

Stillwater Area Community Services Center,
Inc.

SCHOOL-AGE CHILD CARE PROGRAM



School-Year/Summer Program

HANDBOOK

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TABLE OF CONTENTS

Welcome	3
Parent's Expectations of the Program	5
Program's Expectations of the Parents	5
Children's Expectations of the Program	6
Program's Expectations of the Children	6
Fees and Payment Policy	7
I.R.S. Statement	10
Enrollment Forms	10
Registration and Enrollment	11
Summer Program Overview	12
Withdrawal from Program	15
Hours of Operation	15
Holidays the Program is Closed	15
Afternoon Closing Time	16
Absence	16
Release of Children	17
School Dismissals	17
Medication	18
Health and Safety	18
Insurance	19
Breakfast and Snack	20
Child's Personal Property	20
Visitors and Observations	21
Behavior Management Procedure	21

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WELCOME

Welcome to the Stillwater Area Community Center's School-Age Child Care Program. Our child care program has been developed to provide supervision and support for children in grades K-6. We are licensed through the N.Y.S. Office of Children and Family Services and administered by the Stillwater Area Community Center, a non-profit corporation.

GOALS

The program will provide quality child care which parents can rely upon throughout the Stillwater Central School District calendar year.

The program will offer a variety of activities which includes: recreation and games, arts and crafts, reading, music, time to do homework with assistance, enrichment, trips, and free time for the children to pursue their own interests in a safe and friendly environment.

The objectives of the School-Age Child Care Program are:

- ◆ To improve the social, emotional, and academic qualities of school-age children.
- ◆ To reduce negative behavior (violence, crime, bullying, smoking, truancy, health-compromising behaviors, etc.).
- ◆ To provide parents with a safe child care environment.

A Typical Day at the School-Age Child Care School-Year Program

Morning Session

7am- Program opens. Wash hands, breakfast begins. Activities of choice such as: computers, crafts, reading, music, etc.

7:15am- Middle School children board bus.

8am- Last breakfast served. Crafts and/or activities of choice.

8:15am- Elementary School children board bus.

9am- Morning Session ends.

Afternoon Session

2:30pm- Middle School/PreK children arrive. Wash hands, have snack, sharing time, homework or gym time.

3:15pm- Elementary School children arrive. Wash hands, have snack, sharing time, homework or gym time.*

*Every Friday there is no homework time. Children have the choice through "Friday Fun Day" to choose gym or room activities.

There will be regular enrichment activities and occasional parties throughout the year that will be held in the afternoon. Children in attendance for the morning session only are welcome to participate in enrichment or special events/parties with their parent/guardian present.

5:30pm- Gym time complete. Activities of choice such as: Nintendo Wii, drawing, reading, computers, etc.

6pm- Afternoon session ends.

Although this is our schedule we remain flexible and may need to make occasional changes. For holiday or vacation days the schedule will include activities throughout the day with periodic enrichment or trips.

POLICIES AND PROCEDURES

Enrollment in the Stillwater Area Community Center's School-Age Child Care Program constitutes an understanding that you will abide by the policies listed as follows:

Parent's Expectations of the Program

Parents can expect that:

1. Their children are cared for in a safe and supportive environment.
2. They may visit with the program director about concerns related to their child or the program.
3. They will be told about any concerns regarding their child.

A meeting with the program director will be facilitated as needed.

4. They will be informed promptly if their child does not arrive at the program according to his/her enrollment information.
5. They will be regularly informed by the program director about program activities via a monthly newsletter.

Program's Expectations of the Parents

The program expects that parents will:

1. Pay fees on time as explained in "Fees and Payment Policy."
2. Keep their child's records up-to-date as explained in "Enrollment Forms."

3. Pick up children on time as explained in "Afternoon Closing Time."
4. Follow the health policy as explained in "Health and Safety."
5. Contact the program director if their child will not be attending on a scheduled day.
6. Be attentive to communications from the program director regarding any concerns with their child and cooperate in efforts to bring about improvement.

Children's Expectations of the Program

Children can expect:

1. To have a safe, supportive, and consistent environment.
2. To share all program equipment, materials, and facilities equally.
3. To receive respectful treatment.
4. To have discipline that is fair and consistent.
5. To receive nurturing care from staff members who are actively involved with them.

Program's Expectations of the Children

The program expects that children will:

1. Be responsible for their actions.
2. Remain with the group and child care staff at all times.
3. Take care of materials and equipment properly and return them to their place when done or before taking out new ones.
4. Arrive at the program promptly, according to the enrollment information.

3. If a problem persists after this meeting then the child will be suspended for a week. All tuition for the week the child is suspended is still due.
4. After a week's suspension, another meeting will take place to determine if the child can return to the program.
5. If the severity of the problem is great enough that it could endanger the safety of the child or other children in the program; discharge will be effective immediately after the program director consults with the executive director and the parents will be notified by the program director.

After reviewing this handbook if you have further questions please contact the director of the School-Age Child Care Program.

In accordance with developing a harmonious environment the program director will collaborate with the children in order to develop program rules. However, the following behavior management policy will be used within the program.

Chronically disruptive behavior is defined as verbal or physical activity, which may include but is not limited to: such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff or other children, ignores or disobeys the rules which guide behavior during the school day and program time. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children with adjusting to the program setting. Disruptive behavior will be dealt with in the following ways:

1. Any child who behaves inappropriately will receive a verbal warning, redirection, sit in a time out; their age will determine how long they sit, behavior report. If someone is hurt an incident report will be written requiring a parent to sign.
2. If a child receives three incident reports in one day for behavior then a meeting will be set up between the parents, program director, and the community center's executive director. Also, the child will be sent home and cannot participate the next day.

5. Treat all people (staff, other children, etc.) in a respectful manner.

Fees and Payment Policy

The program's salaries, supplies, and administrative expenses are supported entirely by grants, donations, and tuition fees. Fees are as follows:

School-Year:

<u>Annual Registration Fee</u>	<u>Morning Session Only</u>	<u>Afternoon Session Only</u>	<u>Both Sessions</u>	<u>Half Day Early Dismissals*</u>	<u>Vacation Days & Holidays</u>
\$20.00/ year	\$35.00/ week	\$45.00/ week	\$70.00/ week	\$13.50/ day	\$30.00/ day

*Not applicable to half hour or fifteen minute releases.

-There is no additional charge for one or two hour school delays.

Summer Program:

<u>1 Day/ week</u>	<u>2 Days/ week</u>	<u>3 Days/ week</u>	<u>4 Days/ week</u>	<u>5 Days/ week</u>	<u>Extended Care/ Day**</u>
\$50.00	\$90.00	\$120.00	\$145.00	\$160.00	\$15.00

**Extended care daily rate includes morning and afternoon care. The extended care is for participants in the Stillwater Town Rec Summer Program up to 12 years of age only.

-Registration fee for School Age Summer Program is \$25.

-Fieldtrip and swim trip prices are included in the summer program rates.

-There is a 20% second child discount available. This may not be applied to the registration fee.

-Families may be eligible for financial assistance for child care through the Saratoga County Department of Social Services. Please call 884-4283 for further information.

1. There will be an annual non-refundable registration fee of \$20 for School Year, \$25 for Summer.

2. Tuition payments are due either the first school day of each month and are paid to reserve an entire month of child care; or you may opt to pay weekly which is due the Friday before each upcoming week. This is according to the option agreement and is irrespective of the actual number of days your child attends. This means, if your child does not attend one week of regular school year programming due to sickness or vacation, tuition for that week is still due.

3. Any tuition that is not paid by the last day of the first full week of the month in which it is due, or by the Monday of each week for weekly payments will result in an immediate suspension of child care services until the fees are paid in full. There will also be a late fee of 10% of your total bill after this date.

If the tuition is not paid in full by the end of the second full week your child shall be automatically discharged from the program. Reinstatement may occur on a space-available basis when all fees have been paid.

4. Non-Sufficient Funds (N.S.F.) checks are held until cash or money order is received to cover the amount of the check. Parents will pay a \$25 charge for a N.S.F. check. Parents will be notified immediately upon request of the N.S.F. notice by the program and shall have two school days in which to pay the charge and tuition in full by cash or money order.

If payment is not made by the end of the second day after notice, child care services will be suspended immediately. If the tuition and charge is not paid in full by the end of

Child's Personal Property

Children should not bring toys, CD players, or any other item to the program without checking with the program director or head counselor.

All personal property brought to the center must be clearly labeled with the child's name.

Children's personal property such as: coats, school bags, etc., must be cleared from the child care area after each session of the program. Any personal property which remains after the session will be taken to the lost and found box. Although the program attempts to help children stay organized, the program and Community Center cannot be responsible for any lost personal property.

Visitors and Observations

Parents and community members who are screened by the program director are welcome to observe the program. All visitors must sign in upon entering the program. Visitors may only observe the program and will not be able to participate in any activities.

Behavior Management Procedure

Children are entitled to a pleasant and harmonious environment at the program. The Stillwater Area Community Center's School-Age Child Care Program cannot serve children who display chronic disruptive behavior.

provide their own insurance coverage. Many families are covered by the parent's policies through work, and/or own private policies. Public school students may enroll for insurance in the fall of each year. Parents who wish to enroll their child should contact the school office.

Breakfast and Snack

A nutritious breakfast is served every morning between 7a.m. and 8a.m. on school and summer program days, and until 9a.m. on vacation days and holidays. A nutritious snack is also served in the afternoon. A monthly menu is provided to parents in the *School-Age Child Care Program Newsletter*.

The breakfast and snack menu follows the nutritional guidelines set forth by the NYS Department of Health's Child and Adult Care Food Program. The School-Age Child Care Program is registered with that program. In participating with this program we are eligible to receive federal reimbursement funds. The income reported by each family on the registration packet is used to determine the reimbursement amount. Please note that all information is kept confidential and maintained in a secured area.

Parents may want to provide a treat in honor of a child's birthday; they should contact the program director to determine the number of children to be served and the date.

the first full week after notice, your child will be discharged from the program.

If the program receives two checks deemed N.S.F. parents will then be required to make payments by cash or money order only from that point on.

5. If you withdraw or discharge your child from the program two weeks notice in writing is required. Tuition will be due for the balance of the month if we do not receive such notice. Please refer to "Withdrawal from Program."

6. If your child's enrollment forms are not completed and returned to the program director by the day your child is scheduled to start the program, your child will not be allowed to attend until these completed forms are submitted to the program director. The parent/guardian will be responsible for payment of fees from the starting date in order to reserve the enrollment spot until such time as the completed forms are returned.

7. Donations: the School-Age Child Care Program will accept donations of volunteer time, craft supplies, games, toys, and monetary amounts.

- ◆ Time: Volunteers should contact the program director to discuss special interest and schedule availability.

- ◆ Supplies: Supply items can be new or used. Used items should be in good condition. Supply items can include, but are not limited to; paper, paint, glue, crayons, markers, pipe cleaners, games, CDs or tapes, computer games, etc.

- ◆ Monetary Donations: Monetary donations should be in the form of a check payable to the Stillwater Area Community Center (in the 'for'

section, School-Age Child Care Program). If a receipt is needed for tax purposes, please submit a request including the value of the donation to the program director. The Stillwater Area Community Center staff will issue receipts on behalf of the program.

I.R.S. Statements

The program does not provide an itemized statement for tax purposes. We suggest that you keep a record of your checks and your tuition receipts as an accurate account of your child care expenses and/or donations. Our taxpayer identification number is 14-1742181 and is available upon request.

Enrollment Forms

Parents will be asked to complete and/or agree to the following:

- ◆ Enrollment Form
- ◆ Release Form/OCFS Blue Card
- ◆ Transportation Authorization
- ◆ Emergency Medical Consent
- ◆ Current Immunization Records*
- ◆ Physical Assessment/Health Form*
- ◆ Medication Forms
- ◆ C.A.C.F.P. Form (this is a voluntary form)

*These forms are not needed if your child attends school.

The program expects the forms to be kept current. Parents must provide new information to the program

If a child has any one of the following conditions, parents will be notified to pick up their child immediately: a contagious/communicable disease, fever of 100°F or higher, vomiting, diarrhea, or accident requiring medical attention. Also, any condition requiring 1:1 care.

In case of an accident or illness parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and parents will be notified immediately.

Outdoor play will not be allowed when temperatures fall below 30°F and exceed 95°F.

In the case of an extreme emergency (i.e. a situation endangering the safety and welfare of the children) 911 will be called and the children will be brought to a safe area.

Staff will not allow any child to get into a vehicle with a parent or guardian who is suspected of being under the influence of drugs or alcohol. Staff will call the police and are required to notify Child Protective Services of any suspected cases of child abuse or maltreatment. Staff will not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol.

Insurance

The program carries minimal liability insurance, but has no financial resources of its own. Families are encouraged to

due to extenuating circumstances and will be posted on major new channels and the program voicemail system.

There will be a sign up sheet available in the main program room for scheduled school closings (vacation days).

All vacation day fees are due the Friday before each vacation day or week. There is an additional vacation day charge of \$30.00 per day. Please refer to "Fees and Payment Policy" for early dismissal rates.

Medication

If a child is to be given prescription or over-the-counter medicine, parents must provide the program director a completed and signed medication authorization form signed by the doctor (please see the program director for forms). **The medication must be provided in the original container and labeled correctly.** All medication should be handed to the program director only. If medication is to be kept at the program for treatment of a chronic condition, no more than a one-month supply should remain at the program at any time.

Health and Safety

If your child has a known medical condition (asthma, diabetes, seizures, disorders, etc.) please be sure the program director knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

director regarding information on forms such as: emergency contacts, names, employer's phone numbers, and arrival/departure changes.

Registration and Enrollment

The program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

- ◆ **Registration:** Parents must complete a registration packet and submit it with an annual \$20 non-refundable registration fee to the program director. Registered children, who cannot be immediately enrolled, will be placed on a waiting list.
- ◆ **Eligibility:** A child may be registered for enrollment in the program at anytime. Children must be enrolled in a PreK program or in grades K-6 to be eligible for enrollment.
- ◆ **Openings:** Full and part-time openings are determined on the basis of F.T.E.'s (Full Time Equivalents) and the number of F.T.E.'s permitted by the program's license. When full or part-time child care openings occur, parents of children on the waiting list will be contacted for enrollment on the basis of:
 - The schedule indicated on the registration form; and
 - A first-come basis for the available time according to the date of registration.
- ◆ **Enrollment:** Parents of registered children will be contacted regarding enrollment in the program.

1. If parents wish to enroll their child, parents will be provided with a set of enrollment forms for each child. Prior to the child's first day of attendance, parents will submit completed forms to the program director.
2. Upon enrollment, parents must make payment to the program director of a non-refundable registration fee and the first month or half month tuition. The parent must sign and return a program registration agreement.
3. Children will be allowed to attend the program only after all forms have been completed and returned, and all payments have been submitted. If parents have not submitted completed forms after the date when the child was scheduled to start attending, parents will be responsible for payment of monthly fees in order to reserve the enrollment spot until such time as the completed forms are returned.

Summer Program Overview

The summer program operates from the Monday after the last day of school through the last week of August. Parents can opt to send their child for specific weeks and days as outlined on the summer program registration packet. During the summer there will be swim trips, fieldtrips, and in-house only time. There are some in-house only weeks where there are no trips. For those weeks there are added enrichment programs and activities. Please refer to the summer calendar for more details.

Payments must be submitted for each week in advance no later than the Friday before.

Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur. If a child does not arrive at the program as intended, the program director will contact the parents. If the parents cannot be reached the program director will contact the child's emergency persons.

Release of Children

Children will be allowed to leave with persons other than parents/guardians only if permission has been given to the program director on the enrollment form, in writing by the parent/guardian, or in person. Valid photo identification documentation is required to pick up children.

If a child attends extracurricular activities or has any other kind of arrival time changes within the period s/he is enrolled in the program, parents must provide the program director with a completed "change of arrival/departure form" (available upon request) prior to the date the change is effective.

School Dismissals

The Stillwater Area Community Center's School-Age Child Care Program will follow the Stillwater Central School District calendar in regard to unscheduled closings. If the school district is delayed for 1-2 hours we will be open with no additional charge. If the school district closes the program will remain open and the vacation day fee will be due upon pick up. If the Community Center closes it will be

- ~Christmas Day
- ~New Year's Eve
- ~New Year's Day
- ~Martin Luther King Jr. Day
- ~Memorial Day
- ~Independence Day

Afternoon Closing Time

The program closes at 6p.m. Parent's children that remain past 6p.m. must pay overtime fees as follows:

- ◆ 5-15 minutes overtime will constitute a \$5.00 charge per child.
- ◆ Each additional minute will constitute a \$1/minute charge per child.

Late fees must be paid to the Stillwater Area Community Center on the same day as late pick up.

Child care services may be withdrawn if three overtime charges occur.

Absences

If your child will not be attending the program because of a scheduled appointment, vacation, or other planned absence, please notify the program director in advance. If your child is ill, when you call the school to report the illness or pick up your child from school, please call the School-Age Child Care Program to leave a message regarding your child's absence.

Before Registering Your Child for the Summer Program

-The summer program will travel for fieldtrips and swim trips. Please determine if your child has the appropriate skills to function in this program.

-DRESS CODE-

During the summer program there is a minimal and mandatory dress code.

(1)-SNEAKERS MUST BE WORN DAILY- no exceptions! We want to avoid injuries due to improper footwear and allow children to participate in all activities.

(2)- Summer program shirts must be worn on field trip days. One shirt will be given and additional or lost shirts may be purchased for \$6 each.

(3)-Send bathing suits, towels, and related items everyday regardless of scheduled swim trips. Often there will be water games for an activity.

(3)-We encourage parents to send their children dressed for the weather, comfortable and modest. The program activity room and one gym is air conditioned.

Things my child will need...

-It is necessary to send your child with his or her own bottle of sunscreen with your child's name labeled on it. We are diligent with am/pm and before and after lunch applications. Please discuss this process with your child as well.

-A daily bagged lunch will need to be brought with your child each day. Please send lunches in a bag with your child's name clearly marked. Reusable bags work well. Lunches are kept in large coolers each day.

-Water bottles are highly recommended; freezing one the night before guarantees cool water throughout the day.

-To contain all of the items needed each day (changes of clothes, towels, etc.) backpacks work best. Don't put away that school bag too quickly! Please clearly label these as well with your child's name.

A Typical Day at the School-Age Child Care Summer Program

7am- Program opens. Wash hands, breakfast begins. Activities include: computers, crafts, reading, music, etc.

9am- Last breakfast served.

9am- Counselors gather with groups & take group attendance and determine buddies. Prepare for swim trip, fieldtrip, or remain at center for enrichment and activities throughout the day.

Children must be at the program no later than 8:30am.
The bus will leave promptly at the scheduled time of departure.

10am- Board buses; attendance re-taken as children board.
(review calendar for weeks of fieldtrips and swim trips).

10:30am- Arrive at destination. Buddy checks every 15 minutes for swim trips.

11:30am- Wash hands, lunch, games.

12:30pm- Resume activity. Buddy checks every 15 minutes for swim trips.

2:00-2:30pm- Prepare to depart; attendance re-taken as children board.

3pm- Arrive back to Community Center. Children gather with counselor and group and wash hands before snack. Activities include: crafts, outside, gym, movie, etc.

(The time of return is dependent on the distance of the trip.)

6pm- Program closes.

*Although this is our schedule we remain flexible.

Withdrawal from the Program

Parents wishing to withdraw their child from the program must provide a statement in writing at least two weeks prior to the discontinuation of this service. Tuition will be due for the balance of the month if no such notice is given.

Hours of Operation

The morning session will operate from 6:45a.m. to 9a.m.
The afternoon session will operate from 2:30p.m. to 6p.m.
The program will also be open for early dismissals. A full day program for vacation days, holidays, and the summer program will operate from 6:45a.m. to 6p.m.

Holidays the Program Is Closed

The School-Age Child Care Program is closed for the following holidays. Holidays not listed below the program will be open for child care.

~Labor Day and days prior to the first day of school
~Thanksgiving Day and the day after
~Christmas Eve