

School Year Child Care Program Handbook 2023-2024



2023-2024 SCHOOL YEAR

Welcome to the School Age Child Care: Before and After School Program Dynamite Days Out

The Mattoon Area Family YMCA and Neal Center YMCA welcome you and your child(ren) to the School Age Child Care Program. We are looking forward to a great school year and are happy that you picked us to fulfill your Before and After School/Days Out child care needs.

The YMCA and your school district feel that the School Age Child Care Program is a valuable service to provide a fun and safe after school option for children! This program is not licensed or regulated by DCFS. We are a licensed exempt program that is an extension of the school experience. Firearms are prohibited from school premises.

The School Age Child Care Program will provide your child(ren) with a safe environment, a variety of activities, positive interactions with other children, staff mentorship, and a quality experience each and every day.

Sincerely,



Kiyla DeVoss

Youth Development Director

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Revised August 9, 2023

SCHOOL AGE CHILD CARE GUARDIAN HANDBOOK

As you continue to read through this handbook, please familiarize yourself with the policies and procedures governing the School Age Child Care Program. As an extension of the school day, ALL school rules apply to our programs as well. If you have any questions, please feel free to call the YMCA. We are looking forward to serving your school age child!

Program Hours

School	Before School Hours	After School Hours
Cumberland Elementary	Begins at 6:30 AM	School Dismissal-5:30 PM
Neoga Elementary	No Before School Program	School Dismissal-5:30 PM
Riddle/Williams (Mattoon)	Begins at 6:30 AM	School Dismissal-5:30 PM

****We do have after school on early dismissal days that are on the school calendar.**

Eligibility

Any child enrolled at the above listed schools, in kindergarten through the age of 12, are eligible to attend as space allows. The program is held at the schools.

Registration

Register online at <https://mattoonymca.org/before-and-after-school/>

You will need to login or create a login.

**** If you have ever used the YMCA for child care, sports, membership, or any programs, you probably have an account so start with the "Find Account" option. If no account is found, "Sign Up" now.**

Children must be registered by a parent or legal guardian for each month planned to attend.

***Child cannot be registered or attend until all outstanding fees from other programs are paid.**

Registration- CampDoc

We use a system called CampDoc for attendance, medication, and registration information. After you register, you will receive an email to set up your child's profile. This will be sent a few weeks before school starts. If you are registering during the school year, this will be sent as soon as the registration is processed.

You will need to fill out the Health Profile completely, along with the Trusted Contacts section. Trusted contacts should include anyone who can drop off or pick up the child. Include yourself in this section.

If you have used CampDoc for prior registrations, you will just need to update any information that has changed and answer any additional information sections/waivers.

DROP OFF & PICK UP

Guardians must check children in for Before School and out of After School.

School	*Before School Drop Off:	*After School Pick Up:
Cumberland Elementary	Main Entrance (use doorbell)	Playground/Main Entrance (use doorbell).
Neoga Elementary	No Before School Program	Main Entrance (use doorbell)
Riddle/Williams (Mattoon)	Gym Door	Gym Door/Playground (From 3-4 PM, use side door off the parking lots)

**These are all subject to change based on school plans and policies this school year.

Only persons authorized as a Trusted Contact in CampDoc will be able to pick up. This is for the child's protection. If you would like to add or remove someone after the initial registration, log into CampDoc to update (campdoc.com). Photo IDs are checked at every pickup, so please have yours ready and available.

All children must be picked up by 5:30 PM. LATE FEES ARE CHARGED. A \$ 1.00 per child per minute late fee will be charged for each minute a child is picked up late.

Daily Activity Schedule

- Opportunities for homework
- Snack time
- Group Activities: Games, STEM, crafts, and special programming/projects
- Outdoor activities (Please be sure children are dressed appropriately)

FEES

Rates are determined based on the registration type selected. Fees will be withdrawn from accounts on the first of each month. Extra Charges for days attended beyond registration will appear as a separate charge on your bank account and are billed after the month is completed.

Before School: Mattoon and Cumberland ONLY

Registration	# Days per Week	Cost per Month:	Aug, Dec, April, and May
Full Time	4-5 Days	\$150	\$115
Part Time	3 Days or Less	\$105	\$80
Drop In	Occasional Attendance	\$8 per Morning	\$8 per Morning

After School: Mattoon, Cumberland, Neoga, and Windsor

Registration	# Days per Week	Cost per Month:	Aug, Dec, April, and May
Full Time	4-5 Days	\$210	\$160
Part Time	3 Days or Less	\$145	\$110
Drop In	Occasional Attendance	\$13 per Afternoon	\$13 per Afternoon

There will be no refund or credit given for days missed. Refunds will be made for weather related school closings only upon request of the guardian to the Director.

Discounts: School District Employee Discount: 15% off before and after school.

When you register online, pay the \$5 registration fee and the system will automatically schedule the monthly fees for the 1st of each month.

****August fees will be deducted on the first day of school.**

****No fees may be paid at the school sites.**

Tax Information

The YMCA encourages you to keep track of your payments. You may need this information for tax information on child care deductions. Our FEIN # is 37-1122559. If you need a tax statement, you must contact the Director.

Leaving the Program

Children may be withdrawn from the program by giving notice. The guardian **MUST** notify the Director of cancellation for the payments to be stopped. Refunds will not be given for months not cancelled.

Financial Assistance

The YMCA uses Child Care Resource and Referral (CCR&R) as the main source of financial assistance for the Before and After School Programs. CCR&R is a state funded agency that helps families pay for the child care services needed to work.

YMCA financial assistance through scholarship may be used for child care in the event that a family is denied assistance through CCR&R. This financial assistance can also apply to membership rates and other programs such as swimming lessons, basketball, soccer, etc.

If you are interested in financial assistance, please contact the Director.

Early Dismissal Days

The after school program will be held at the elementary schools on preplanned early dismissal days.

Cancellation Due to Weather

The School Age Child Care Program policy on inclement weather days (i.e. snow days) affecting care will be:

- If school is cancelled, the School Age Child Care Program is cancelled.
- If school begins in the morning but ends early due to weather, the School Age Child Care Program will not be in session for After School. Guardians should make arrangements to have their children picked up or ride the bus home.

Breakfast & Snacks

The YMCA will not be providing breakfast to children enrolled in the Before School Program. They may however enroll in the school's breakfast program.

Children will be provided with an afternoon snack during the After School portion of the program. Children with special dietary needs should contact the Director and are able to bring their own snacks.

Dress Code & Belongings

The school's dress code applies to the School Age Child Care Program. Belongings left behind will be placed in the school's "lost and found" unless otherwise communicated by a guardian. The staff and YMCA are not responsible for lost items. **Children are NOT allowed to bring toys from home to play with during the program hours.**

Medication

For safety reasons, participants should not keep, nor self-administer their medications. **Medicine must be in the original bottle and must be dispensed by the staff and will be documented in CampDoc. Please enter medication that is given at home/school as a separate entry from those administered by our program staff.**

The only exception to this policy is emergency medications like asthma inhalers, etc. These participants may use their emergency medication as needed, however, the medication/inhaler does need to be listed in CampDoc.

Guardian Involvement

Involvement of guardians in the program is essential. Guardians must cooperate with all policies and procedures.

Guardians are responsible for respecting staff and handling their concerns in a professional manner. Any concerns which you feel need to be further resolved should be referred to the Director.

Emergency Medical Care

The YMCA does not provide insurance in case of an accident. Your child(ren) should be covered under your personal health insurance. If your child needs emergency medical care the staff will take whatever steps may be necessary. These steps may include, but are not limited to, the following:

- Administer emergency first aid.
- Call an ambulance.
- Attempt to contact a guardian or an emergency contact provided.

Discipline

This program has been developed to provide activities that are safe, creative, and fun for youth. No child's behavior will be allowed to interfere with others right to enjoy the program. This includes behavior on the part of a child that interferes with the safety or well-being of himself/herself, or any other person, or behavior that takes a staff member away from the group/activity. Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from our program, or whose presence is detrimental to the group, shall be removed from program.

Refunds and credits are not given for days suspended. The Director has the authority at any time to permanently suspend a child for the rest of the school year based on behavioral issues.

Termination from School Age Child Care Program

A family's participation in the program may be terminated at any time for the following reasons:

- Failure to pay fees for the program.
- Any child who, after attempts have been made to meet the child's individual needs, demonstrates the inability to benefit from the type of care offered by the program, or whose presence is detrimental to the group.
- Failure by child or guardian to comply with the School Age Child Care Program procedures and policies, or to respect the program staff.

Dynamite Days Out

The YMCA does offer care for most planned days out of school (excluding major holidays and cancellations of school that are not on the school calendar).

Registration: <https://mattoonymca.org/dynamite-days-out/>

Location: Mattoon Area Family YMCA and Neal Center YMCA

Dates:

Mattoon – Oct 9, 20. Nov 22. Dec 21, 22, 26-29. Jan 2, 3, 15. Feb 19. March 25-29. April 1

Toledo – Oct 6, 9, 20. Nov 22. Dec 26-29. Jan 2, 3, 15. Feb 19. March 25-29. April 1

Time: 6:30 AM-5:30 PM.

Fees: Member= \$28/Day and Non-Members= \$33/Day

Those fees will be withdrawn on the day of the program or billed the following month.

Who is eligible: Kindergarten through age 12.

What to bring: 2 Snacks (AM and PM), Lunch, Water Bottle, and Swim Wear/Towel

Questions

For further assistance, contact the Youth Director at the Mattoon Area Family YMCA. Contact information is listed in the welcome letter at the beginning of the packet.

