



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA OF SOUTHWEST ILLINOIS • Collinsville Maryville Troy Center

SCHOOL AGE CHILD CARE LEGAL RESPONSIBILITY AND PROCEDURES POLICY

The following policy is established concerning legal responsibility and procedures for children when moving from the SACC site to school and back to the SACC site. This is for all the schools.

- * A parent shall be legally responsible for the child en route to the center unless transportation or escort service is provided by the center or the school.
- * When students are dismissed from school, the YMCA is responsible for the child if they are in the after school program and scheduled to attend for that day.
Roll will be taken and when completed the site coordinator will sign their name, date and time, accepting responsibility from the school
- * Children attending the PM SACC shall report to the SACC site. If a child(ren) does not report to the site, the staff should check with the school office to see if the child was absent or went home sick that day. Staff will also check to see if the parents left a note with the school office that the child would not be in the YMCA program today.
- * If the child was not absent or did not go home sick, parent/ parents will be called immediately to find out why the child is not there. **(Do not rely on information from the other children.)**
- * If the child is missing ... call the YMCA Program Director or Executive Program Director immediately for steps to be followed.
- * Parents should be informed as to the importance of letting the Site Coordinator know when a child will not be in the YMCA program.

The YMCA of Southwest Illinois accepts full responsibility for students coming from and going to the school.

Parent Signature

Date