



FOR YOUTH DEVELOPMENT\*  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**CAN'T WAIT!**

**TIME TO**



**EXPLORE**

**Y's Kids Before- & After-School Enrichment Program  
Tri-Town YMCA**

131619 Jan 2018

# Table of Contents

Welcome to Y's Kids.....	3
General Contact Information at The Y .....	4
YMCA Mission.....	5
Program Goals .....	5
Program Guidelines .....	6
Expectations & Consequences .....	7
Guidance Policy .....	8
Medications .....	10
Our Commitment to Healthy Living.....	11
Picking up and Dropping off .....	12
Absences.....	12
Early Release Days & School Closings .....	13
Holiday Break Camps.....	13
Registration & Payments .....	14
Required Authorization Form.....	15
Acknowledgment of Policies .....	17



## **Welcome to the YMCA!**

We are so pleased that you have chosen the Tri-Town YMCA Before- and/or After-School Program for your child. We welcome you and your family and look forward to providing an experience that is safe, fun and educational. Collectively, YMCAs are the country's largest provider of child care and are committed to developing and operating the highest quality child-care programs possible.

In partnership with local school systems, the YMCA school-age enrichment program supplements the school day with a broad curriculum designed to help kids grow physically, mentally and spiritually, while emphasizing and modeling character development values such as caring, honesty, respect and responsibility.

We believe that parents are the most significant adults in the life of a child, and we wish to act in partnership with you to provide the best possible care for your child. Your feedback is important to us, and we invite and encourage you to talk with our program site staff, program director or executive director whenever you have a comment, question or idea.

Please take some time to familiarize yourself with the information in this Handbook. It will provide you with helpful and necessary information regarding policies, practices and procedures related to our YMCA Before- and After-School programs. Familiarity with this Handbook will assist you, your child and our YMCA staff in gaining the greatest benefit possible for the program.

Thank you again for joining our program, we look forward to serving your family!

Tansy Moy  
Program Director  
[yskids@tritownymca.org](mailto:yskids@tritownymca.org)  
630-629-9622

Deb Allen  
Executive Director  
[dallen@tritownymca.org](mailto:dallen@tritownymca.org)  
630-629-9622

# General YMCA Information

## Location & Hours of Operation:

The Tri-Town YMCA Office is located at 1464 S. Main St., Door #7, Lombard.

Directions: We are located at the intersection of Main St. & 16th St. in Lombard across from Four Seasons Park. Our offices are located inside Manor Hill Elementary School on the south end of the building, door #7.

The Tri-Town YMCA office is open 9:00 am until 4:30 pm, Monday thru Friday. Our office is closed and no programming occurs on New Year's Day, Memorial Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve and Christmas Day. The 4th of July varies from year to year.

## How To Contact Us:

### Changes to Authorized Pickup List, Emergencies, General Questions

Program Director	Tansy Moy	P 630-629-9622 x102	yskids@tritownymca.org
------------------	-----------	---------------------	------------------------

<b>Enrollment</b>		P 630-629-9622	volunteer@tritownymca.org
-------------------	--	----------------	---------------------------

### Billing Questions

Accounting Manager	Phyllis Schuler	P 630-629-9622 x105	billing@tritownymca.org
--------------------	-----------------	---------------------	-------------------------

(Mondays, Tuesdays, Thursdays) 2:30—5:00 pm.

### **Firearms are prohibited on school site premises and the Tri-Town YMCA office.**

### Announcements

Tri-Town YMCA will email parents of upcoming program registrations and events. The Y will sometimes use an automated calling service to notify parents of important dates and changes. It is important that you provide us with your current e-mail address and phone number.

### Absences

If your child is unable to attend a day of Y's Kids, please inform the YMCA by calling us at (630) 629-9622. Option—There is an answering machine available for your message if you call during a time when the office is not open. *Refunds will not be given for absent children.*

**You may contact Site Directors directly to report absences with the information below. Please note that they are not available to talk with you during program hours, as their full attention is needed for the children. Instead, you can call the program director or the office to request a director to call you when possible.**

### **Cell Phone Numbers & Emails For Each School**

Ardmore	630-337-0815	ardmore@tritownymca.org
Hammerschmidt	224-531-1985	hammerschmidt@tritownymca.org
Madison	630-337-0814	madison@tritownymca.org
Manor Hill	630-337-0817	manorhill@tritownymca.org
Park View	224-531-1977	parkview@tritownymca.org
Pleasant Lane	630-337-0889	pleasantlane@tritownymca.org
Schafer	630-464-2186	schafer@tritownymca.org
Westmore	630-337-0816	westmore@tritownymca.org
North	331-775-6647	north@tritownymca.org

## Social Media

We want to share our fun and excitement with the community. Follow us on social media to keep up to date with Tri-Town Y!



[www.facebook.com/TriTownY](http://www.facebook.com/TriTownY)



[www.twitter.com/Tritownymca](http://www.twitter.com/Tritownymca)

## Mission

To strengthen the community and the individual through growth in body, mind, and spirit, by way of living Christian principles. Our focus is on Youth Development, Healthy Living, and Social Responsibility.

## Program Goals

To provide quality care for children in a safe, caring environment where all children have a sense of belonging.

To support and strengthen families, we focus on:

- Improving communication among family members.
- Increasing their ability to work and play together.
- Helping families share their values and good character.
- Increasing community awareness.

To help children develop to their fullest potential, we focus on:

- Self-esteem
- Relationships with peers
- Character development
- Academic enrichment
- Physical development

To deliver our program in a positive YMCA environment of safety, support, and care, we focus on:

- Creating an atmosphere that provides care and understanding.
- Keeping all children safe and happy.
- Conducting the program in accordance with YMCA operating principles.



## Getting Started

Tri-Town YMCA works with the school offices directly to communicate which children are attending our programs. It often helps to communicate this to your child's teacher as well but it is not necessary. The teachers guide children to the correct location after school and our teachers are there to greet them!

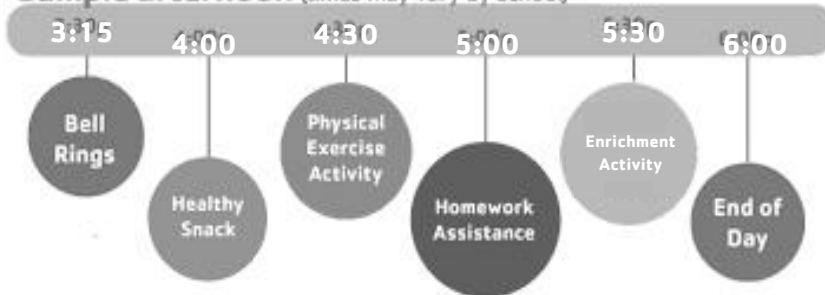
### District 44 Kindergartners

There are half days for district 44 kindergartners the first week of school. Tri-Town YMCA does not have a program to accommodate this schedule. Please make other arrangements for these days, and you will not be charged until the following week.

## After School Curriculum

- Arts and Crafts: 3 Times Per Week
- Character Development: Daily
- Physical Fitness: 30 Minutes Daily
- Homework Support: Daily
- Reading Component: Daily
- Science, Technology, Engineering, and Math: 2-3 Times Per Week
- Service Learning: At Least Once Per Semester
- Social Competence and Conflict Resolution: Daily

## Sample afternoon (times may vary by school)



## Before School Curriculum

Children will have a mixture of free time and structured time prior to the start of school.

- Arts and Crafts: 1 Time Per Week
- Character Development: Daily
- Reading Component: 1 Time Per Week
- Social Competence and Conflict Resolution: Daily
- Free Play: 3 Times Per Week—OR "Student Choice"

Our curriculum will help children develop, clarify and express their character. An important factor in doing this is to establish a supportive environment in which all children can participate in activities that build self-esteem, encourage friendships and teach group cooperation. Emphasis is put on learning to take turns, showing good sportsmanship, encouraging each other, being part of a team and respect for staff and other children.

Individual activities are available as well, and children are encouraged to use their imagination in their play. Blank paper, jump ropes, hula hoops, building blocks, and craft supplies are always on hand and great for individual, creative play.

We provide opportunities for moderate and vigorous physical activity for at least 30 minutes per day during after-school programs. Whenever possible, active play will take place outdoors. We use the same guidelines as the school district in regards to the temperature.

## Program Policies

- ⇒ Children must always remain in view of staff; our rule: "If you can't see us, we can't see you."
- ⇒ Permission must be given by staff to leave the room for any reason. Children in our program need to be toilet independent.
- ⇒ Children must keep their hands and feet to themselves. Fighting, hitting, etc., intentionally causing harm to others will result in automatic suspension or being dropped from all programs. School rules will apply.
- ⇒ Zero tolerance for having any kind of weapon, bullying, racial remarks, and sexual remarks/behaviors.
- ⇒ Children and parents must follow all school rules. The principal at your school has asked that parents and children not return to the classroom for items left behind.
- ⇒ Other school rules also apply including no use of cell phones, no wearing of caps, etc.
- ⇒ Children are expected to clean up their activity by putting things away and clean up their snack area before going to other activities.
- ⇒ Noise level should be kept at a moderate level.
- ⇒ The YMCA and staff are not responsible for any items brought from home. It is the responsibility of the child to keep up with all his or her belongings (toys, boots, hats, gloves, etc.). We provide a designated container to help them stay organized.
- ⇒ We ask parents to refrain from trying to discipline other children in our program and please don't give advice and offer your opinions to children who are not your own. If there is a problem, staff will handle the situation.
- ⇒ Please show respect to staff, other children and the YMCA equipment.
- ⇒ We are a licensed-exempt facility and are not regulated by the Department of Children and Family Services (DCFS).
- ⇒ All confidential information is locked up in a cabinet. After five years of a child being inactive in our program, all documents are shredded to protect the privacy of each student.

## Y's Kids Expectations & Consequences

### Expectations

- Listen and follow directions first time given.
- Play safely and use good sportsmanship (take turns, be a good loser and a good winner)
- Always be courteous and cooperative.
- Use self-control (hands and feet to yourself)
- Be responsible for yourself and your actions—school and Y property.
- Represent the Tri-Town YMCA with good character.
- Most important of all, HAVE FUN.

### Consequences

The following will result in a **warning**:

- Lack of following directions/listening.
- Arguing beyond a simple disagreement.
- Two warnings will result in thinking time.

The following will result in an **immediate thinking time**:

- Using inappropriate language.
- Making fun of other kids.
- Disrespecting staff member.
- Pushing/shoving.
- Not being safe.

Two thinking times in one day will result in a note home.

Three notes home in any span of time will result in a suspension from Y's Kids

The following will result in immediate **suspension from Y's Kids**:

- Physical fighting.
- Hitting or choking.
- Kicking or throwing objects at others.

Three suspensions from Y's Kids will result in expulsion from Y's Kids.

All other issues that don't fall under these categories will be under the discretion of the staff.

If a child is expelled for any reason, he or she can never be readmitted to Y's Kids.

Please read sign below to show your understanding and acceptance of our policy. If you have any questions, please feel free to speak with the YMCA staff.

**Parent's Signature X** \_\_\_\_\_

## About Our Staff

We hire mature and enthusiastic staff to help us provide a quality, safe and enjoyable program for all involved. All staff are trained in CPR/First Aid and child abuse prevention. A criminal background check and reference checks have been conducted, documented, and filed on all staff. We also provide training in youth development and healthy living principles, and other areas important to the care of children. Our staff has a passion for working with children.

## Guidance Policy

- ◇ The YMCA hires and trains staff who have experience in elementary, secondary or early childhood education, recreational programs, or other related child-care experiences.
- ◇ Staff are certified in CPR, first aid, food handling, child abuse identification and prevention, and Y policies and procedures.
- ◇ Staffing is based on the ratio of one adult to 10 youth.
- ◇ Our staff are committed to providing an environment that encourages the growth and learning of youth, while always maintaining utmost safety and care and professionalism.
- ◇ It is the goal of the YMCA to guide youth in becoming happy, responsible, cooperative participants of the program through positive, non-threatening teaching and behavior management techniques.
- ◇ It is our policy to avoid forms of discipline that might impair the youth's self-respect. The staff's role is one of a strong leader who help youth grow towards self-discipline and self-direction.
- ◇ Additionally, the Y feels that it is not appropriate to have social media relationships between staff and youth that we serve. Staff are encouraged to uphold professional standards at all times.



## Medications

Medications may be administered to children in our program with a Doctor's order, signed and dated; parent's signature on the attached form; and the original medication bottle with child's name.

All medication will be locked in the cabinet away from children.

Parents of children with any life-threatening illness or condition must carry a cell phone or pager at all times when the child is in our care. (Severe allergies must be noted in a treatment plan from a physician. If your child uses an Epi-pen, we must have it available at Y's Kids.)

We will not administer insulin shots. Any other substitute foods for raising blood sugar, such as orange juice or any other needed food substance, must be sent by the parent, with written instructions, to be kept on hand for emergencies.

Lombard or Villa Park Paramedics will be called in an emergency situation and your child may be transported to the nearest hospital.



# Medications

Medications may be administered to children in our program with a Doctor's order, signed and dated; parent's signature, signed and dated; original medication bottle with child's name, instructions, dosage and time to be given medication, and the Doctor's phone number. **All medication will be locked in the cabinet away from children.**

## Tri-Town YMCA Medication Authorization

Child's Full Name (Print): \_\_\_\_\_

Child's Program: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

### Directions To Administer Medication During Program Hours:

Dosage of Medication (How much should be taken):

\_\_\_\_\_

Time(s) Medication Should Be Taken:

\_\_\_\_\_

Additional Information Staff Should Know:

\_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please include Doctor's order with this form.*



Tri-Town YMCA  
1464 S. Main Street Entrance 7  
Lombard IL 60148  
Phone: 630-629-9622

## Illness Report

Child's Name \_\_\_\_\_ Date: \_\_\_\_\_

Child's Temperature \_\_\_\_\_ Time: \_\_\_\_\_ Reporting Staff: \_\_\_\_\_

School Site \_\_\_\_\_

A checkmark next to a symptom means that the responsible parent/guardian needs to follow instructions:

I have read and understand the above statements.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

- Cold.** Mild, no temperature, feeling okay. If there are no other symptoms, and if discharge from the nose is clear, then your child may attend the program.
- Fever.** A warning that all is not right with the body. If your child has a fever of 100 degrees or higher after adding a degree under the arm, then you must keep your child at home for 24 hours after it goes down to 98.6 degrees.
- Sinus Infection.** Greenish discharge from nose might be a sign of infection. Child needs to stay home until gone or return with approval from your doctor.
- Coughing.** If the cough is minor, your child may attend the program.
- Coughing.** If the cough is chronic, deep, or hacking, it might mean an infection. Child needs to stay home until gone or return with approval from your doctor.
- Sore Throat.** If mild, child may be in school.
- Sore Throat.** Child may appear to have one of the following: Swollen Tonsils or glands, white spots in throat, hurts when swallows and/or complains of not feeling well. You might need to seek advice from your doctor. Child needs to stay home until gone or return with approval from your doctor.
- Rash.** Not contagious, may attend school.
- Rash.** We are unable to determine what it is. Child needs to stay home until gone or return with approval from your doctor.
- Stomach Ache.** Light stomach ache, no diarrhea, vomiting or temp. Fed light foods to him/her today. May return to school.
- Stomach Ache.** Vomiting, severe cramping. Must be kept home for 24 hours after last episode.
- Diarrhea.** After the third really loose stool or if hard cramping, child must stay home 24 hours after last episode.
- Conjunctivitis (Pink Eye).** Suspected redness or discharge from one or both eyes. Very contagious. Your child will need to be on medication for 48 hours and have a doctor's release before returning to the program.
- Ear Infection.** Suspected, complains of ear hurting. Needs to be on medication and have a normal temperature with no pain before returning or return with approval from your doctor.
- Head Lice.** If we detect the nits or lice you will be required to pick up your child. Child may return after he/she has been treated with a medicated shampoo and ALL THE NITS ARE REMOVED. A vinegar and water rinse will soften the nits so you can comb them out.
- Allergies.** Runny nose and slight congestion. Your child may remain in school.
- Flu.** You must keep your child home for 24 hours after the last symptom.
- Vomiting.** Mild. Your child only vomited once and he/she may still attend school.
- Vomiting.** Chronic. Your child vomited more than two times today. You must keep your child at home until 24 hours after he/she vomits.
- Medications.** A medication release form must be filled out with your name, amount and dates to be administered. All medications must be kept in their original container. Ask your child's counselor where the medical release forms are located.

## **Our Commitment To Healthy Living**

As an organization, the YMCA has three focus areas. We are for youth development, for healthy living, and for social responsibility. We constantly strive to be leaders in these three areas. As part of our Healthy Living initiative, we have expanded our long-time commitment to youth by adopting a set of standards, called the Healthy Eating and Physical Activity Standards, (HEPA). These standards build a healthier future for our nation's children by providing environments rich in opportunities for healthy eating and physical activity. **We will:**

1. Offer at least 30 minutes of physical activity daily in our after-school programs. Whenever possible, active play will be outdoors. We use the same guidelines as the districts in regards to temperature. For our full-day programs, we will offer at least 60 minutes of physical activity.
2. Have Y staff model active lifestyles.
3. Designate water as the primary beverage during snack times and offer fruits or vegetables as snack options at every snack.
4. Have children serve themselves "family style" during meal times. All grains are whole grains, food is free of sugar as one of the first three ingredients, and no fried foods will be served. If a parent is sending a snack with their child, we ask that it follow our nutrition guidelines.
5. Have Y staff model healthy eating behaviors at all times.
6. Eliminate screen time, with the exception of doing homework.

## **Birthday/Celebration Treats Policy**

Please be aware that the YMCA follows the same policy as the school districts regarding the children bringing "birthday/celebration treats" to the program to be distributed. Therefore, the YMCA does not allow any outside food or drinks to be distributed to the children in the program on such occasions. The staff at each Y's Kids site is encouraged to organize special activities to recognize a child's birthday or celebration event.

## **Healthy, Happy, Safe!**

- ◇ YOUTH HYDRATION is critical! It is encouraged to send your child with a refillable water bottle each day. Sugary drinks (soda) are not allowed at the YMCA. No more than 8 grams of added sugar per serving.
- ◇ A current registration form with emergency and medical treatment information and authorized pick up will be kept on file for each child. Please let us know if any changes are made to this information.
- ◇ It is in the best interest of your child and the other children if you keep your child at home when he or she is ill to avoid the spread of contagious diseases.
- ◇ The most important concept of the YMCA's approach to school age care is the central role of the parents and families. Y's Kids will serve parents as a support system for the family, not as a substitute. Parents, please talk to staff about your children and inform them of any difficulties they are having in school or at home.
- ◇ If your child is having problems at school, this may affect his/her behavior at Y's Kids. Our staff is concerned and would like to work as a team with you and your child.

## **Parent Notification of an Injury or Illness**

If a child becomes ill while at program, the parent will be called immediately to pick up the child. Parents/Guardians will be notified regarding contagious illnesses. A parent must sign the Illness Report to acknowledge the child's contagious illness.

Please note Tri-Town YMCA staff will notify a parent/guardian listed on the child's health form for all injuries except minor cuts, bumps, and scrapes. Please make sure to contact the office with any changes to emergency contacts, phone numbers, and your child's medical history!

## Drop Off/Pick Up Instructions

When dropping children off in the before school programs or picking them after school, all authorized pickups must come into the program to **sign in or sign out**. A photo ID will be required to pick up a child from our program.

Please use the YMCA door listed to pick up your child. Ring the Y door bell, and a Y teacher will greet you. If the Y program is outside or in a different location, a sign will be posted above the bell.

### Before School Program

- ⇒ 7:00 AM - 8:30 AM Manor Hill, Pleasant Lane, and Hammerschmidt
- ⇒ 7:00 AM - 8:00 AM Westmore

### After School Program

- ⇒ 2:40 PM - 6:00 PM Ardmore, Schafer, Westmore, North
- ⇒ 1:15 Dismissal on Wednesdays for District 45
- ⇒ 3:15 PM - 6:00 PM Hammerschmidt, Madison, Manor Hill, Park View, Pleasant Lane or from the time of release on early dismissal days.

Children will not be released to any person who has not been previously authorized online or in writing by the registering parent. Only the custodial parent/guardian may add emergency persons to the pick-up list. Contact the Y office to add someone to your authorized pick-up list. —must be 18 years or older.

In cases where one parent/guardian is restricted or denied the right to pick up a child, the enrolling parent/guardian must provide the YMCA with a copy of the court order, which supports the restriction to be enforced.

If any person tries to pick up a child from a YMCA program and appears to be under the influence of alcohol or drugs (according to the Y staff), the Y will contact another person on the authorized list to pick up the child. If the person under the influence insists on taking the child, the Y staff will contact the police immediately.

## Absences

*The school does not notify the YMCA of your child's absence.* The YMCA MUST be called by Noon if your child will not be attending the after-school program. The YMCA will notify staff of your child's absence. If staff is expecting your child and he or she does not come to the program, it presents a safety concern. Parents will be called to find out why the child is not at Y's Kids. Continued disregard of this policy may result in the need to make other arrangements for your child.

If a child needs to stay in the class to help the teacher, has a scout or club meeting, a signed permission slip from parents is required, including allowing a child to stay with a teacher to help or finish homework.

## Late Pick Up

If children remain past closing time (6:00 PM), a \$10 late fee every 15 minutes per child will be charged.

Our staff have personal commitments after work. For a child who is not picked up on time, every attempt will be made to contact the parent/guardian. If no contact is made, every available phone number on the child's registration form will be called. The **local police** will be called 1 hour after program has ended.

## Drop Off/Pick Up Locations

Ardmore	Door #11
Hammerschmidt	Door #3
Madison	Door #7A
Manor Hill	Door #7
North	Door #1
Park View	Door #2
Pleasant Lane	Door #1
Schafer	Door #5
Westmore	Door #6

## **Dropping from the Program**

A two-week advance notice must be given to the Tri-Town YMCA office **in writing** to drop from the program. If two weeks notice is not given, you will still be responsible for the billing of those weeks, even if your child does not attend the program. Any outstanding balance is due at the time the program is dropped. Notifying the site staff does not constitute an official drop. Please e-mail: [Yskids@tritownymca.org](mailto:Yskids@tritownymca.org).

## **School's Day Out Camp**

All Institute Day/Holiday programs are held at Tri-Town YMCA, 1464 S. Main St., Door #7 in Lombard. A minimum number of participants is needed to run the program. Advanced registration is required. Registration is available online or by filling out a registration form listing the dates of the School's Day Out Camps your child will attend. Submit form and payment to the YMCA office. Enrollments must be received a minimum of two business days prior to the program date. No walk ins will be accepted. Time is needed to ensure staff has an accurate roster and a copy of all emergency documentation (authorized pick ups, allergies, emergency information, etc.) for each child.

Full Day Program Hours: 7:00 AM – 6:00PM      **\*Please send a healthy lunch with your child!**

Cost: \$28.00 per day

## **School Closings - No Y's Kids**

The YMCA policy on inclement weather or other emergency closings (snow, ice, electrical, heat, etc.) affecting Y's Kids programs will be:

If a school closing, for any reason, is announced PRIOR to the start of the regular school day, we will not have a program. We may offer an all-day program at Manor Hill School in Lombard for closures due to extreme cold weather. Efforts will be made to communicate the holding of this program via our One Call automatic message system. The regular all-day program fee of \$35 will be charged for attendance on these days.

If school is closed while already in session, Y's Kids will be closed. On occasion, schools may close during the day, due to weather, lack of water, heat or electricity.

If school is open all day during bad weather, we will try to hold our PM program but we do expect parents to pick up their children by 6:00 PM.

## **Expulsion Policy**

At Tri-Town YMCA, we will explore many ways to work with your child to solve behavior issues through parent meetings and behavior intervention plans. However, some incidences may warrant an expulsion. At any time a child is expelled from our program, they are expelled from our programs entirely and cannot be return to our programs at any time.

## Registration Fee

To secure your spot in our before- or after-school program and school days out (non Y's Kids), a \$35 registration fee per child is required. Registration fees are non-refundable if you cancel from the program. If you drop from the program and decide to rejoin, you will pay an additional registration fee.

All checks are to be made payable to: Tri-Town YMCA. Any returned checks are subject to a \$25.00 returned check charge plus any incurring bank fee. If we receive two returned checks, we will require cash or credit card payments only from then on.

Families are not eligible to register for additional programs with an outstanding balance, including day's off programs during the school year.

## Registration

We encourage, but don't require, that you complete your child's health forms, pick-up authorizations and other information through our secure online registration system available on our website. If the information is entered online, it is saved and reviewable with future registrations. Please keep the Y up-to-date on emergency contacts and health information.

Registration for Fall 2017 and Spring 2018 is available beginning in April. Current families are given first priority to register. Any family who opts out of the spring semester will release their space to waitlisted families or the public.

Fees are prorated for children who start after the start of the school year.

## Payments

There are NO refunds or credits for your child's absence. Deductions for school holidays and half days have been built into the pricing. Therefore, the payment amount is **always** the same. Fee adjustments cannot be made for absences, personal vacations or school closings. If school closings result in additional days of school, there is no charge.

Y's Kids families should have a credit card OR a bank account on file for **weekly deductions**. Installments by credit card or electronic check (ETF or direct debit) can be set up online through our Active.net registration link on our website [www.tritownymca.org](http://www.tritownymca.org) or by calling our office staff at 630-629-9622.

Deductions occur on Sundays, starting with the Sunday before the first day of school and ending the Sunday before the last day of school.

**NEW:** Tri-Town YMCA will not deduct payments for the weeks of Thanksgiving break, winter break, or spring break.

To make an unscheduled payment on your account, log in to the customer portal and select "Pay on Account." Payments can be made at any time and for any amount.

- ⇒ Payments cannot be made at the school sites.
- ⇒ Delinquent payments may result in your child not attending our program until payments are made. If nonpayment continues, removal from the program can result. For accounts with a past due balance as of the end of the month, a \$10.00 late fee will be charged on the 3rd of the following month. For families with a past due balance for greater than 60 days, their child will be removed from the program by the 1st of the following month.

## Refunds

Refunds will only be given for cancellation due to low enrollment in a program.

## Financial Assistance Scholarships

Families may apply for financial assistance. Hardcopy forms and required documents may be printed and mailed or faxed back, or scanned and e-mailed to [ykids@tritownymca.org](mailto:ykids@tritownymca.org), or completed at the Tri-Town Y office.

# Youth Programs Authorization Form

## Program Participant

Printed Name: \_\_\_\_\_

Age: \_\_\_\_\_

Address: \_\_\_\_\_

## Parent/Legal Guardian

I am the Mother/Father/Legal Guardian of \_\_\_\_\_ (child's name). For the consideration contained herein, I hereby consent to the following on behalf of my minor child.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Release of Liability Waiver (Required to attend the program)

Participant or guardian assumes all risks of injury arising out of his or her presence on or about the premises or the another location, use or intended use of equipment and facilities, or his or her participation in the activities of the Tri-Town YMCA, an Illinois chartered not-for-profit corporation and does hereby for himself, herself, heirs, executors and administrators waive, release and agree to hold free from all claims for damages the Tri-Town YMCA and its respective offices, directors, trustees, Board of Directors, members, volunteers, employees, or agents. I hereby allow the YMCA to take pictures (still or video) of myself and/or my children and grant permission for these images to be used in YMCA publications, presentations, publicity or promotions. This agreement applies to all past, present and future participation in any YMCA activity without respect as to location.

Signature: \_\_\_\_\_

## Authorization for Emergency Medical Attention (Required to attend the program)

In the event of sickness or accident, I expect to be contacted, however, if I cannot be reached, I, the undersigned, hereby give my consent for the attending YMCA staff member to provide emergency care and/or treatment for my child through a clinic, hospital or private doctor. I give my express consent for x-rays, if the attending physician feels it is advisable or necessary. I also agree to be responsible for the costs and fees contingent upon any emergency medical care and/or treatment for my child as secured or authorized under this consent. I also give my consent for emergency first aid to be administered to my child by YMCA staff. I understand for an accident involving a more serious injury, the Fire Department ambulance may be called and my child may be taken to the nearest hospital for treatment. This agreement shall continue as long as my child participates in Tri-Town YMCA programs.

Signature: \_\_\_\_\_

## Permission for Release of Information (Optional. Without permission, child's academic needs may not be met)

Tri-Town YMCA office staff and site directors have permission to discuss my child with school personnel and to review school records pertaining to my child.

Signature: \_\_\_\_\_

## **Tri-Town YMCA Photo and Video/Audio/Narrative Recording Release**

**(Optional. Without permission parent and child will be excluded from all individual and group photos intended for grants, newsletters, the Y website and social media. No names are used in publications.)**

For my participation and my child's participation in activities to be conducted by Tri-Town YMCA, I hereby give my permission and consent, now and for all time, to Tri-Town YMCA, the National Council of Young Men's Christian Associations of the United States of America (YMCA of the USA) and third parties collaborating with Tri-Town YMCA and/or YMCA of the USA to make, reproduce, edit, broadcast or rebroadcast any video film, footage, sound track recordings and photo reproductions of my child or myself and/or my narrative account of my experience at Tri-Town YMCA, for publication, display, sale or exhibition thereof in promotions, advertising and legitimate business uses without any compensation to, and/or claim, by me. I may, or may not be, identified in such reproductions; however, I shall not be stated by name to have endorsed any particular commercial products or commercial services.

I further agree to the following:

- Any video film, footage, sound track recordings, and photo reproductions of me and/or my narrative account of my experience at Tri-Town YMCA, I authorize, according to this Release, shall belong to Tri-Town YMCA, YMCA of the USA and third parties collaborating with Tri-Town YMCA and/or YMCA of the USA. Therefore, they will have full right of disposition of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience Tri-Town YMCA;
- Any video film, footage, sound track recordings and photo reproductions of my child, myself and/or my narrative account of my experience Tri-Town YMCA will not be subject to any obligation of confidentiality and may be shared with and used by Tri-Town YMCA, YMCA of the USA and third parties collaborating with Tri-Town YMCA and/or YMCA of the USA;
- Tri-Town YMCA, YMCA of the USA and third parties collaborating with Tri-Town YMCA and/or YMCA of the USA shall not be liable for any use or disclosure to a third party of any video film, footage, sound track recordings and photo reproductions of my child, myself and/or my narrative account of my experience at Tri-Town YMCA; and
- Tri-Town YMCA, YMCA of the USA and third parties collaborating with Tri-Town YMCA and/or YMCA of the USA shall exclusively own all known or later existing rights to worldwide and shall be entitled to the unrestricted use any video film, footage, sound track recordings and photo reproductions of my child, myself and/or my narrative account of my experience at Tri-Town YMCA for any purpose without compensation to me.

I agree that my consent and this release are irrevocable. I hereby release and discharge Tri-Town YMCA, YMCA of the USA and third parties collaborating with Tri-Town YMCA and/or YMCA of the USA from any and all claims in connection with the uses and reproductions of any video film, footage, sound track recordings and photo reproductions of my child, myself and/or my narrative account of my experience Tri-Town YMCA as described herein.

Signature: \_\_\_\_\_





**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

### **Acknowledgment of Y's Kids Policies & Procedures**

By signing below, I attest that I have read the Tri-Town YMCA Y's Kids Parent's Handbook and I agree to all the polices and procedures. I have also reviewed the schedule, expectation, and consequences with my child.

Print Child(ren)'s Name(s): \_\_\_\_\_

Print Registrant's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return to your school Site Director**