



MAYC Parent **Handbook**

**Mahomet Area Youth Club
700 W Main St.
Mahomet, IL 61853
217-586-66323
Mahometryouth.org**

Program Director's Note:

Welcome!

We at the Mahomet Area Youth Club (MAYC) are very excited for your children to become MAYC members and attend our programs! We have a lot of fun, safe, and exciting programs available throughout the year. At MAYC our mission is to develop, support, and encourage youth in the community for lifelong success. Our programs are aimed at promoting this mission through a safe and fun environment for everyone who comes.

Your child's safety, physically and emotionally, is our number one priority at MAYC. That safety is partially dependent on a collaborative effort between you and the MAYC staff. Communication is a major component in successfully keeping your child safe, so please be open and honest with any concerns you may have while your child is at MAYC. We welcome any feedback about our staff and programs.

The goal of MAYC staff is to ensure that every child at MAYC is safe and supported in a secure, nurturing, and engaging environment in order to promote healthy social, emotional and physical development. Our staff have completed background checks and training and are trained in CPR and First Aid. Any questions or concerns regarding staff should be directed towards myself or the Executive Director, Sara Balgoyen.

This handbook will give you insight into the policies, procedures, and structure of our programs and answer many questions. **We strongly encourage you to review this handbook with your child to prepare for MAYC!**

We are looking forward to meeting you and your children and are excited for them to get involved!

Sincerely,

A handwritten signature in black ink, appearing to read "Jacob Meyer". The signature is written in a cursive style with a large initial "J".

Jacob Meyer, Program Director
Mahomet Area Youth Club
programs@mahometyouth.org

Contact

MAYC Phone: 217-586-6232

Website: mahometryouth.org

Sara Balgoyen, Executive Director
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Required files before first day

Below are a few things MAYC requires we have on file before your child can attend our programs:

- MAYC Membership Enrollment Form
- \$20.00 annual Membership Fee
- Notification of Medical Condition form (if applicable)
- Scholarship Application (if applying for reduced daily fees)

If you need any of these please contact us or visit our website at www.mahometryouth.org

Payment Policy

MAYC provides families with a sliding scale fee and offers a MAYC Scholarship Program. Our sliding scale fee is intended to ensure accessibility to MAYC services and programs regardless of family income. To determine if a family meets the income guidelines offered in the sliding scale, parents/guardians will be required to complete a scholarship application and submit any supporting documentation as requested by the Mahomet Area Youth Club, which may include recent pay stubs or a copy of last year's tax form. Members ages 13 and up are FREE for daily participation but must pay the annual membership fee for the program.

Members pay on a per day basis for Summer, Winter, and Spring Break camps. Member's payment will be calculated at the end of each week based on the number of days they attended and the sliding scale. An invoice will be emailed out by the following Tuesday for the previous week's payment. The entire payment will be due within 7 days of when the invoice is sent. Payments can be made online or a check can be dropped off at MAYC. Some programs may require payment before the program date, such as Out-of-School days.

Please note that if you have any outstanding payments that MAYC reserves the right to suspend any access to services or programs until you are paid to date.

Program Registration

To register for one of our programs, visit our website www.mahometryouth.org/registration. You may register online, or fill out a paper copy and return it to our office. If registration is not open, or you have trouble registering, please contact Jacob Meyer at programs@mahometryouth.org. Below is a list of our current programs, the full daily rates, and times that they run. Spots and scholarships may be limited depending on the program.

Program	Daily Fees	Time
Summer Break Camp	\$20	7:00am-6:00pm
Winter Break Camp	\$20	7:30am-6:00pm
Spring Break Camp	\$20	7:30am-6:00pm
Out-of-School Days	\$25	7:30am-6:00pm
JR High After School Program	FREE	3:15pm-6:00pm

Locations

Most of our programs will be spent at the Mahomet Area Youth Club or around Mahomet. This will be the primary location to drop-off and pick-up your child. We will take a variety of field trips outside of Mahomet, including visits to Champaign, Bloomington, Decatur, and more! Parents/guardians will be notified of what days, time, and where the field trips will take place in advance. We strongly encourage letting the program director know if your child will be attending on days we take field trips. Members will not be allowed to leave the group on their own at any time, without a counselor.

Field Trips

MAYC will be taking field trips outside of Mahomet often during summer, winter, and spring break camps.

Parents/guardians will typically be notified of field trip days, time, and places at least two week before. Please notify the program director if you plan to drop-off or pick-up your child from a field trip. Some field trips may leave MAYC before 9am or return after 4pm. Parents/guardians will be notified of this in advance.

If the weather does not permit a field trip, the location and time of the field trip may change. MAYC will put all efforts into taking a field trip that day, but it may have to be postponed to a separate day.

Drop-off and Pick-up Procedures for Day Camps

Drop-off: The designated drop-off time at MAYC will be from 7am-9am. Please approach the sign-in/out desk and wait to be signed in by one of our staff. Each child is required to be signed in by whoever drops them off, so please leave enough time for this to be completed each morning.

Pick-up: The designated pick-up time at MAYC will be from 4pm-6pm. Please approach the sign-in/out desk and tell the staff who you are signing out. **You will be required to show a photo ID every day in order to sign out your child.** This is also true for anyone on the authorized pick-up list. An authorized individual should be at least 18 years or older. We will not allow any members to leave with someone who is not on the authorized pick-up list and/or doesn't have a Photo ID with them.

Members 13 years and older may be allowed to sign themselves out if a *Member Self-Sign Out Agreement* is signed by the parents, member, and a MAYC Director.

*** Between the hours of 9am-4pm, the members may be located somewhere other than MAYC. You are allowed to drop-off or pick-up your child if we are not at MAYC, but you must go to where your child's group currently is. Same pick-up and drop-off rules apply. ***

If a member is not picked up by the end of program hours then parents, emergency contacts, or authorized pickup persons may be called. If no one can be reached and the child is not picked up, then the proper authorities will be called.

Medication

Any member who requires medicine while at MAYC MUST be administered by MAYC staff. Any exceptions must be given written approval by the Executive or Program Director. A "Notification of Medical Condition" form must be filled out in order for staff to administer. Medications include, but are not limited to the following:

- Epinephrine Autoinjectors (EpiPens)
- Inhalers
- Over-the-counter medicine (Advil, Ibuprofen, etc.)

Parents must provide the medication when the member is dropped off. Medication will be returned once the member has been picked-up. The medication will be kept locked in the Program Director's office or with the Program Director in the case of a field trip, until administering is required.

Accidents and Injuries

If a member has an accident serious enough that may require professional medical attention, MAYC staff will contact the parent/guardian and may be asked to pick up the child. If the parent/guardian cannot be reached by phone, the emergency contacts and authorized individuals will be called next. If neither parents/guardians or emergency contacts can be reached the child may be transported to the hospital, if necessary. In extreme cases, 911 will be called before the parents/guardians. A staff member will accompany the child to the hospital until a parent/guardian, or someone on the authorized pick-up list arrives.

First Aid

All MAYC staff are trained in first aid. Depending on severity of injury, staff will administer the appropriate first aid to members. If injury is serious enough, parents/guardians will be called, and/or paramedics will be notified. If a member gets any blood on their clothing, they will need to change their clothes before being able to participate in the program activities. Parents/guardians will be notified of any injuries or accidents that occur while at MAYC. It is expected that members notify a staff member if they have any accidents, get hurt or injured.

Illnesses

Do not send your child to day MAYC if they are sick with a contagious disease or illnesses. If a member appears to be sick, upon arrival or throughout the day, the parent/guardian will be notified to pick up the child immediately. If staff are unable to reach the parent/guardian the emergency contact will be called. If the emergency contact is unavailable staff will call those on the authorized pick-up list.

Members will be sent home due to the following, but not limited to, illnesses or symptoms:

- Fever
- Head lice
- Vomiting
- Diarrhea
- Conjunctivitis (pink eye)
- Chickenpox
- Ringworm
- Strep throat
- Skin Rash
- Whooping Cough

What to bring to MAYC

There are multiple items that you should consider sending with your child to MAYC. We encourage members bring a backpack/bag, water bottle, sunscreen, and closed-toe shoes. On days when we go swimming, members should bring their own swimsuit and towel (goggles, swim shoes, and floaties are optional). A plastic bag is also suggested to put wet clothes in. Members prone to have "accidents" should bring an extra pair of clothes with them to MAYC.

What to leave at home

Members are prohibited from bringing weapons, fireworks, or illegal substances to MAYC. Members found with these in their possession will be sent home according to our discipline policy. We discourage you to send your child with any money, electronics games, cell phones, or iPads/iPods unless otherwise directed. We generally do not allow elementary age members to use electronics or toys while we have planned activities (9am-4pm). We do allow JR High members to keep their phones on them but ask that they do not use them during planned activities. Having these personal possessions at MAYC may be at risk at being lost, stolen, or broken. MAYC is not liable or responsible for any lost, stolen, or broken items at MAYC.

Firearms are strictly prohibited on MAYC property by all members, guardians, and visitors!

Dress Code

Members should wear comfortable, non-restrictive clothing that allows them to be active, play, and move around inside or outside. Members should always wear closed-toe gym shoes, with the exception of specific field trips (pools, water parks, trampoline park, etc.). We strongly recommend not bringing sandals, flip flops, or heels to MAYC.

Any clothing that shows sexually suggestive, explicit images/words, promotes alcohol, drugs, tobacco, violence or gang related symbols are prohibited. All clothing should cover a member's chest, midriff, and bottom (no spaghetti strap tees, halter tops, short-shorts, mesh clothing, sagging, etc.). All swimwear should be modest. Clothing should be free of any bodily fluids (urine, blood, etc.). Members dressed inappropriately to MAYC will be excused from activities until a change of clothes can be provided. If it is inappropriate for school, it is probably inappropriate for MAYC.

Lost and Found

If a member loses any items, please check our lost in found located just inside the front door during program or office hours. We encourage writing the member's name on valuables, such as lunch boxes, water bottles, backpacks, swimsuits and goggles. The Mahomet Area Youth Club is not responsible for any lost or stolen items brought to MAYC.

Food and Meals

MAYC provides breakfast, lunch and two snacks for all members during all-day programming. MAYC may have alternatives for breakfast and lunch meals. If your child has allergies or diet restrictions please let the Program Director know. MAYC will attempt to accommodate any diet restrictions with proper notice. It is not guaranteed that MAYC will be able to accommodate all requests. **Breakfast ends at 9:00 AM.**

During the JR High after-school program, we will provide a snack every day. Then, on Wednesdays we will also provide an early dinner around 4pm.

Breakfast, lunch, and snacks will occasionally be provided by a third party (donations, churches, etc.), in which case a menu may not be provided ahead of time.

Members have the option to bring their own food to MAYC and are encouraged to do so. Any food brought by members will not be refrigerated, so please plan accordingly.

Sharing Policy

While "sharing is caring", members will not be allowed to share certain items, unless they are siblings. Members are not allowed to share, but not limited to, the following:

- Money
- Food brought from home
- Clothes, hats, or shoes

Any sharing of these items may result in disciplining of member.

Restroom Policy

Every child must be completely toilet trained. Staff members will not enter private bathrooms with any members in order to assist. If an accident occurs, the member's parent/guardian will be called to come to MAYC and take care of the child. Parents/guardians should send their child with an

extra pair of clothes if the member is prone to accidents, in which case the parents would not be required to come to MAYC to handle the situation.

Head Lice Policy

Each parent/guardian is responsible for notifying MAYC staff as soon as they become aware that their child is infested with head lice. The child will be able to return to MAYC when he or she no longer poses a threat of infestation to other members and/or staff.

Picture and Video Policy

Members are not permitted to take photos, videos, or voice recordings on any type of device of staff, other members, or visitors of the club unless given approval from the Executive Director or Program Director. MAYC administrative staff reserves the right to delete or report any pictures or recordings of any staff, members, or visitors. The device will be confiscated and returned to the parent/guardian. The "picture and video policy" also applies to any parents/guardians, family members or friends of the members.

Pictures and videos of the Mahomet Area Youth Club building, staff, members, or visitors should never be posted on any social media sites without expressed written permission from MAYC administrative staff.

Any damages to MAYC, staff, members, or visitors that occur due to the taking of pictures, videos, or voice recordings may result in the seeking of civil remedies by the afflicted party.

Restorative Justice

MAYC strongly believes in Restorative Justice practices in response to harm. Restorative Justice practices are a way of helping hold people accountable for their actions by focusing on repairing harm and restoring relationships. Those who cause harm will be encouraged to understand that their emotions and behaviors may have consequences for themselves, as well as others around them. This practice de-emphasizes punishments and focuses on teaching accountability for one's actions, how to repair harm done to others, and to repair and strengthen the relationship between those involved.

**MAYC is not licensed or regulated by DCFS.*

Mahomet Area Youth Club Behavior Policy

MAYC will attempt to use Restorative Justice practices first, before using other consequences. Behavior types and consequences are not limited to the listed examples below. **The MAYC staff reserves the right to supersede consequences based on severity of behavior and number of offenses. MAYC may suspend or terminate a member's participation at any time for failure to adhere to the rules and values of the club.**

	Mild	Moderate	Severe
Physical	<ul style="list-style-type: none"> - Pushing/shoving - Spitting - Throwing Objects - Cutting in line - Running indoors 	<ul style="list-style-type: none"> - Hitting, slapping, or kicking other members or staff - Tripping - Biting - Locking self in a room 	<ul style="list-style-type: none"> - Threatening with weapon - Severe fighting or aggression - Inflicting bodily harm - Inappropriate sexual contact - Self-harming - Inappropriate exhibiting of body
Emotional	<ul style="list-style-type: none"> - Excluding others from activities - Excluding from a sitting area - Mean or hurtful comments - Dirty looks - Minor gossiping - Mild spreading of rumors 	<ul style="list-style-type: none"> - Embarrassing others - Threatening to reveal embarrassing information - Placing blame on others - Inappropriate daring or provoking of others 	<ul style="list-style-type: none"> - Bullying - Revealing embarrassing and personal information - Completely isolating others - Threatening others for reporting bullying
Verbal	<ul style="list-style-type: none"> - Poking fun at others - Inappropriate language - Name calling - Using inappropriate nicknames - Screaming/yelling 	<ul style="list-style-type: none"> - Verbal threats of aggression - Excessive inappropriate language - Taunting - Intimidating others 	<ul style="list-style-type: none"> - Constant and severe verbal threats - Verbal threats of self-harm - Sexual harassment - Use of racial or ethnic slurs
Other	<ul style="list-style-type: none"> - Refusing to participate in activities - Rudeness toward staff - Improper use of MAYC property and equipment - Use of electronics outside of designated times 	<ul style="list-style-type: none"> - Blatant disrespect towards staff - Hiding or running from staff - Refusing to follow or stay with the group - Constant refusal to follow rules - <i>Persistent mild behavior</i> 	<ul style="list-style-type: none"> - Defacing property - Severe disrespect to staff - Destruction of property and equipment - <i>Persistent mild/moderate behavior</i>
Possible Consequences	<ul style="list-style-type: none"> - Verbal Warning - Removal of activities (pool, ping pong, games, etc.) - Period of removal from group - Loss of privileges (Swimming, parks, etc.) - Given chore to do - Parents may be notified at end of day 	<p><i>Consequences include the same for mild behavior plus the additional:</i></p> <ul style="list-style-type: none"> - Written warning - Extended removal from group - Parents notified immediately - Parents <i>may</i> be requested to pick up child - Discussion with group leader or director 	<ul style="list-style-type: none"> - Parents immediately notified, and will be required to pick-up their child immediately - Parents and child must meet with director before re-entry to MAYC. - Repeated severe behavior will result in suspension or expulsion

Note: Disciplining for mild or moderate behavior is primarily the responsibility of general staff. Severe behavior is primarily the responsibility of the Executive and Program Director.

Frequently Asked Questions

Q: How do I apply for a MAYC scholarship?

A: You can apply for a scholarship by filling out the "scholarship application" found on our website. You may also contact Jacob Meyer at programs@mahometyouth.org.

Q: Can I visit my child at MAYC when I have free time?

A: Yes! Anyone on the authorized pick-up list may visit their child during the day. If you plan to visit, please check in with staff and be sensitive to not disrupt MAYC activities.

Q: Does MAYC accept donations for camp activities?

A: Yes! MAYC will accept donations that include board games, sporting equipment, sunscreen, bug spray, arts and craft supplies, and other miscellaneous items. Please contact the Executive or Program Director before donating to get items approved. MAYC will not accept opened or perishable food, old clothing, or other inappropriate items not approved.

Q: What is the protocol for if my child requires medication during the day?

A: A "Notification of Medical Condition" form must be completed and information regarding dose and time of administration must be provided to MAYC staff. Medication must be given to MAYC staff when the child is signed in and is required to be in the original pharmacy container with the original label. An authorized staff member will then administer the medicine at the appropriate times and dosage.

Q: What is the best way to find information about MAYC?

A: The first option would be to check the MAYC website at www.mahometyouth.org. You may also contact the director by email at programs@mahometyouth.org. You can also follow us on Facebook.

Q: What happens if my child arrives late and the group is on a field trip? What if I need to pick my child up while they are at a field trip?

A: You may not drop your child off at MAYC if the camp is on a field trip. If your child misses the bus for the field trip you may drive them to the field trip location and sign them in there. You may also wait outside MAYC with your child until their group returns. If you need to pick your child up while they are on a field trip you may come sign them out at the field trip location. Otherwise, the child must be signed out before the bus leaves for the field trip.