



the

# Remote Enrichment At District 45

Parent & Participant Handbook

A Hybrid E-Learning Support &  
Child Care Program for School Age Children  
Offered by Tri-Town YMCA





## 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.*

### Site Contact Information

Tri-Town YMCA's Administration Offices are open M-F, 10:00 AM to 2:00 PM. 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, 10:00 AM - 2:00 PM

630.629.9622

#### ***Site Cellphone***

Monday - Friday, 7:00 AM - 6:00 PM

You will be provided with a cellphone number that is specific to your site on the first day of program.

Dear 2020 Tri-Town YMCA Families,

The past several months have been a time of change for all of us, and at Tri-Town YMCA we have been committed to preparing a curriculum that reintroduces your child to small-group environments with everyone's safety as our utmost priority while also supporting your child's self-guided, e-learning, academics. With this in mind, Tri-Town YMCA has developed the **Remote Enrichment At District 45 (R.E.A.D.)** program.

**R.E.A.D.** is a weekly full-day or a half-day resource that simultaneously meets the child care needs and provides e-learning supports that many families in our community are seeking for their school-age children (Kindergarten through 8th Grade). The goal of the **R.E.A.D.** program is to provide your child with a nurturing experience in a mainstream environment that keeps them exploring and learning while gaining a sense of achievement and belonging while boosting their confidence and discovering his/her individual potential!

**R.E.A.D.** will allow time for assigned schoolwork that follows the School District's and your child's learning goals. Daily schedules will be centered around learning and there will be structured breaks throughout the day for meals, enrichment, and recreation activities. The program also blends in the enhanced safety and sanitation practices that supports a safe environment for everyone.

Each child will be provided with their own learning station with at least six feet between each desk/table. Additional quiet space will be available for interactive virtual learning, such as video conferencing with teachers. Supervisors will be present at all times and will ensure students are able to connect to classroom meetings and stay on task to complete daily assignments.

Children will be grouped together weekly in the same cohort of ten students and they will occupy the same classroom space for e-learning activities. Cohorts will also utilize large indoor and outdoor spaces to safely spread out and engage in non-contact fitness and wellness play. Please know that Tri-Town YMCA will do its best to assign your child to a cohort at your homeschool, but assignment will be based on enrollment. Once a child is assigned to a facility, they will remain at this site until the change of the quarter/semester or until they return to in person learning. We will be placing families that have both children in K-5 and 6-8 at one facility in an effort to minimize exposure should a participant have a known exposure and/or tests positive for COVID-19. This effort also provides a convenience to parents picking up and dropping off multiple children from the same family.

Following this letter is our handbook where you can find information about routines, policies, and procedures. Please go over this information with your child so they are aware of what to expect when they attend **R.E.A.D.** Tri-Town YMCA continues to routinely evaluate our policies with our partners at the local and state health departments, the Centers for Disease Control, and other organizations focused on youth health and wellbeing. Should information change, we will communicate this information with you via email.

Tri-Town YMCA's **R.E.A.D.** program is for children in Kindergarten to 8th Grade and is considered licensed-exempt and is not regulated by the Department of Children and Family Services (DCFS). However, many of our rules do adhere to DCFS standards.

Should you have any questions, please do not hesitate to reach out to us. We look forward to supporting your family in a way that is meaningful during this very unprecedented time.

Sincerely,

*Sarah*

Sarah O'Donnell

CEO

sodonnell@tritownymca.org

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## Tri-Town YMCA Employees & R.E.A.D. Program Ratios

Tri-Town YMCA employees are professional people ready to provide your child with an enriching experience that supports their academic and social emotional learning. 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 staff to student ratio is one staff member to every ten children and is better than the state requirements (1:20 for school-age children). For students in the full day program they will have two different instructors (one for the morning and one in the afternoon). Your student may occasionally have a staff member who enters the room to assist with needs as they arise.

Students will be assigned to their group as described in the Cohort Assignment section of this handbook. Students will remain in this group for the duration or until schools return to in person. This is in compliance and follows the child care guidelines published by the State of Illinois, Centers for Disease Control, and the YMCA of the USA.

## Student Arrival & Dismissal

The table on this page indicates the program drop-off and pick-up times for the session your child is enrolled. This program meets daily, Monday-Friday. There will be no program on designated School District 45 holidays. Students are to be picked up by the aforementioned designated time by a parent/guardian or a designated adult 18 years or older.

Upon arrival, students and their parent/guardian dropping them off will complete a health screening and have their forehead scanned with a temporal thermometer to ensure everyone is free from fever. This will be completed daily. Tri-Town YMCA considers a fever to be 99.0°F or greater. After having their foreheads scanned, students will need to take off their outdoor shoes and switch into their indoor shoes and proceed to the washroom where they will wash their hands. Students will have a designated space where they can put their backpacks and shoes.

A parent sign-in/out procedure is in place at R.E.A.D. and must be followed each day. If there is a change in the authorized pick up and that person is not on the list, we must receive this information in writing via email. Parents may also add additional designated adults to pick up their child, they may do so by completing a paper form and submitting it to Tri-Town YMCA's Administration Office. Students will not be released if this procedure is not followed. Staff may ask for an photo ID until they become familiar with the child's pick-up person.

**If a student will be arriving late or departing early, please inform the Site Coordinator in writing or by calling the Tri-Town Administration Office as soon as possible.** The phone number that can be called M-F, 10:00am-2:00pm is 630.629.9622.

### Half-Day R.E.A.D. Program Arrival & Departure

AM Session Arrival	AM Session Departure	PM Session Arrival	PM Session Departure
May arrive as early as 7:00 AM, but no later than 8:10 AM	Must be picked up between 11:45 AM and 12:15 PM	May arrive as early as 1:00 PM, but no later than 1:15 PM	Must be picked up by no later than 6:00 PM

### Full-Day R.E.A.D. Program Arrival & Departure

Morning Arrival	Afternoon Departure
May arrive as early as 7:00 AM, but no later than 8:10 AM	Must be picked up by no later than 6:00 PM



## **Late Pick Up**

If a participant is picked up after their designated time, 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 who are 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.

## **Registration**

Registration for R.E.A.D. will begin on Wednesday, August 5, 2020. Registration priority is given to students residing in School District 45 Villa Park. There will be a non-refundable \$50 Registration & Supply Fee for each child that is due at the time of registration.

## **Registration Requirements**

Per the requirements of the State of Illinois, all students will need to have completed and submitted the following documents and must be enrolled in school (Kindergarten—8th Grade, sorry no pre-k intervention programming is available at this time):

- Authorized Pick-up Form with Insurance & Primary Care Physician/Pediatrician's Contact Information
- Copy of Birth Certificate
- Copy of Immunization Record
- Participation Waiver
- Medication Administration Form (if applicable)
- Credit Card Authorization Form

## **Registration Paperwork**

Each child enrolled in R.E.A.D. must have the following items on-file with Tri-Town YMCA within the first week of the program starting:

- Birth Certificate
- Immunization Records
- Registration Waiver
- Participant Pick-up Information

These materials may be uploaded into your registration portal online or you may email them to us.

## **Program Fees & Payment Plan**

There is a nonrefundable \$50 per child Registration & Supply Fee that is due at the time of registration. The program fee is \$180 per child per week for the full-day program and \$100 per child per week for the half-day program. Fees will not be prorated if a child does not attend program. Under the current State of Illinois child care parameters, we are permitted to provide weekly enrollment options. It is our hope that in future seasons that we can return to the “pick your day” model to provide greater flexibility to parents who are in need of these options.

Program fees must be paid in full on the Friday before the week of program starts. All families 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. Participants enrolling after the program begins, will be subject to additional fees.

## **Financial Assistance/Child Care Assistance Program**

Tri-Town YMCA does accept enrollments into programs from families that are approved for YWCA’s Child Care Assistance Program (CCAP). You must have approval documentation from YWCA naming Tri-Town YMCA as a care provider to be approved for reduced fees/monthly copay. If you need help completing your CCAP paperwork, please contact our Administration Office at 630.629.9622.

## **Refund Policy**

Tri-Town YMCA reserves the right to cancel, postpone, or combine groups for any reason found to be necessary by the staff. If insufficient enrollment causes a program to be cancelled, participants will receive a FULL REFUND. Please allow up to four (4) weeks for refund processing. No written request for a refund on a program that is cancelled by Tri-Town YMCA will be required.

All requests for program refunds/cancellations must be sent in an email to Tri-Town YMCA. Refunds/cancellations or transfers requested less than five days to the start of the program week will not be considered unless there is medical documentation from a doctor included with the request. Refunds will not be issued for days missed or planned vacations. All refunds/cancellation or transfer requests will be assessed a \$10 service fee.

## **Assignment to Cohort**

Registered students will be assigned to their respective school and cohort by Friday, August 21, 2020. Registered students’ parents will be notified via email of assignment(s). Every attempt possible will be made to keep assign child in their cohorts with peers in the same grade. We will be placing families that have both children in K-5 and 6-8 at one facility in an effort to minimize exposure should a participant have a known exposure and/or tests positive for COVID-19. This effort also provides a convenience to parents picking up and dropping off multiple children from the same family.



## What to Wear

Participants are to follow School District 45's Student Dress Code Policy. Students should wear clothing that is comfortable and appropriate for the weather. ***Open-toed shoes are not allowed*** as they offer little protection against sticks and other objects that are out in nature. ***In accordance with the State of Illinois, students will need to have a separate clean pair of shoes or socks that they can keep on site to wear indoors and will be required to wear a clean face mask daily. We recommend washable face masks as disposable masks often do not fit snugly on the child's face and the ear bands easily break. Students will be permitted to remove their mask during snack/meal times and when they are participating in outdoor activities as long as social distancing can be maintained.***



## What to Bring

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

Backpack	Chromebook & Headphones
Face Mask	Homework
Lunch & Snacks	Medication, if applicable
Water Bottle	Clean shoes to wear when indoors

In an effort to minimize the amount of cross-contact, each student will be provided with their own toolkit at their learning station. The cost for the toolkit is included in the \$50 nonrefundable R.E.A.D. Registration & Supply Fee that will be due at the time of registration. Toolkits will include the following:

Colored Pencils	Crayons	Eraser	Reusable Face Mask
Glue	Glue Stick	Hand Sanitizer	Highlighter
Index Cards	Pencils	Pencil Case	Pencil Sharpeners
Pens	Rulers	Scissors	Spiral Notebooks

In the event that your child needs a replacement item, your child's instructor will reach out to you and notify you.

***Unless otherwise arranged, please do not bring toys or cell phones.  
Absolutely no handguns, knives, or weapons are permitted.***

## Snacks, Meals & Water

Tri-Town YMCA in collaboration with School District 45 Villa Park will provide all students with a healthy breakfast and lunch each day. Students may also bring their own snacks for the morning and afternoon. Should a student have special dietary needs or would prefer to bring their own food, they are welcome to do so, but please inform your instructor so that we can order the correct quantity of meals. Please keep in mind that Tri-Town YMCA endorses a healthy eating environment. We ask that sodas, sugary beverages, candies/desserts, and fried foods are not brought to program. Students should bring a water bottle with them to program each day so that they can stay hydrated throughout the day.

## Parent Communication Folder

Each child will be provided with a Parent Communication Folder. In this folder you will have a pocket on the left which is for items that are to be kept at home, and the right pocket is for items that are to be brought back to program.

## Curriculum

The Tri-Town YMCA R.E.A.D. program will incorporate daily times for asynchronous, and when appropriate, asynchronous learning. Your child's classroom will include an instructor from Tri-Town YMCA who will be present at all times and ensure students are able to connect to classroom meetings and stay on task so that they can complete daily assignments. Each child will be provided with their own learning station with at least six-feet between each desk/table where they will be able to work on their self-guided assignments from their academic teacher. Additional quiet space will be available for interactive virtual learning such as video conferencing with teachers.

Outside of the e-learning environment, participants will be engaged in age-appropriate, hands-on personal growth and learning experiences. Curriculum areas will include science, technology, engineering, arts, mathematics (STEAM) as well as reading and writing activities that focuses on building and mastering academic and social emotional skills.



## Outdoor Play Time

Each day when weather permits, students will spend time outside taking nature walks, jumping rope, or participating in other non-contact fitness/wellness activities. If a participant needs to be picked up early and it is during outdoor play time, please be sure to make arrangements with your child's instructor as soon as possible so a pickup plan can be developed and other staff can be notified. Until further notice, there will be no play on the school or public playgrounds.

## Celebrating Special Occasions & Holidays

Should your child's birthday fall during program time, you may consult with your child's instructor about bringing in items such as prepackaged store-purchased, non-peanut treats, bubbles, stickers, coloring books, etc. that may be handed out to other cohort participants. Should there be a special holiday such as Halloween, Thanksgiving, etc., your child's instructors may coordinate a cohort party and will be sure to inform you in advance so you can plan accordingly.

## Sample Daily Schedules

These schedules are a sample of what the day look like and are subject to change based upon the daily program needs. You will also receive a more detailed calendar of what your child’s schedule will be for the week along with a menu.

### Sample Daily Schedule

	K-5 Grades	6-8 Grades
7:00am	Arrive & Small Group Activities	Arrive & Small Group Activities
7:15am		
7:30am		
7:45am		
8:00am	Remote Learning and/or STEAM Curriculum	Remote Learning and/or STEAM Curriculum
8:10am		
8:20am		
8:30am		
8:40am		
8:50am		
9:00am		
9:10am	Outdoor Play Time	Fitness/Wellness
9:20am		
9:30am		
9:40am	Bathroom Break	Bathroom Break
9:50am		
10:00am	Snack	Snack
10:10am	Wash Hands	Wash Hands
10:20am	Remote Learning and/or STEAM Curriculum	Remote Learning and/or STEAM Curriculum
10:30am		
10:40am		
10:50am		
11:00am		
11:10am		
11:20am		
11:30am	Bathroom Break	Bathroom Break
11:40am		
11:50am	Lunch & Recess	Lunch
12:00pm		
12:10pm		
12:20pm		
12:30pm		
12:40pm	Bathroom Break	Bathroom Break
12:50pm		
1:00pm		

AM GROUP DEPARTS

## Sample Daily Schedule Cont.

	K-5 Grades	6-8 Grades	
1:00pm	Remote Learning and/or STEAM Curriculum	Bathroom Break	PM GROUP ARRIVES
1:10pm			
1:20pm			
1:30pm			
1:40pm			
1:50pm			
2:00pm			
2:10pm			
2:20pm			
2:30pm			
2:40pm			
2:50pm			
3:00pm	Small Group Activities, Snack, Wash Hands, Outdoor Play, & Depart	Remote Learning and/or STEAM Curriculum	
3:10pm			
3:20pm			
3:30pm			
3:40pm			
3:50pm			
4:00pm			
4:10pm			
4:20pm			
4:30pm			
4:40pm			
4:50pm			
5:00pm		Bathroom Break	
5:10pm			
5:20pm			
5:30pm			
5:40pm			
5:50pm			
6:00pm			

## **Behavior Expectations**

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

- Demonstrate positive, respectful, an 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.

Participants who do not follow the Code of Conduct may be given a warning, a thinking time-out, an activity time-out, or may be suspended. If warranted, a child may be dismissed from current and future programming if not adhering to the Code of Conduct. Parents will be notified by program 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.

## **Medication Administration**

If a participant has prescribed medication that needs to be administered during a program, 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 Site Coordinator and will be returned to the participant's parents at the end of program 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 of program.

## **Restroom Breaks**

All program participants must be able to use the restroom and be toilet trained. Throughout the day, participants are provided breaks to utilize the restrooms together 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.

## **Washing Hands & Facility Cleaning Routines**

Healthy hand hygiene helps to minimize the spread of germs and is practiced as part of all YMCA programming. Participants and staff will be expected to wash their hands at the arrival to program, as they prepare to eat snacks or meals, and whenever they cough/sneeze into their hands. If your child has a skin condition that requires moisturizer to be used after hand washing, please advise your Site Coordinator.



Tri-Town YMCA has equipped its staff with disinfectants that are approved and provided by School District 45 Villa Park. Staff will be required to wipe down high-touch surfaces hourly or as often as needed to minimize the spread of germs (i.e. doorknobs, light switches, tabletops, etc.). If your child has a sensitivity to disinfectants, please advise your child's instructor so that alternative plans can be made.

## **Sick Child**

**Participants must be free of fever and contagious illnesses to attend Tri-Town YMCA programming. If your child(ren)/ward(s) do not feel well or has a fever, please do not bring them to program until they are feeling well and are free of fever for at least 72 consecutive hours.**

Upon arrival to program, all participants and their parents/guardians dropping them off will have their temperature taken. Students participating in the full-day program will also have their temperature taken midway through the day. A student and their parent/guardian dropping them off for program must be free of fever. Tri-Town YMCA considers a fever to be anything that is 99° F or greater. If a participant becomes sick during program, Tri-Town YMCA will have the sick student sit in a space that is away from other students and 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 72 consecutive hours. Per State of Illinois law, in some cases, a doctor's note may be required to return to program.

In the event of a COVID-19 exposure at program, Tri-Town YMCA will follow the directives regarding notification to parents/guardians and take the appropriate measures, up to and including immediate site closure, as determined by the Centers for Disease Control, DuPage County Health Department, and Department of Children & Family Services.

## **COVID-19 Safety Procedures**

The guidelines and policies of the Illinois Department of Public Health, Department of Children and Family Services, and the Centers for Disease Control for the operation of a child care program will be provided to all staff and strictly followed.

- Staff will attend COVID-19 specific training, as well as ongoing in-service training.
- Social distancing will be encouraged and enforced by all staff in all activities.
- Face coverings will be required when indoors and whenever social distancing can't be achieved outdoors.
- There will be a minimum staff-to-student ratio of 1:10 at all times.
- Workstations will be sanitized at the beginning and end of every day, and as appropriate in between uses.

## **Program Locations**

- The R.E.A.D. program will take place at designated School District 45 Villa Park school buildings.
- Individual classrooms for cohorts will be utilized to accommodate participants and their remote learning and enrichment needs.  
Each cohort member will have their own individual work station.
- Access to the secured space is controlled. You will be notified of your child's door entrance prior to the first day of program.
- As much as possible, we will be outdoors for structured activities, supervised free play, and meal breaks.
- Program participants should park in the parking lot described in their cohort assignment email.
- Anyone entering or exiting the Recreation Center and REC will be required to wear face coverings until safely outside and at least six feet away from anyone else.
- Only staff and students will be allowed inside the building.

## **General: Symptom Self-Assessment**

Prior to reporting to program, please ask and/or assess your child the following:

1. Do you have symptoms of COVID-19 illness (fever, cough and/or shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell)?
2. Do you have a fever at or above 99.0 degrees Fahrenheit?
3. Do you feel sick?

If you answered “YES” to any of the above three questions, do not proceed to the program and notify the Administration Office. Participants who are experiencing COVID-19 symptoms should call their doctors and follow CDC guidelines.

## **If a Participant Has or Suspects She/He Has COVID-19**

They are to remain isolated at home for a minimum of 10 days after symptom onset, and can be released:

- After feverless and feeling well (without fever-reducing medication) for at least 72 hours; or
- Has had 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

If the participant has been away from program based upon the order and/or recommendation of the participant’s physician, we will require a note from a physician indicating that the participant can return to the program.

## **Procedures if a Participant Feels or Exhibits COVID-19 Symptoms at Program**

Participants feeling or exhibiting COVID-19 symptoms while at program will be sent home. Participants will be placed in a designated isolation area until picked up by a parent/guardian. Before being granted admittance back to program after feeling or exhibiting COVID-19 symptoms, participants must have:

- Gone 72 hours without having a fever; and
- Other symptoms have improved; and
- At least 10 days have passed since their symptoms first appeared.

## **Returning Back to Program After Having COVID-19**

Before being granted admittance back to the program after exhibiting COVID-19 symptoms, participants must have:

- Gone 72 hours without having a fever; and
- Other symptoms have improved; and
- At least 10 days have passed since their symptoms first appeared; and
- Has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart; or
- A note from a physician is provided indicating that the participant can return to program.

## **Notification if Participant Contracts COVID-19**

If a participant or staff member has contracted COVID-19 and has reported it to Tri-Town YMCA, we will contact the local health department for guidance and direction. Upon consultation with the health department, it may be advised that participants be notified and may be asked to quarantine for a period of time after the last recent contact with the individual and seek a COVID-19 test. Tri-Town YMCA will follow the recommendations of the health department for the closure, disinfecting, and reopening of a space that may have had a COVID-19 exposure.

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

***All information listed in this handbook is subject to change at the discretion of management.***