutorial activities.
- Provide children the opportunity to develop physically through indoor and outdoor active play.
- Develop social skills through group interaction.
- Promote the YWCA mission of "Eliminating Racism and Empowering Women" by using a culturally diverse curriculum.

Three-Day and Five-Day Programs are available for children ages 5 (in Kindergarten) through 12 years old. When enrolling a child in the program, parents or guardians must designate either the Three-Day or Five-Day Program option.

The YWCA Child Enrichment School Year program is offered at the following sites:

Alton YWCA, 304 E. Third St., Alton, IL

North Elementary School, 5600 Godfrey Rd. Godfrey, IL

Lewis & Clark Elementary School, 501 E Lorena Ave. Wood River, IL

Kid Rocks (Old Village Hall) 400 S. Central, Roxana, IL

Hours of Operation

Before School: 6:30am- 7:45 am – Available for Wood River-Hartford, Roxana and Alton school districts *dependent on registration levels*. Times vary per school district.

After School Regular School Days: 2:00-6:00pm *Start times vary according to school*

Early Dismissal School Days: start time varies dependent on school district

Full Day Camps: 6:30am- 6:00pm

Holidays

The YWCA Child Enrichment program will be closed on the following days.

Labor Day Monday, September 4, 2023	Thanksgiving Day Thursday, Nov. 23, 2023	Day After Thanksgiving Day Friday, Nov. 24, 2022
Christmas Holiday Monday, December 25, 2022	Christmas Holiday Tuesday, Dec. 26, 2022	New Year's Holiday Monday, January 1, 2024
Good Friday Friday, March 29, 2024	Memorial Day Monday, May 27, 2024	Juneteenth Wednesday, June 19, 2024
July 4th 2024 Thursday, July 4 th 2024	July 5th, 2024 Friday, July 5 th , 2024	

We will be open for business all days not listed directly above unless school is canceled due to inclement weather. When school is not in session for the entire day (i.e., Columbus Day, President's Day . . .), YWCA will hold "Holiday Camps" from 6:30 am to 6 pm. Staff will send information out to parents regarding Holiday Camps in advance. Parents will be required to sign their children up for Holiday Camps. Dependent on the number of sign ups, we may offer Holiday Camp at only one location (YWCA). The fee for Holiday Camp is \$33 per day.

Inclement Weather Days

We will be closed for inclement weather days as we are concerned about the safety of both our children and our staff. Dependent on the number of inclement weather days within one week, the Finance Manager may issue credits to parents and guardians for the days.

Daily Schedule

When children arrive at the site, staff shall sign them in, then wash hands as a group. Snack will be served. After snack, there will be a scheduled homework time of 30 minutes with quiet activities for those children who do not have homework. Afterwards, staff will lead the children in activities in accordance with the curriculum, this time is scheduled for 45 minutes to an hour. Enrichment activities, group games, and free play are all parts of the program. Parents are required to pick up their children by 6:00 p.m.

Below you will find an outline of a typical Camp Day.

Holiday/Day Camp Schedule

6:30-7:50 am: Arrival/Table Toys/Down Time

7:50-8:00 am: Prepare for and wash hands for breakfast

8:00-8:30 am: Breakfast

8:30-9:00am: Clean-Up from Breakfast/Reading Time

9:00-10:00am: Morning Activity

10:00-11:00 am: Recreational Time (Outdoors if weather permits)

11:00-11:50am: Activity/ Project

11:50-12:00 am: Prepare for and wash hands for lunch

12:00-12:30 pm: Lunch Time

12:30-1:00 pm: Clean-Up from Lunch/Prepare for Rest Time

1:00-1:30 pm: Rest Time/Quiet Activity /Reading

1:30- 2:45 pm- Recreational Time/ Outdoor Active

3:00-3:30 pm: Snack Time

3:45-4:15 pm: Afternoon Activity

4:15- 5:00 pm: Afternoon Activity

5:00-6:00: Free Play in Day Room/Departure

Please note the schedule is tentative and subject to change according to activities planned.

Enrollment Procedures

All families must complete the registration package. Packages will be emailed to you upon request by calling the YWCA at 618.465.7774. Annual Registration fees must be paid at time of application. Incomplete applications will not be accepted. Children will not be allowed to begin the program until we have received all required documents and approved the completed application. All registration is on a first come, first serve basis.

To enroll a child into the Child Enrichment Program, parents/guardians are required to complete and return all forms, pay the non-refundable annual registration fee, and submit copies of birth certificate(s) and most current physical(s) to the Child Enrichment Director.

YWCA CE Staff will provide assistance with CHASI paperwork, including instructions if needed.

All families utilizing CHASI or DCFS Community Collaborations are responsible for 100% of YWCA fees, tuition, holiday camps . . . until CHASI or DCFS Community Collaborations approval is received.

A child may be enrolled part-time or full time and can start the program once confirmation is given from the Child Enrichment Director that all required forms and fees have been received. Once in the program, regular attendance is required. If the child will not be attending the program for the

day, please notify the Site Coordinator or YWCA as soon as possible.

The YWCA would like to remind parents that it is very important to maintain emergency contact numbers. For this reason, we encourage you to check your child's records periodically and make sure all contacts are current and updated at least once a year.

The YWCA Child Enrichment Program will telecommunicate using the Illinois Relay Center for the hearing impaired. Please call VOICE at 1-800-526-0857 or TTY at 1-800-526-0844 to arrange for these services.

Fees

- Registration fee is \$35 for each child. Please note that registration fees are required even if other program fees are subsidized through the state or other assistance programs.
- Program Rates:
 - Holiday & Day Camps – \$35 per day

	Before School	After School	Before & After School
Full Time	\$56	\$81	\$120
Part Time	\$37	\$52	\$ 77

- A child will be allotted one weeks' vacation throughout the calendar year (5 days for full time children and 3 days for part time children). Parents and guardians will not be required to pay for the one week. Please fill out a vacation request and turn in to the Child Enrichment Director two weeks in advance of the vacation.
- A reduction in fees due to absence because of extended illness or extenuating family circumstances may be considered at the discretion of the Executive Director.
- Weekly fees are set during registration. If your child is enrolled for full time and does not meet the full-time attendance days (4-5 days) that week, parent/guardian will still be billed the full time amount.
- Changes in child's registration status must be given in writing with the approval of the Child Enrichment Director.

Invoicing

Invoices are created weekly for the previous week and will be sent to responsible parties by email. Payment is required within 7 days. ACH or credit card payments are accepted.

Payments

Registration fees are due at enrollment. The YWCA only accepts electronic funds transfer (EFT), or weekly scheduled credit card drafts. Accounts are charged on Fridays. However, depending on differing banks and or bank holidays, your account may be charged on the following Monday or

Tuesday periodically. Your account must be current for your child to continue attending the program. Questions regarding payments should be directed to the YWCA Bookkeeper Barb Paisley at 618.465.7774 or via email at finance@ywcaswil.org. Payments may not be made at CE Sites.

Financial Eligibility

Before a parent/guardian can be considered for acceptance in the Child Enrichment Program, it must be determined that they are financially eligible.

Financial eligibility requires there are no outstanding balances for previous services. If a potential customer has an outstanding balance for a previous service, or has been sent to collections, the full outstanding balance plus the collections fees charges, or estimated to be charged to YWCA Southwestern Illinois (YWCA) relating to that collection, must be paid in its entirety to YWCA. Once the full payment has been received, an application can be considered. If collections fees estimated are more than what is charged to YWCA by the collection company, a refund will be issues to the customer. If estimated collection fees are less than what is charged to YWCA by the collection company, the customer will be invoiced for the additional amount.

In order to assist with this policy, the Bookkeeper will provide the CE Director with a list of previous CE Customers who have outstanding balances and/or have been sent to collections. The list will be updated if/when additional CE customers are sent to collections.

Delinquent Accounts

Staff will make every effort to collect receivables on a timely basis. Staff will notify all responsible parties of delinquent balance. Delinquent accounts are defined as 14 calendar days late or more.

YWCA will report all delinquent accounts over 90 days delinquent or if child no longer attends and seek payment through a collection agency.

YWCA will give Child Enrichment families with delinquent balances the option of executing a payment plan.

YWCA will suspend participation in the Child Enrichment program when a family has a delinquent account balance for fourteen calendar days (balance amount is greater than \$100) and the family has not entered into Payment Agreement.

YWCA will contact responsible parties immediately in cases of refused EFT or debit card payments. Responsible parties will be given an opportunity to provide us with an alternate payment method. Responsible parties will receive a \$10.00 charge per decline/return on all EFT or debit card payments (NSF). After the 2nd decline, a request for a new payment method will be sent to responsible parties. Should responsible parties not provide us with an alternate means of payment after contact was made, YWCA reserves the right to suspend student participation until new payment method is received and total balance is paid in full. Consistent late payments/frequent declines/returns will set parents/guardians out of Financial Eligibility.

Child Enrichment Director will immediately notify responsible parties regarding termination by telephone and in writing. The Director is to give responsible parties 3 business days' notice of termination (4th day the child is removed).

Holidays or Inclement Weather Credits

Credits will be issued to parents of children attending full-time for Thanksgiving and Christmas weeks. For parents with children attending part-time during Thanksgiving and Christmas weeks, credits may be given depending on the child's attendance patterns. No credits will be issued for other holidays throughout the year identified on page 6.

Inclement weather day credits may also be issued depending on the frequency within a week. Full time parents will receive credits for 2 inclement weather days during one week. Parents with children attending part time may receive a credit for inclement weather days during one week depending on a child's attendance pattern.

Attendance

Regular attendance is required. If your child will not attend programming for the day, please notify YWCA as soon as possible by emailing cedirector@ywcawil.org. If a child will not be attending the program due to vacation, parents must notify YWCA.

No "drop in" option is allowed. Preference will be given to part-time clients with set days.

Enrollment rates do not change when student attendance changes, unless otherwise approved by the Executive Director. All changes to student attendance status (part time, full time, vacation, extenuating circumstances) must be made in writing to cedirector@ywcawil.org for approval.

Arrival / Departure

Parents need to sign-in each child in or out on site each day the child attends. Only a custodial parent or individual aged 16 or older designated by the custodial parent may pick up the child. A child shall only be released to custodial parents or other authorized persons listed on the enrollment form at the time of registration. The child will not be allowed to be released to anyone not listed as an authorized person. Anyone picking up a child will be asked to provide identification.

Late Arrival

If you know that you will be later than 6:00 p.m., please call and notify the Site Coordinator (number to be obtained from the staff) or the YWCA at 618-465-7774 before 6 pm. This will help relieve any concerns your child and our staff may have as to why you are running late.

If your child is picked up after 6:00 p.m., a late fee charge will be assessed at the rate of \$1.00 per minute per child for every minute after 6:00 p.m.

When a child is left at the program after 6:00 p.m., these steps will be followed:

6:05 p.m. – we will attempt to contact a parent or legal guardian

6:10 p.m. – we will begin contacting people on the emergency contact list if a parent has not been reached

6:40 p.m. – we will contact the local police department to report a possible child abandonment issue if parent or emergency contacts have not been reached.

YWCA Child Enrichment Staff would like to assure all parents that no child will ever be left alone.

The staff will remain with the child until pick up occurs. We will never hold the child responsible, and discussion of this issue will only be with the parent or guardian, not the child.

Medication Administration

Site Coordinators will dispense prescription and over the counter medications and maintain a log. A medical authorization form, signed by a parent or guardian, must accompany the medication. Medication must be in the original container with the full label intact.

Medical Incidents and Accidents

If there is an accident or medical incident involving a child, parents will be contacted immediately and staff will complete a written report with a copy forwarded to the parent or guardian within 24 hours.

Parents must complete a medical care authorization form (*Consents to Day Care Providers – CFS 593*) at the time of enrollment, allowing or denying staff to seek emergency medical assistance for their child.

Staff will call 911, then a parent (or emergency contact if parent or guardian cannot be reached) if the medical incident or accident is deemed an emergency. If transportation to a hospital or medical facility is necessary, a staff member will accompany the child and remain until a parent or guardian arrives.

If a child becomes ill, staff will call a parent or guardian to make arrangements to pick up the child from the program. Children must be picked up within one hour from the time the call is received.

Children should not attend the program if they display any of the following symptoms:

- Temperature of 100 degrees or more. Children may not return to the program until they are fever free for 24 hours.
- Conjunctivitis (pink eye). Children may return to the program 24 hours after treatment has begun.
- Rash. A doctor's release is required before the child can return to the program.
- Impetigo. A doctor's release is required before the child can return to the program.
- Diarrhea and/or vomiting. Children may return to the program 24 hours after symptoms have abated.
- Severe cold, viral infection, or influenza. Children may return to the program 24 hours after symptoms have abated.
- Contagious diseases including, but not limited to, chicken pox, mumps, measles, fifth disease, or whooping cough. Children may return to the program with a doctor's release.
- Lice. Children may return to the program 24 hours after treatment has begun.
- Unexplained appetite loss, listlessness, irritability, or unusual fatigue. Children may return to the program 24 hours after symptoms have abated. A doctor's release may be required.

Parents will be notified if their child has been exposed to a communicable disease. Parents are asked to notify YWCA staff if their child contracts *or is exposed to a communicable disease*. Any *known or suspected case or carrier of communicable* disease will be reported to local health authorities and shall comply with the Illinois Department of Public Health rules and regulations for the Control of Communicable Diseases.

Field Trips

On occasion, children may participate in neighborhood walks or field trips during holiday camps. Children must have a permission slip signed by a parent or guardian before being allowed to participate.

Transportation

When transportation is provided, it will be in a YWCA vehicle or rented through a local licensed and insured vehicle rental company driven by a licensed individual at least 21 years of age.

Personal Items

YWCA is not responsible for lost or stolen articles. Please label all clothing and personal items with your child's name. Students are allowed to bring cell phones but are only permitted to use them during designated times or days at the discretion of the site teachers or Program Director.

“Electronic Day” is a pre-planned day for students to bring in cell phones, tablets, small gaming devices (Wii, Gameboy) to the center to play during free time. YouTube, TikTok, Facetime, Phone calls, Minecraft, and any violent games are prohibited from being played while at the center.

Nutrition

Students will be served an afternoon snack on regular school days. For Holiday Camps students will be served breakfast, lunch, and afternoon snack. For any child who requires a special diet, the child's parent/guardian must provide written instructions on dietary restrictions/requirements and must be signed by the parent, guardian or physician requesting the specific diet. This instruction list will be maintained on file at YWCA. YWCA will follow State of Illinois food and nutrition guidelines and make every effort to serve healthy and nutritious food to your children. Menus will be posted in accordance with state law.

YWCA Child Enrichment Program respects the confidential nature of information obtained through the enrollment procedure. Parents or guardians must sign an authorization if they wish information shared with another party.

YWCA Child Enrichment Program staff are mandated reporters of suspected child abuse and/or neglect.

Health Examination Requirement

Parents or guardians must submit a completed certificate of health examination (Certificate of Health Examination – IL 444-4737) prior to the child's attendance at any YWCA Child Enrichment Program. The certificate must be signed by a parent or guardian, and an eligible medical provider.

Birth Certificate Requirement

State mandates require YWCA to have a certified copy of each participant child's birth certificate. The copy you provide must be a certified copy, with an official state seal. Hospital certificates will not be accepted.

Suggested Items

COVID-19 Vaccination Card

If your child has received immunizations for COVID-19, please submit their vaccine card during the enrollment period. Having this information on file will greatly impact the notification time if we are to have exposures at our facilities.

YWCA and Parent Communication

YWCA staff attempt to communicate using emails, newsletters, Facebook and through our webpage. It is essential that you keep your emergency contact information and email addresses current.

We urge all parents to “like” the YWCA Facebook pages. In addition, please check out our webpage, www.altonywca.com.

YWCA carries the amount of liability insurance required by the State of Illinois Division of Child and Family Services.

Program Contacts/Responsible Parties

Mallory Jones, Child Enrichment Director

618-465-7774

cedirector@ywcaswil.org

Kathryn Modene Child Enrichment Assistant Director

618-465-7774

childrenrichment@ywcaswil.org

Pest Control

Products Used:

- Non-commercial strength pest control products selected for the center:
- Raid Home Insect Control Liquid
- Sevin Liquid

Application

Pest control products will only be applied on non-business days so that children are not in the building for at least 24 hours after pest treatments. The controls used will be mixed and applied according to manufacturer’s directions by a certified extermination company.

Risk Management

Children will not return to the building for at least 24 hours after pesticides are applied. All items handled by children will be covered or removed from the application areas. Any items that may be exposed to a pesticide application shall be thoroughly washed and sanitized prior to use by children.

Storage: Pesticides will be stored in a locked, isolated area to prevent any contact by children.

Guidance and Discipline Policy

YWCA Child Enrichment Program strives to provide our families with a safe, fun, and quality child care experience. To achieve this, we work together as a team to promote positive behavior in every area of our program. It is an important aspect of a child's development to practice self-control and learn positive problem-solving skills. We believe it is our responsibility to create a safe and consistent environment that will allow children to gain self-confidence, self-control, and an understanding of their feelings. This is the perfect age for children to learn that their behavior is their choice!

We use the following as behavior guidelines:

- Be responsible & accountable for your own behavior
- Respect yourself
- Respect others – keep your hands and feet to yourself, use kind words and G-rated language.
- Respect Property – Do your part to keep our spaces clean and tidy! YWCA Child Enrichment

Program has zero tolerance for the following:

- Physical Aggression/ Fighting/ or Physical harm to self or others
- Disobedience & Disrespect
- Sexual or verbal harassment
- Bullying in any form
- Threats to staff or other students
- Inappropriate language / profanity/ obscene gestures
- Non-compliance

All children are expected to follow program rules.

- Children must remain in the program area. Children must notify a staff member if they need to leave the program area for any reason.
- No running inside the building.
- No standing or jumping on furniture.
- Replace all materials and toys when done using them and before getting out something else.
- Respect others and their property.
- Listen when spoken to; obey staff directions.
- Report any incidents with other children to staff.
- Toys, games, or other items must remain home – unless otherwise noted
- Outside food with permission only

Child Enrichment staff will:

- Interact with children in a safe and respectful manner. We believe it is important for us to model the behavior we expect the children to learn and show themselves.
- Use strategies that promote positive self-esteem, and self-respect.

For all day camps, if a student is exhibiting extreme unsafe behavior (behavior that can cause harm to the child, other children present or staff) the Site Coordinator may remove student from the program for the day with the approval of the Child Enrichment Director. Parents will be notified as soon as possible and given time to arrange pick up.

YWCA Child Enrichment Program reserves the right to remove a child from the program for excessive unsafe or inappropriate behavior.

Disciplinary Action Process

<p>Mild misbehavior</p>	<p>Verbal Warning – Redirection When unwanted behavior occurs, staff will first try to redirect child. If the redirection is not successful, staff will verbally inform the child of their misbehavior and remind child of appropriate behavior. This is best done by pulling the child to the side and speaking to them one on one.</p>
<p>Behavior Warning</p>	<p>Redirection – Time Spent away from Group- Written Behavior Warning Staff will verbally remind child of first warning and why they must now be separated from the group or receive a Behavior Warning slip. Staff will notify parents upon arrival, discuss the behavior, and have them sign warning slip if applicable</p>
<p>Behavior Incident Report</p>	<p>Time spent away from group- Loss of Privilege- Behavior Incident Report Student is removed from the group. Behavior incident report is written by staff. Parents are notified upon arrival; behavior is discussed. Parents sign the Behavior Incident Report. Depending on behavior, suspension may be determined for a period of 1-5 days. Meeting between staff, parent, student and Child Enrichment Director may be requested in order to discuss behaviors and how we can help the student succeed.</p>
	<p>Please understand that some actions warrant immediate suspension, such as excessive unsafe or inappropriate behavior.</p>

Behavior Warning

Child's Name: _____

Date: _____

Site-Coordinator/Site-Assistant filling out report: _____

Other witness: _____

Today your child had a difficult time:

- Following/listening to directions
- Keeping self to self
- Being respectful to peers, teacher, property.
- Using inappropriate language/gestures
- Other: _____

Staff Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

CE Director Signature: _____ **Date:** _____

Description of Behavior Warning:

Action taken:

Discharge Policies and Procedures

A two-week notice, in writing, is requested to withdraw a child from the program. The notice must include the child's last date of attendance.

Children may be withdrawn from the program at the discretion of the Child Enrichment Director for, but not limited to:

- Failure to provide required information, including updated contact information or changes in address or telephone numbers,
- Unresolved behavior issues
- Non-payment on consistent late payment of fees
- Failure to pick up an ill child
- Prolonged absence
- Consistent tardiness
- The CE Program staff determine your child's needs cannot be met by the type of care provided by the YWCA, and
- Failure to comply with policies and procedures of the CE Program.

Thank you for choosing YWCA Child Enrichment Program for your childcare needs.