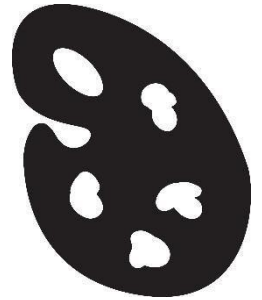
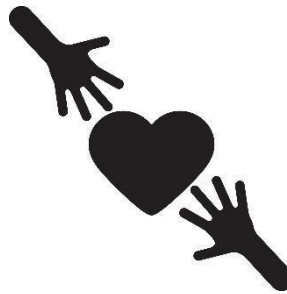




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN, GROW, THRIVE



Plattsburgh/Malone YMCA
Y's Time Enrichment School-Age Child Care
Serving Saranac Lake and Bloomingdale Elementary Schools

2019 - 2020 School Year Parent Handbook

STATEMENT OF PURPOSE

In all YMCA programs, our areas of focus are Youth Development, Healthy Living, and Social Responsibility. Our programs intend to be fun, active, and educational. We encourage character development in our core values: Caring, Honesty, Respect & Responsibility as well as social skills, sharing, cooperation, getting along with others and good use of leisure time.

ACTIVITIES

Our Site Supervisor is responsible for creating a daily schedule for staff and participants. Activities will vary by day, based on current season or theme. Scheduled activities are planned with a child's developmental and social level in mind. Whenever able, children are given options and a chance to provide input for what activities that interest them.

Daily Activities Include:

- Homework Help
- Co-operative game
- Physical activities
- CATCH activities
- Arts & crafts
- STEM/STEAM
- Walking Field Trips, with advance notice
- Healthy snacks provided daily (snacks will be peanut/tree nut free)

STAFF

All staff members are chosen because of their patient, kind personalities and their desire to work with children. All staff is qualified by experience, education and a love of working with children. All staff meets New York State Office of Child and Family Services Licensing regulations. All staff undergo a series of background checks, before working with children. All staff participate in regularly scheduled training, in the areas of safety, nutrition, group management, and record keeping. Staff to child ratio is always maintained at a minimum of 1:10. Our site will always have at least one staff member who is CPR/ 1st Aid certified.

PARENT/CAREGIVER COMMUNICATIONS

Parent/Caregiver communication is key to providing quality care to the children in the program. The staff will give daily verbal reports on each child's day. We will also provide monthly printed newsletters and calendars, highlighting special events and vacations days. The program also uses the REMIND app, to send out digital notifications. Each site will have a unique access code that parents/caregivers will receive during the 1st week of the program.

PERSONAL PROPERTY

The YMCA is not responsible for personal property including loss or damage. Please label items with your child's name. Please do not have children bring toys or other valuable items to the program. Personal hand held electronic devices, such as cell phones, Nintendo DS/DSi, iPods, iPads, & mp3 players are strongly discouraged from being sent to the program.

MEDICATIONS

Any child in need of medication should receive it at home or in school by the school nurse. Our staff is not qualified to dispense medication of any kind. Any child that needs medication within program hours will need to have a parent/caregiver bring medication to program to be administered. A written record will be kept of any medication administration, noting the child's name, date, time, dose and person who administered the medication, with a parent/caregiver signature.

Please note: Children must be potty trained to attend program.

ILLNESS

Staff will complete a daily health check of each child as they arrive at the program. At this time, a decision is made whether the child's condition suggests that they are well or ill. Any child who shows signs of illness are separated from the children in an area where all children can be supervised. If your child was not in attendance at school, they will not be allowed to attend the program.

Please keep your child home if they have any of the following:

- A temperature of 101 or higher
- Cold (fever, frequent sneezing, runny nose)
- Coxsackie (hand, foot and mouth disease)
- Fifth Disease (with fever)
- Giardia
- Hib Disease
- Hepatitis A
- Meningococcal Disease
- Untreated Ring Worm
- Roseloia (with fever)
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea (frequently and not associated with diet changes or antibiotic uses)
- Vomiting
- Head Lice (no nit policy)

When your child is absent from school or will not be attending the program due to sports or extracurricular activities, please make sure you call the YMCA and inform, Donna Studlack, the director of the program.

EMERGENCIES

In the event of an emergency, accident or sudden illness we are prepared to administer first aid and /or call the local paramedics. If a situation requires the services of an ambulance, they will be immediately notified and then the parents will be contacted and the appropriate paper work will be filed.

We will follow the fire drill procedures and emergency evacuation procedures outlined by the school and the YMCA.

SCHOOL CLOSINGS

In the event of an emergency school closing or delay, due to a severe act of nature or other unforeseeable emergency, the YMCA will **NOT** run the program, as schools are not available. If your child's school is closing due to weather, you are responsible for your child at the time of dismissal. **PLEASE BE SURE THE SCHOOL KNOWS WHERE YOUR CHILD GOES IN THE EVENT OF AN EMERGENCY CLOSING.** If time allows, we will do our best to call parents who have a child attending the Y program that day. However, we may not be able to reach all parents/caregivers.

Unforeseeable circumstances that may affect program cancellation include, but are not limited to:

- Loss of power affecting lights and heat/air
- Inclement weather
- Fire
- No heat
- Concern for children's safety
- Water main break

School Vacations - "All Day" Program

On any scheduled school break, such as winter vacation, Spring Break, or staff development days, the Y's Time Program will offer a full day of child care at Petrova Elementary. This program is run by Y's Time staff from all our sites, to offer a familiar face to all participants. Week-long breaks will offer a different schedule every day. Some common program activities include, but are not limited to: arts and crafts, group/cooperative games, as well as occasional field trips.

All Day care runs from 8:00 AM- 4:00 PM

* Minimum of 8 children, Maximum of 40 children,

* **Pre-registration required**

* Payment due at time of registration (no refunds) Fees:
\$20.00 per child

EARLY RELEASE PROGRAM

Early-Release care is offered for any child who is currently registered in the After Care Y's Time Program at each school. Early-Release Care is included in the monthly tuition. Early release care is held in the same location as regular After Care, with the same familiar staff. Early Release care is offered for all early- release days listed on the school district calendar. *Your Site Supervisor will inform you if field trips or special events will be scheduled for Early Release Days.*

REGISTRATION

Forty eight hour notice for registration is required before your child's first day of care. We need this time to ensure that all emergency information is on-site at the location where we will care for your child.

The Y's Time program is licensed through the New York State Office of Child and Family Services. We are mandated to have specific information when we receive your application. That information includes:

1. Complete registration form, with emergency contact information
2. A list of people permitted to pick your child up from program. Each person will need to show their ID before a child can be released to their care.

TUITION

The Y's Time program is based on a monthly tuition. Tuition is due by the 1st of every month. Payment plans are available, however monthly tuition must be paid by the last day of the month in order for your child to return to the program. To set up a payment plan contact Michelle Schumacher at the YMCA 518-483-2354. A plan must be in place prior to the first of the month in order for your child to attend Y's Time Enrichment. Tuition is not reduced due to holidays or cancellations due to weather. Program tuition is calculated by the total number of days that services provided, divided evenly over ten months.

Program (all rates are based on 5-day/week attendance)	Monthly Rate
Before School Care	\$100
After School Care	\$180
BOTH Before & After Care	\$225

- **YOU WILL NOT RECEIVE A BILL.**
- We accept day care assistance.
- Financial assistance is available for those who qualify.
- Pay by phone by calling the YMCA 518-483-2354 or mail payments to:
Malone YMCA 326 West Main Street Malone, NY 12953

Note: There is a \$10 late fee for every 15 minutes late when picking up your child after school or for all days. 0-15 minutes = \$10, 16-30 minutes = \$20. This late fee will be applied to your monthly tuition bill. This is only for emergencies and not intended as an extension to the times offered.

CANCELLATION POLICY

The YMCA requires written notice of termination of child care services. Written notice must be given a full two weeks in advance. Notice of termination must be submitted to Donna Studlack at the YMCA at the address listed above. Written notice will not be accepted by Y's Time staff at any site.

STUDENTS FROM BLOOMINGDALE ELEMENTARY SCHOOL

Program takes place at Petrova Elementary School. Drop off and pick up will be at that location. Students of Bloomingdale Elementary School will be bussed from Petrova Elementary to Bloomingdale Elementary after before care. Students participating in after care will be bussed from Bloomingdale Elementary to Petrova Elementary school.

2019 Y's TIME SCHOOL-AGE CHILD CARE APPLICATION

AM Care PM Care

Child's Name _____ Male Female
Nick Name _____ Age _____ Birth Date _____
School Attending _____ Grade in the fall _____
Home Address _____

Sibling's Names _____ Ages _____

My child will be picked up (circle one) Y N

My child will be bussed (circle one) Y N

If yes, please list the complete address:

Parent/ Caregiver #1 _____ Birth Date _____
Address _____

City _____ Zip Code _____ HomePhone _____

Employer _____

Work# _____

Cell Phone _____

E-mail _____

Parent/ Caregiver #2 _____ Birth Date _____
Address _____

City _____ Zip Code _____

Employer _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email: _____

MEDICAL

Current Medications _____

Allergies _____

Staff at our program CANNOT administer medications

Does your child have any diverse-abilities? Hearing Speech Seizures Other

Describe Other _____

Services received through school _____

EMERGENCY

In an emergency, please contact this person first: (name/#)

If they cannot be reached to make arrangements for emergency medical attention, I/we being the parent/legal guardian(s) of the above named minor do hereby appoint the YMCA staff to act on my/our behalf in authorizing medical, dental, or surgical care and hospitalization in my/our absence for the above named minor.

Parent/ Caregiver Signature #1

Parent/ Caregiver Signature #2

Child's Physician _____

Phone# _____

Child's Dentist _____ Phone# _____

Specialist Requested _____ Phone# _____
(for pre-existing conditions)

Insurance Company _____ Pollicy
Number _____

Emergency contacts if parents cannot be reached:

1. _____

Phone# _____

2. _____

Phone# _____

CONSENT TO RELEASE INFORMATION

I give permission for my child to be released from the Y's Time Child Care program with the following people. Please notify the YMCA staff in advance when you will not be picking your child up.

1. Name _____

Relationship to child _____

Home # _____ Work # _____ Cell # _____

2. Name _____

Relationship to child _____

Home # _____ Work # _____ Cell # _____

3. Name _____

Relationship to child _____

Home # _____ Work # _____ Cell # _____

Staff: Only the parent/caregiver who completed the registration form is authorized to note deletions and/or additions, and must sign and date this form.

Name and Relationship to Child	Phone Numbers	Date of Change
1.		
2.		

PARENTAL AGREEMENT

Please read and initial each statement and provide your signature at the bottom of the page.

_____ I agree to the policies and procedures set forth by the childcare program. _____ I have read and understand the guidelines printed in the Y's Time Parent Handbook.

_____ I agree to notify the YMCA staff if my child going to be absent from the program.
 _____ I agree to give the YMCA 2 weeks advance written notice if I choose to remove my child from the program.

_____ I agree to complete and return registration forms, and ensure that information is kept updates throughout the year.

_____ I understand that if my child care account is delinquent at any time, my child will be unable to attend the program.

_____ I give permission for the Plattsburgh/Malone YMCA to take and/or use video and/or photographs of myself and /or my child for the purpose of promoting YMCA programs.

Print Name

_____ Date _____ Signature

DISCIPLINE POLICY

A high-quality program can take place only in an orderly, mutually respectful, caring environment. Discipline is a process whereby children take increasing responsibility for their own actions. It is a cooperative process in which all staff members, children and parents share responsibility. Please feel comfortable discussing any concerns you might have with the site staff.

Examples of unacceptable behavior include:

- physical aggression • consistently ignoring rules
- use of foul language • leaving program area with- out permission •
- disrespect to site staff/ other children

The YMCA staff will implement our progressive discipline policy when behavior expectations are not met. Parents are informed at each level of disciplinary action. Listed are the steps utilized:

1. Verbal warning is given: explanation to child why behavior is unacceptable.
2. Loss of certain privileges
3. Verbal communications between parents and site staff.
4. Face to face meeting with Parents, Site Director, and Program Director.
5. Written follow-up notification from Program Director to the parent reiterating the problem outlining the plans for corrective measures.
6. Continued disruptive behavior will result in suspension or dismissal from the Y's Time Program.

If a child purposely injures or attempts to injure another child or staff member, parents will be contacted to immediately pick up the child. If this behavior reoccurs, further action, including suspension and/or dismissal from the program will occur.

POLICY STATEMENT

I have read and understand the policies stated in the Y's Time Before and After School Parent's Information Packet.

Parent's Signature: _____

Date: _____

CHILD CARE EFT AUTHORIZATION FORM

I authorize my bank to honor preauthorized payments to be drawn by the Plattsburgh YMCA from my account for Y's Time Child Care Payments as indicated below. When the bank honors the payments by charging my account, such transfer shall constitute notice of payment due and my receipt for the payment. Should any preauthorized payment not be honored by said bank when received by them, then it is understood that the payment is to be made by me in the amount of said payment, plus service charge. It is further understood that if such payment is not honored by the bank or credit card institution, the YMCA, at its discretion, may resubmit the amount due for the payment on a future date.

MONTHLY TUITION PAYMENTS WILL BE CHARGED ON THE 1ST OF EVERY MONTH.

Child

Name(s) _____

CHOOSE ONE (please complete the corresponding box below)

_____ Checking Account (must attach voided check or copy of)

_____ Savings Account (must attach savings deposit slip)

_____ Credit Card or Debit Account (VISA or MasterCard)

_____ I decline to participate at this time

DRAFT INFORMATION

Bank Name:
Name on Account:
Routing/Transit Number:
Account Number:

CREDIT CARD INFORMATION

Credit Card Type:		
Card Holder's Name:		
Card Number:		
Expiration Date:	Security Code:	
Billing Address:		
City:	State:	Zip:

If I decide or need to make any changes to the provided information, I will notify the Malone YMCA to ensure my child care account does not fall into arrears. I understand if my payment is declined, the Y will attempt to reprocess it one time before contacting me. I have read and understand the Plattsburgh/Malone Y's Time Financial Policies.

Signature _____

Date _____

