

OUTREACH

Family Summer Handbook



A SUMMER FULL OF FUN!

- Archery
- Basketball
- Swimming
- Art
- Volleyball
- Fitness
- Soccer
- Field Trips
- And More

TWO LOCATIONS

ID Pennock Branch & Northeast Branch


YOU BELONG

YOUTREACH™



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SITE SPECIFIC INFORMATION



Adventure Club at the ID Pennock Branch 200 Y Blvd, Rockford, IL

Where do we meet?

Adventure Club will meet in the Log Lodge every day except Tuesday mornings, when we meet in the Sundstrand Gym. The Log Lodge is located directly behind the YMCA.

What are the hours of operation?

- Monday - Friday from 6:45am until 5:30pm.
- We ask that your child arrive **NO LATER THAN 8:00am**, and is picked up **NO EARLIER THAN 4:30pm**.

What should my child bring/wear?

- A swimsuit, towel and lock. Goggles are permitted for swimming however, masks and other snorkeling equipment is not.
- Children who will not be participating in the subsidized lunch program should bring a sack lunch and beverage.
- Children should wear comfortable, weather-appropriate clothing. Please ensure that your child wears close-toed shoes with socks.
- Please **MARK ALL** belongings...staff is not responsible for lost or broken personal items.

What not to bring:

- Please do not send cell phones, Ipods, mp3 players, Yugi-o or Pokemon Cards, magazines, cameras, etc. with your child.
- The first time a child is seen with personal toys, he/she will be asked to put it away. If a child is seen with a personal toy again, the item(s) will be taken away until a parent arrives to pick the child up.
- Again, staff is **NOT** responsible for lost or broken items.

Field Trips:

- Tuesday is typically field trip day.
- All children who attend on a field trip day will go on the field trip.
- Parents are responsible for providing lunch on field trip days.

NOTE: Field trip times vary. Please check times with Staff to avoid any conflicts.

Subsidized Lunch Program:

Adventure Club is participating in the Rockford Summer Lunch Program. This program provides a free box lunch to all participants. Lunches include a sandwich, fruit or fruit juice, a vegetable and milk. These meals are provided by the City of Rockford's Human Services Department through a State of Illinois grant. If you would still like to send a lunch with your child each day, please feel free to do so.

Please note: The Summer Lunch Program typically runs during weeks two through nine.

**Adventure Club at the Northeast Branch
8451 Orth Rd, Loves Park, IL****Where do we meet?**

Adventure Club will meet in Meeting Room One.

What are the hours of operation?

- Monday-Friday from 6:45am until 5:30pm.
- We ask that your child arrive NO LATER THAN 8:00am, and is picked up NO EARLIER THAN 4:30pm.

What should my child bring/wear?

- A sack lunch and beverage, swimsuit, towel and lock. Goggles are permitted for swimming however, masks and other snorkeling equipment is not.

- Children should wear comfortable, weather-appropriate clothing. Please ensure that your child wears close-toed shoes with socks.
- Please MARK ALL belongings... Staff is not responsible for lost or broken personal items.

What not to bring:

- Please do not send cell phones, I-pods, mp3 players, Yugi-o or Pokemon Cards, magazines, cameras, etc. with your child.
- The first time a child is seen with personal toys, he/she will be asked to put it away. If a child is seen with a personal toy again, the item(s) will be taken away until a parent arrives to pick the child up.
- Again, staff is NOT responsible for lost or broken items.

Field Trips:

- Tuesday is typically field trip day.
- All children who attend on a field trip day will go on the field trip.
- Parents are responsible for providing lunch on field trip days.

Note: Field trip times vary. Please check times with staff to avoid any conflicts



**Adventure Club Half Day at the ID Pennock Branch
200 Y Boulevard, Rockford, IL**

Where do we meet?

The Adventure Club Half Day Program will meet in the Log Lodge every day except Tuesday, when we meet in the Sundstrand Gym. The Log Lodge is located directly behind the YMCA.

What are the hours of operation?

- Monday through Friday from 12:00pm -5:30pm.
- Participants should arrive NO LATER THAN 12:30 and be picked up NO EARLIER THAN 4:30.
- The Half Day Program will run June 21 through July 30.

What should my child bring/wear?

- A swimsuit, towel and lock. Goggles are permitted for swimming however, masks and other snorkeling equipment is not.
- Children should wear comfortable, weather-appropriate clothing. Please ensure that your child wears close-toed shoes with socks.
- Please MARK ALL belongings... Staff is not responsible for lost or broken personal items.

Note: Children should eat lunch prior to arriving for this program.

What not to bring:

- Please do not send cell phones, I-pods, mp3 players, Yugi-o or Pokemon Cards, magazines, cameras, etc. with your child.
- The first time a child is seen with personal toys, he/she will be asked to put it away. If a child is seen with a personal toy again, the item(s) will be taken away until a parent arrives to pick the child up.
- Again, staff is NOT responsible for lost or broken items.

**Camp Iddy Biddy at the Northeast Branch
8451 Orth Rd, Loves Park, IL****Where do we meet?**

Camp Iddy Biddy meets at the Northeast Branch, in Meeting Room Two.

What are the hours of operation?

- FULL DAY:** 6:45 am - 5:30 pm. We ask that your child arrive no later than 8:00 am and is picked up no earlier than 4:30 pm.
- AM 1/2 DAY:** 6:45 am - 12:15 pm. We ask that your child arrive no later than 8:00 am and is picked up no earlier than 12:00 pm.
- PM 1/2 DAY:** 12:15 -5:30 pm. We ask that your child arrive no later than 12:30 pm and is picked up no earlier than 4:30 pm.

What should my child bring/wear?

- Full day and morning half-day participants should bring a sack lunch and beverage. Afternoon half-day participants should eat lunch prior to arriving. A mid-morning and afternoon snack will be provided.
- Full day and afternoon half-day participants should bring a blanket and pillow for nap time.
- Children should wear comfortable, weather-appropriate clothing. Please ensure that your child wears close-toed shoes with socks.
- Please MARK ALL belongings... Staff is not responsible for lost or broken personal items.

GENERAL POLICIES

SIGN-IN / SIGN-OUT

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

YMCA policy requires parents to sign the attendance roster when bringing children to program and when picking them up. Your child's sign in sheet is located at the information table. You will need to sign the time in/out and use your full signature.

Who is authorized to pick up my child?

The parent who enrolled the child in our care is our primary contact if there are any questions or concerns. Children can only be released to adults who are authorized on the enrollment application unless we are given written permission to release your child to another adult. A photo I.D. is required for pick-up. For the safety of your child,

we will not release your child to anyone who appears to be under the influence of drugs and/or alcohol but will assist in making other arrangements for transportation home.

When is the YMCA legally responsible for my child?

The YMCA is legally responsible for your child ONLY during the time that your child is signed into the program.

LATE PICK UP

What if I am late in picking up my child?

Programs end at 5:30 pm. After 5:30 pm, a late fee of \$1.00 per minute that you are late will be charged. We ask for your consideration in picking up your child on time. We cannot make arrangements with parents to watch their children after 5:30 pm. Excessive and recurring incidents may result in termination from the program.

SICK CHILD

Practices concerning an ill child:

The YMCA cannot knowingly accept children for care when they are ill. Adventure Club staff will observe each child upon arrival and if your child is experiencing any of the following symptoms, we will call you and ask that other arrangements be made for his/her care. We will separate your child from the other children and make him/her as comfortable as possible until you arrive.

1. Fever
2. Vomiting
3. Diarrhea
4. Draining rash
5. Eye discharge or pink eye
6. Too tired or sick to participate in daily activities
7. Lice or nits

We will report communicable diseases as necessary to the local Health Department. We will also notify other parents so that they can take appropriate action to protect their children.

MEDICATION

What if my child needs to take medication?

If it is necessary for your child to take medications while he/she is in our care, please give it directly to a staff member when you sign-in your child. Written parental consent is required for us to administer any medication. Medications are stored in a lock box out of reach

of the children, and the Coordinator or designee will be responsible for administering medication as per instructions on the medication label. A medication log is maintained for every child who takes medication while at the program.

Medications must be in their original container and properly labeled with your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration such as manufacturers instructions or prescription label.

INJURIES

What if my child is injured?

The enclosed enrollment application includes a medical release, giving us permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with any changes in home, work or medical phone numbers.

In the case of life threatening emergencies, a member of our staff will immediately call 911, administer first aid and/or CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child and will stay with him/her until you arrive.

For minor emergencies and injuries, all of our staff are trained in first aid and CPR and will administer as needed. A staff member will then contact you to come and care for your child if additional care is needed.

PAYMENTS

How do I make payments?

A \$15 summer registration fee is required to reserve your child's place for the summer. Payment is due on Monday one week prior to the week of care.

Balance Due Policy:

All payments are due one week (7 days) prior to the Monday of the week of care. It is our practice to print a Balance Due roster each week to insure that all payments are being made on time for the following week. If your child's name appears on a Balance Due roster, you will be notified and asked to make a payment immediately.

Failure to do so will result in suspension of care until the balance is paid. If your child's name appears in error on a Balance Due roster, notify the Director and we will investigate immediately. In order to prevent such errors, please ask for a receipt each time you make a payment.

What if I decide to make a cancellation?

Because payment is due on Monday one week prior to the week of care, cancellations will only be accepted with at least one week (7 days) prior to the week being cancelled. In this case the parent or guardian will not be responsible for the balance of that week. Cancellations with less than one week (7 days) notice will not be accepted. Payment for that week of care is still the responsibility of the parent or guardian. Failure to make such a payment will result in forfeiture of remaining weeks of care.

What if my child is unable to attend due to illness or schedule conflict?

Fees pay for all direct operating costs, staff, snack and materials which must be available for your child whether or not he/she attends. Therefore, days missed cannot be deducted from your fee.

What if I decide to make a change in my child's schedule?

Changes will be accepted up to one week prior to the week of care based on availability.



BEHAVIOR MANAGEMENT

Behavior Management and Discipline:

In Adventure Club, we strive to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. It is our desire to help your child develop self-control as well as respect for the rights of others. If problems arise we generally use the following guidelines:

1. Child will be encouraged to use appropriate words to try and solve the situation.
2. Child will be redirected to a new activity.
3. Child will be removed from the situation until he/she decides to rejoin the group.
4. Child will be removed from the situation until the leader decides the child is ready to rejoin the group.
5. Parent/staff conference will be held with recommendations for possible solutions.
6. If a child's actions are determined severe, the child may be immediately dismissed from the program.

We do not use or endorse any form of corporal punishment by anyone, including parents.

STAFF

Staff/Staff Trainings

All of our staff have had previous experience working with children and attend regularly scheduled training events. Staff maintain current certification in CPR and are trained in First Aid. In addition, staff are thoroughly screened prior to employment and evaluated on a regular basis to ensure continued high performance. A staff to child ratio of 1:12 is normally maintained to assure proper attention and supervision. Extra staff attend all field trips to provide more enhanced supervision of all participants.

INSURANCE

It is the responsibility of every individual, their parent or legal guardian to provide for their own accident and health coverage while participating in all YMCA activities. The YMCA of Rock River Valley does not provide any accident or health coverage for its participants.

SNACKS

Children will be provided with an afternoon snack. This may consist of juice, crackers, fruits, vegetables, or other nutritious items. Breakfast must be provided at home. If your child has any dietary restrictions, be sure to indicate them on the enrollment form and contact Sheila Becker at 815-489-1273. (Camp Iddy Bidy will also offer a mid-morning snack provided by the YMCA.)