



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

TIME TO



LEARN & EXPLORE!

We will see you there!

**Participant Handbook for Tri-Town YMCA Emergency Child Care**

105 W. Maple Street, Lombard, IL 60148

630.629.9622 | [tritownymca.org](http://tritownymca.org)



## Tri-Town YMCA at Calvary Church

105 W. Maple Street, Lombard, IL

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### Tri-Town YMCA Mission Statement

Tri-Town YMCA has three areas of focus supportive of its mission to unite and serve persons of any religious faith or none, in order to strengthen the community and the individual through growth in body, mind and spirit, by way of living Christian principles.

These three areas of focus are: Youth Development, Healthy Living, and Social Responsibility.

*Information in this handbook is subject to change at the discretion of management.*

### Contact Information

Tri-Town YMCA's Administration Offices are open M-F, 10:00am-6:00pm. The following are the telephone numbers that you can reach us at during the day and before and after office hours:

#### **Administration Offices**

Monday - Friday, 10:00am-4:00pm  
630.629.9622

#### **Site Cellphone**

Monday - Friday, 6:30am-6:30pm  
We will provide you with a direct number for our site cellphone the first time you visit us

#### **Email**

emergencychildcare@tritownymca.org

Emergency child care site locations will be opened as needs exist. Please call us to learn what sites we have available. The following are our tentative emergency site locations:

- Ardmore School, Villa Park
- Calvary Church, Lombard
- Jackson School, Villa Park
- Jefferson School, Villa Park
- North School, Villa Park
- Parkview Church, Glen Ellyn
- Schafer School, Villa Park
- St. Alexander Church, Villa Park\*
- St. Matthew Parish School, Glendale Heights\*
- Stevenson School, Villa Park\*
- Westmore School, Villa Park
- York Center School, Villa Park

\* Indicates program includes a 3-5 year old class.

Dear Tri-Town YMCA Family,

Tri-Town Young Men's Christian Association is prepared to provide your family with compassionate and nurturing childcare services so that you can support a critical need in our community during this unprecedented time. Tri-Town YMCA is honored to have your child(ren) spending time with us moving, exploring, and learning. You can have the peace of mind that we will provide your child(ren) with experiences that will support the feeling of achievement, boost confidence, and foster a sense of belonging! Our dedicated staff will help your child(ren) discover their potential and send them home with plenty of stories to share with you.

Following this letter is our handbook. In this handbook, you will find the routines, policies, and procedures of this program. Please go over this information with your child(ren) so they are aware of what to expect when they attend Y's Kids child care with us. As a child care provider, all of Tri-Town YMCA's Y's Kids Child Care Program sites are considered licensed-exempt facilities and are not regulated by the Department of Children and Family Services (DCFS). However, many of our rules do adhere to DCFS standards to ensure a safe experience for all. Please go over this information with your child(ren) so they are aware of what to expect when they attend before/after school care with us.

Should you have any questions, please do not hesitate to reach out to us. We look forward to seeing you and thank you for your continued support of Tri-Town YMCA and our community.

Sincerely,

*Holly*

Holly Zielinski  
Program Director  
development@tritownymca.org  
630.629.9622

*Sarah*

Sarah O'Donnell, CPRP  
CEO  
sodonnell@tritownymca.org  
630.629.9622

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*Please note, all information in this handbook is subject to change.  
For general registration information, please contact our Administration Office or visit [tritownymca.org](http://tritownymca.org).*



### **Tri-Town YMCA Employees & Volunteers**

Tri-Town YMCA employees and volunteers are professional people ready to provide your child with a nurturing experience while you tend to critical needs in our community. Our employees are all CPR, First Aid, and AED certified in addition to having education and/or experience working in child development. Employees and volunteers are required to complete comprehensive background checks as part of their employment with Tri-Town YMCA. Our staff ratios are 8 children to 1 staff member for pre-school age children and 10 children to 1 staff member for school age children. We also provide a second adult who supports the lead staff member so that no child is alone with an adult at anytime.

### **Arrival & Dismissal**

Drop off begins at 6:30am and children are to be picked up by no later than 6:30pm by a parent/guardian or a designated adult 18 years or older. A parent sign-in/out procedure is in place and must be followed each day. **Tri-Town YMCA realizes that these are very unprecedented times and in cooperation with the Center for Disease Control (CDC) and DuPage County Health Department, extra precautions are being taken to provide an environment that is minimizes the spread of COVID-19. Therefore, during check-in all children and any persons dropping off children will be required to complete a health questionnaire as well as have their temperature taken. In the event that the parent or the child has a fever (anything over 99.0), the family will not be admitted into the program. These protocols are subject to change at anytime per the direction of the aforementioned agencies.**

If a parent/guardian wishes to add additional designated adults to pick up their child(ren), they may do so by completing a paper form at Tri-Town YMCA Administration Office, by emailing us at [emergencychildcare@tritownymca.org](mailto:emergencychildcare@tritownymca.org), or through their family account online.

Participants will not be released if this procedure is not followed. Staff may ask for an photo ID until they become comfortable and familiar with the child(ren)'s pick-up person. If a participant will be arriving late or departing early, please inform us in writing by emailing [emergencychildcare@tritownymca.org](mailto:emergencychildcare@tritownymca.org) or by calling the Tri-Town Administration Office as soon as possible. The phone number that can be called is 630.629.9622.

## Late Pick Up

If a participant is picked up after 6:30pm, a \$1 fee will be charged for every minute late. For families with multiple children, the fee will be assessed for each participant. For any participants not picked up within one hour, every attempt will be made to contact the parent/guardian. If no contact is made, every available phone number on the child's emergency contact list will be called. If no contact is made, the local police will be contacted. Late fees will be automatically charged to your credit card on file or an invoice will be issued. Invoices must be paid within 15 business days.

## What to Wear

Participants will be active throughout the day and there is an excellent possibility that they will get dirty. Participants should wear clothing that is comfortable and appropriate for the weather as we may go for an outdoor walk. **Open-toed shoes are not allowed** as they offer little protection against sticks and other objects that are out in nature.

## What to Bring

Each day, participants should bring the following items marked with their name:

Backpack

Homework

Water Bottle

Lunch

Medication, if applicable

***Unless otherwise arranged, please do not bring toys or electronic devices.***

***In accordance with state law, absolutely no weapons, firearms, or knives are permitted.***

In accordance with state laws, no concealed weapons are permitted into the facility. A sign is posted at the entrances of the facility reinforcing this policy.

## Snacks, Meals & Water

Tri-Town YMCA in collaboration with the Northern Illinois Food Bank provides all participants with a healthy morning and afternoon snack each day. Should your child have special dietary needs, they are welcome to bring a healthy snack of their choice. Please be sure to indicate that your child will be bringing their own snacks under the medication/health section of your registration form. Please clearly label your child(ren)'s lunch/snack with their name. Tri-Town YMCA endorses a healthy eating environment. We ask that sodas, sugary beverages, candies/desserts, and fried foods are not brought. Participants should bring a water bottle with them so that they can stay hydrated throughout the day.



## Curriculum & Themes

Tri-Town YMCA will incorporate a fun weekly theme and daily activities that provide enriching opportunities for personal growth and learning. Curriculum areas include science, technology, engineering, arts, mathematics (STEAM) as well as reading and writing activities. To help prevent learning loss, each day, participants will have a designated time to complete homework or work on reading or journaling. The following are the themes for the coming weeks, and if necessary more will be added:

Week	Theme
4/13-4/17	Animal Adventures
4/20-4/24	Junior Jedi Training
4/27-5/1	Spring Into Fun & Fitness
5/4-5/8	Hogwarts School of Adventure
5/11-5/15	Grossology & Slime-ology
5/20-5/24	Summer Fun



## E-Learning & Homework:

Tri-Town YMCA will do its best to incorporate dedicated time for participants in grade-school levels to participate in e-learning activities as well as to work on homework. Our staff is familiarized with these types of activities as part of its regular Before & After School program. If your child is bringing a device from home to complete school assignments, please be sure to notify staff so that proper steps can be taken to safeguard the equipment.



### Nature Trips

In small groups, children may take walks outside of the facility to explore nature. At a future date when the CDC and local health department feel that it is appropriate, there may be nature trips to local nature paths, or nearby nature sanctuary locations. Tri-Town YMCA will use its own buses to transport participants to their destinations for Nature Trips. You will be notified in advance if and when these types of excursions are planned.

### Sample Daily Schedules for Children 3-5 Years, 6-10 Years, & 11-14 Years

These schedules are a sample of what your child’s day will look like while they are in our care.

#### 3-5 Year Olds

6:30am-10:00am	Table Activities/Centers & Morning Snack
10:00am-11:00am	Circle Time/Journaling & If Appropriate, Outdoor Walk/Play
11:00am-1:00pm	Small Group Activities & Lunch
1:00pm-2:00pm	Rest/Quiet Time
2:00pm-4:00pm	Afternoon Snack & Small Group Activities
4:00pm-6:30pm	Table Activities/Centers

#### 6-10 Years & 11-14 Years

6:30am-10:00am	Table Activities/Centers & Morning Snack
10:00am-11:00am	Circle Time/Journaling & If Appropriate, Outdoor Walk/Play
11:00am-1:00pm	Small Group Activities & Lunch
1:00pm-2:00pm	Rest/Quiet Time/Homework Time <small>(Please note, if a child has a dedicated e-learning time, we will work accordingly to accommodate this)</small>
2:00pm-4:00pm	Afternoon Snack & Small Group Activities
4:00pm-6:30pm	Table Activities/Centers





## **Behavior Expectations**

All Tri-Town YMCA participants and if appropriate, parent(s)/guardian(s) are to review and agree to the following Code of Conduct:

- Demonstrate positive, respectful, and inclusive behavior.
- Listen and follow directions.
- Profanity and/or vulgar language is prohibited.
- No pushing/shoving.
- Physical fighting and/or threats are prohibited and will result in immediate suspension.
- All garbage/recycling is to be placed in appropriate containers.
- Be conscious of acceptable volume level, especially when riding in Tri-Town YMCA vehicles/school buses.
- While riding in Tri-Town YMCA vehicles/school buses, riders are to remain seated forward and keep the aisle clear.
- Absolutely no weapons, firearms, or knives are permitted in the facility/program.

Participants who do not follow the Code of Conduct may be given a warning, thinking or activity redirection, or may be suspended. Three suspensions will result in the dismissal from current and future programming. Parents will be notified by staff during pick up time of any concerns that may have come up during the day. No refunds will be issued for participants dismissed from Tri-Town YMCA programming.

## **Character Development**

Tri-Town YMCA is pleased to learn that it has been awarded a national grant for the focus on improving character development and social emotional learning in youth. The areas that Tri-Town YMCA will be practicing during program include:

- Emotion Management
- Responsibility
- Personal Development
- Relationship Building
- Empathy

As part of this work and in an effort to understand how we can make continual improvements, Tri-Town YMCA may ask you or your child to participate in surveys that describe how they are feeling about the program. As with all surveys, collected data will be compiled and kept confidential.

## **Medication Administration & Sunscreen Application**

If a participant has prescribed medication that needs to be administered during a program/course/activity/event, a Medication Authorization Form is to be completed. All medications must be in the original packaging and include the name of the participant and the prescribing doctor's name. For everyone's safety, medication will be stored with the program leader and will be returned to the participant's parents at the end of each day. Participants who have asthma or anaphylaxis will be permitted to carry their medications with them so that they can immediately administer it in the event of an emergency situation. You may be asked to complete a separate form for inhalers or epi-pens so that our staff is informed of your child's needs. Participants who are diabetic will be asked to complete a diabetes care plan prior to the first day.

Sun safety is exercised and endorsed at Tri-Town YMCA's programming. Participants are encouraged to bring with them spray sunscreen labeled with their name on the bottle. If we go outside, children may be advised to apply their sunscreen.

## **Sick Child**

Participants must be free of fever and contagious illnesses to attend Tri-Town YMCA programming. Tri-Town YMCA considers a fever to be anything over 99.0. If a participant becomes sick during the program day, Tri-Town YMCA will contact the parent/guardian to pick up their child/ward. A child/ward may return to program after being free of fever or contagious illness for 24 consecutive hours. Per State of Illinois law, in some cases, a doctor's note may be required to return to program.

## **Restroom Breaks**

All participants must be able to use the restroom and be toilet trained. Throughout the day, participants are provided breaks to utilize the restrooms together properly as a group. In the event that a participant needs to use the washroom outside of the designated break time, the staff will bring the participant to the nearest washroom and also bring a third person so that no one is left alone.

## **Program Fee Payment**

The program fee will not exceed \$45 per child per day and we will accept children who have been approved for child care assistance through YWCA. If you wish to learn whether your family qualifies for the child care assistance program, please call 630.790.6600.

You may register for one day or multiple days each week. Program fees can either be paid in full at the time of registration or on a weekly basis. Those who choose to pay fees on a weekly basis will be required to keep a valid credit card on-file. Credit cards will be charged on the Friday prior to the start of the program week. Credit cards that do not go through at the time of processing will be subject to a \$10 late payment fee. During this unprecedented time, we will not be charging late enrollment fees as we understand you may have an on-call responsibility.

## **Registration Requirements**

**CHILDREN MUST BE REGISTERED. WE WILL NOT ACCEPT DROP-IN PARTICIPANTS.** To register, please call 630.629.9622 or email [emergencychildcare@tritownymca.org](mailto:emergencychildcare@tritownymca.org). Per the requirements of the State of Illinois, all participants will need to have a completed Authorized Pick-up Form, their insurance and primary care physician/pediatrician's contact information, a copy of their birth certificate, and a copy of their immunizations on file with Tri-Town YMCA.

***If you have additional questions that have not been answered by this handbook, please contact our Administration Office.***