



# Association Office

WE BUILD STRONG KIDS,  
STRONG FAMILIES,  
STRONG COMMUNITIES.

## SAFE 'N SOUND OFFICE REQUIREMENTS

**REQUEST:** In order to continue to meet the growing need for quality, affordable child care in our communities the Heritage YMCA Group is looking for a charitable donation of office space to house our Y Safe 'n Sound Administrative Staff who for 25 years have been supporting kids and families in the Naperville and Aurora school districts.

**BACKGROUND:** The YMCA Safe 'n Sound Program is a before and after school care program located in 39 school sites across school districts #203, #204 and #131 in Naperville and Aurora. Child care is provided in all sites after school from the time school ends until 6 PM and at many of the sites from 6:30 AM until the time school begins. About 900 children are enrolled in this program. The YMCA is able to keep fees relatively low because of the partnership and support provided by each school district. Additionally, over 100 of the children in the program are fee assisted through the YMCA Strong Kids Program that promises financial assistance for families that have demonstrated need.

The Y Safe 'n Sound Program offers children a variety of age appropriate activities that puts the safety and happiness of children first. There are opportunities for both structured and unstructured activities. A qualified, enthusiastic, creative, nurturing staff focus on a curriculum that supports the work of classroom instructors.

The goal of the Safe 'n Sound program is to allow moms and dads to work with the peace of mind of knowing their children are safe, are not being transferred to a different site before or after school, and are in the care of a quality staff team.

**THE CHALLENGE:** The Y Safe 'n Sound program employs nearly one hundred people to care for children across our 39 sites and they are supported by a central administrative and support staff of ten. The central staff offices are currently located in the YMCA Field House facility on Schoger Drive in south Naperville bordering Aurora. Located on the second floor, these offices are occupying critical program space which makes it impossible for the Field House to reach its full potential in providing quality health, fitness and sports programming to the communities we serve. In addition, the supply operation is spread throughout the building making it very inefficient to service the individual sites. The opportunity to re-locate these offices and the staff would have a very positive affect on the Field House and the entire Heritage YMCA.

### THE NEED:

- The Safe 'n Sound program requires approximately 3,000 – 3,500 square feet of built-out space suitable for office purposes.
  - Approximately 1,000 square feet of the total space would be used for storage and distribution of supplies to the 39 site locations.
  - The Y is flexible on the configuration of the space; while individual offices are ideal, cubicles are acceptable.
- A main reception office or area immediately adjacent to the parking lot is ideal that could accommodate two or three work stations.
- 15 to 20 parking spaces would be required for staff and client needs.
- In the best situation, the building would have a large conference room or open space for periodic training that could accommodate 60 - 80 people and nearby parking to allow for this room capacity.
- The office space would require phone and internet capability.
- Ideally, we are looking for our own office suite on the ground floor of a small commercial building. However, we are open to utilizing vacant office space in a larger building that houses other companies or organizations.
- To best serve the program needs, the Y is looking for an office located in an area bounded by: Ferry Road to the north, Eola Road to the west, 95th Street to the south and Washington Street to the east.

**THE OPPORTUNITY:** To enable the YMCA to continue to provide much needed quality, affordable child care to working parents across Naperville and Aurora by providing office space rent-free to the Heritage YMCA group for their Safe 'n Sound program. As the YMCA is a 501(c)(3) company, the donation of space would be a charitable tax deduction for the property owner. The Y would pay for utilities and house keeping. The Heritage YMCA group is looking for an initial arrangement of two years with an option for both parties to renew or dissolve the arrangement with six month advance notice.

Additional information about the YMCA Safe 'n Sound Program can be obtained by calling: Tom Beerntsen, Heritage YMCA President and CEO at: 630-420-6277 at email: [tbeerntsen@heritageymca.org](mailto:tbeerntsen@heritageymca.org)