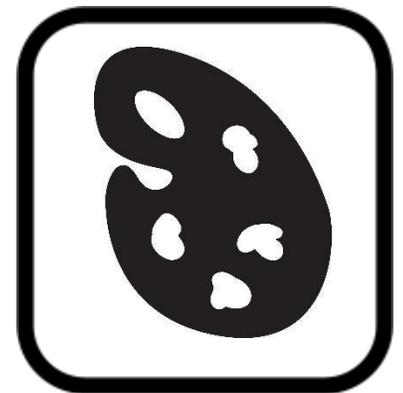




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN, GROW, THRIVE



Plattsburgh YMCA

Y's Time School-Age Child Care

Cumberland Head, Peru and Plattsburgh Districts

2023-2024 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

Shawn Nazario is the School-Age Child Care Director for the YMCA. This will be Shawn's 2nd year as the Director of the program and his 3rd year working with the YMCA's child care and summer camp programs. Shawn 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 meet 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/ 1st 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 parents 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 vacation days.

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 the 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 Ringworm
- Roseola (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 paperwork 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 7:00 am - 5:00 pm

* Minimum of 10 children, Maximum of 40 children

* **Pre-registration required**

* Payment due at time of registration (no refunds)

Fees: Y's Time Participants \$30, YMCA members \$40, Non-members \$60

* All participants must bring a lunch, snack, refillable water bottle, swimsuit and towel

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 the 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 31st 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.

| Program (all rates are based on 5-day/week attendance) | Member Rate | Non- Member Rate |
|---|--------------------|-------------------------|
| Before School Care | \$198 | \$236 |
| After School Care | \$269 | \$320 |
| BOTH Before & After Care | \$331 | \$394 |

- **YOU WILL NOT RECEIVE A BILL.**
- Financial assistance is available for those who qualify.
- All accounts will be set up on auto draft payments with a credit card or bank account

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 Shawn Nazario, 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

| School Name | Location | Time |
|--------------------|---------------------|------------------------------|
| 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

| School Name | Time | Location |
|-----------------------|---------------------------|------------------------|
| 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 |

PLATTSBURGH YMCA CHILD GUIDANCE, ANTI-BULLYING & DISCIPLINE POLICY

In all of our YMCA programs, we challenge our members and participants to behave according to the YMCA's Four Core Values of Caring, Honesty, Respect and Responsibility. Our values are outlined below.

Caring - to put others before ourselves, to love others, to be sensitive to the well-being of others, and to help others.

Honesty - to tell the truth, to act in such a way that you are worthy of trust, to have integrity, to make sure your choices match up with your values.

Respect - to treat others as you would have them treat you, to value the worth of every person including yourself, to be cordial even if you disagree with someone.

Responsibility - to do what you should, to do what is right, to be accountable for your behavior and obligations.

One of the goals of our child guidance plan is to minimize opportunities for challenging behavior and to help children develop tools to make good decisions about resolving conflicts and solving problems so that children can demonstrate respect for each other and their environment as well as ensure the safety and security of everyone involved.

Counselors observe children to identify events, activities, interactions, and other contextual factors that predict or contribute to the child's use of challenging behavior. Once these negative behavior triggers are found, staff can explore ways to minimize their impact to promote positive behaviors by the children through the modification of the environment or activities as well as provide adult or peer support.

METHODS OF GUIDANCE APPROVE FOR YMCA CAMP STAFF

Staff will address challenging behavior by assessing the function of the child's behavior and using positive behavior support strategies. When challenging behavior occurs, the counselor discusses the problem with the child in a developmentally appropriate manner. Counselors respond to the child in a way that is safe for the child and others in the group, is calm, is

respectful, and provides the child with information about acceptable behavior. When possible, the child is encouraged to suggest alternative solutions and assist in implementing them.

Counselors also help children manage their behavior by guiding and supporting children to:

- Persist when frustrated
- Play cooperatively with other children
- Use language to communicate needs
- Learn turn taking
- Gain control of physical impulses

A typical behavioral intervention follows a three-step process depending on the infraction, age of the child and if any special needs are present.

- First, the child will be redirected to a positive alternative to the negative behavior.
- Second, if the negative behavior continues, the child will be asked to leave the activity, but encouraged to find a different option.
- Third, if the negative behavior persists, the child would be separated from the rest of the group to a safe place within view and near the counselor or another camp staff member as necessary/appropriate.

The child may rejoin the group once he or she has demonstrated the ability to follow the camp guidelines and make appropriate behavioral decisions. Please note that although the time that a child is separated is not dictated by a set number of minutes, rather by the child's ability to demonstrate his or her capacity to make good decisions, counselors check in with the child in fewer minutes than the number of the child's age.

In problematic situations where children exhibit persistent, serious, and challenging behaviors, camp staff, along with the families, and other professionals will work as a team to develop and implement a plan that supports the child's inclusion and success both at home and at the YMCA.

DISCIPLINE/ANTI-BULLYING POLICY

We strive to provide all children with a safe and positive program experience. Guidance and discipline are positive, non-punitive, and appropriate to the situation and to each child's individual development.

If a discipline issue does arise, the steps listed below will be taken:

- **Level 1 (1st Instance) - Discuss the issue with the child.** Talk about better solutions and ways to improve the behavior. Parents are also made aware of what happened at pick-up time. If it is a severe incident, the parent is called instead of waiting until pick-up time.
- **Level 2 (2nd Instance) - Loss of privilege and discussion of the issue with the child.** The Director will also visit with the child to provide additional support.
- **Level 3 (3rd instance) - Suspension.** The child's parent/guardian is called for immediate pick-up and the child is suspended for one day.

- **Level 4 (4th instance) - Removal from Program.** The child's parent/guardian is called for immediate pick-up and the child is not able to return to the program.. A meeting must be held with the parent, child and Director Director to determine when/if the child will be able to return to the program in the future.

Each incident will be documented on an Incident Report and a copy shared with the parent and Child Care Director.

At each stage, it is discussed with the child what the next step is and they are encouraged to speak to a counselor if there are future issues and/or help is needed. Parents are also notified at each instance so they can support their child and the program's success. Discussions with parents are typically at pick-up time, at the end of the day. However, if there are more severe instances, a call will be made to the parent, immediately following the incident.

****Special Note:** The severity of the situation and the developmental level of the child is considered when the plan is put in place. In severe cases, the plan can be moved up a stage or a child with developmental delays can be given additional opportunities to succeed. Safety, however, is paramount and that will be considered when a decision is being made first and foremost.

In all cases, suspension and/or expulsion of a child from the Plattsburgh YMCA Child Care Programs is the final decision of the Youth Director and Chief Operations Officer or Branch Executive Director. Although a last resort, suspension may be necessary to ensure the safety of the child and others in the group.

Infractions of this policy include (but are not limited to):

- Disrespect, verbal or physical aggression towards staff or other campers
- Continuous disruption/uncooperative behavior
- Exhibiting behavior that endangers the safety of the child (or others)
- Attempting to leave the child care space or premises without staff permission
- Consistently disregarding the rules and authority of the staff
- Possession of or pretending to possess weapons
- Racism, fighting, bullying, vandalism and swearing
- Intentional destruction of property or others belongings
- Possession of drugs or alcohol

DEFINITION OF BULLYING

Behavior by an individual or group, usually repeated over time that intentionally hurts another either physically or emotionally. Three conditions used to define behaviors as bullying are as follows:

- Repetitive, willful, or persistent
- Intentionally harming
- As imbalance of power leaving the person feeling defenseless

Instances may include:

- Taunting
- Spreading rumors

- Excluding others from groups
- Kicking, hitting, or pushing

Incidents of bullying will not be tolerated. Suspension and Expulsion procedures stated above, will be followed.

PARENT/GUARDIAN AGREEMENT

Parents will receive a copy of this policy in the Welcome Message sent the week prior to the school year beginning. Any participation in our child care programs implies there is acknowledgement that a family has fully read, understood and agrees to the Child Guidance, Anti-Bullying and Discipline Policy as outlined here.