



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Two Rivers YMCA Before and After School Youth Achievement Program



PARENT GUIDE
2018-19

Welcome to Before & After School Youth Achievement Program

We are excited to work with you and your family over the next school year. We look forward to a great partnership and a successful future for your child. Please do not hesitate to contact the YMCA if you need further assistance or would like to talk to the directors or coordinators before you start the program.

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Like **TRY School Age** on Facebook!

OVERVIEW

Welcome to Two Rivers YMCA Youth Achievement Program! We are glad you have made the decision to participate in our program. We provide a safe environment for children to spend their time during before and after hours at your neighborhood school. Our program offers a wide variety of indoor and outdoor activities: free choice, small and individual activities, project time, large group activities, and snack time.

Our curriculum is based on 8 core components:

1. Arts and Humanities
2. Character Development
3. Health, Wellness, and Fitness
4. Homework
5. Literacy
6. Science Technology Engineering and Math (STEM)
7. Service-Learning
8. Social Competence and Conflict Resolution

As with any Y program, the Youth Achievement Program is centered in the Y mission and program objectives. The Y mission is **to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.** In school-age care, mission activities look like this:

- **Spirit** refers to self-esteem and willingness to help others and the activities that develop these qualities. It also includes a sense of fun and climate of positive energy. Y activities include collaboration with others, conflict resolution skills, and opportunities for success regardless of ability.
- **Mind** refers to learning and to activities that promote learning. YMCA activities include and encourage solving problems, using school-gathered knowledge, and having high expectations each time an activity is undertaken
- **Body** refers to health and wellness and the activities that promote these qualities. Y activities include and encourage physical fitness and active games.

After School curriculum is also used in combination with Y of the USA School-Age Care curriculum. We combine monthly themes with core areas to build experiences beyond what children are exposed to at home or in their school. There are several reasons why parents and guardians enroll children in our programs. Our trained employees provide supervised, safe, affordable, quality care so you are able to work or attend school. The Y supports your efforts to nurture your child's healthy development and helps your family be successful. No matter how many hours your child spends in our care, we know the family is the most important structure in their lives. We believe that good child care is good family care.

GOALS

1. Provide quality care that supports the need of the family unit.
2. Promote academic achievement and success.
3. Foster healthy lifestyles through increased awareness of health, nutrition, and wellness.
4. Provide children with the life skills necessary for a successful transition to adolescence.
5. Offer a variety of activities that allow children to explore new interests with an open-mind.
6. Deliver the program in a positive environment with safety, support, and care
7. Employees will promote healthy development of the children by utilizing the 40 Developmental Assets.
8. Employees will also teach and use YMCA Character Development values-**CARING, HONESTY, RESPECT, and RESPONSIBILITY** every day.

HOURS AND DATES

The hours of the before school program are 6:30 AM to the morning school bell and the after school program begins when school is dismissed until 5:30 PM Monday through Friday during regular school days.

We also provide care at your school, on an early release days that are scheduled half days or early dismissals on your school calendar. Care will run from school dismissal until 5:30 PM. (Some schools may be transferred to another site for the afternoon, but you will be informed with these details in advance). We may cancel if we do not have 5 children registered in advance.

If school is cancelled after school is already in session due to inclement weather or other maintenance problems, we will not be able to provide care.

SCHOOL'S OUT CLUB (SOC)

School's Out Club is available at the Two Rivers YMCA during most school holidays, intersession, and institute days. We offer SOC to children in K-6th grades from any school district. You will need to pay and register in advance, unless you are signed up to have your payments drafted through the Before & After School Program. SOC runs from 6:30 AM – 5:30 PM and dates are available at the Y Front Desk or on our website at www.tworiversymca.org

Children will need to bring a swimsuit, towel, and bag for their items if they would like to swim. We may not swim every SOC, because the pool availability is subject to change, but we usually do swim on Wednesday & Friday.

A healthy morning snack and drink will be served to children arriving before 8:00 AM. A healthy afternoon snack and drink will be provided in the afternoon before 5:00 PM. Children may bring a sack lunch, however a lunch will be provided through Nourish, a youth nutrition collaborative.

We may need to cancel SOC, if the Y facility closes for weather, power outage or any other circumstances that cause our building to close.

We will offer an Emergency SOC at the Two Rivers YMCA to all families, if school is cancelled before it begins due to inclement weather for Moline, East Moline, and Rock Island School Districts.

*We are not able to take children to YMCA lessons or pick them up from YMCA lessons while they are attending our School's Out Program. If your child has a YMCA lesson that takes place during our School's Out Club it is the responsibility of the parent or guardian to make sure they are signed out from our program and taken to their lesson and picked up.

REGISTRATION AND FEES

There is a semester activation fee two times a year. This needs to be paid before you may begin using the program or before each semester starts. You may register at the Y Front Desk at 2040 53rd Street in Moline during hours of operation or at your school's site during program hours to get your child started. Please see staff for activation prices. **To receive the member price, the membership must be valid during the entire current school year or semester for which you are registering.**

Fee per day	Per child
AM Rate	\$5.75
PM rate	\$8.75
Half Day (does not include morning if child attends both)	\$14.50
Full Day	\$26.00

Fees are based on when your child attends. You will be charged for the entire AM, PM or both sessions your child attends. We do not pro-rate for the amount of time your child is present during each shift or during a full day. You have two different payment options to choose from.

Advance Payment with Processing Fee

If you choose to make payments with checks, money orders, or cash there will be a processing fee of \$5.00 for every transaction. You will also be required to make your payment in advance in order to use our services. This processing fee must be included in your check or money order amount along with the fees you are paying. Cash will not be accepted at our school sites. You may only make cash payments at the Y Front Desk.

Draft Payment

If you choose to provide us with your checking, savings, debit or credit card information, we will draft your fees twice a month and there will be no processing fees or advance payment requirement. We will draft or charge your account at the first and middle of the month (closest banking day) to keep your account current. If your draft is declined for any reason there will be a \$10 fee added. Listed below are this year's draft dates:

<u>Draft Date</u>	<u>Days Drafted</u>	
August 1	Draft 7/9-7/20	
*August 15	Draft 7/23-8/3	
September 4	Draft 8/6-8/17	
*September 17	Draft 8/20-8/31	
October 1	Draft 9/3-9/21	3 weeks
*October 15	Draft 9/24-10/5	
November 1	Draft 10/8-10/19	
*November 15	Draft 10/22-11/2	
December 3	Draft 11/5-11/23	3 weeks
*December 17	Draft 11/26-12/7 (Second Semester Reg. Fee)	
January 2	Draft 12/10-12/21	
*January 15	Draft 12/24-1/4	
February 1	Draft 1/7-1/18	
*February 15	Draft 1/21-2/1	
March 1	Draft 2/4-2/15	
*March 15	Draft 2/18-3/1	
April 1	Draft 3/4-3/22	3 weeks
*April 15	Draft 3/25-4/5	
May 1	Draft 4/8-4/19	
*May 15	Draft 4/22-5/3	
June 3	Draft 5/6-5/17	
*June 17	Draft 5/20-5/31	
July 1	Draft 6/3-6/14	

*Draft State Families

Tracking Your Account

It will be your responsibility to keep track of your account and the payments that will be due. If you would like to view your account balance at any time, please visit our Two Rivers YMCA website at www.tworiversymca.org to create your account password by clicking on the Registration link and then log in. Step-by-step instructions can be found at the end of this document.

Collections

We will turn overdue or outstanding accounts over to Kinum Collection Agency. We will turn accounts over if we have made and attempt to bill you and your account is 30 days overdue. We are unable to make changes to accounts after they have been submitted. You can make payments to Two Rivers Y but we are unable to make changes on the account until it is paid in full.

Attendance

We will need to know when your child is attending our program. Our site staff have a simple form that you will fill out by Friday of each week that indicates when your child will attend the program the next week. If there are changes in your schedule during the week, simply call the number listed below for your school and leave a message with our staff. This phone is only for emergencies, so please do not use these numbers daily to contact staff:

Silvis, Hampton, East Moline Districts

George O Barr 230-7527	Hampton 236-9625	
Bowlesburg 230-7185	Hillcrest 230-7535	Ridgewood 230-7528
Wells 230-7534		

Moline District

Bicentennial 230-7526	Butterworth 236-7413	Franklin 230-7523
Hamilton 230-7520	Jane Addams 230-7537	
Lincoln Irving 230-7173	Logan 230-7532	Roosevelt 230-7531
Washington 230-7530	Willard 230-7525	

Rock Island/Milan District

Center for M&S 230-7187	Denkmann 230-7536	Earl Hanson 230-7522
Eugene Field 230-7529	Jefferson 230-7524	Ridgewood 230-7533

FINANCIAL ASSISTANCE & STATE ASSISTANCE

It is a goal of the Y that no one be denied the benefit of a membership or program participation due to financial limitations. If for any reason you cannot afford the fee contact the Two Rivers Y for an application to find out if you qualify for assistance. Applications take approximately two weeks to process and must be filled out completely with all of the requirements fulfilled. **While you wait for approval if you choose to use the program you must pay a deposit of \$25 per child along with the community registration fee (we will credit this to your account if you receive a membership and pay for it).**

The Y also accepts payment from Illinois State Funded Agencies. You will need to contact a case worker to start this process at 563-205-3070. **If you choose to use the program while your paperwork is in process to be accepted, you must pay the registration fee plus \$25 per week per child to attend the program.** We will refund any overpayments if you are granted funding and expect payment in full if you are denied.

*Families can not be on state assistance and Y sliding fee scale at the same time.

ALARIS – CHECK IN/OUT INSTRUCTIONS

<https://ymcatr.alariscloud.com/register/programs/> - Please use Chrome or Firefox browsers

1. Enter phone number of primary contact/parent [xxx-xxx-xxxx]
2. Select the school your child attends
3. Verify family information and correct any typos or outdated information
4. "Add Authorized Pickup" for others to have permission to pick up child; must add birthdate
5. Click Submit

DISCIPLINE POLICY

We encourage positive behavior from children in our program. We understand when working with children, discipline issues will occasionally occur. Discipline issues will be documented on either a Parent Conference or Discipline Form depending on the severity or frequency of the situation. These forms will be reviewed and signed by parents. We will keep this documentation in your child's file. We reserve the right to end a child's participation in the program because of severe, consistent, disruptive behavior or actions that are not in the best interest of your child or other children enrolled. Our goal is to see that all children have a successful experience during their enrollment.

Our program is group centered and not designed for one-on-one care except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to children. The YMCA Child Abuse Prevention Policy prohibits any staff person from being left alone with a child.

We have an obligation to ensure the physical and emotional safety of each of the children entrusted to our care. It is essential that all pertinent information about the child's needs be available to the staff from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, you have the obligation to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis.

We will not tolerate any of the following behavior from children: fighting, hitting, punching, biting, kicking, touching inappropriately, scratching, spitting, cursing, stealing, or leaving the program area by themselves. Children will follow all school building and grounds rules. The child will be given a time out or loss of privileges and Y staff will discuss the issue with the child to help them understand why they have been given the consequences.

Children should always be in view of the staff and are not allowed to leave the program area on their own. Staff will not spank or hit children and are only authorized to restrain a child if there is an issue with safety.

FREQUENTLY ASKED QUESTIONS

Do I have to sign my child in and out every day?

YES. Children should never be left in the parking lot of schools or the YMCA. They must be brought in by the parent/guardian/designated adult and sign in with the site staff. A designated adult must physically come in and sign the child out in the afternoon as well. The Y uses the Sign In/Out record to determine who is at the site if there is an emergency in the building. The child will only be dismissed to the parents and persons listed on the Student Enrollment Form. Picture ID is required at all times by anyone picking children up from the program.

Do I need to let site staff know if my child is or is not attending the program?

YES. You will need to check in weekly with our staff, giving us an idea of what days you will be using the program. Our site staff will provide you with a Y cell phone number to call from 6:30 AM-5:30 PM to leave a message if any changes are necessary during the week to your original schedule. (This only applies to those families who will be using the after school program).

Who is authorized to pick my child up?

ONLY INDIVIDUALS YOU INDICATE ON YOUR ENROLLMENT FORM OR NOTE FROM YOU STATING OTHERS. This is for the child's protection. We will not release a child to anyone without proper authorization. Picture ID is required at all times by anyone picking children up from the program.

When is the program staff responsible for my child?

WE ARE RESPONSIBLE FOR YOUR CHILD WHEN THEY ARE SIGNED IN DURING THE BEFORE SCHOOL PROGRAM AND WHEN A CHILD ARRIVES IN OUR AREA DURING THE AFTER SCHOOL PROGRAM. They are under our care until an authorized person signs them out. It is up to you to let our staff know the afternoons in which your child will be attending.

Is there a late pick up policy?

YES. The program closes at 5:30 PM. We use Y Cell Phone time as our guideline. If a parent arrives after this time, they are considered late. The first occurrence is a written warning placed in their file. All other times will result in a \$1.00 per late minute, per child charge, that needs to be paid when you pick up the child. Further actions will be taken with families that have repeated tardiness.

Are snacks served?

YES. Children will be provided with a healthy snack and drink each afternoon provided by Nourish – A Youth Nutrition Collaborative. We do not provide breakfast at our YAP program, but encourage parents to send healthy breakfast items with their children if they arrive before 7:30 AM. Some schools offer a breakfast program and we would be happy to release your child to that program. If your child has any dietary restrictions, allergies, special needs be sure to indicate them on the medical section of the Student Enrollment Form.

Can I withdraw from the program?

YES. Your child may be withdrawn from the program at any time by verbal notification to the site leader at your school, but all fees must be paid in full at that time.

Will you administer medication to my child?

YES. All over-the-counter and prescription medication should be brought directly to the staff in a prescription bottle and an "Authorization to Administer Medication" form must be filled out by the parent/guardian with instructions as to quantity, time to administer, name and phone of the prescribing doctor, and the name of the pharmacy. Instructions on the pill bottle, such as quantity and time, must match instructions provided by the parent on the "Authorization to Administer Medication" form.

What happens if my child is ill?

WE WILL CALL YOU TO PICK YOUR CHILD UP IF THEY ARE SICK. Many communicable diseases begin with cold symptoms, so if a child indicates they are sick, the staff will make a decision to call you. You should inform staff if your child has lice, pink eye, ringworm, etc. or any other communicable disease that would infect other children if they are exposed. If a child is contagious with anything they are not authorized to attend our program until they are released by a physician.

What happens if my child is injured?

WE WILL DETERMINE IF THE INJURY IS SERIOUS OR MINOR. If we are unsure, we will contact you immediately. If it is a minor bump, scrape, or bruise, we will wash the area with soap, water, apply ice, or a bandage. An incident report will be filled out and we will let you know what happened at sign out. Our staff is unable to administer medication unless the parent fills out an "Authorization to Administer Medication" form.

If your child is seriously injured the staff will take any means necessary to obtain emergency medical care or administer CPR. If we are unable to contact you to make decisions, we will administer emergency first aid, call 911, and have your child taken to the nearest hospital with our staff present until you arrive.

What if I object to emergency medical care for my child due to religious reasons?

YOU MUST SUBMIT A WRITTEN PLAN TO US STATING THE STEPS YOU WOULD LIKE US TO FOLLOW IN THE EVENT OF AN EMERGENCY.

What about insurance coverage for my child?

TWO RIVERS YMCA CARRIES LIABILITY INSURANCE. All other medical or accident insurance must be provided by the parent to cover costs if there is an injury.

What type of clothing and shoes should my child wear?

ALL CLOTHING SHOULD BE APPROPRIATE TO RUN AND MOVE DURING VARIOUS PHYSICAL ACTIVITIES. We will try not to limit a child's activities because of the type of clothing worn, however, tennis shoes are required for most of our activities. Also make sure you dress your child according to the weather conditions. We do like to take the children outdoors as much as possible (even during winter months). We are not responsible for lost or stolen items. It would be helpful if you mark all items with the child's initials.

Can my child bring toys/electronics?

Children may not bring toys, cell phones, video games, small electronics, etc to SOC or the Before & After School program unless a "special day" is arranged in advance by the staff.

Do you offer a program on inclement weather days?

YES. If school is cancelled in the Moline, East Moline, and Rock Island Districts in the morning, we will not be open at the school sites on that day. We will provide care at Two Rivers Y on emergency days (when Moline, East Moline, Rock Island Districts all cancel) from 6:30 AM-5:30 PM. It is the parent's responsibility to transport their children to and from the Y on these days. You will need to fill out a short form at sign in, so expect at least a 5 minute delay. There will be no swimming. If school is cancelled after school is already in session due to inclement weather or other maintenance problems, we will **not** be able to provide care. If school has a delayed start in the morning, our program will stay open until school begins.

What information can you tell me about the snacks/meals being served?

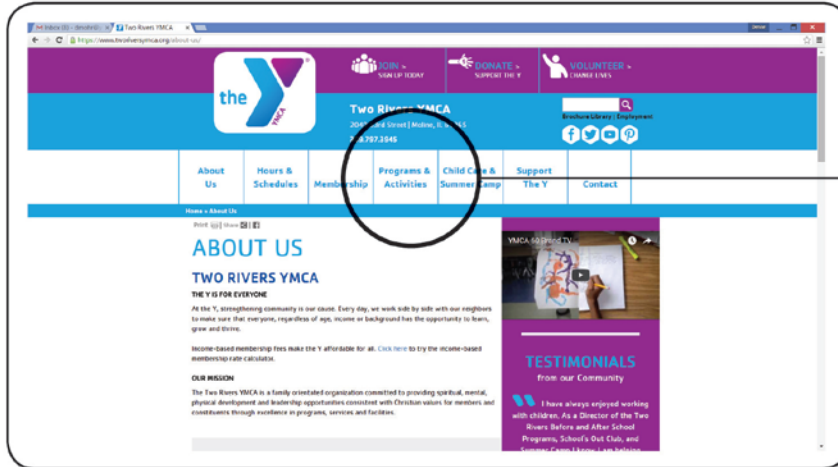
Nourish, a Youth Nutrition Collaborative operated by the Two Rivers YMCA, is a 501c3 nonprofit organization providing meals for children in the Greater Quad City Area. To provide these after school and schools out time (summer, intersession) meals, Nourish partners with local after-school, summer, and child care programs to serve children. All the meals and snacks are provided at no cost to the partner programs and families participating in the programs. All meals are funded by the Illinois State Board of Education in partnership with the USDA.

Because Nourish is operated by the Y, the nutrition standards are healthier than the USDA minimum requirements. We employ monitors to visit each site, ensuring these guidelines are followed.

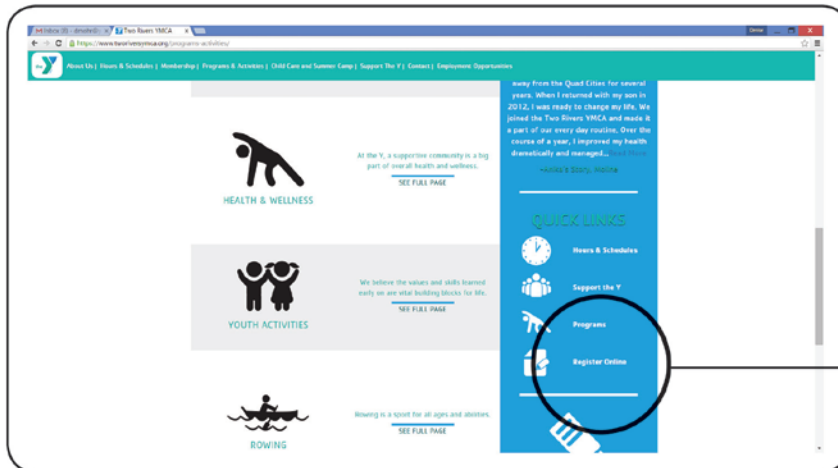
Each month a menu is created with a variety of hot and cold entrees along with nutritious fruits and vegetables. All menus are created using a guide provided by the USDA for appropriate portion sizes and nutritional guidelines. These meals are cooked in one of our three kitchens and transported to the program locations, then served by the program staff during a designated time.

Nourish is able to serve a daily PM snack. No child is required to eat the provided meal, and parents can elect that their child not eat the meal/snack; however, all meals are provided for free to all program participants.

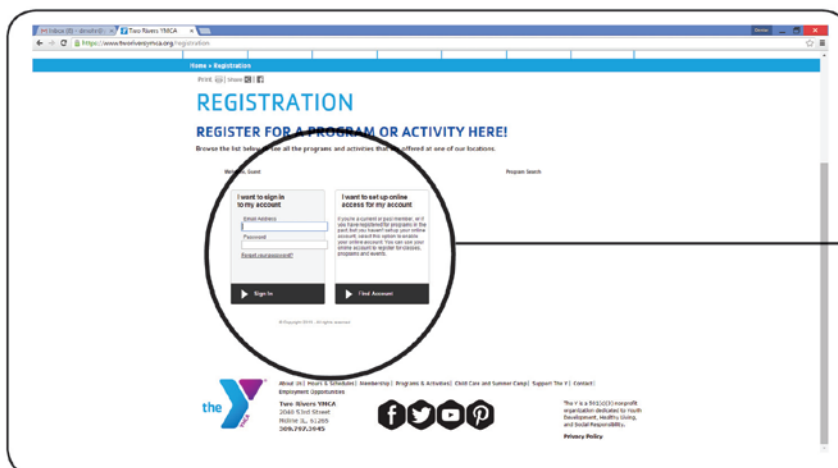
For questions about the program, feel free to contact Jeff Cornelius at 309 797 3945.



STEP 1
Visit tworiversymca.org
Click on **Programs & Activities**

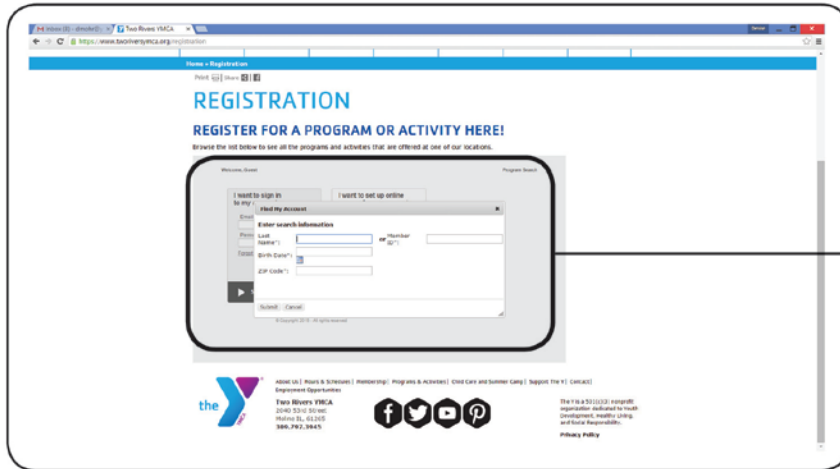


STEP 2
Scroll to middle of page and click on **Register Online**

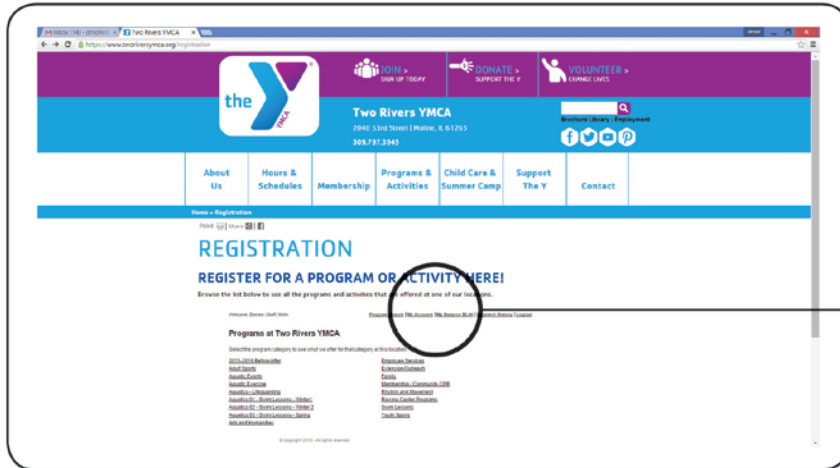


STEP 3
If you already have your online account set up, enter your login information & click **SIGN IN**. Skip down to Step 5.

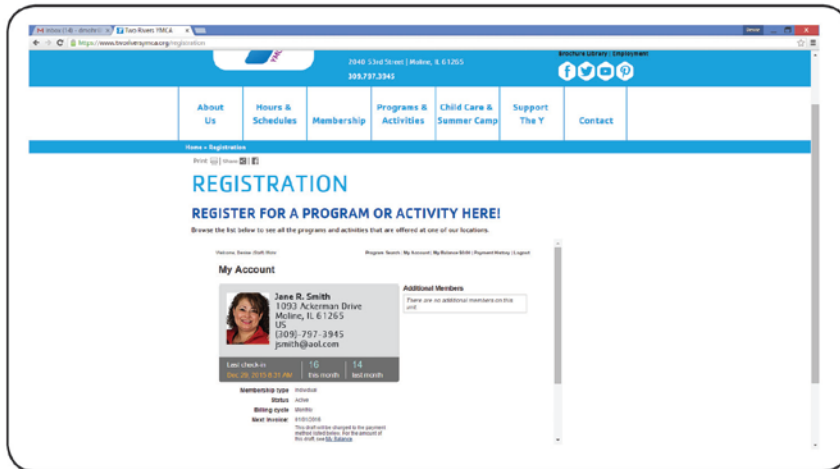
If you do not have your online account set up, click **FIND ACCOUNT**. Go to Step 4.



STEP 4
NEW USERS: To set up your online account, enter the following information. Click **SUBMIT**.
NOTE: You must have an email address or active payment method associated with your account in order to register to access your online account. If you do not have either of those you will need to call the Y for assistance at 309.797.3945.



STEP 5
 Once logged into your account, click on **MY ACCOUNT**.



STEP 6
 Your account information will appear along with your facility visits for the current and previous months.