

**Stateline Family YMCA  
Roscoe/Rockton Branch**

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Stateline Family YMCA

9901 Main Street

Roscoe, IL 61073

815.623.5858

[www.StatelineFamilyYMCA.org](http://www.StatelineFamilyYMCA.org)

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**S.A.C. HANDBOOK**

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**Y AFTERSCHOOL™**

We build strong kids, strong families, strong communities.

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## **Stateline Family YMCA School Age Center Handbook**

The Roscoe/Rockton branch of the Stateline Family YMCA welcome you and your child to the program. This program will provide a fun, safe place for children in kindergarten through fifth grade. The S.A.C. program is designated to be more than just supervision. Our challenge is to accept and demonstrate the values of caring, honesty, respect, and responsibility in everything we do. Organized activities, homework assistance and snack will be provided. Trained, professional, and caring staff will supervise your children. If you have any questions or concerns, please call the SAC Director at 815-623-5858.

### **OUR MISSION**

The Stateline Family YMCA is a non-profit, charitable association of members. We are dedicated to developing the spirit, mind and body of all persons in a positive, healthy, Christian environment. This is done through quality leadership, programs, services and facilities.



YMCA

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strong families, strong communities.

### COMMUNICATION

At each site, there will be a parent board with postings such as monthly newsletters, upcoming events, and Fun Day information. Past due payment notices will be distributed to parents at the SAC sites.

### DISCIPLINE

The discipline is as follows:

- **First Offense:** The child is warned and put in “time out”.
- **Second Offense:** The child is suspended from the program for one day.
- **Third Offense:** Child is suspended from program for five days.
- **Fourth Offense:** Child is permanently removed from the program effective immediately.

The SAC staff are responsible for completing discipline forms. Once you had the chance to review the completed form, you will be asked to sign the form stating you are aware of the incident. SAC staff are not allowed to share information with parents concerning children other than their own.

The SAC program has a zero tolerance for physical aggression, threats, bullying, weapons, or drugs. We reserve the right to remove children immediately for such offenses.

### ENROLLMENT

This program is offered Monday through Friday when school is in session at the following school sites: Rockton Grade, Whitman Post, Prairie Hill, Shirland Schools. The hours of operation depend on the school district. The capacity of each center is dependant on the space available.

### FEES

There is an initial non-refundable enrollment fee of \$50, or \$80 per family. This is paid annually before care is provided. There is a 48 hour waiting period after registration before your child may participate.

Payments are due monthly, beginning with September. **There will be a \$25 late fee charged for all late payments made after the fifth of each month.** Payments at the Stateline Family YMCA or online at **www.StatelineFamilyYMCA.org**. In order to pay online you must first register your email address at the YMCA or call 815.623.5858 for more details.

	<u>Full-Time</u>	<u>Part-Time</u>
AM only	\$110/month	\$77/month
PM only	\$150/month	\$101/month
AM&PM	\$215/month	\$146/month

**Reduced rates are available for additional siblings.**

**FEES (continued)**

If you need the SAC program for 1, 2 or 3 days a week, you will pay the monthly part-time rate. If you need the program 4 or 5 days a week, you will pay the monthly full-time rate. You will be charged for the rate for which your child is registered. No credits or refunds will be issued if your child is unable to attend on a scheduled day.

Monthly fees are charged from September through May, with the first payment due September 5, 2009 and the last payment is due on May 5, 2010.

If payment is more than 10 days past due, your child(ren) will not be allowed to participate in the SAC program. For tax purposes, we recommend you save all necessary receipts. **NO PAYMENTS WILL BE TAKEN AT YOUR CHILD'S SCHOOL SITE.**

**HOLIDAYS/ SICK DAYS/ IN-SERVICES**

Since our monthly rates are based on a total school days per year, there will no credits, refunds or pro-rations for school holidays, in-service days, early dismissals or snow days.

If extenuating circumstances should occur, please contact the SAC Director at 815.623.5858.

**OBJECTION TO EMERGENCY MEDICAL ATTENTION**

If your child is exempt from medical attention on the basis of religious grounds, then you, the parent, must submit in a writing an emergency plan by which services of a practitioner are provided for your child.

**MEDICATION**

An adult must bring medication that needs to be administered to the SAC staff. A Medication Authorization form must be filled out completely and signed by a parent or guardian. Medication records will be kept on file at the school sites. All medication to be administered must be in its original container, labeled with the child's name.

**FOOD ALLERGIES**

If your child is allergic to any food, please document the information on the registration form and also notify the site leader.

**SUPPLIES**

The SAC program will supply snacks, craft materials, recreational equipment, board games and other games. **DO NOT send toys, video games, money, MP3 players, cell phones, cards, etc with your children.**

### SIGNING IN/OUT

Our morning site at Prairie Hill School opens at 6:30am. **It is required that an adult must accompany children into the SAC program to sign them in.** If the child arrives without an adult the following will happen: First offense will result in a warning. Second offense will be grounds for termination.

**The YMCA requires that a parent/guardian sign out their child(ren) on a daily basis.** Children will not be allowed to leave the program on their own. Only those authorized in writing by the parent may pick up a child. Staff will question those who are unfamiliar to them. Anyone without proper authorization or identification will not be allowed to take the child. Please do not be offended when asked for identification, it is for your child's safety. The SAC is legally responsible for your child only during the time he/she is signed in.

### ACCIDENTS

If your child is injured, the staff will take whatever steps necessary to obtain medical care. These steps may include, but not limited to: Attempt to contact parent or emergency contact, call the ambulance, administer emergency first aid or CPR. If your child is taken by ambulance, a staff member will accompany them. If you prefer to have your child sent to a specific hospital, please specify on your registration paperwork. Otherwise, the closest hospital will be used.

### WITHDRAWING

If your child will no longer be attending the SAC program, it is your responsibility to notify the YMCA at 815-623-5858. **If you do not notify the SAC Director by the 10th of the month, you will be required to pay the fees for that month.**

### SCHOOL'S OUT FUN DAYS (Grades K-5)

When school is scheduled to be closed during breaks and in-services, the YMCA provides a safe, fun place for your child. Fun Days are available at an additional cost of \$25 per day for YMCA Members and \$30 per day for the general public. Organized activities, snacks, arts and crafts, games and contests will be available throughout the day. Students need to bring a lunch. A morning and afternoon snack will be provided.

Fun Days are open to all area students and will be located at 302 West Main Street, Rockton, unless otherwise noted. The hours of operation are 7am-6pm. Registration is available at the Stateline Family YMCA-Roscoe/Rockton branch. **Pre-registration is required at least 3 days in advance.**

#### 2009/2010 SCHEDULED FUN DAYS

SEPTEMBER 25, OCTOBER 12, NOVEMBER 13, 20

DECEMBER 21, 22, 23, 28, 29, 30 JANUARY 15, 18

FEBRUARY 19, 26 MARCH 1, 22, 23, 24, 25, 26

APRIL 23, JUNE 3, 4

### INCLEMENT WEATHER

The SAC policy during inclement weather affecting care will be:

- If school is closed, SAC is closed.
- If school closes early during the regular day, SAC closes.
- If school continues all day during bad weather, we will be open. However, we could be short-staffed and request you pick-up your child as soon as possible.

### LATE PICK-UP

The SAC closes at 6:00pm. In the event of an emergency, please contact the SAC Director or SAC site to let them know you will be late.

- After 5 minutes, the staff will attempt to contact the parent.
- Next the emergency contact person will be called to assist in locating the parent.
- If no contact is made with either the parent or emergency contact person within 30 minutes of the program closing time, the local authorities will be contacted and asked to assist in locating the parent.
- 1st offense: You will receive a warning.
- Continual late pick-ups will result in termination.

### FAMILY VACATIONS/SICK DAYS

**Absences:** If your child is absent from school, participants may not attend the program. Children sent home for illness must be fever-free for 24 hours before returning. If your child has been diagnosed with lice, your child must be nit-free before returning to our care. It is your responsibility to notify the SAC Director immediately if your child has lice.

### ATTENDANCE/ TRANSPORTATION

When registering for the SAC program, parents must fill out their child's schedule on the SAC registration form. Schedules are very important to ensure the children get to their destination safely. **It is the parents responsibility to let their child's school and the SAC Director know if their child is not going to attend on a regularly scheduled day.**

If a child's schedule will vary from week to week, parents must **notify both the school and the SAC Site**. Although we understand certain circumstances do arise, we do not encourage schedule changes.