

YSCHOOL AGE™

We build strong kids, strong families, strong communities.

YMCA

School Age Child Care

2011-2012

Parent Handbook

Greater Lockport Family YMCA

19 East Avenue

Lockport NY 14094

www.lockportymca.com

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**The Greater Lockport Family YMCA
SCHOOL AGE CHILD CARE PROGRAM
Parent information ****Please Read******

Mission Statement: “The mission of the Lockport Family YMCA is to put Christian principals into practice through programs that build healthy spirit, mind and body for all.”

Program Goals: The Goal of the Greater Lockport Family YMCA School Age Child Care Program is to provide quality before and after school care to school age children, regardless of socio-economic background, race or religion. To support and strengthen the family unit, help children develop to their fullest potential and to deliver the program in a positive environment of safety, support and care.

Program Highlights: The Greater Lockport Family YMCA School Age Child Care Program provides safe, affordable, quality before and after school child care so parents have the freedom to work or study, knowing that their children’s needs are being addressed. Children have talents and skills to develop, energy to use and huge reservoirs of creativity to explore. They will have the opportunity to engage in activities, which will benefit them emotionally, physically and educationally. The program includes creative physical activity, board games, arts and crafts, school work assistance, reading, songs, music, group activities, guest speakers and much more. Time is allotted daily for students to do home work if needed. Children attending a morning session will have the opportunity to participate in the school breakfast program at their parent’s request and expense. The YMCA will serve a snack during the afternoon program. Snacks from home are not permitted unless there is a medical, allergic or religious need

The programs are planned and lead by YMCA staff trained to meet the needs of children and to provide positive adult role models. The School Age Child Care Program is designed to supplement and support the child’s experiences at home and school. It is not babysitting or a tutoring program, but a quality care program designed with the working family in mind. The YMCA maintains the highest standards for safety and well-being of the children enrolled and meets all licensing standards as required by New York state Office of Children and Family Services.

LOCATIONS

Lockport Schools – Anna Merritt, George Southard, Roy B Kelley and DeSales Catholic

Royalton Hartland – Royalton Hartland Primary School

Wilson Central School – Thomas Marks and WH Stevenson Elementary Schools

Starpoint Central School – Fricano Primary Building

HOURS: Before School: 7:00am in Lockport, Roy-Hart, Starpoint and Wilson Schools (6:30am at DeSales)

Children leave the before school program site and go directly to classroom.

After School: School release bell – 5:30PM in Lockport schools

6:00PM at DeSales, Roy-Hart, Starpoint and Wilson schools

Children leave their classroom and go directly to the afterschool program site.

YMCA SACC Program Financial Information: School Age Child Care Program payment must be received before using the program. Each family must be registered as FULL TIME or PART TIME participants. Weekly program fees will be based on registration status. **NO adjustment to program fees due to lack of program attendance**

REGISTRATION FEE: YMCA Youth Membership or \$60 per school year

<i>PART TIME</i>	<i>ONE SESSION Morning OR Afternoon</i>	<i>BOTH Morning & Afternoon</i>
1-2 days per week	Cash, check or credit card	Cash, check or credit card
One Child	\$ 18 week	\$ 36 week
Each additional Child	\$ 10 week (Member ST -8)	\$ 20 week (Member ST -16)
2 children	\$ 28 week	\$ 56 week
Additional child discount	Savings per week \$8	Savings per week \$16
<i>FULL TIME</i>	<i>ONE SESSION Morning OR Afternoon</i>	<i>BOTH Morning & Afternoon</i>
3-5 days per week	Cash, check or credit card	Cash, check or credit card
One Child	\$ 38 week	\$76 week
Each additional Child	\$ 22 week (Member ST –16)	\$44 week (Member ST -32)
2 children	\$ 60 week	\$120 week
Additional child discount	Savings per week \$16	Savings per week 32

HALF DAY FEE - \$5 per child added to weekly fee for after school child care. If scheduled attendance does not include after school care, Part Time afternoon attendance fees will be charged.

Fees may be paid by:

WEEKLY FEE - payment due at the YMCA by Thursday of week prior to attending.

AUTOMATIC PAYMENT – Your choice scheduled from your checking or savings account or credit card.

- **Weekly** scheduled on Thursday due date
- **Monthly** on the 1st of each month. Monthly payment will vary according to the number of school weeks per month. Automatic Payment method requires a signed *Electronic Withdrawal Agreement*.

Accounts with insufficient funds will be charged a \$20.00 fee and will be denied use of childcare program until paid in full.

ALL PROGRAM FEES must be paid to the Lockport YMCA. Payments may be made in person, over the phone with credit card or mailed to the YMCA School Age Child Care Program, 19 East Avenue Lockport NY 14094. Please indicate the child's name and school program on the check when mailing payments.

Payment options are available to help keep your account current. Fees are based on your child's level of participation in the program. The option is your choice at the time of registration: **FULL TIME 3-5 days a week** **PART TIME 1-2 days a week**

- There is **NO adjustment to program fees due to change or lack of program attendance**. Charges are determined by level of program chosen at registration.
- Children registered Part Time, who attend additional days will be charged Full Time attendance.
- Changes in program registration require one (1) week advance notice. Request for included in registration packet.
- Lack of sufficient notice for changes will result in FULL charge of program fees based on original registration, with or without child attendance.

Changes to registration status REQUIRE a one (1) program week notice. A completed change request form must be received at the YMCA.

Delinquent Accounts: A family who does not keep account paid current with program use, will lose the privileges of using SACC program until the arrears are paid in full. For any account that becomes 2 weeks behind in payment, the children's names will be removed from program roster and they will not be allowed to attend the before or after school program. If this happens your child will be signed into the program one (1) day and you will be asked to contact Laurie Ferris or Katy Berhalter. You will be required to **bring your account current by paying all program fees** that are in arrears and the fees for the current week before your child will be allowed to attend the YMCA SACC program again.

YMCA TAX ID # 16-0743239 for your tax records.

Statements of Accounts: Statements of your program use and payment status will be mailed to every family in early January and at the end of the school year. In attempt to continue to keep program costs low, we DO NOT mail statements monthly or bill for program use. It is your responsibility to keep track of program use and payments made. We recommend the Automatic payment system to assure your fees are paid on time. For your convenience, you can now choose to use automatic payment weekly or monthly and from your checking, savings account or credit card. If your account balance is in arrears, a statement will be hand delivered to you at the program. If this is not possible a statement will be mailed. This statement is being provided as a reminder that your account is not current. If your account is not paid in full, your child's name will be removed from the roster. At any time you have a question or concern with your account contact us before we need to take the drastic measure of removing your child's name from the roster. Our goal is never to deny a child program, but the YMCA cannot carry an outstanding balance for program use. The YMCA does work with Department of Social Services, day care assistance, NAPA, Employment and Training and any other employment/work/ child care payment programs as requested by parents and as possible. YMCA financial assistance is also available. Applications may be requested at the YMCA front desk, completed and returned with all required documentation. Families who may be eligible to receive financial assistance should also check with DSS Day Care Assistance for eligibility. You may qualify for free or reduced child care payments, call 439-7856 for info. **YMCA Candy Sale.** Families may sell candy to earn "Y Bucks". "Y Bucks" may be used to pay for membership, childcare, camp or any YMCA program. With this "self-help" financial assistance you can earn your **child care free!**

Withdrawing from the Program – To withdraw your child from YMCA School Age Child Care program you will need to complete SACC Attendance change form and turn in to the YMCA office, 19 East Avenue. One week advance notice is required for all changes in program use, including withdrawing from program. If you withdraw your child without completing the attendance change form you will be charged program fees based on your registration status. Lack of sufficient notice will result in fees charged based on registration, with or without child attendance.

Drop off / Pick Up: AN ADULT MUST SIGN IN ALL CHILDREN WITH THE YMCA STAFF WHEN ENTERING A PROGRAM SITE. DO NOT drop your child off at the door. **DO NOT** allow your child to wander through the school building. Students should be brought directly to the YMCA program and should leave the school directly upon sign out. Safety for the students and security of the building is the reason for this. Please respect this policy. **DO NOT DROP YOUR CHILD OFF AT THE SCHOOL SITE BEFORE THE SCHEDULED BEGINNING TIME.** If the YMCA staff has not arrived at the school **DO NOT leave your child unsupervised.** Please do not enter the school building until the YMCA staff have arrived. The school custodial staff will not be responsible for you and your child. FAILURE TO FOLLOW THESE RULES WILL RESULT in LOSS OF PROGRAM USE FOR YOUR FAMILY.

After School: School release bell–5:30pm Lockport Schools. 6:00pm at DeSales, Roy-Hart, Starpoint and Wilson district Schools. All children leave their classroom and go directly to the after school program. Attendance will be taken 5 minutes after the release from class. If a student is staying after to work with a teacher they should come to the after school site, let the “Y” staff know where they will be and return to the teacher.

Parents are required to complete a permission slip for a child to be released from YMCA SACC program to any other activity in the school building, while signed into the YMCA program. For example: sports, reading, tutoring or play practice.

Students will not be permitted to return to classrooms after attendance is taken and the after school program begins. Please be prompt when picking your child up. Failure to follow the program closing will result in LATE PICK UP CHARGES of \$5.00 per 5 minutes and/or loss of program use for your family.

After School Child Release: Children are not allowed to leave and walk home from the AFTER school Program. A parent or designated adult must pick the child up and sign them out with the YMCA Staff. DO NOT REMOVE your child from the program site without notifying the YMCA staff. If there is someone your child would not be allowed to leave the program with please notify us in writing. **Copies of a court order of protection or visitation must be on file with the YMCA.** Children will only be released to adults designated on the child’s health form. All of these child drop off and pick up policies have been established for the protection of your children. Please assist us with these security issues even though it may be inconvenient at times.

You must send a note to your child’s teacher and inform him/her that your child will be attending the YMCA program. This additional communication will prevent confusion for the child. Be sure to communicate any changes or adjustments in the “normal schedule” during the school year. If your child normally attends the after school program occasionally send a note to the teacher when the child is expected to attend YMCA program.

Starpoint Families: MAY NOT change “YMCA afterschool program days” and “Bus Home days” as per school policy.

Half Days of School: The SACC after school programs will be offered on all scheduled half days of school. On all scheduled days in Lockport schools the after school programs will be held at the YMCA, 19 East Avenue. Students will be bussed by Ridge Road Express from their school to the YMCA. Parents must arrange to pick up their child at the YMCA. Half days of school at DeSales, Roy-Hart, Starpoint, Thomas Marks & WH Stevenson Elementary Schools will be held at the school.

Any child registered in YMCA SACC programs is eligible to attend any half day program. You must contact the YMCA to schedule your child for attendance in the ½ day program. An additional \$5.00 half day fee (for each child and no matter which payment method family follows) must be paid at the YMCA in advance of the half day program. *The half day program fee is an additional charge added to the weekly fee for afternoon program attendance.* If your child does not “normally” attend the afternoon program, you will be charged for part time weekly attendance plus the \$5.00 half day fee. Half Day Programs provide care option for your children up to 6 hours or more. Each child will need to bring a bag lunch. Children coming to the YMCA will also need swim suit and towel. All children must dress in play clothes, including sneakers.

Snacks: The YMCA provides afternoon snack for all children. Individual snacks from home are not permitted during afterschool, unless there is a medical, allergic or religious need. **The before school program will not provide snack or breakfast.** All children will have the option of participating in the school provided breakfast service at the parent’s request and expense. Time will be scheduled during morning program activities for children to attend breakfast program if needed, other wise all children should eat breakfast before being signed into the YMCA School Age Child Care Program.

Transportation: Parents are responsible for transporting their children to and/or from the SACC Program.

Health Forms: Up to date health forms must be filed with the YMCA. A copy of health form will be kept on file at the YMCA and at the SACC program site. Parents are responsible for informing the YMCA staff of any changes in address, telephone numbers, emergency or work phone numbers.

Medicine: YMCA staff does not administer medication to students in School Age Child Care Programs. According to NY State regulation 414.11 Health (f)-(k) YMCA SACC programs are not authorized to administer medication. If your child needs medication, please make arrangements with the school nurse who should be able to administer medication to any child in the school building or arrange your arrival and departure to accommodate the medication needs.

Sick Children: If a child arrives or becomes ill while attending a SACC program the parent or emergency contact will be notified at once. For the protection of your child and others (including the YMCA Staff), please **DO NOT send** your child if he/she has any of the following: fever during the past twelve hours, infectious rashes, infection under treatment for less than 24 hours, vomiting, diarrhea, severe cough or croup, chicken pox, mumps, measles, head lice, scabies, pin worm, conjunctivitis (pink eye) under treatment for less than 24 hours. PLEASE keep him/her at home or make other arrangements. We cannot accommodate sick children and we will call you at work to come pick your child up.

Clothing: Please send your child in clothing that will allow participation. Most important item is **SNEAKERS**. If the program at your school uses the gym, sneakers must be worn. Children will not be allowed to play in sock feet, unless a specific activity requires that. Children cannot run safely in socks and we must respect the correct use of the gym floors by not allowing shoes or boots. During winter months we recommend children keep sneakers in their backpacks at all times. The children will have time to change from school clothes to play clothes.

Outdoor Clothing: After school programs **WILL GO OUTSIDE** to play. According to NY State Child Care regulations children are required to spend a small amount of time outside each day. All after school children should be dressed for outdoor play. Coats, boots. Hats and gloves are required in cold weather. Please be sure your child is dressed properly and understand that even a few minutes of fresh air and vigorous activity is beneficial to a child.

Personal Items: The YMCA and staff are not responsible for replacement of items brought to YMCA Program. For this reason we ask that children not be allowed to bring items of value (such as: Cell Phones, Game Boys, iPods, CD players & headphones, collector cards, jewelry or items that "cannot be lived without") to program. There is never a time these items will be needed in YMCA program.

Rules: At the YMCA SACC program all of the school rules are followed. Additional program rules will be set as needed. We keep the safety of all as primary goal of the program. Children are not allowed any place in the school building except where the SACC program is located. *Do not walk your children through the school halls. Students are not allowed to go to their classrooms.* Please bring your child directly to or pick your child up from the SACC program location, usually in the gym or cafeteria.

Behavior: A behavior problem is disruptive behavior that affects the group as a whole. If a child has a behavior problem, the following steps will be taken:

1. Redirection and reminders
2. Temporary removal from the group or activity with review of situation from YMCA staff.
3. YMCA staff will discuss with child and parent to inform parents and review rules and expectations.
4. If a behavior or situation is out of control, a repeated situation, involves violence or hitting another person or property destruction, total lack of respect or is dangerous to the group, a written notice will be given to parents. This discipline letter will be used as a last resort for negative behavior and will be considered the most serious form of behavior modification. The child will assist the YMCA Staff in completing the letter, we ask parents to review the letter with the child and return letter, signed and dated to the YMCA Program staff before the child will be allowed to return to the program. Any child who receives two (2) letters will be required to meet with their parents and YMCA director to review the behavior situation. Any child who receives three (3) notices will be removed from the program permanently with their next violation of program rules. The discipline letter process should be taken seriously.
5. There is ZERO (0) tolerance for any situation that involves hitting or striking another person, fighting or bullying. Any child involved in a physical altercation will be suspended from the program for one day and will receive a written warning. The second offense will require a meeting with child, parent and YMCA director. This policy is to reinforce the fact that the YMCA will not tolerate violent behavior and YMCA staff will do everything possible to help children learn alternative skills to violent reactions. If a child is experiencing challenges or frustration getting along with another child, they are to get help from an adult, before a problem occurs.

School Holidays: School Age Child Care programs do not offer programs at your school on school holidays or snow closing days. The YMCA offers Holiday Fun Club at the YMCA on each school holiday. Holiday Fun Club is a day camp program (separate registration from SACC required) offered from 8:30-4:30 with early arrival and late pick up hours offered 7am-6:pm. Even if your child attends YMCA programs at their school, you will need to register them for specific Holiday Fun Clubs. Advance registration is required at least two (2) days prior to the day of the program. Space is limited and walk in registration will not be accepted.

Register at the YMCA for any scheduled school holiday. While attending Holiday Fun Club children will participate in a wide variety of activities including group games, athletics, arts and crafts, swimming, music, stories, snacks and more. Each child brings a bag lunch, swim suit, towel and dress in play clothes with sneakers. Holiday Fun Club program fees per day/per child \$20 YMCA members \$55 non members.

Bad Weather School Closing or DELAY: In the event that your school is closed or has a delay in opening the YMCA School Age Child Care Program will be closed or delayed. WLVL Radio Station (AM1340) will announce any program closings. There will be NO after school programs if school closes early due to bad weather. If school opening is delayed, Before School opening is delayed. If school opening is delayed 1 hour, Before School opening will begin 1 HOUR LATER and will run until the opening of classes. DO NOT leave your child at school before the scheduled opening time. YMCA programs must follow hours of building operation as determined by the school district.

School Age Program Activities: With the interest in delivering high quality before and after school programs, staff plan schedules and activities with the use of YMCA of the USA School-Age Child Care Curriculum. Monthly and daily activities are offered following areas of Homework Support; Arts and Humanities; Character Development; Health, Wellness and Fitness; Literacy; Science and Technology; Service Learning and Social Competence and Conflict Resolution. Literacy activities are enhanced with Kidz-lit, a reading program that combines the relaxed and playful atmosphere of after school setting with a focus on learning that supports school work and improves their understanding of themselves and others.

YMCA homework philosophy is that it is homework. We will provide time, place, tools, assistance and a reminder that their parents want them to get work done. However we will not withhold other activities until homework is completed. Children have been working on school work all day and we believe they should have a brain break and use some physical energy and develop social skills.

Newsletter: Through out the year parents will receive SACC Mailings. This will communicate any program information, changes and upcoming events. Please Read and call if you have any questions. A Newsletter with specific program information at your child's site will be provided to keep you informed of your child's activities.

YMCA Staff: The staff of your school age child care program are carefully chosen to fill the role of child care counselor. All staff undergoes a Niagara County Sheriff's Department Criminal History Records check, NYS Central Register Database check and NYS Office of Children and Family Services Criminal History Review. Most staff exceed the New York State child care training requirement of 16 hour and all staff are certified in CPR, First Aid and YMCA of the USA Child Abuse Prevention.

Child Abuse Prevention Policy: Through out history, the YMCA has been a strong advocate for the child and children's rights. It is therefore most appropriate that mistreatment or neglect of children and the resulting severe effects would be of primary concern. The YMCA advocates a positive guidance with emphasis on positive reinforcement, redirection and the development of self-discipline. Based on concern for the children, parents and YMCA staff, all staff and volunteers are required to take YMCA of the USA child Abuse Prevention training yearly.

Child Abuse is maltreatment or neglect of a child resulting in injury or harm, Child abuses may be physical, verbal emotional or sexual. Its effects may result in severe emotional and physical handicaps anti social behavior and even death of a child.

YMCA Staff are mandated reporters in NYS and are responsible to report to the Statewide Central Register of Child Abuse and Maltreatment any direct knowledge of suspected abuse of maltreatment of a child.

No Babysitting or Tutoring Policy: We realize that families build trust and admiration for their YMCA counselors. We do, however, ask that SACC families and YMCA staff keep their relationship professional. In agreement with YMCA Staff and Volunteer Code of Conduct, Staff may never be alone with children they meet in a YMCA programs. This includes but is not limited to babysitting, tutoring, sleepovers, driving or riding in cars, inviting to their homes. We also ask that parents respect this policy and assist our staff in following their commitment to this code of conduct by keeping relationships professional.

For more information, questions, concerns or for information regarding payments or child care account feel free to contact:

Katy Berhalter, child care coordinator 434-8887 x 37

Laurie Ferris, YMCA youth director 434-8887 x 25 lferris@lockportymca.com.