

**Sterling-Rock Falls Family YMCA
and
Rock Falls Elementary School District #13
21st Century Community Learning Centers
After School Program**



21st CCLC Afterschool Program
Parent Handbook
2022-2023

Main office
2505 YMCA Way
Sterling, IL 61081

Krystle Fields, Academic Enrichment Director
815-535-9622
kfields@srfymca.org

Look for us on Facebook: Ymca21stcclc

2022-2023 School Year

Dear 21st Century Program Parents:

Welcome to the 21st Century After School Program. The program will be operated by the Sterling-Rock Falls Family YMCA and in partnership with Rock Falls School District 13. On behalf of the Y, I would like to take this opportunity to thank you for allowing us to provide your child with out-of-school time activities. We are excited about this year's program. Our activities will work with building skills in reading, science, math, nutrition, spelling, cultural education, the fine arts, and life skills.

Enclosed with this letter is a listing of policies and procedures along with a form for you to sign indicating that you have read and understand these policies. This form, along with your enrollment form will be on file. These precautions are necessary for our organization to offer your child the safest possible program.

If you have any questions or concerns regarding your child's experience in the afterschool program, please feel free to contact me at 815-535-9622.

Sincerely,

Krystle Fields
Academic Enrichment Director
kfields@srfymca.org
Like us on Facebook at **Ymca21stcclc**

DESCRIPTION OF PROGRAM

The 21st Century CCLC Afterschool Program is a continuous learning program, which will include skill building in math, science, reading, and life skills. We will also provide homework help, computer lab access, visual and fine arts education, and team building activities.

STAFFING

Dillon School

Merrill School

RF Middle School

(Not in use until after 3PM)

815.548.7319 ext. 2119

815-625-4634 ext. 2307

815.626.2626 ext. 2237 or 2223

Merrill Staff

Bill Anderson

Vicky Fredericks

Katie Swegle

Jessica Brown

Paula Garcia

Nicole Tupper

Dillon Staff

Dana Burhorn

Abbie Heeren

Barb McKenna

Jesce Gibbons

Jennifer Masini

Mandy Pinske

RFMS Staff

Theresa Milne-Club

Faith Morrison-Drama

Ciara Vonholten-Art

Debra Brockman - Aide

21st Century Program Hours

Dillon School: Program begins: 3:20 pm; Program ends: **5:20pm**

Merrill School: Program begins: 3:05 pm; Program ends: **5:05 pm**

RF Middle School: Program begins: 2:50 pm; Program ends: **5:50 pm**

ADMINISTRATION

The 21st Century Program is conducted in conjunction with the Rock Falls Elementary School District 13 and administered by the Sterling-Rock Falls Family YMCA.

COMMUNICATIONS

Involvement of parents in the program is essential. Cooperation with all policies and procedures is necessary. Take some time to talk to the staff about your child, and ask your child about the program each day. You can also volunteer to help with the program and to offer your special talents.

Any trouble your child may have in school or at home may affect his/her behavior at the site. Please keep us informed of such problems so we can be sensitive to your child's needs. The staff would like to work as a team with the school and family.

Dismissal: Attendance will be kept on all children who attend the program. Each child is required to check in and out of the program. This policy is in place to protect your child. We only want to send your child home with individuals that you **authorize**. Bus students will be dismissed to the bus at the appropriate time for their school (see below). **All students who are being picked up must be picked up at the appropriate time (see below) for their student's location.**

Dillon: 5:20 pm

Merrill: 5:05 pm

RFMS: 5:50 pm

LATE PICK UP POLICY

Children who are not picked up on time put an extra strain on staff. The following outlines the procedure that will be used for late pick-ups.

- 1st offense: Conference with parents to determine if it is a one-time issue or will pose a chronic problem.
- 2nd offense: Parents will receive a warning that if the problem continues the child will not be able to continue participation in the program.
- 3rd offense: Child will be exited from the program.

BEHAVIOR POLICY

Our main goal is to ensure your child learns in a safe environment. Inappropriate behavior can take away from this goal. We do not allow participants to use vulgar language, hit, or tease other participants. We do not accept participants leaving the property without prior parent permission. Our programs are operated in a group setting and as such children will be expected to behave appropriately. If your child has trouble with the group nature, we will communicate that and determine if he/she is able to continue.

Below is a copy of the YMCA Behavior Policy that will be strictly followed throughout the summer to ensure each child's safety and enjoyment:

First Offense:	Parents will be notified
Second Offense:	Meeting with parents
Third Offense	Child will be sent home

By no means do we want to remove a child from any YMCA programs. We will try our best to work with you and your child if problems arise. The safety and enjoyment of all participants is our main concern.

****MANDATED REPORTING****

It is the policy of the YMCA that all staff members are mandated reporters and are to follow the guidelines of the Child Abuse and Neglect Reporting Act of 1975. Please ask any of our staff if you have questions about this policy.

In compliance with the Steven's Amendment, the federal government has given Title IV monies to the Sterling-Rock Falls Family YMCA to support the 21st Century Community Learning Centers Afterschool Program. These funds support, in whole or in part, afterschool instruction, staff development, resource purchases, instructional supplies and student transportation. Anyone interested in acquiring more information as to how these monies are targeted or spent should contact Krystle Fields, Academic Enrichment Director at the YMCA 815-535-9622 or kfields@srfymca.org.

RECEIPT OF PARENT PACKET

I acknowledge that I have received a copy of the parent packet provided to me by the Sterling-Rock Falls Family YMCA. I agree to abide by the policies and procedures outlined in the packet for my child’s participation in the program.

Parent Name/Signature

Date

Child’s Name

Child’s School

Please tear this page out of the parent packet and return this signed form to your child’s afterschool instructor.

In compliance with the Steven's Amendment, the federal government has given Title IV monies to the Sterling-Rock Falls Family YMCA to support the 21st Century Community Learning Centers Afterschool Program. These funds support, in whole or in part, afterschool instruction, staff development, resource purchases, instructional supplies and student transportation. Anyone interested in acquiring more information as to how these monies are targeted or spent should contact Krystle Fields, Academic Enrichment Director at the YMCA 815-535-9622 or kfields@srfymca.org.