



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK

KASPER Before & After School Program 2018-19 School Year



Campanelli YMCA

300 W. Wise Rd, Schaumburg, IL 60193 | 847.891.9622 | www.campanelliyymca.org

WELCOME!



Dear Parents/Guardians,

My name is Sally Camposagrado, and I am the School Age Child Care Education Director, who manages the overall care, education, and well-being of all children in the Campanelli YMCA KASPER Before & After School Program. As a former educator with a life-long career working with children in school age programs, I appreciate your interest in our programs, and welcome you to the KASPER Program Family!

I have worked with children for most of my life; from working as an assistant teacher in my high school's preschool program, to a career teaching English as a Second Language to children in 1st-5th grades, as well as building my career within the YMCA Child Care Programs. I have always appreciated the joys and challenges of working with children, and have pledged myself to provide the best possible care and enrichment opportunities to the children within our YMCA KASPER Program.

As a continuous learner, I place a high value on my own education, having earned both my Bachelor's Degree from Northeastern Illinois University in Elementary Education and my Master's Degree from National Louis University in Curriculum & Instruction. In addition, I have had many opportunities to teach within the classroom setting, with 4 years of classroom and small group instruction experience. Education has always been my passion, and I am always seeking new opportunities to grow my own mindset, as well as those working within my program.

My goal is to get to know every child within our program, to understand and adapt to their needs while providing an enriching yet fun atmosphere for them to learn and grow. With this in mind, I invite you to consider me a "partner" in this process of educating your child, and welcome your feedback when it comes to our programs and the needs of your children and family.

I am looking forward to getting to know all of our KASPER families. If you have any questions or concerns about the program or what our care entails, please do not hesitate to contact me at your convenience. We thank you for choosing our child care program!

With Warm Regards,

Sally Camposagrado

*Sally Camposagrado, School Age Child Care Education Director
Campanelli YMCA | 300 W. Wise Rd, Schaumburg, IL 60193
(847)891-9622 x105 | sallyc@gcfymca.org*

PROGRAM ORIENTATION

Parents and children are encouraged to attend orientation to learn more about the KASPER Program!

Date: Monday, August 6, 2018 | **Time:** 6:30 PM

Location: Campanelli YMCA – 300 W. Wise Rd, Schaumburg, IL

YMCA MISSION

The Campanelli YMCA is a branch of the Golden Corridor Family YMCA Association. The Y is a multi-service, human-services, not-for-profit, and charitable, membership organization. Christian in its heritage and philosophy, it is non-denominational in its delivery of services and in its membership. The Association is committed to developing the spirit, mind, and body of all persons in a positive, healthy, family-oriented environment through quality leadership, programs, services, and facilities.

OUR CAUSE

Strengthening communities is our cause. Everyday we work together side-by-side with our neighbors to ensure that everyone regardless of age, income, or background has the opportunity to learn, grow, and thrive. Our strength is in community; making the Y a non-profit like no other.

INCLUSION POLICY

The YMCA fully embraces the Americans with Disabilities Act and strives to ensure children with special needs feel welcome in YMCA Programs. The KASPER Before & After School Program provides services to all children. However, the KASPER Program is a group-centered program, and is not designed to provide one-on-one care. Although a group environment works well for many children, if your child regularly needs one-on-one care to consistently thrive, a group environment may not be the best choice. If the YMCA determines that a child requires individualized attention, the YMCA shall immediately discuss this issue with the child's parents. Parents shall be reminded of the above policy. Together the YMCA and parents shall attempt to work out a solution in a cooperative and caring manner, or refer the child to a more suitable program.



PROGRAM INFORMATION



Philosophy & Description of Daily Program

Our goal is to provide a safe and enriching environment for school-age children in Kindergarten through Sixth Grades. KASPER provides children opportunities to gain foundational skills and help them reach their full potential by enhancing education and wellness. The KASPER Before & After School Program curriculum is more than traditional child care, it is designed to provide academic enrichment, reading support, homework assistance as well as active games and activities that support physical activity.

Program Objectives

1. Create a safe, healthy, and fun environment
2. Academic achievement
3. Implement character development (caring, honesty, respect, and responsibility)
4. Build team work & physical development skills
5. Support obesity prevention
6. Appreciate diversity
7. Increase self-esteem
8. Develop social skills and community awareness

Program Operations

The KASPER Program is not regulated or licensed by the Department of Children and Family Services (DCFS). License-exempt child care is a child care program that can legally operate without a license. Effective October 1, 2017 new DCFS regulations allow school-age child care programs located in elementary schools throughout Illinois to seek a formal license-exemption. Please know that strict requirements allow us to achieve this status by certifying all staff have completed the Illinois Department of Human Services (IDHS) mandated training for health, safety, and child development. The YMCA is currently seeking a formal exempt status.

Program Hours

Before School Care (AM): 7:00 AM until school begins through approximately 8:30 AM

After School Care (PM): 3:00 PM – 6:00 PM | Monday, Tuesday, Thursday, Friday
2:30 PM – 6:00 PM | Wednesday (Early Release Day)

YMCA KASPER Before and After School Program Site Locations

<u>Elementary School</u>	<u>Address</u>	
Anne Fox	1035 Parkview Dr	Hanover Park
Churchill	1520 N. Jones Rd	Schaumburg
Einstein	1100 Laurie Lane	Hanover Park
Hanover Highlands	1451 Cypress Ave	Hanover Park
Link	900 Glen Trail	Elk Grove Village
Stevenson	1414 Armstrong Lane	Elk Grove Village

****A minimum enrollment of 25 children is required to run the Campanelli YMCA KASPER Before & After School Program at KASPER sites. Maximum enrollment numbers vary, and depend upon space available at elementary schools.

Child's Behavioral Expectations

The Campanelli YMCA works in partnership with School District 54 to improve the behavior outcomes of students in every grade through Positive Behavioral Interventions and Supports System (PBIS). PBIS teaches behavioral expectations by introducing, modeling, and reinforcing desired behavior in a positive manner where students learn to be responsible for their own behaviors. Typical expectations include:



1. Be Safe

Keep hands and feet to one's self and use equipment appropriately.

2. Be Responsible

Play by the rules, listen to the staff, and respond appropriately; inform staff of issues, keep personal belongings neat and in the designated area, and clean-up after one's self.

3. Be Respectful

Keep hands and feet to one's self, use voice appropriately for the situation, use kind words, include everyone, and use good manners.

Homework

Homework, reading, and social development are the main areas of focus in the KASPER Program. As such, staff are committed to ensuring that all children within our program are given at least 30 minutes a day to complete homework. Parents may notify staff if they prefer that their children complete their homework at home.

KASPER Site Telephone Directory

All YMCA KASPER Before & After School sites have a cell phone on-site and it is accessible at all times. If a child needs to contact their parent/guardian, we will be happy to help them do so from the site phone. Should you need to report your child's absence, or wish to speak with your child or the KASPER Site Director, please refer to the phone directory below:

Anne Fox KASPER Phone	(847)341-1127
Churchill KASPER Phone	(847)341-9622
Einstein KASPER Phone	(847)341-9623
Hanover Highlands KASPER Phone	(847)257-2178
Link KASPER Phone	(847)341-1513
Stevenson KASPER Phone	(847)452-9807



In the unlikely situation you are unable to connect to the KASPER on-site cell phone, please call the YMCA for immediate assistance at 847.891.9622.

Monthly Parent Newsletters

KASPER Site Directors will distribute monthly newsletters for parents. The newsletter will explain the upcoming themes and activities, address common concerns, and highlight any new policies or procedures, including messages from the Campanelli YMCA and/or the KASPER Program.

Personal Belongings

Please leave personal belongings and toys at home, including electronic games and listening devices. We cannot be responsible for personal items brought from home. Items

from home could be damaged or lost, and they may promote conflict among the children. If your child brings personal items to KASPER, staff will instruct the child to keep items in their backpack for the duration of the program.

Use of Cellphones & Electronics

The use of cellphones or other electronic devices is prohibited by children participating in KASPER. Cell phones or electronic games that are found to be in use by children during the program will be held by the Site Director and returned to the parent/guardian at the time of pick-up.

Breakfast & Afternoon Snack Policy



Morning | Breakfast

The YMCA KASPER Program does not provide a breakfast or morning snack. As such, **KASPER parents are welcome to send a ready-made breakfast choice with their child in the mornings.** We understand the mornings are a busy time and that it may be easier for your child to eat their breakfast at KASPER. However, we do ask parents to please bring nut-free food choices, as many children have now developed severe allergies to nuts. All children will be asked to wash their hands after eating any snack (per DCFS regulation Section 407.320 on hand washing).

Suggested examples of breakfasts-to-go for kids:

- Granola bar
- Breakfast bar
- Breakfast sandwich (scrambled egg & cheese)
- Fresh fruit
- Pre-packaged Fruit Cup
- Dry cereal
- Toasted frozen (plain, blueberry, or chocolate chip) waffles
- Breakfast Muffin
- Bagel (with a side of jam, jelly, or butter spread)
- Instant Oatmeal & berries
- Banana bread
- Boxed fruit juices

Afternoon Snack

The YMCA provides a healthy snack for all children attending the after school program session. Parents are asked to refrain from packing a KASPER snack. Additionally, children will not be permitted to finish any uneaten portion of their lunches due to the risk of spoilage/contamination from lack of refrigeration. We are thoughtful to order snacks that are well liked by all children.



REGISTRATION, TUITION, & CARE SCHEDULES



Registration Procedure

Children are accepted on a first come, first serve basis, and we maintain a waiting list for KASPER Sites that are full. All registration forms are available at the YMCA Membership Services Desk. For your registration to be complete, you must submit the following documentation:

1. Registration & Consent Forms (complete and sign all necessary forms)
2. Parent Handbook Acknowledgement Form (sign and submit last page with registration)
3. Please note "Parent of Record" information below
4. Pay Registration and tuition fees

Parent(s) of Record

Please note that the parent(s) who complete the Enrollment Registration Form for their child are defined as the formal "Parent(s) of Record." The "Parent(s) of Record" are recognized by the YMCA as the individuals who have the authority to make changes, request payment information, or request copies of registration paperwork. **ONLY PARENTS WHO SIGN the KASPER Enrollment Registration Form will be considered "Parents of Record".**

Release of Personal Information Policy

Campanelli YMCA will not release any personal information regarding the child or family, unless the parent requests such release, and then only if the parent of record has signed the Release of Information form. Parents will be asked to sign a release form authorizing the Campanelli YMCA to use photos of children involved in the program for YMCA publicity purposes. Photos will not be released without parental consent.

Registration Processing Period

The KASPER Program begins on the first day of school. If starting on a different date, the Campanelli YMCA requires a **three school day** processing period after receiving a COMPLETE registration packet to accurately enroll a child and inform the school.

Registration Fee

A one-time, non-refundable registration fee is due at the time of registration. The fee is \$45 per Child | \$75.00 per Family.

Tuition

Tuition is billed in 9 equal payments, and is due on the first of the month - August 1, 2018 through April 1, 2019. The cost of tuition varies, and depends upon the care schedule selected. (Please Note: Separate fees are charged for families requiring child care on Institute Days, ½ Days, School Holidays, Winter Break, or Spring Break. Please note these days off are not included in the scheduled monthly payments.)



2018-2019 Monthly Payment Schedule

August	Payment due 1 st of the month
September	Payment due 1 st of the month
October	Payment due 1 st of the month
November	Payment due 1 st of the month
December	Payment due 1 st of the month
January	Payment due 1 st of the month
February	Payment due 1 st of the month
March	Payment due 1 st of the month
April	Payment due 1 st of the month

Payments

Tuition payments are accepted in person at the YMCA Membership Services Desk in the form of cash, check, or credit card. We do prefer that you schedule automatic debits to a credit card or bank draft. Please contact the YMCA Billing Department at 847.891.9622 x108 for assistance.

2018-2019 PROGRAM FEES & SCHEDULE

Care Schedule*	Y Member Rate	Non-Member Rate
2 Day		
AM Only	\$73.75	\$78.75
PM Only	\$105.25	\$110.25
Discount for Both AM & PM Care	\$159	
3 Day		
AM Only	\$100	\$105
PM Only	\$147	\$152
Discount for Both AM & PM Care	\$217	
4 Day		
AM Only	\$110.50	\$115.50
PM Only	\$194.50	\$199.50
Discount for Both AM & PM Care	\$260	
5 Day		
AM Only	\$131.50	\$136.50
PM Only	\$215.50	\$220.50
Discount for Both AM & PM Care	\$317	

*Care Schedule Selection Policy

The YMCA KASPER Before & After School Program is designed for consistency in attendance. Parents/Guardians must designate a **CONSISTENT** care schedule for their child to attend AM and/or PM KASPER Program. The Y provides 2, 3, 4, and 5 days per week care schedules in the morning and/or afternoon KASPER Program. Rotating schedules, "drop-in" schedules, or otherwise temporary schedules are not allowed and requests for such changes will be denied.



Program Enrollment Schedule Change Policy

Parents must submit a Change and/or Drop Form to the YMCA Director of School Age Child Care Education at least *two weeks prior to the start date of a planned change or drop*. Enrollment changes include drops, adds, or KASPER Program cancellation. Such changes are required to remain in effect for at least 1 month (30 calendar days) before a new change can be instituted. You will receive an email notification when the enrollment change has been processed. Please note all changes will incur a \$10 administrative change fee (which will be added to your next monthly statement).

Inform the Classroom Teacher about Your Child's KASPER Enrollment

The first few weeks of school are quite hectic, especially when it comes to making sure all children get to where they need to be after school. When the dismissal bell rings, kids are

grouped as: bus riders, walkers, and KASPER kids. Please note the KASPER staff does not retrieve children from classrooms; YMCA staff are waiting to receive your children in the KASPER Program Room. If your child is not present during KASPER after school attendance, the Site Director will contact parent(s) immediately.

KASPER Child Program Identification

Children registered in the program will receive a YMCA backpack tag to help elementary school personnel identify their enrollment in the KASPER Before & After School Program. These tags are available at the YMCA prior to your child's first day of enrollment in the program. Tags should be attached to a child's backpack, with the child's name and days of enrollment clearly written on the backside of the tag.

"Days Off School" Programs Institute Days | School Holidays | Winter Break | Spring Break

Campanelli YMCA provides "Day's Off School Programs" on most school holidays, institute days, and Winter and Spring Break at the Y campus (located at 300 W. Wise Road in Schaumburg). **These days off are NOT available at KASPER school sites.** All the school buildings are closed during these days off.



Parents must complete a separate registration for the Day's Off School Programs. The fees for the Days Off Programs vary, and are NOT included in your monthly KASPER fees. Please register at least one week prior to the start of each program as these programs fill quickly.

School Cancellations | Inclement Weather Days

In instances where District 54 Schools cancel school due to inclement weather, or for any other reason ALL YMCA KASPER PROGRAMS WILL BE CANCELLED (NO refunds/credits will be issued). Alternative care may be available at the YMCA. Please call the YMCA for more information @ 847.891.9622.

KASPER Half Day Program

On days when school is closed in the afternoon for a half day, our program will provide care on a pre-registration basis. It is VERY IMPORTANT to register your child no later than 5 days prior to that day. Registration forms will be available at each site at least two weeks prior to the program. The Half Day Program is subject to cancellation if low enrollment occurs. Parents will be notified of cancellation 5 days prior to the scheduled Half Day Program if less than 25 children register.

Please send your child with a sack lunch for half day programs.

2018-19 Scheduled Half Days

- September 19, 2018
- October 4, 2018
- January 30, 2019
- February 14, 2019
- May 1, 2019

GENERAL PROGRAM PROCEDURES

Where Do I Drop-Off and/or Pick-Up My Child?

To drop-off or pick-up your child, please ring the KASPER door bell. The location for the doorbell is listed below. Please be prepared to show your photo I.D.

Link, Stevenson, & Churchill | Doorbell Location

The KASPER doorbell is located at the gymnasium door. Please ring the doorbell and have your photo I.D. ready.

Anne Fox, Einstein, & Hanover Highlands | Doorbell Location

The KASPER doorbell is located at the school front doors and is clearly labelled.

Sign-In and Sign-Out Procedures

Each child MUST be signed in and/or out daily by a parent/guardian or authorized adult 18 years of age or older. Children will ONLY be released to authorized adults designated on the child's emergency form. Photo identification is REQUIRED for the adult picking up or dropping off a child, with a copy of the primary and secondary guardian's photo identification provided at the time of registration.

The original registration packet for your child contained an Authorized Pick-Up form that allows us to release your child to someone other than yourself. Additions and/or drops to the child's authorized pick-up list can only be made by the primary parent of record and must be completed with notification to both the KASPER Program Director as well as the staff on-site, in writing with the new pick-up contact's full name, phone number, and Driver's License number. Persons listed on the authorized pick-up list are allowed to pick-up the child unless otherwise noted by the primary parent on record. It is the responsibility of the primary parent on record to notify both the KASPER Program Director as well as the staff on-site if a formerly approved pick-up contact must be removed from the list for any reason.



****KASPER Staff will not release children to anyone (including siblings) under the age of 18****

Late Pick-Up Policy

If a child is picked up after 6:00 PM, a fee of \$15.00 is assessed for the first 10 minutes, or portion thereof, and an additional \$1.00 per minute thereafter will accrue and be charged to your monthly bill. Although we understand emergencies arise, the Y expects parents to respect the hours of operation and the staff members time. It is important to contact your child's KASPER Site Director immediately if you know you will be late. KASPER Staff will then reassure your child that you are on the way.

Reporting Absences

If a child is sick or will not be attending KASPER for any reason, please call the child's KASPER Program site to report the absence NO LATER THAN 12PM on the day of the absence.

Please note that all calls made during the school day will go straight to voicemail. Staff will check voicemail prior to the start of the PM program. In your voicemail message, please indicate: 1) date of absence, 2) the child's name, 3) spell the child's last name, and 4) your name and phone number (so you can be reached for any questions).

Parent Involvement

The Y encourages building partnerships with parents throughout the school year to enhance your child's experience in KASPER. Please know that your comments, suggestions, and concerns are always welcomed. Generally our program is designed for parent drop-off and pick-up of children only, and does not allow for on-site visiting/interacting with children. The YMCA KASPER Program is committed to protecting the safety of all children.

Staff-Parent Conferences

Parents may request a conference with the KASPER Site Director or YMCA Director of School Age Program Child Education at any time. *Please note parent conferences are strictly limited to include YMCA Staff and the Parent(s)/Guardian(s) only (extended family members, advisors, friends will be excluded from meeting with staff).*

Policy for Custody Disputes

YMCA staff and management make every effort to effectively communicate with parents. For those parents involved in custody, visitation, and/or other domestic disputes please understand that the YMCA will not become involved in any of these matters. These issues are best handled between you and your attorney. Children can only be released to parent/guardian who has signed the Registration Enrollment Form and/or the adults listed on the Release Authorization Form. In the event of a custody dispute, we must rely on information provided by the enrolling parent.

Parent/Guardian Code of Conduct

Parents must ensure to be respectful of the site and staff members. You are encouraged to contact the YMCA Director of School Age Programs with any immediate or critical concerns regarding the KASPER Program at 847.891.9622 x105.

Parents or guardians who display any of the following behaviors will be asked to leave the site:

- Disrespecting, confronting, intimidating, or yelling at staff
- Physical or verbal abuse of any kind
- Approaching, confronting, or correcting other children in the program
- Under the influence
- Smoking at the site

If a YMCA staff person suspects a Parent/Guardian is under the influence of alcohol/substance abuse, or observes child abuse, staff are instructed to call police. At that time, the child will NOT be released to the Parent/Guardian suspected of being under the influence. The YMCA's first responsibility is to ensure the safety of each child.

DCFS Mandated Reporters

The YMCA staff have a social responsibility to report suspicion of child abuse or neglect to DCFS. State law requires professionals in education and child care to become trained as Mandated Reporters to protect all children.

High School Program Volunteers

Throughout the school year, we coordinate with Schaumburg and Conant High School's LCAP/SHARE Community Service Programs to provide High School seniors with an opportunity to work with YMCA child care programs and learn about our organization. High School seniors are expected to complete 20 hours of community service in order to meet all requirements for graduations. High School volunteers who work with us in the Before & After School Programs are pre-screened and must submit an application for a background check, and are under constant supervision by KASPER program staff.

Right of Dismissal from the KASPER Program

The YMCA reserves the right to remove a child from our program if the child, Parent/Guardian is unable to adjust and function within our program or comply with YMCA policies. The child will be dismissed with two weeks' notice. In extreme circumstances, immediate dismissal can occur at the discretion of the YMCA Executive Director. Prior to disenrollment, the YMCA KASPER staff will utilize behavioral management techniques to help re-direct disruptive behaviors. The next step is to conduct a parent conference to share what staff is observing and ask you to provide solutions to help us manage the behavior. The last step in this process is dismissal from the program.

Safety

No Firearms on School Grounds | PUBLIC SAFETY Pursuant to 430 ILCS 66/65

In Accordance with the Illinois State Police Administrative Code 430 ILCS 66/65 the possession of firearms in not allowed on public school grounds:

Sec. 65. Prohibited areas:

(a) A licensee under this Act shall not knowingly carry a firearm on or into:

(1) Any building, real property, and parking area under the control of **a public or private elementary or secondary school.**



KASPER Site Emergency Preparedness & Practice Drills

Campanelli YMCA works in cooperation with School District 54 for Emergency Preparedness. The YMCA adapted the School District 54 emergency procedures to use in the KASPER program. YMCA staff conduct bi-monthly safety drills in the KASPER Program. The YMCA is committed to keeping all children safe in our care.

FINANCIAL POLICIES

Delinquent Fees

For KASPER Program payments that are two weeks late, child care services will be suspended until the balance is paid in full. If payment remains unpaid for three weeks, collection procedures will also be initiated. If you have circumstances that you would like to discuss, or need to work out a payment plan, please contact the YMCA Billing Coordinator (847)891-9622 x108.



Returned Checks & Declined Bank, Credit Card Payment Service Fee

A \$20.00 service fee will be assessed for returned checks for insufficient funds and any payments declined by the bank or credit card provider. If a personal check is returned from the bank, parents are expected to pay in cash, credit card, or money order.

Refund Policy for Non-Attendance Days

We do not offer credit/refunds for days a child cannot attend KASPER due to illness. However, if there is an extended absence due to illness, lasting more than a week, the Y will issue a credit when a note is submitted from the child's physician. Refunds are also not issued for instances where District 54 Schools cancels school due to inclement weather, or for any other reason.

YMCA Community Financial Assistance Program

Campanelli YMCA is a non-profit, charitable organization, dedicated to social responsibility. As such, the YMCA's annual fundraising campaign provides funding for the Community Financial Assistance Program. Low to mid-income families are invited to apply for financial assistance.



The level of financial assistance is determined by: 1) Family size & income level as it rates on the Y's adjusted fee scale; and 2) Family circumstances or special needs that arise for families that do not qualify for government assistance.

Financial Assistance applications are available at Campanelli YMCA membership services area and online at ALL APPLICANTS MUST COMPLETE a KASPER Before & After School Program Registration Packet along with the registration fee.

Please note that funds are limited and available on a first-come, first serve basis. Parents who qualify will be notified within two weeks after submitting a financial assistance application. Parents are always responsible for FULL FEE PAYMENT unless they have been notified by a YMCA formal letter that financial assistance has been awarded.

State of Illinois Child Care Assistance

Families receiving Illinois Action for Children Child Care Assistance (CCAP) must provide the YMCA Billing Department with the "Approval of Request for Child Care Payment"

provided from the Illinois Action for Children. The CCAP approval must be provided prior to the child starting the program. Parents are responsible for all co-pays and registration fees.

Child Care Tax Statements

If you need an annual statement of child care payments, please contact the YMCA Billing Department at 847.891.9622 x108.

HEALTH & WELL-BEING



Children Presenting Illness in KASPER Program

The well-being and safety of children in the KASPER Program are the YMCA's first priority. If a child shows signs of illness while in the KASPER program, such as: vomiting or fever (100 degrees Fahrenheit or greater), diarrhea, signs of infection, lice or nits, the parent/guardian will be called and required to pick up the child within one hour. This policy is enforced to ensure that other children and staff have minimal exposure to infectious diseases. A sick child will be separated from others and allowed to rest until the Parent/Guardian arrives. The KASPER staff will also report the child's illness to the school nurse. **If your child contracts a COMMUNICATIVE DISEASE, IMMEDIATELY** notify the YMCA Director of School Age Child Care Education at (847)891-9622 x105 or sallyc@gcfymca.org.

Children Absent from School for Illness

On the days that children are absent from school for illness, or becomes ill during the school day, he/she will not be allowed to attend KASPER. Parents are advised to keep sick children home for at least 24 hours after they stop vomiting, or do not show signs of fever without using fever-reducing drugs (any medicine that contains ibuprofen or acetaminophen), or begin taking a newly prescribed antibiotic.

Emergency Medical Care

YMCA staff are careful to ensure the safety of the children in our care, and are trained in CPR and First Aid. If a child is involved in a minor accident, appropriate first aid will be rendered by KASPER staff. First Aid kits are available at each KASPER site and kept stocked with basic supplies. Parents will receive an injury report for each occurrence. Parents will be notified immediately for any moderate to severe injury. If the parent can not be reached, the KASPER staff will begin to contact the child's on-record emergency contacts. For critical injuries, staff will immediately call 9-1-1 and have the child transported by ambulance to the local hospital if deemed necessary by the paramedics.

Insurance

Medical, dental, and accident insurance for each child are the responsibility of the parent. Campanelli YMCA DOES NOT provide individual insurance coverage.

Medication Dispensation

In the event that medication is necessary during the hours of care in the Campanelli Y KASPER Program, the Parent(s) of Record must sign the YMCA Medication Dispensation Authorization Form to permit YMCA KASPER staff to administer medication. Parents should contact the YMCA Director of School Age Child Education Programs to arrange for medical dispensation. Please note that all prescription/over-the-counter medications are kept in a locked combination box out of the reach of children.

Prescription Medications: All medications must be submitted in the original container and labelled with the child's name, address, and dosage instruction.

Over-the-Counter (OTC) Medications: OTC medications will not be administered unless written consent is received from a physician.



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2018-19 KASPER PARENT HANDBOOK RECEIPT & WAIVER

As a participant of the KASPER Program, I understand that any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from group-centered care, as offered by our facility, may be discharged from the KASPER Program.

Parent Initial: _____

Many sports, activities, and programs have inherent elements of danger. As a parent of a child enrolled in YMCA child care programs, I understand that my child's participation in YMCA activities, regardless of location, is at my own risk. In the event I cannot be reached in an emergency, I hereby give my permission to the emergency physician to hospitalize, secure proper medical assistance, and to order the necessary treatment for my child/children.

Parent Initial: _____

On occasion, pictures or video may be taken by authorized YMCA staff for benefit of promoting YMCA programs to the public or local businesses OR as a means of monitoring or improving the program.

Parent Initial: _____

As a parent of a child in YMCA child care programs, I understand that the KASPER Program closes at 6:00 pm. If my child is picked up after 6:00 pm, I understand that a fee of \$15.00 is assessed for the first 10 minutes, or portion thereof, and an additional \$1.00 per minute thereafter will accrue and be charged to my monthly bill. Further, I understand that three (3) late pick-ups may result in discharge from the program.

Parent Initial: _____

I have received and read the policies of the Campanelli YMCA Child Care Program Parent Handbook. I understand and agree to follow these policies. Failure to follow these policies may result in termination of child care services.

Parent/Guardian PRINTED Name: _____

Parent/Guardian Signature: _____ Date: _____

Child(ren)'s First & Last Name in the KASPER Program:

1. _____
2. _____
3. _____