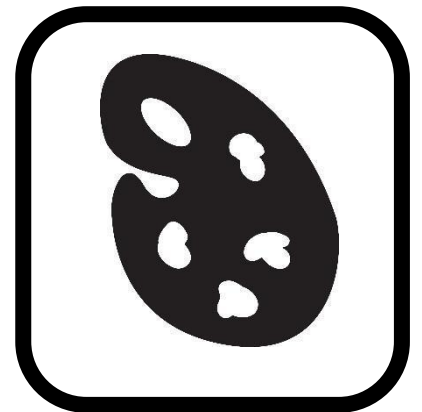
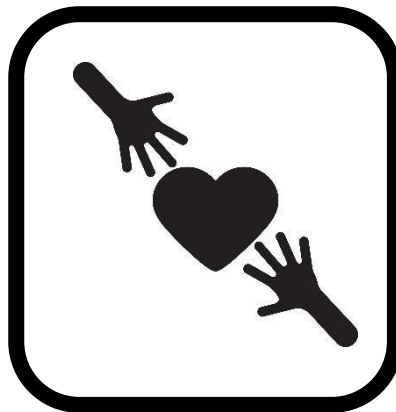




**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

# **LEARN, GROW, THRIVE**



**Plattsburgh YMCA**

**Y's Time School-Age Child Care**

**Serving: Cumberland Head, Peru and Plattsburgh Districts**

**2022-2023 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 are meant 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

Each Site Supervisor is responsible for creating a daily schedule for staff and participants. Although every day will have a similar structure, individual activities will vary by day, based on current season or theme at the site. 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 they would like to participate in.

### *Daily Activities Include:*

- Homework study hall
- Co-operative games
- Recreational swim weekly/ bi-monthly
- Gym games
- CATCH activities
- Arts & crafts
- Science/ Technology
- Field Trips
- Healthy snacks provided daily

## STAFF

Stephanie Purcell is the School-Age Child Care Director for the YMCA. This will be Stephanie's 3rd year as the director of the program and her 17th year working with the YMCA. Stephanie administers the program, supervises all staff, and works closely with the children and parents.

All staff members are chosen because of their patient, kind personality and their desire to work with children. All Site Supervisors are qualified by experience and education. Many of our site staff counselors are college students studying in the fields of Education, Human Development and Human Services. 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 1:10. All sites have at least one staff member who is CPR/ 1<sup>st</sup> Aid certified.

## PARENT COMMUNICATIONS

Parent communication is key to providing quality care to the children in the program.

To maintain daily communication, **ALL PARENTS/GUARDIANS MUST WALK CHILDREN INTO THE BUILDING AND SIGN IN WITH STAFF FOR MORNING CARE AND SIGN OUT FOR AFTERCARE. No child should be dropped off at the curb or door of the school, parents must go inside to speak with staff every day.** The staff will meet with parent for daily health checks in the morning and give daily verbal reports on each child's day for afternoon care. 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 will receive during the 1<sup>st</sup> 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, video games, 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/guardian 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/guardian signature.

*Please note: Children must be potty trained to attend the 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 he/she is 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, he or she will not be allowed to attend the program.

Please keep your child home if he/she has 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
- Roseloa (with fever)
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea (frequently and not associated with diet changes of 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 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.

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

- 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 the YMCA. 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: swimming, rock climbing, arts and crafts, group/cooperative games, use of YMCA's bounce house, and cooking, as well as occasional field trips.

All Day care runs from 6:45 AM - 5:45 PM

\* Minimum of 8 children, Maximum of 40 children,

\* **Pre-registration required**

\* Payment due at time of registration (no refunds)

Fees: Y's Time Participants \$25, YMCA members \$40, Non-members \$60

\* All participants must bring a lunch and swim suit & towel, and other items as needed

### **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, with the exception of last week of school in June. *Please check with your Site Supervisor for any field trips or special events scheduled for Early Release Days.*

## **REGISTRATION**

YMCA members will have priority registration time periods, before the general public. 48-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. Registrations must be received by August 31<sup>st</sup> for your child to start the first week of September.

\*There is a non-refundable **\$50 registration fee** (due upon receipt of your application) to reserve your space in the Y's Time program.

**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 copy of your child's current and updated **immunization** record
3. A copy of your **child's medical/physical record** from the school or Physician, which states that your child is free of communicable diseases.

## **TUITION**

The Y's Time program is based on a monthly tuition. Tuition is due by the 1st of each month. Tuition payments not received on or before the 5th of each month will be assessed a \$50 late fee. If tuition is not paid by the last day of the month, children will not be able to participate until outstanding balances have been paid. Tuition is not reduced due to holidays or cancellations due to weather. Program tuition is calculated by the total number of days that service is provided, divided even over ten months.

| <b>Program (all rates are based on 5-day/week attendance)</b> | <b>Member Rate</b> | <b>Non- Member Rate</b> |
|---|--------------------|-------------------------|
| Before School Care  | \$189              | \$225                   |
| After School Care   | \$257              | \$305                   |
| <b>BOTH Before &amp; After Care</b>                           | <b>\$315</b>       | <b>\$383</b>            |

- **YOU WILL NOT RECEIVE A BILL.**
- Financial assistance is available for those who qualify.
- Mail or bring payments to: Plattsburgh YMCA 17 Oak Street Plattsburgh, NY 12901

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 Stephanie Purcell, School Age Child Care Director at the YMCA main location, on 17 Oak Street. Written notice will not be accepted by Y's Time staff at any site.

### **BEFORE SCHOOL SITES**

| <b>School Name</b>    | <b>Location</b>        | <b>Time</b>                  |
|-----------------------|------------------------|------------------------------|
| Glasgow Elementary    | Glasgow School Café    | 6:45AM - Start of school Day |
| Momot Elementary      | Momot School Café      | 6:45AM -Start of school Day  |
| Oak Street Elementary | Oak Street School Cafe | 6:45AM -Start of school Day  |
| Peru Elementary       | Primary School Café    | 6:45AM -Start of school Day  |
| Cumberland Head       | School Café            | 6:45AM -Start of school Day  |

### **AFTER SCHOOL SITES**

| <b>School Name</b>    | <b>Time</b>               | <b>Location</b>        |
|-----------------------|---------------------------|------------------------|
| Glasgow Elementary    | School Dismissal - 5:30PM | Glasgow School Café    |
| Momot Elementary      | School Dismissal - 5:30PM | Momot School Café      |
| Oak Street Elementary | School Dismissal - 5:30PM | Oak Street School Cafe |
| Peru Elementary       | School Dismissal - 5:30PM | Primary Cafe           |
| Cumberland Head       | School Dismissal - 5:30PM | School Café            |