

BELVIDERE Y CARE FOR THOSE WHO CARE FOR US



We are proud to offer care during this time to **school-aged children of those deemed essential staff.**

We have closed our facilities to members to limit COVID-19 exposure, but we know first responders, medical providers and essential staff need to work for the safety of our community.

We are committed to following the safety precautions set forth by the CDC and Boone County Health Department. We are here to serve you while you carry out the important work our community depends on.

What We Ask You Provide:

Afternoon snack (labeled with name)
Water Bottle (labeled with name)

What We Will Provide:

Cold Breakfast (served at 9am)
Sack Lunch (served at 12pm)
Crafts & structured activities

Please have campers dress in comfortable clothes. Electronics can be brought; please label them. Children are responsible for their own electronics. **NUT FREE ZONE**

AGES: Kindergarten-8th grade

LOCATION: Belvidere Y, 220 West Locust St., Belvidere

DATES: Begins Monday, March 30th

CARE TIMES: Monday-Friday, 5:30am-6:00pm

FEE: \$30 per day, per child

Register over the phone Monday-Friday 8am-5pm at 815-547-5307, via email at info@belviderefamilyymca.org or on our website.

YWCA CCAP & DCFS pre-approved payments are also accepted.

Limited to the first 30 children registered. If there are more children, we will work to expand care. If we face consistent low numbers, care may be changed and/or suspended. Location subject to change.

**VISIT OUR
WEBSITE FOR THE
REGISTRATION
FORM, HANDBOOK
& GUIDELINES!**

belviderefamilyymca.org



Have questions? Please contact us at info@belviderefamilyymca.org or 815-547-5307
220 West Locust Street, Belvidere, IL 61008 | 815-547-5307 | www.belviderefamilyymca.org

Emergency Care Enrollment Form

Belvidere Family YMCA

PLEASE INCLUDE A COPY OF A WORK ID OR PAYSTUB FOR PROOF OF ESSENTIAL PERSONNEL STATUS

INFORMATION ABOUT YOUR CHILD(REN)

Child 1 Name _____
Date of Birth _____ Age _____ Grade _____
Medical Concerns/Allergies: _____

Child 2 Name _____
Date of Birth _____ Age _____ Grade _____
Medical Concerns/Allergies: _____

Child 3 Name _____
Date of Birth _____ Age _____ Grade _____
Medical Concerns/Allergies: _____

Hours of Care Needed: _____

INFORMATION ABOUT GUARDIANS

Guardian's Name _____
Home Address _____ City _____ State _____
ZIP _____ Phone _____
Email _____
Employer _____ Hours of Employment _____

Guardian's Name _____
Home Address _____ City _____ State _____
ZIP _____ Phone _____
Email _____
Employer _____ Hours of Employment _____

Parent/Guardian To Be Contacted First in Case of Emergency: _____

CHILD RELEASE FORM

In the event that I am unable to pick up my child/children personally, or if I cannot be reached in an emergency, I give consent for my child/children to be released **ONLY** to the following individuals who are over the age of 18.

Contact #1 Name _____
Home Address _____
City _____ State _____ ZIP _____ Phone Number _____

Contact #2 Name _____
Home Address _____
City _____ State _____ ZIP _____ Phone Number _____

Contact #3 Name _____
Home Address _____
City _____ State _____ ZIP _____ Phone Number _____

MEDICATIONS- RULES & REGULATIONS

The Belvidere Family YMCA requires a prescription for all medications that are to be administered to your child while enrolled in Y Kids' Care. Over-the-counter products are administered ONLY with a note from a physician indicating:

- The dosage amount.
- The frequency of the dosage.
- The duration of the medication.

Medications are ONLY given from the original prescription container, having the child's name, date, prescription number, doctor's name, and dosage amount printed. NO EXCEPTIONS!

Medications are to be given at home at least once before it can be given at the Belvidere Family YMCA, in case of an allergic reaction.

All medications are administered by the Program Director, Assistant Director, or by a Counselor. Parents must fill out the medication request form before any medications can be given.

Name of Child's Doctor: _____
Doctor's Phone Number: _____
Name of Child's Dentist: _____
Dentist's Phone Number: _____

SPECIFIC DIRECTIONS FOR ALLERGIES OR MEDICAL CONDITIONS: _____

EMERGENCY CARE RELEASES

I give permission for my child/children to receive emergency medical treatment. I understand that the Belvidere Family YMCA will provide medical treatment in an emergency situation. This may include, but is not limited to, First Aid and CPR given by Staff or care by a physician, paramedic or local hospital. I understand that I will be responsible for any fees incurred in emergency care.

I have received, read, and understood the handbook and YMCA policies.

I agree to abide by the safety regulations/recommendations set forth by the CDC and Boone County Health Department during the COVID-19 pandemic and understand that guidelines may change at any time.

Parent/Guardian Signature

Date

Care Payment Procedures

Private Pay Families

The fee is \$30 per child per day. Registration can be completed online at anytime or by calling 815-547-5307 between 8am-5pm Monday through Friday.

CCAP Funded /DCFS Approved Funded Families

Please submit proof of approval to receive care. Those receiving CCAP funding will have their co-pay waived for emergency care. No formal provider form to switch care will need to be filled out. Please call 815-547-5307 to register between 8am-5pm Monday through Friday.

Children must be registered for care by 5pm the prior day. Children who are not registered for care will not be allowed to enter.

Should your child feel ill prior to coming to care, please notify us and we will gladly process a credit or refund for the unused care.

If you have any questions regarding care, please contact us at info@belviderefamilyymca.org or 815-547-5307. We will be happy to assist you!

DROP OFF & PICK UP PROCEDURES

DROP OFF PROCEDURES

Upon arrival, please go directly to the sign in at the front desk. A staff member will ask you a few health related questions and take the temperature of your child. Should your answer to any of the health questionnaire indicate possible illness or your child's temperature be higher than 99 degrees, your child will be unable to receive care that day and asked not to return until they are symptom free for 72 hours. Once entered, children will promptly wash their hands.

Parents will not be allowed past the front desk as a health safety precaution. Only one family allowed in at a time.

PICK UP PROCEDURES

Upon pickup, please go directly to the front desk. We will have your children sent out to that area to leave for the day. Only one family allowed in at a time.

Parents will not be allowed past the front desk as a health safety precaution.

DETAILS

Campers are not to be dropped off before 5:30AM and must be picked up by 6PM.

Unless previously arranged for, all pick ups after 6PM will be subject to a \$5 charge per family for each 15 minutes past care time. The additional charge is payable to the Y at the time the child is signed out.

Only those individuals specified on the registration form under authorization of release are able to pick up your child from camp. If staff are unsure of who the individual is, they will request a photo ID.

If a different person will be picking up your child, please let us know ahead of time. Please note that the individual will be required to show a photo ID to staff at the time of pickup.

Only one adult is allowed in the facility during pick up and drop off times.

If your child will not be attending for a day of care, please leave a message at 815-547-5307.

We will sanitize the area after every guest interaction.

DIVERSITY STATEMENT

It is the policy of the Belvidere Family YMCA to provide equal opportunities to all in the community, to provide programs that are accessible and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, handicap, age, political affiliation or citizenship.

MEDICAL PROCEDURE POLICY

All student information forms must be completed before registration to reserve your child's spot at our program. Forms can be found on the Y's website or at the front desk. Students cannot attend our program without new forms being completed/updated.

We are only able to accommodate and treat minor first aid injuries in the program setting. If a student is unable to resume participation in their activities, parents will be notified to pick up the student or in the case of major/sudden illness or injury, emergency services will be utilized.

If your child has any serious medical conditions or behavioral concerns, please list on the registration form and discuss with the staff.

If your child needs to take medications during program hours please indicate this on the student information form. Please let the Y know prior to the first day of program attendance if you have any questions about these forms.

If your child has an Epi-pen or an inhaler, please label it and give it to the program staff.

All medication must be labeled and given to program staff with a doctor's note and directions for dispensing. Medications will not be dispensed without proper documentation from your child's doctor.

All medication will be kept in a lock box behind the YMCA front office counter for the safety of all individuals. If you need to pick up your medication or prescription bottles, please inquire at the front desk.

EMERGENCY EVENTS

The campers will practice different emergency drills with the staff at the Y. We want to ensure that children are prepared in case of an emergency.

If an emergency occurs where the campers need to be removed from the building they will be relocated to the Community Building, located at 111 W. First Street. Families will be notified if the campers are relocated there.

CLOSURES & PROGRAM ANNOUNCEMENTS

Please refer to the Belvidere Family YMCA Facebook Page for information regarding program closure for weather or emergency based situations. The Y reserves the right to cancel any programming, especially if recommended by the Boone County Health Department.

BEHAVIOR MANAGEMENT

It is the Y's goal to provide a safe, secure, and healthy environment for all children who attend our program. The Y program emphasizes the six core values when working with students who attend our program:

- To respect all students and staff
- To take responsibility and be accountable for one's own actions
- To make honesty the basis for all relationships and interactions
- To care for ourselves and those around us
- To treat each other equally despite our differences
- To include all students in program activities

Counselors have a support network of supervisors to aid them in certain situations or concerns that may arise.

The staff will use positive reinforcement as much as possible with the campers. If a disciplinary need arises, campers will be placed in either individual or group time outs. Certain behaviors may result in a write up. Continued misbehavior or severe acts of misconduct by a camper may result in immediate excusal from the program.

We will not hesitate to quickly inform parents/guardians of their camper's behavior if it disrupts the program (fighting, bullying, swearing, stealing, hitting, biting, disrespect, non-compliance, and general misbehavior). If a solution is not found the camper will be sent home and there will be no refund of camp fees.

In certain circumstances, we will be forced to withdraw children from our camp. Depending on the severity of the circumstances, notice may be waived. Refunds will not be issued in this instance. The following circumstances may warrant immediate termination:

Any destructive, violent behavior by a child that is harmful to the child, other children, staff and/or property

Assault or threat of assault by parent/guardian or camper to campers, other parents/guardians or staff

Parent/Guardians' use of abusive language or any inappropriate behavior towards others

Non-compliance with the policies and procedures of the site

Non-payment of fee, an outstanding balance, or failure to follow registration policies.

Consistent lateness picking up of a child

Please note that depending on the situation your child may be temporarily suspended from the program and the parents will be required to find alternate arrangements. Suspension dates cannot be chosen by the parent/guardian.

1st write up- Warning

2nd write up- Discussion with Child Care Coordinator

3rd write up- 1 Day suspension

4th write up- 2 Day suspension

5th write-up- 3 Day suspension

6th write up- Expulsion from program

WEAPON FREE ZONE

The Belvidere Family YMCA is a firearm free and weapon free zone. We do not permit firearms or any sort of weapons on property. If we do find a weapon, we will contact local law enforcement immediately.

HYGIENE, SANITIZATION & DISTANCING

The Y will follow the strictest hygiene and sanitation procedures. Areas will be wiped down throughout the day. Staff will hand out items in all circumstances possible. Children will not be placed in groups of more than ten. Children will not be allowed to leave the room they are in. There will be a specific bathroom area for each classroom. The bathrooms will be wiped down after each use. The facility will be sanitized thoroughly each evening. Social distancing of the children will be encouraged.

ACTIVITIES

We will be supporting e-learning. Additionally, we will do a variety of activities such as crafts, bingo, coloring sheets, movies and games that are appropriate to play with social distancing taken in to account. Children are allowed to bring their electronics. They are responsible for their own electronics. Electronics will need to be kept on silent and/or headphones be worn. Please remind your child to only watch and/or play content that is appropriate for all age groups.

ILLNESS & PROGRAM EXCLUSION

Should your child become ill, feel ill, display symptoms of being ill or have a fever, staff will automatically remove the child from care and place them in one on one care. The parent/guardian will be contacted to come pick up the child immediately. A child may not return to care until they are symptom free for 72 hours.

Should the child in care, a family member or member of the household display symptoms of COVID-19 or contract the virus, please refrain from sending your child to care. Please call the Y immediately in order to follow proper precautions and follow up for the children, families and staff.

All guidelines for return and future care will be dictated by the current statues from the Illinois Department of Human Services and the Boone County Health Department.

The Y may suspend care for the whole facility in the case that there is an outbreak.

FOOD & FOOD GUIDELINES

Breakfast and lunch will be provided by the Belvidere School District. Breakfast will be served at approximately 9am and lunch at approximately noon. Should you want or need a different or additional meal for you child, please send it. We are a **NUT FREE ZONE**. Your child will not be allowed to eat anything that has nuts in it.

LICENSE EXEMPT PROGRAM

The Belvidere Family YMCA's child care program runs as a license exempt program. This means that the Y follows the guidelines put in place by the Illinois Department of Human Services. If you have any questions regarding it, please let us know!

LIABILITY WAIVER

I am aware that participation in the Belvidere Family YMCA program has some inherent risks and injury can occur. On rare occasions, these injuries can be serious. In consideration of my child(ren) being allowed to participate, I, the parent/guardian, assume the risk of all injury and agree not to sue the Belvidere Family YMCA, the directors, officers, employees, independent contractors, sponsors, partners or volunteers for any and all injuries caused by or resulting from participating at the Belvidere Family YMCA *(You will sign this on the enrollment form).*