



**Participant Handbook for Tri-Town YMCA**

**Y's Kids Emergency Child Care for 3-5 Year Olds**

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

tritownymca.org | 630.629.9622

### 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-6:00pm

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:

- St. Alexander Church, Villa Park\*
- St. Matthew Parish School, Glendale Heights\*
- Stevenson 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.

Tri-Town YMCA is considered a 501(c)3 not for profit organization and this program is licensed under the emergency authorization by the Department of Children and Family Services (DCFS). Our license number is XXXXXXXXX. This program will provide care to toddlers through Kindergarten starting at age three and continuing through six years of age. Following this letter is our participant handbook. In this handbook, you will find the daily routine, policies, and procedures for 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 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  
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## TABLE OF CONTENT

	<i>Page Number</i>
Tri-Town YMCA Employees	3
Registration Requirements	3
Registration, Program Fees & Payment Plans	4
Financial Assistance	4
Arrival & Dismissal	4
Pick Up Procedure	5
Late Arrival	5
Late Pick Up of a Child & Associated Late Pick Up Fees	5
Grouping	6
Holidays & Inclement Weather Days	6
What to Bring	7
Clothing	7
Curriculum	8
Sample Schedule	9
Nature Walks & Outdoor Play	9
Restroom Breaks	9
Rest/Quiet Time	9
Morning & Afternoon Snacks	10
Lunch	10
Parent Involvement	11
Birthdays & Holiday Celebrations	11
Parent Behavior	11
Behavior Expectations & Program Dismissal	12
Medication Administration	13
Sick Child	13
Emergency Procedures & Drills	14
Emergency Evacuations	14
Building Management	14

***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 Professional Role Model Team

Tri-Town YMCA Professional Role Models are employees and volunteers prepared and ready to provide your child with a nurturing experience any time they are in our care. Our employees are all CPR, First Aid, and AED certified in addition to having education and/or experience working in child development. Employees are required to complete comprehensive background checks as part of their employment with Tri-Town YMCA. Our child-to-staff ratios are ten students to one staff member for children ages three to five years and five students to one staff member for children two years of age. Each classroom will hold up to a maximum of 16 students.

## Registration Requirements

In compliance with state and federal regulations, applicants are considered without regard to race, color, religion, or national origin having access to all privileges, opportunities, and activities of this program. All participants are required to have the following documents on-file with Tri-Town YMCA prior to the start of their first day of the program:

- Birth Certificate
- DCFS Health Form (To be completed by your physician and is required each year your child is enrolled)
- IDHS COVID-19 Prioritized Essential Workers Child Care Application
- Immunization Records
- Pick Up Authorization Form
- Medication Authorization Form (If needed)
- Allergy Action Plan (If needed)
- Credit Card Authorization for Reoccurring Payments Form
- General Registration, Emergency Medical Authorization, & Photo Waiver



Family Education and Privacy Act of 1974 requires that a student record folder is kept for each child that contains basic identifying information, health records, etc. In accordance to this act, parents/legal guardians are welcome to inspect and review their child's folder with the Director, and all information is kept confidential and securely locked at Tri-Town YMCA Administration Office. Tri-Town YMCA needs parent consent before sharing any information with another agency, program, or special education program. We review files monthly. Parents will receive e-mails and/or phone calls reminding of any updates needed by us. We ask that parents inform us immediately of any changes, for example: new phone numbers, updated physicals or new allergies/mediations. If there are any irregularities or concerns with your child's birth record documents, we will contact the proper authorities as required to the Adam Walsh Act.

## Registration, Program Fees, & Payment Plans

The Y's Kids Emergency Child Care program for 3-5 year olds meets five days per week (Monday-Friday). Due to the current COVID-19 pandemic and the State of Illinois Shelter in Place order, only the children of essential workers will be enrolled in the Y's Kids Child Care program. Under the Illinois Department of Human Services COVID-19 Prioritized Essential Workers Child Care program, the daily rate for your child's care will be billed directly to IDHS. For children who are not enrolled and attending five days per week, there will be a \$10 per day registration fee. A current and valid credit card will be required to be on your account and they will be charged the Friday before care is provided. We also accept cash and check.

While we would love for all children enrolled with us to stay in our program for many, many years, we do realize that this might not be possible. When your family is no longer planning on participating in our program, we do ask that you provide us with notice as soon as possible. For further details related to late payment fees, late child pick up fees, etc., please refer to the general registration details on our website.

## 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 Centers 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.



## Y's Kids Pick-up Procedure

When you arrive to pick up your child(ren), please ring the doorbell at the entrance. All participants must be picked up in person by a parent/guardian and/or a designated adult 18 years of age or older. Until we become familiar with the child(ren)'s pick-up person, staff may ask for a photo ID.

Parents/guardians wishing to add additional designated adults to pick up their child(ren) may do so by completing a paper form at Tri-Town YMCA Administration Office. A Tri-Town YMCA representative will write in the time that you arrived to pick up your child(ren), and you will then sign your name next to that time. ***Participants will not be released if this procedure is not followed.***

For the safety of our participants, if a Tri-Town YMCA employee finds that the parent/guardian/designated adult picking up the child(ren) is under the influence, the child(ren) will not be released into the care and local authorities will be contacted.

Please note, unless prior approval is obtained, once your child(ren) is/are checked out for the day, they will not be readmitted back into the program.

## Late Arrival

If a participant will be arriving late, you will need to notify the Tri-Town Administration Office as soon as possible so that details can be coordinated with the site staff. The phone number that can be called M-F, 8:30 am-4:30 pm is 630.629.9622.

## Late Pick Up of a Child & Associated Late Pick Up Fees

**If a participant is picked up after the program end time, a \$1 per minute fee will be charged to your account.** For families with multiple children, the fee will be assessed for each participant. For any participants who are not picked up within one hour, every attempt will be made to contact the parent(s)/guardian(s) first. If no contact is made, every available phone number on the child's emergency contact list will be called. If no contact is then made, the local police will be contacted. Late fees will be automatically charged to your credit card on file.





## **Grouping**

Currently, we will have no more than ten (10) children ages 3-5 years old in a classroom with two staff members. Under the guidance of CDC, IDPH, DCFS, and IDHS, children will not come in other spaces or classrooms within the building.

## **Holidays & Inclement Weather Days**

Tri-Town YMCA values the opportunity for families to grow and spend time together for its participants and its employees. With this in mind, Tri-Town YMCA recognizes the following holidays as times when the program will not be in operation. In the event that a holiday is on a Saturday or Sunday, the nearest weekday will be scheduled as a day off for the program. Parents/Guardians will be notified of these dates well in advance so that alternative arrangements can be made.

- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve
- New Years Day

We will do our very best to provide care on inclement weather days. However, in the event that the weather makes it unsafe for travel or emergency electrical or water failures, we may have no other options other than to cancel. In the event of inclement weather that requires closure, a decision will be made by no later than 5 am and communicated on our website as well as via email.

**There is no reduction in tuition for days that Tri-Town YMCA is closed.**



## What to Bring

Each day, participants will have the opportunity to participate in a variety of play-based learning activities to help them prepare for Kindergarten. With this in mind, we will provide all of the equipment for your child and participants do not need to bring toys from home, unless otherwise requested by staff for a specific curriculum topic like "Show & Tell." We do ask that your child brings with them each day a backpack so that we can send home their daily folder that will include information for you and possibly homework for you and your child to complete together.

Participants will be issued a sleeping mat that will go on top of their designated cot. This sleeping mat will go home weekly with the child for laundering and it will be stored daily inside of their cubby/locker. **In light of our current climate, Tri-Town YMCA will also provide all children with two reusable cloth face masks to wear during programming.** These masks are theirs to keep and must be routinely washed at home. Inside of the child's designated storage space, we will keep a change of clothes in the event that their clothes become soiled. Please be sure to mark your child's backpack and their clothes with their full name.

***Unless otherwise arranged, please do not bring toys or electronic devices. Absolutely no firearms, weapons, or knives are permitted on the premises.***



## Clothing

Each child must have a complete change of clothing that is kept at the program, including underwear and socks. Because we provide an environment where children actively play, getting messy is often part of the learning process. Therefore, we suggest dressing your child in simple, washable, sturdy, and easy to manage clothing. We require for shoes to be closed-toe. We also go outside and play daily when the weather is appropriate. In the winter months, your child will need snow boots, mittens, hats, and dry layered clothing to keep warm. During the summer season, children may participate in water activities outdoor. We will keep you informed so that you can prepare and know what to bring. This program does provide sunscreen that is SPF 50.

# Be BIG in the Classroom



## Curriculum

We believe that each child is a unique person who has the potential to grow and develop into mature and responsible adults. A child needs an environment that is nurturing, safe, fun, and challenging. We have an environment that provides for their physical, emotional, social, and intellectual needs. Each day is one of discovery and a personal learning adventure. A child learns best when allowed to make choices, explore feelings, and solve their own challenges through the universal language of play. Our program provides an atmosphere where children will be actively participating throughout the day.

Y's Kids curriculum will incorporate fun monthly theme and daily activities that provide enriching opportunities for personal growth and learning. Our curriculum provides the keys for each child to unlock their potential. Each group has weekly lesson plans that include social emotional learning, STEAM, as well as reading and writing and color, number, and letter recognition. Children will also work on building physical development and an understanding of living healthy for life.

For children whose first language is Spanish, we do have staff members who are bilingual.

## Sample Daily Schedules

These schedules are a sample of what your child's day will look like. Schedules are subject to change to best meet the program needs.

### 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

## Nature Walks, Outdoor Play, & Library Visits

When the weather is nice, participants will play outdoors or take nature walks around the facility. Please be sure your child is dressed for the weather and is wearing closed-toe footwear. The sunscreen we have on-hand is SPF 50 and is applied to all exposed skin prior to outdoor play. The participants will have a designated day of the week that they will visit the Villa Park library. In the event of inclement weather and facility availability, participants may also visit the gymnasium space for large motor skill playtime.

## Restroom Breaks

All participants must be able to use the restroom and are required to be toilet trained. Throughout the program, participants are provided breaks to utilize the restrooms together as a group or they may visit the individual unisex bathroom in the classroom. 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 with another person/child so that no child is left alone with an adult.

## Rest/Quiet Reading Time

Each day, participants in Full Day and Part Day PM with Lunch & Transportation will have an hour for rest/quiet reading time. Participants will be issued a sleeping mat that will go on top of their designated cot. This sleeping mat will go home weekly with the child for laundering and it will be stored daily inside of their cubby/locker for rest/quiet reading time. In accordance with best practices for preventing SIDS, children will be encouraged to rest/sleep on their backs and sides.





### **Morning & Afternoon Snacks**

Program participants are provided with a healthy morning and afternoon snack. Participants with special dietary needs may bring their own healthy, non-peanut snack. In order to do so additional documentation from you or your physician may be requested. Tri-Town YMCA endorses a healthy eating environment. We ask that sodas, sugary beverages, candies/desserts, and fried foods are not brought. Menus will be made available so that you can plan accordingly.

### **Lunch**

Program participants will be provided with a nutritious, nut-free meal. We contract our meals with Righteous Kitchen and menus will be posted on their website and we will also make them available to parents/guardians. We provide 1% milk to the children or water. If your child has special dietary needs, they may opt to bring their own lunch that follows USDA guidelines and is labeled with the child's name and date. In order for your child to bring their own lunch, additional documentation from you or your physician may be requested. Please see the above regarding our healthy eating environment.



## **Parent Involvement**

We believe you are the primary caregiver in your child's life. Through open communication, mutual respect, and cooperation with staff and parents, we can better meet your child's needs and expectations. Parents or extended family members are always welcome and can join teachers in productive partnership in the following ways:

- Parent/Teacher Conferences
- Parent Meetings
- Newsletters
- Volunteering
- Field Trips
- Room Parents

If you would like to visit your child during program time, please contact the Director so that arrangements can be made.

## **Birthdays & Holiday Celebrations**

We look forward to celebrating each child's birthday through singing and other recognition opportunities (i.e. wearing a crown or badge, etc.). Many parents like to bring in special treats for children on their birthday. The Illinois Department of Public Health does not permit home baked goods and other goodies. Please consult with your child's teacher to arrange for their big day. Great items to bring are yogurt, jello, pudding, fruit cups in natural juice, applesauce, raisins, and fruit snacks. Please no balloons, décor, or goodie bags.

## **Parent Behavior**

Parent behavior is to be consistent with our philosophy of no physical discipline and no verbal threats toward or humiliation of a child. Parents may not discipline any child in the classroom that is not their own. If a parent witnesses a child misbehave, that parent needs to bring it to the attention of the teacher and let the teacher handle this issue. The safety and well being of the children are our foremost concern.

All employees are required to report any suspected child abuse, regardless of whom is suspected or where the abuse may have occurred. Judgment of the abuse will not be made on-site and Tri-Town's role will be to report any conditions, which indicate the possibility of suspected abuse.



## Y's Kids Behavior Expectations & Program Dismissal

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

### All participants, parents, staff and volunteers are to:

- Demonstrate positive, respectful, and inclusive behavior.
- Listen and follow all directions.
- Not use profanity and/or vulgar language/gestures.
- Not push/shove or put their hands on others.
- Not fight and/or make threats to others. This behavior is prohibited and will result in immediate suspension.
- To place all garbage/recycling in appropriate containers.
- Remain seated forward and keep the aisle clear when riding on Y transportation.
- Be conscious of acceptable volume level, especially when riding in vehicles.

Participants who do not follow the Code of Conduct may be given a warning, a thinking time out, or may be suspended. Three suspensions will result in the dismissal from current and future programming. No refunds will be issued for participants dismissed from Tri-Town YMCA programming.

With this age group, it is common for children to bite or use other hurtful acts to gain a sense of power. To help the situation, teachers will work with the child and parents to help diminish this behavior. There will be a parent meeting to discuss strategies.

We will make every attempt to provide a rewarding and positive experience for your child. In cases where every measure has been taken to meet your child's needs, but have been unsuccessful, withdrawal from the program will be considered. Tri-Town YMCA reserves the right to terminate the enrollment of a child if necessary. All information about your child's behavior will be relayed to you during dismissal or in written format.



## Medication Administration During Programming

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 Director and will be returned to the participant's parents at the end of the program day.

## 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.



### WHEN IS SICK TOO SICK FOR SCHOOL?

**Send me to school if...**

- I have a runny nose or just a little cough, but no other symptoms.
- I haven't taken any fever reducing medicine for 24 hours, and I haven't had a fever during that time.
- I haven't thrown up or had any diarrhea for 24 hours.

**Keep me at home if...**

- I have a temperature higher than 100 degrees even after taking medicine.
- I'm throwing up or have diarrhea.
- My eyes are pink and crusty.

**Call the doctor if...**

- I have a temperature higher than 100 degrees for more than two days.
- I've been throwing up or have diarrhea for more than two days.
- I've had the sniffles for more than a week, and they aren't getting better.
- I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler).



Adapted with permission from Allenton City Public Schools

## Emergency Procedures & Drills

Emergency contact information is required from each family so that we can communicate as quickly as possible with you in the event of an emergency. It is your responsibility to keep these numbers current. Staff will administer basic first aid to a child for minor accidents. We can apply ice, wash wounds, and apply bandages. All staff members are first aid/CPR trained. When injuries occur to the head or are more severe, we will contact you. Staff will complete an incident report for parents to sign when you pick up your child. In the event of a serious injury, 9-1-1 will be called first and then we will call parents. The paramedics will decide if the child needs to be transported to the hospital. Tri-Town YMCA Child Care Director will accompany a program participant to the hospital/medical facility until their caregiver arrives. It is the parents' responsibility to file a claim regarding injuries with their own insurance carriers. We need up-to-date information regarding your children's health, behavior, and/or food/allergy concerns.



## Emergency Evacuations

In the event of an evacuation, the children and staff will go to an area deemed appropriate by the State Fire Marshal. Staff will contact parents via telephone to inform you of our location. Building-wide evacuation drills are practiced twice per year. Fire drills are practiced monthly, and tornado drills are practiced twice per year. If there are any threats to the building, the children, or the area in general, the police will determine if we are to stay in the classroom or take other actions.

## Building Management

The property where the program is operated is owned and operated by the Diocese of Joliet or School District 45 Villa Park. The Diocese and School District coordinate for the routine control of pests, building maintenance, and tests such as water, lead, and asbestos. The results of these tests are stored at the Joliet Diocese for their properties and at School District 45 Villa Park for their properties.

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**Tri-Town YMCA**

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