



**MAYC Parent &**  
**Student Handbook**  
**School Year 20-21**  
**COVID-Edition**

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

## Mahometryouth.org

### Executive Director's Note:

#### Welcome!

We at the Mahomet Area Youth Club (MAYC) are very excited for your students to become MAYC members and attend our programs! **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.

We have a lot of fun, safe, and exciting programs available throughout the year. **There is no doubt that this year's programs will be different.** Your child's safety, physically and emotionally, is our number one priority at MAYC. All policies and procedures for 2020-2021 school year will keep this priority in mind as well as the safety of staff and other families.

**Communication is a major component in successfully keeping us all safe.** We will work hard to communicate with parents and guardians, and we ask that you do the same. Please be open and honest with us while your child is at MAYC, we welcome any feedback about our staff and programs.

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

We are looking forward to seeing your children and having some fun!

Sincerely,

*Sara Balgoyen*

**Sara Balgoyen**, Executive Director  
Mahomet Area Youth Club  
sara@mahometryouth.org

#### **Contact**

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## **COVID-19 SPECIFIC**

There is no doubt that this school year program will be drastically different than past years due to the global pandemic. We are confident at MAYC that if we follow all recommended guidelines and work diligently to prepare for, plan and execute the policies and procedures, we can provide a safe and fun day camp experience. We will continually assess and reassess recommendations and guidelines and adapt as needed. Please have patience and an open mind. Below are the basic guidelines that MAYC will adhere to these or any future recommendations and guidelines established by the local, state or federal agencies.

### **MAYC DAILY COVID Procedures**

**Masks:** Each staff and student will be required to wear a mask or face covering INDOORS at all times and OUTDOORS when social distancing is not possible. If a staff or student doesn't have a mask, MAYC will provide one.

**Social Distancing:** When possible, everyone will follow the social distancing rules of 6ft apart. This includes when inside or outside, during snack and mealtimes, when interacting with parents or other staff and when in the community.

**Handwashing/sanitizing:** every student and staff will wash hands regularly including upon arrival, before and after meals and other activities. Antibacterial soap will be available in every bathroom and sink at all facilities.

**Daily health checks:** All staff and students will be asked several health questions upon arrival and a temperature will be taken.

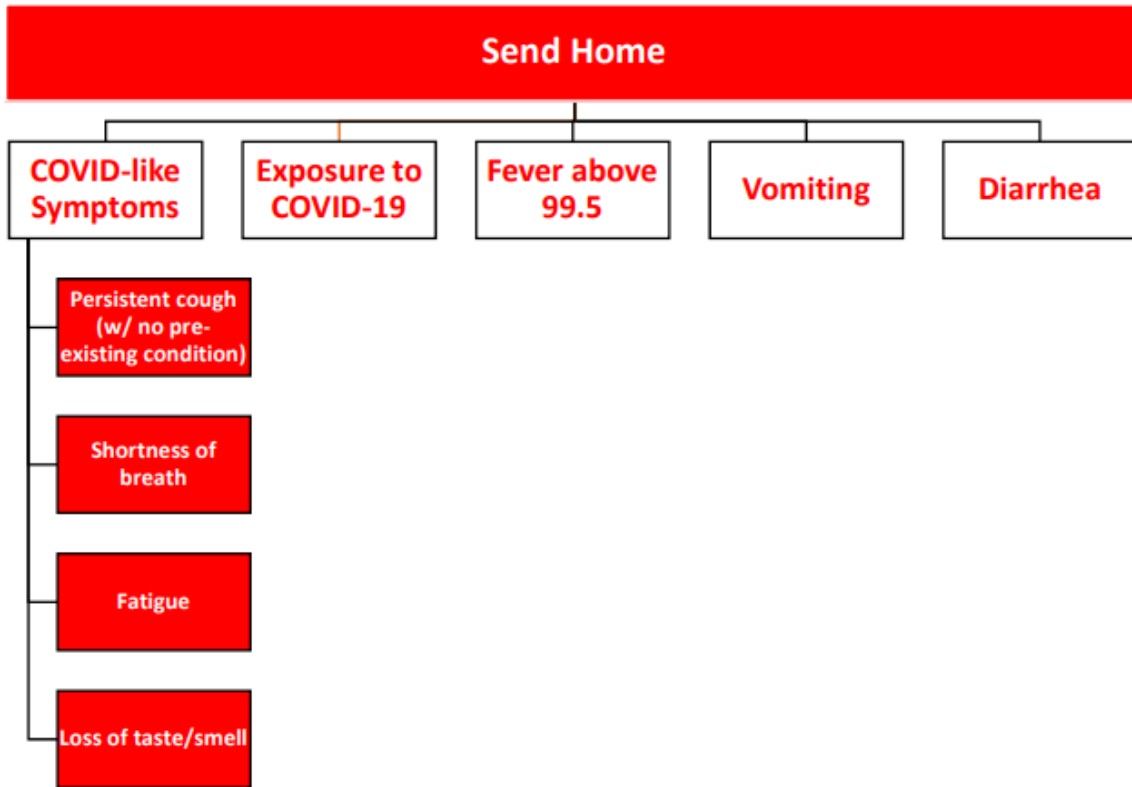
If the staff or student indicates risk during the health questionnaire or has a fever of 99.5 or higher, they must leave MAYC. See below for when they can return

If staff or student becomes sick or begins showing symptoms during the day, MAYC will follow the *sick or showing symptoms plan*.

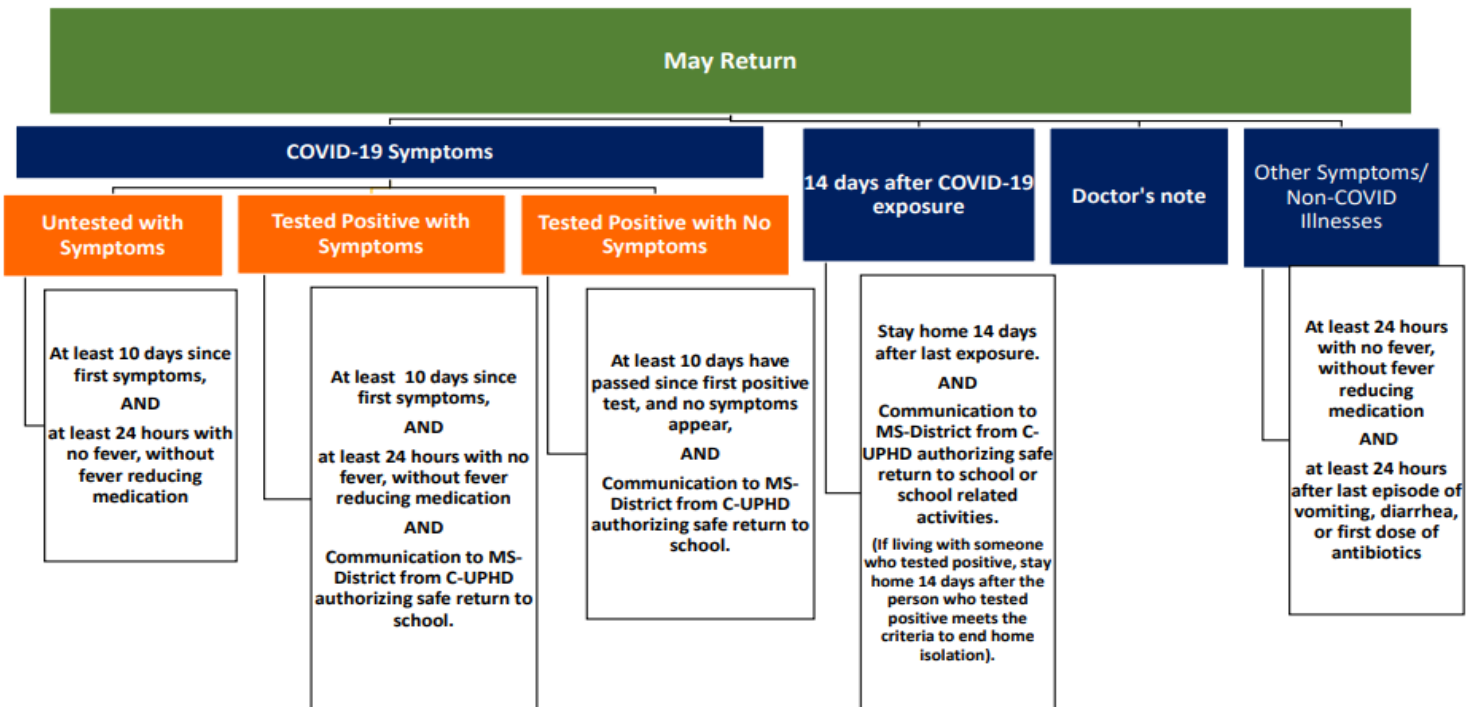
**Sick or showing symptoms plan:** *This is the protocols when a student or staff is sick or shows symptoms other than at drop off*

- Immediate isolation & cleaning of area student was and has been
- Immediate handwashing for all students & staff were in contact with
- Temperature taken
- Parents called
- We will follow the school district's plans for when to send a student home and when a student may return

# Illness Evaluation: When to Send a Student Home



## Return to School after Illness



## **MAYC Cleaning & Disinfecting Procedures**

We will follow cleaning and disinfecting guidelines including the following recommendations from CUPHD and the State of Illinois:

### **Daily Procedures**

- Handwashing: every student and staff hourly AND before and after meals and other activities. Antibacterial soap will be available in every bathroom and sink at the facility.
- Hand sanitizing: Available for use throughout the day for all staff and students
- Sanitizing surfaces: Surfaces like tables, chairs, games, recreation equipment, etc. will be sanitized after each use with spray cleaner and paper towels.
- Disinfecting: All spaces used will be disinfected at the end of the day with recommended spray machine and chemicals.

## **MAYC General Plan & Daily schedule**

We will be providing the full day JR. High Program for 2 small groups, twice a week not to exceed 25 students daily. We will be open from 7:30am-5:30pm to accommodate working parents. We will NOT be open on Mondays. We will NOT be providing transportation.

**Group A: attends school on Tues/Thur and MAYC on Wed/Fri**

**Group B: attends school on Wed/Friday and MAYC on Tues/Thur**

### **General Daily Schedule for all:**

7:30am-9am Drop off & Free Time

9:00am-9:30am Snack & prepare for school

9:30am-3:00 School Schedule (*including lunch which students are responsible for bringing*)

3:00-4:00pm Snack and Fun Activities

4:00pm-5:30pm Pick up & Free Time

## **Drop off/Pick up Procedures**

Drop off & Pick up will occur curb side where parents will stay in their cars and students will be escorted in and out of vehicles by staff.

**Drop off:** All families will be asked health screening questions and students temperatures will be taken at drop off. If responses to the health screening question and/or the temperature of a student is above 99.5, they will not be allowed to attend for that day and the "*sick or showing symptoms plan*" will be followed.

**Pick Up:** Parents or pick up persons must stay in the vehicles. MAYC will have a staff member helping with this or you can communicate directly with your student.

### **Attendance**

MAYC is providing a safe place for your student two days per week. We cannot require their attendance, but acceptance into this program is an agreement that students will be attending, and parents are responsible for the fees. We are working to accommodate as many families as possible with the limited spots available. If you know your student will not be attending ANY reason, please communicate this with us so we can offer another family a spot. **If your student is sick and not able to attend, you MUST call MAYC to inform us of this- even if it is not COVID-19 related. 217-586-6323**

## **Student & Parent Expectations**

### **Health & Safety**

Students must wear masks at all times. Exceptions for this include when outside AND 6ft away from other students, when eating or other situations that staff approves mask removal. This will be enforced and we ask that you prepare your students. If students refuse, we will follow the procedures in the handbook (given after students registered) and this could hinder their ability to attend.

All families must follow the Drop off/Pick Procedures & the "*sick or showing symptoms policies*".

## **Learning expectations**

- Be prepared to be engaged during school hours
- Bring their own Chromebook & charging cord every day
- Stay at
- Know and understand their schedules including lunch time and share this with MAYC staff.
- Know and understand homework and schoolwork due dates and share this with MAYC staff.

## **What to bring to MAYC**

There are multiple items that your student should bring including, minimally, their Chromebook, charger and lunch. Also, if possible: headphones with a microphone, a district provided hot spot (if applicable), water bottle, any school supplies, homework, books, etc. needed to be successful during learning time.

## **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 are permitted, but MAYC is not liable or responsible for any lost, stolen, or broken items. 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**

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.). 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 will provide two snacks per day. Students are expected to bring their own lunch. Refrigeration and a microwave are available.

## **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.

## **Registration, Fees & Payment Policy**

### **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 (completed online)
- \$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.mahometyouth.org](http://www.mahometyouth.org)

### **MEMBERSHIP**

- Membership is open to any MSCUSD Jr. High Student grades 6<sup>th</sup>-8<sup>th</sup>.
- There is an Annual Membership Fee of \$20.00 per year, per student, for all students attending MAYC for out of school programs.



- There is a cap of \$50 per family each year for the Annual Membership Fee.
- Scholarships are not available for the Annual Membership Fee.

## FEES

- All students will pay a WEEKLY attendance fee for the off-site learning programs based on household income unless a full scholarship has been awarded. The weekly attendance fees are outlined below along with the sliding scale structure.
- **Weekly fees must be pre-paid and will be billed the week before attendance.**
- Fees can be paid electronically through an invoice that is sent to parents' email or with check or cash.
- Please note that if you have any outstanding payments that MAYC reserves the right to suspend any access to services or programs until account is current.
- All families seeking to qualify in the Levels 1, 2, and 3 groups must complete a scholarship application and provide documentation of income. Following are the options for income documentation:
  - *A copy of the last year's Federal Tax return, proof of free/reduced lunch, or the most 2 recent paychecks stub.*
  - *If a family fails to provide documentation of combined household annual income, they will be charged fees at Level 4.*

### Weekly Fee Levels and Income information

Persons in Family or Household Size	<b>Level 1</b> \$0 per day if income is less than	<b>Level 2</b> \$10 per week if income is less than	<b>Level 3</b> \$20 per week if income is less than	<b>Level 4</b> \$40 per week if income is over
2	\$21,983	\$31,284	\$42,274	\$42,275
3	\$27,729	\$39,461	\$53,324	\$53,325
4	\$33,475	\$47,638	\$64,374	\$64,375
5	\$39,221	\$55,815	\$75,424	\$75,425
6	\$44,967	\$63,992	\$86,474	\$86,475
7	\$50,713	\$72,169	\$97,524	\$97,525
8	\$56,459	\$80,346	\$108,574	\$108,575

**\*\*Based on the 2019-2020 US Income Guidelines for free & reduced lunch**

## **OTHER MAYC Policies and Procedures**

### **Transportation/Trips**

MAYC will not provide transportation for students other than special trips that are pre-arranged, and this will be communicated with parents at least the week prior and will include a permission slip. And we will follow guidance from the state in regard to places to go and how to transport groups.

### **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/guardian 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

### **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.

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

## **MAYC Discipline and Behavior Policies**

### **Restorative Justice Practices**

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.

## 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.**

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

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 Dustin Sears at [programs@mahometyouth.org](mailto:programs@mahometyouth.org).

### **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](http://www.mahometyouth.org). You may also contact the director by email at [programs@mahometyouth.org](mailto:programs@mahometyouth.org). You can also follow us on Facebook.