

**Stateline Family YMCA
Roscoe/Rockton Branch**

Stateline Family YMCA

9901 Main Street

Roscoe, IL 61073

815.623.5858

www.StatelineFamilyYMCA.org

YAFTERSCHOOL™

We build strong kids, strong families, strong communities!

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**S.A.C.
HANDBOOK**

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Stateline Family YMCA School Age Center Handbook

The Roscoe/Rockton branch of the Stateline Family YMCA welcome you and your child to the program. This program will provide a fun, safe place for children in kindergarten through fifth grade. The S.A.C. program is designated to be more than just supervision. Our challenge is to accept and demonstrate the values of caring, honesty, respect, and responsibility in everything we do. Organized activities, homework assistance and snack will be provided. Trained, professional, and caring staff will supervise your children. If you have any questions or concerns, please call the SAC Director at 815-623-5858.

OUR MISSION

The Stateline Family YMCA is a non-profit, charitable association of members. We are dedicated to developing the spirit, mind and body of all persons in a positive, healthy, Christian environment. This is done through quality leadership, programs, services and facilities.



YMCA

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TAX RECEIPTS

For tax purposes, we recommend you save all necessary receipts. If you need your receipts reprinted, a request form must be filled out. **All requests will take at least 2 business days to fulfill and a \$5 Administrative Fee will be charged.**

SCHOOL'S OUT FUN DAYS

(Grades K-5)

When school is scheduled to be closed during breaks and in-services, the YMCA provides a safe, fun place for your child. **Fun Days are available at a cost of \$25 per day for YMCA Members or SAC Members.** The General Public can attend for \$30.

Organized activities, snacks, arts & crafts, games, contests and more are available throughout the day. Students need to bring a lunch, but a morning and afternoon snack will be provided by the YMCA.

Fun Days are open to all area students in grades K-5 and is held at 302 W. Main St, Rockton, unless otherwise noted. Hours of operation are from 7am-6pm and pre-registration is required. **Walk-ins will be accepted ONLY if space is available and will be charged a \$10 Late Registration Fee.**

For a list of Fun Days, call the YMCA at 815.623.5858 or see dates online at www.StatelineFamilyYMCA.org.

ACCIDENTS

If your child is injured, the staff will take whatever steps necessary to obtain medical care. These steps may include, but not limited to: Attempt to contact parent or emergency contact, call the ambulance, administer emergency first aid or CPR. If your child is taken by ambulance, a staff member will accompany them. If you prefer to have your child sent to a specific hospital, please specify on your registration paperwork. Otherwise, the closest hospital will be used.

SUPPLIES

The SAC program will supply snacks, craft materials, recreational equipment, board games and other games. **DO NOT send toys, video games, money, IPODS, cell phones, trading cards, etc with your children.**

MEDICATION/FOOD ALLERGIES

An adult must bring medication that needs to be administered to the SAC staff. A Medication Authorization form must be filled out completely and signed by a parent or guardian. Medication records will be kept on file at the school sites. All medication to be administered must be in it's original container, labeled with the child's name.

If your child is allergic to any food, please document the information on the registration form and also notify the site leader.

ENROLLMENT

This program is offered Monday through Friday when school is in session at the following school sites: Rockton Grade, Whitman Post, Prairie Hill, Shirland Schools. The hours of operation depend on the school district. The capacity of each center is dependant on the space available.

FEES

There is an initial non-refundable enrollment fee of \$50, or \$80 per family. This is paid annually before care is provided. There is a 48 hour waiting period after registration before your child may participate.

Payments are due monthly, beginning with September. **There will be a \$25 late fee charged for all late payments made after the fifth of each month.** Payments may be mailed or brought to the Stateline Family YMCA or paid online at **www.StatelineFamilyYMCA.org**. In order to pay online you must first register your email address at the YMCA or call 815.623.5858 for more details. No payments will be taken at the school sites.

	<u>Full-Time</u>	<u>Part-Time</u>
AM only	\$115/month	\$80/month
PM only	\$155/month	\$105/month
AM&PM	\$225/month	\$155/month

Reduced rates are available for additional siblings.

FEES (continued)

If you need the SAC program for 1, 2 or 3 days a week, you will pay the monthly part-time rate. If you need the program 4 or 5 days a week, you will pay the monthly full-time rate. You will be charged for the rate for which your child is registered. No credits or refunds will be issued if your child is unable to attend on a scheduled day.

Monthly fees are charged from September through May, with the first payment due September 5, 2010 and the last payment is due on May 5, 2011.

PLEASE NOTE:

- Payments not paid by the 5th of the month will be charged a \$25 late fee per child.
- **If payment is not made by the 10th of the month, your child will be automatically discharged. You may register your child for the program again once your payment has been paid in full. However re-registration fee will be charged and there will be a 48 hour waiting period before your child may return to the program. We reserve the right to deny services for failure to make prompt payments.**

COMMUNICATION

At each site, there will be a parent board with postings such as monthly newsletters, upcoming YMCA events, Fun Day information and other tips.

Past due payment notices will be distributed to parents at the SAC sites.

DISCIPLINE

The discipline is as follows:

- **First Offense:** The child is warned and put in “time out”.
- **Second Offense:** The child is suspended from the program for one day.
- **Third Offense:** Child is suspended from program for five days.
- **Fourth Offense:** Child is permanently removed from the program effective immediately.

The SAC staff are responsible for completing discipline forms. Once you have reviewed the completed form, you will be asked to sign the form stating you are aware of the incident. SAC staff are not allowed to share information with parents concerning children other than their own.

The SAC program has a zero tolerance for physical aggression, threats, bullying, weapons, or drugs. **We reserve the right to remove children immediately for such offenses.**

HOLIDAYS/ IN-SERVICES

Since our monthly rates are based on a total school days per year, there will be no credits, refunds or prorations for school holidays, in-service days, early dismissals or snow days. If extenuating circumstances should occur, please contact the SAC Director at 815.623.5858.

WITHDRAWING

If your child will no longer be attending the SAC program, it is your responsibility to notify the SAC Director at 815.623.5858. **If you do not notify the SAC Director by the 10th of the month, you will be required to pay the fees for that month.**

INCLEMENT WEATHER

The SAC policy during inclement weather affecting care will be:

- If school is closed, SAC is closed.
- **If school closes early during the regular day, SAC closes.**
- If school continues all day during bad weather, we will be open. However, we could be short-staffed and request you pick-up your child as soon as possible.

ONLINE PAYMENTS

For your convenience, SAC payments can be made online at www.StatelineFamilyYMCA.org. Prior to making a payment you must register your email with the YMCA front desk by calling 815.623.5858. Once you have registered your email, follow the instructions below to complete the process:

1. Go to StatelineFamilyYMCA.org
2. Click on Yellow box that reads Online Registration
3. If you have already paid online in the past go to straight to #8. If you are paying online for the first time, click on the “click here” under the New Visitor box with the Green Flag.
4. Enter your registered email address and submit
5. Your User Name and Password will be immediately sent to your email
6. Once you have retrieved it, go back to the main page at StatelineFamilyYMCA.org
7. Click Online Registration Box
8. Enter your new User Name and Password
9. In the Transactions Box, click on Pay Outstanding Balance
10. Enter Amount and click Save
11. Then click on Check Out at the bottom of the screen
12. Click submit and follow payment instructions

SIGNING IN/OUT

Our morning site at Prairie Hill School opens at 6:30am. **It is required that an adult must accompany children into the SAC program to sign them in.** If the child arrives without an adult the following will happen: First offense will result in a warning. Second offense will be grounds for termination.

The YMCA requires that a parent/guardian sign out their child(ren) on a daily basis. Children will not be allowed to leave the program on their own. Only those authorized in writing by the parent may pick up a child. Staff will question those who are unfamiliar to them. Anyone without proper authorization or identification will not be allowed to take the child. Please do not be offended when asked for identification, it is for your child's safety. The SAC is legally responsible for your child only during the time he/she is signed in.

ATTENDANCE/ TRANSPORTATION

When registering for the SAC program, parents must fill out their child's schedule on the SAC registration form. Schedules are very important to ensure the children get to their destination safely. **It is the parents responsibility to let their child's school and the SAC School Site know if their child is not going to attend on a regularly scheduled day.**

If a child's schedule will vary from week to week, parents must **notify both the school and the SAC Site.** Although we understand certain circumstances do arise, we do not encourage schedule changes.

LATE PICK-UP

The SAC closes at 6:00pm. In the event of an emergency, please contact the SAC Director or SAC site to let them know you will be late.

- After 5 minutes, the staff will attempt to contact the parent.
- Next the emergency contact person will be called to assist in locating the parent.
- If no contact is made with either the parent or emergency contact person within 15 minutes of the program closing time, the local authorities will be contacted and asked to assist in locating the parent.
- 1st offense: You will receive a warning.
- Continual late pick-ups will result in termination.

SICK DAYS

Absences: If your child is absent from school, participants may not attend the program. Please contact the School SAC Site to report their absence.

Children sent home for illness must be fever-free for 24 hours before returning. If your child has been diagnosed with lice, your child must be nit-free before returning to our care. It is your responsibility to notify the SAC Director immediately if your child has lice.