

BEFORE AND AFTER SCHOOL PROGRAM 25/26
PARENT HANDBOOK

2025–2026 Illinois Valley YMCA Before and After School Pricing

Registration Fees

Must be paid at the time child(ren) are registered. Children cannot be registered or attend BASC until registration fees are paid. Registration fees are \$30. Registration fees cover administrative costs, hold your place, and provide daily snacks.

Why the registration fee?

- Payment of this fee holds your child’s place in the program; there is a maximum that can be enrolled in the program due to program space capabilities.
- Covers the administrative costs associated with the time required for file/ data upkeep, weekly attendance tracking and invoicing throughout the duration of the program.
- To avoid increasing the daily/ weekly fees to offset the increase in the cost of supplies/operations.

LaSalle/Oglesby Before School	
Members	\$5.00
Non-Members	\$7.00

Peru Before School	
Members	\$6.00
Non-Members	\$8.50

After Care – Members			
Days	1st Child	2nd Child	3rd + child(ren)
1	\$12.00	\$9.00	\$7.00
2	\$24.00	\$18.00	\$14.00
3	\$36.00	\$27.00	\$21.00
4	\$48.00	\$36.00	\$28.00
5	\$60.00	\$45.00	\$35.00

After Care – Non- Members			
Days	1st Child	2nd Child	3rd + child(ren)
1	\$17.00	\$15.00	\$13.00
2	\$34.00	\$30.00	\$26.00
3	\$51.00	\$45.00	\$39.00
4	\$68.00	\$60.00	\$52.00
5	\$85.00	\$75.00	\$65.00

Early Release (2PM)	1st Child	2nd Child	3rd + child(ren)
Member	\$17.00	\$14.00	\$11.00
Non-Member	\$25.00	\$22.00	\$17.00
½ Day (12PM)	1st Child	2nd Child	3rd + child(ren)
Member	\$28.00	\$23.00	\$17.00
Non-Member	\$42.00	\$37.00	\$31.00

Late Pickup Fees: The YMCA kindly asks that you pick up promptly by 5:30PM or before each evening and respect our staff’s time. Late pickup fees are added to normal attendance. Late pickup fees are not covered by financial assistance programs and the responsibility of the parent/guardian. Late pickup fees are \$20 for the first 15 minutes past program hours and \$1.00 each minute thereafter.

Payment Options

- Electronic credit card payment – all program participants will be required to provide a card to file in Daxko operations.
- Check
- Cash

Financial Assistance Options

- YMCA Scholarship – Contact joannes@ivymca.org for more information. Packets can be found at www.ivymca.org
 - Please note: if you apply for CCAP and are approved before and after school program fees will not show ½ off scholarship. Scholarships will still be honored for other programs.
- IDHS Child Care Connections Program (CCAP) – visit the IDHS website or pick up a packet at the YMCA.
 - Please note: if you had qualified for childcare connections in the past you MUST complete re-determination to continue payments each school year.
 - Please note: Any fees incurred on your account **prior to approval** from Child Care Connections (or any third-party assistance program) are the sole responsibility of the parent or guardian. Until official approval is confirmed, families are responsible for covering the full cost of care.

BASC Billing Information

BASC bills based on attendance. The Youth Development Director aims to have all billing statements sent by Monday afternoon each week, reflecting the previous week’s attendance.

You will receive automatic billing emails from *Daxko Operations* each week with your bill. If you are not receiving these emails, it may be due to your email provider blocking them. In that case, please log in directly through the Daxko portal, which can be accessed via the IVYMCA website at www.ivymca.org.

Payment is due by the end of each week. Payments can be made online through the Daxko portal or in person at the YMCA.

Any remaining balances at the end of the month will be charged to the card on file, unless other arrangements have been made. Please note that any payments charged and returned by the bank will still be due.

General Program Information

Before Care

Peru: 6:30AM-8:45AM

LaSalle Northwest: 6:30AM-7:45AM

Oglesby Lincoln: 7:00AM-8:15AM

Students that eat school breakfast will be released to the school once breakfast service begins.

After Care

After care ends at 5:30PM. You may pick up at any time prior to 5:30PM. Please contact your respective school for bus information if attending LaSalle or Peru Elementary Schools. The YMCA is not responsible for bussing. Please ensure that your child knows if they are to get off at the YMCA.

Sign In/Out

All participants must be signed in at before care and out at after care. Staff will require a signature at drop off and pick up. Emergency contacts can be updated online at any time. Any person not on the emergency pick up list will be denied pickup access.

Group Care

The YMCA before and after school program is designed to provide group care. Staff are unable to provide 1-on-1 aid to any child for an extended period. Participants must be able to function within the group structure to attend the program.

Snow Days

In the event of school cancellation due to severe weather YMCA before and after school will not be in session.

ILLINOIS VALLEY YMCA DISCIPLINE

Policy/ Behavior Policy

The Illinois Valley YMCA staff would like your child to have the best experience possible while at our childcare. Thus, all participants must understand and follow the camp guidelines and rules. These guidelines and expectations are in place to ensure the safety of your child and staff.

- **Toys/ Electronics from Home**

We do not allow children to have out personal items from home (including but not limited to electronic devices, cell phones, sharp objects, weapons, firearms, explosives, etc.). We are not responsible for any of these items should a child make the choice to bring them. Damage and theft of personal items are possible, and the YMCA assumes no liability for said items. If participants are caught with any of the above items, the staff reserves the right to confiscate them.

- **Process**

When positive behavior is displayed, the benefit is participation and enjoyment of activities. In cases of negative or inappropriate behavior, the following process will be adhered to.

- Redirection: Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
- Removal from the Specific Activity: When redirection has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The removal time will be age appropriate.
- **Suspension/Expulsion**

If a child engages in behavior that poses a threat of bodily harm to himself, others, staff or facility property, then an immediate meeting with parent(s), or guardian may be called. If such behavior warrants it, an immediate suspension or expulsion may result.

 - Situations that will result in an automatic call to parents are stealing, use of profanity, excessive violence (hitting, kicking, biting, etc.) running away from the group and property damage.
 - If a child commits a malicious and or violent act against another person or property it is within our right to suspend care until a complete and thorough investigation into said incident can be completed.

To maintain a safe, respectful, and positive environment for all children and staff, we enforce a structured behavior policy.

- After 3 documented behavioral reports, a child may receive a one-week suspension from the program.
- Any additional behavioral reports following the suspension may result in dismissal from the program.

Each situation will be reviewed on a case-by-case basis, and we are committed to working with families to support positive behavior. However, continued disruptive or unsafe behavior cannot be permitted in order to protect the well-being of all participants.

Illness Policy

Based on best practices from “Caring for Our Children National Health and Safety Performance standards: Guidelines for Out-of-Home Child Care Programs” written by the American Academy of Pediatrics, it is at the discretion of the Center’s Director that the child(ren) be sent home. As per our policy, all children will be sent home and may not return for at least a period of 24 hours if any of the following symptoms, but not limited to, is exhibited:

- Conjunctivitis, until treated for a minimum of 24 hours with medication
- A temperature of 100.4 degrees or higher. Your child must remain fever-free for at least a period of 24 hours without medication before returning to the center
- Contagious diseases including, but not limited to Measles, Chicken Pox, Mumps, Roseola
- Undiagnosed rashes
- Vomiting or diarrhea
- Impetigo or Ring Worm until treated with medication for a minimum of 24 hours
- Bronchitis or other throat infections, until treated with medication for at least 24 hours
- Pain reported in the stomach or head
- Lice until treated with medication for a minimum of 24 hours or until no nits or eggs remain

All children will benefit by giving those who are ill adequate time to recover and help to prevent the spreading of illness through exposure.

STAFF POLICY

The facility engages and complies with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers. Any applicant that does not pass required background checks is not eligible for hire through the Illinois Valley YMCA. Upon hire staff complete required CPR/First Aid, Mandated Reporter, and Child Development Health and Safety Basics trainings prior to shifts being assigned.

WEAPONS POLICY

The YMCA prohibits employees, members, and all other individuals from carrying weapons, concealed or otherwise, onto the premises or in vehicles owned by the YMCA. Carrying a weapon onto Illinois Valley YMCA property will result in the immediate removal of the person carrying the weapon. The possession of a concealed carry license or firearms identification card issued by Illinois, or another governing body shall not authorize any person to carry firearms onto Illinois Valley YMCA property, and violation of this policy constitutes trespass.

INFORMATION STORED

Information is gathered from parents/guardians at registration and or at the date of enrollment. Information gathered is used to prioritize the child's safety. To protect the privacy of participants registration is stored in a locked file cabinet at the Illinois Valley YMCA. After each school year registration packets containing confidential information are shredded to protect the families utilizing YMCA programs. Each school year families must complete a new packet to replace it.

YMCA STATEMENT OF UNDERSTANDING

The following information is important to the safety and protection of your child. Please read the information and sign the permission form indicating your understanding. A copy will be placed in your child's records.

- I understand that my child will not be allowed to leave with any unauthorized person. All persons authorized to pick up my child, including older siblings or other relatives, must be listed with the Y and must be 18 or older. Any other arrangements must be made by calling Maya Ahlstrom at 815-223-7904 EXT 035.
- I understand that should a person arrive to pick up their child and appear to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they must make this judgment call.
- I understand that the Y is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

- I understand that I am not to leave children unattended. I will wait for the Y staff or volunteer to receive and supervise the child.
- I understand that children should not receive excessive gifts (e.g., TV, video games, jewelry) from Y staff or volunteers and that I should report this to a supervisor if they do.
- I understand that I can help my child's safety by taking an active interest in his or her Y experience. I too, will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.

ILLINOIS VALLEY YMCA EMERGENCY OPERATIONS PLAN

The Y recognizes safety as our priority for all children attending Y programs. With this in mind, the Y has developed a comprehensive Emergency Operations Plan (EOP) that provides for a response to all types of emergencies.

Depending on the circumstances of the emergency, children may be relocated to a different part of the facility and /or off site to a temporary shelter. Children will remain there until all is clear and /or accommodations for parent pick up have been established. Once children are in a safe location and/or emergency has been cleared parents will be contacted.

In-Place Shelter: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best response.

Immediate Evacuation: If there is an immediate evacuation of the Y, children will be evacuated out of the parking lot on the path heading towards Shooting Park Rd.

Modified Operation: This may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in instances of a storm or building problems (such as utility disruptions) that make it unsafe for students.

Please follow Illinois Valley YMCA's Facebook for announcements relating to any of the emergencies listed above.

We do ask that you refrain from calling during an emergency. This will keep the main telephone line free to make emergency calls. We will call you to let you know if we have taken one of the precautions listed here and/or when it is safe for you to pick up your child at the Y or the relocation site. If an emergency forces close, please do not attempt to bring your child to the Y. For those in attendance, we will contact the designated persons to pick up your child during an emergency as listed on the Emergency Contact Form.

We urge all families to have their own plan in place. Your plan should include a predetermined meeting spot for all family members along with designated family member and/or friend who are available to pick up your child in the event of an emergency. In order to assure the safety of your child and our staff, I ask for your understanding and cooperation. Should you have additional questions

regarding our Emergency Operations Plan, please contact Maya Ahlstrom at mayaq@ivymca.org / 815.223.7904 EXT 035.

