



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



***YMCA OF THE
GREATER TRI-VALLEY
SCHOOL AGE CHILD CARE***

Welcome

Dear Parents/Guardians

Welcome to the YMCA of the Greater Tri-Valley School Aged Child Care (SACC) Program. We are delighted to serve your family's child care needs. We are committed to providing a safe and nurturing experience for your child with plenty of opportunities for growth in spirit, mind, and body.

A child spends a substantial amount of time in our program, during which significant developmental impact occurs. In all settings, ideas of self worth are developed, relationships with peers and adults are experienced, and young bodies grow strong and competent.

YMCA School Age Child Care Programs are non-profit programs. Our licensed programs through New York State are designed to provide each child with a variety of positive, healthy, and interesting activities throughout the week. The staff are trained and experienced in working with children. Many of our staff have, or are working towards, degrees in education or are seeking a career in a child related field. The YMCA provides its staff with ongoing training throughout the year. Our YMCA staff meets New York State Office of Children and Family Services (OCFS) requirements. All staff is required to have training in First Aid and CPR.

You will notice that our registration packet includes space for your child's personal information. Many parents are hesitant about sharing personal aspects of their child. Some parents fear that the information may be misused while others are concerned about their child being labeled, singled out, or treated differently. We appreciate these concerns and can assure you that the information will only be used to aid the staff in working with your child.

This handbook is designed to assist you in better understanding the philosophy, goals, policies, and procedures of our child care program. We encourage you to review this booklet with your child and retain it for future reference. If you have any questions or concerns, please feel free to contact your school aged child care director. We are very interested in your comments, questions, and feedback regarding our program. As a team we can provide your child with a successful experience in our program. Welcome to our YMCA Family.

YUSA Curriculum

What Makes us Different Than Other Child Care Facilities?

Each child care facility implements lesson plans with the children that are directly derived from our YUSA curriculum. This curriculum is used nationally at all YMCA's and focuses on an 8 component system which includes:

1. Arts and Humanities
2. Character Development
3. Health, Wellness and Fitness
4. Homework Support
5. Literacy, Science and Technology
6. Service Learning
7. Social Competence
8. Conflict Resolution

Site staff also reinforces the core values of the YMCA on a daily basis with the children: Caring, Respect, Honesty and Responsibility.



About Us

Statement of Purpose

The purpose of the YMCA of the Greater Tri-Valley School Age Child Care (SACC) program is to provide quality care in a safe and supportive environment that fosters the physical, emotional, intellectual, and social growth of children, while supporting and strengthening families.

Licensing/ Registration Agency

The YMCA of the Greater Tri-Valley SACC Programs are licensed/ registered by the New York State Office of Children and Family Services. Our child care programs are mandated to uphold all of the rules and regulations pertaining to child care licensing and registration.

Goals and Objectives

The YMCA of the Greater Tri-Valley SACC Program promotes the character values of caring, honesty, respect and responsibility, along with healthful lifestyles. Our program meets the needs of children at the different stages of development by creating an environment that is relaxed, homelike and fosters independence, cooperation and self-control among the children who participate. The daily schedule is structured so that it allows; choice of a wide range developmentally appropriate activities, balances active and quiet times, and provides opportunities for children to pursue particular interests and develop individual abilities. Children are encouraged to participate in the daily operation of the program, especially on the formulating of behavioral expectations and choosing program themes and activities.

Philosophy

The YMCA of the Greater Tri-Valley SACC Philosophy is to deliver a program in a positive environment of safety, support, and care that will allow children the opportunity to relax and participate in variety of interesting age-appropriate activities.

Staff Philosophy

We believe the success of our program (and ultimately your child's experience) lies in the quality of our staff. Our staff members are selected based on their experience, education, character, talents, and interpersonal skills. Many of our staff return year to year, and are employed in other YMCA areas, such as Summer Camp, and Aquatics. Our staff comes together for procedures, group work, and curriculum planning. Staff is cleared through two background checks. Above all, our staff have one thing in common — a love for working with children.

Enrollment Criteria

The YMCA Child Care Programs are open to all families regardless of race, gender, religious affiliation, cultural heritage, financial status, political beliefs, national origin, disability, marital status, or sexual orientation. Registration is first offered to existing participants, then to the established waiting list, and then to the general public. Enrollment capacities are dictated by local and state regulations. Registration packet includes:

Child Care Information Form
EFT Rates Enrollment
CACFP Enrollment Form
Needs Assessment

If you do not register your child(ren) 7 days prior to the 1st of the month a \$30.00 late registration fee will be imposed. In addition, parents must read the parent handbook and sign a statement verifying that they understand and will adhere to the policies and procedures set forth by the Child Care Program. Parents can download all information and the enrollment form or enroll on-line at www.ymcatrivalley.org. Enrollment forms are also available at each YMCA branch. At the time of enrollment, the registration packet **MUST** be completed in its entirety along with one full month's payment. Financial assistance is available to qualified members. If you would like to apply for financial assistance, please call to make an appointment with your SACC Director. (See page 16 & 17- Billing)

Special Needs and Disability of a Child

The YMCA of the Greater Tri-Valley will request and review information given by the parent related to the child's participation in the program. Specific accommodations required to meet the child's needs in the program, which would include change or modification in the child's participation in regular activities will be reviewed. In addition, identification of any special equipment materials, ramps or aides will be discussed. If such accommodations will cause undue burden on the SACC program, the parents will be notified in writing.

How do I Enroll?

Character Development

The YMCA of the Greater Tri-Valley has adopted the character development values of Caring, Honesty, Respect, and Responsibility, which it strives to incorporate and promote in all of its programs.

Children's Rights

Staff is responsible for ensuring that children enrolled:

- Have a safe and reliable environment free of hazards.
- Have use of all the equipment and space on an equal basis and are able to find equipment in functioning condition.
- Have their ideas and feelings respected.
- Have discipline that is fair, equal, and respectful of them.
- Have opportunity to express their anger, frustration, disappointment, joy, etc., in an appropriate manner.
- Have activities that allow participants to express their ability as they explore and discover, while developing to their fullest potential.
- Have an environment that offers a variety of choices: physical, gross motor, quiet (without interruptions), indoor, active and passive areas, creative dramatic play, and exploring.
- Have a right to voice their opinion on the rules and have input on activities offered.
- Have staff members that care about them, enjoy being with them, and help them grow.
- Are treated with caring, honesty, respect, and responsibility.

Childrens' Responsibilities

Children need to be responsible for:

- Learning to take consequences for their own actions.
- Displaying character development traits: caring, honesty, respect, and responsibility.
- Respecting the rules that are established for and by them during the day.
- Controlling their anger so that their actions do not harm anyone.
- Not willfully damaging any equipment or property in the building or anyone else's property.
- Sharing equipment and facilities with all children in the program.
- Remaining with a staff member at all times and notifying staff if they need to go to another area.

- Being on time with their belongings.
- Dressing appropriately for indoor and outdoor play.
- Returning materials and equipment to the place they found them and before they start a new activity or go home.
- Participating in and carrying out an activity that they committed themselves to.
- Any items they bring to the program with them. The YMCA is not responsible for lost or stolen items.

Child Care Conduct Policies

While participating in the program please be certain that both you and your child are completely familiar with these policies. The Director, upon notification to the parent, may suspend or terminate a child from all activities and participation in the program for the following types of conduct:

- Leaving YMCA premises without permission, or going into posted unauthorized areas.
- Use of foul language or rudeness to staff.
- Defacing YMCA or school property, or field trip facilities.
- Engaging in fighting as a means of problem solving.
- Bringing or using illegal substances.
- Stealing or defacing another child's property.
- Intentionally injuring another child.
- Refusing to remain with the group during outings.
- Refusing to follow check in and out procedures.

Behavior Management

In addition to following school rules and building policies, rules for positive behavior appear in the segment "Children's Responsibilities" and are shared with both parents and children prior to enrollment. Basic rules include respect for each other, the property of others, the YMCA facility, the child's safety, and the security of the group. Children have input in deciding rules for their group and in the establishment of acceptable group standards. Behavior management is accomplished through a positive approach that respects the child as an individual. Discipline procedures are handled individually, usually with a mild consequence that is associated with the particular infraction. Please notify the YMCA if you are going to be away for several days and your child will be in the care of someone else. This sometimes affects your child's behavior. It is also important for us to know who is responsible when you are away. Throughout the school year, if there is anything unusual going on in your home, please let the SACC Director and Site Director know. Even though your child may seem not to have been affected, it may show up in their behavior.

Children's Belongings

Please note that the YMCA is not responsible for any lost or stolen items during program. We strive to ensure that your child's belongings are taken care of with respect, but it is the parent and child's responsibility to be sure that they have all of their belongings with them before they leave for the day. It is important to be sure that all of your child's belongings are clearly labeled with their name.

Progressive Methods of Discipline Approved for YMCA Child Care Workers

Establish "House Rules". Make sure they are stated in the positive. Tell children what they CAN do. Children should help establish rules. Allow transition time and warnings before they occur. Give verbal warnings/ reminders. Redirection. Talk through the problem with the child. The child is encouraged to suggest alternative solutions and assist in implementing them. Cool Down Time (a quiet time for the child in a designated place within view of the staff): Remove child from activity. Ask the child to sit away from the group. After 1-2 minutes (five minutes maximum) ask the child the reason why they were removed and if they are ready to return to the activity. Explain the behavior expected in the future. If behavior continues to be an issue, a staff member will write a discipline report and have it signed by the parent, for unsafe behavioral incidents. Three discipline reports may constitute a suspension from the program. (Parents are still liable for payment for days suspended due to inappropriate behavior.) Severe behavioral issues which impose harm to themselves, others, or property is to be taken to the SACC Director. The Director contacts the parent and sets up a conference. A solution is usually made together as to the outcome and/or disciplinary procedure to take place. The final step is for the Director, parents and child to meet to clarify behavioral expectations for the future. In all cases, suspension and/or release of a child from the Child Care program is the final decision of the SACC Director/Coordinator. Although a last resort, release from the program may be necessary to ensure the safety of your child and of others in the group. The YMCA understands that our programs cannot meet everyone's needs. The YMCA reserves the right to suspend or release a child from any program for a singular incident due to severity.

Behavior Contract

Children who display repeated behavior problems will be asked to enter into a behavior contract.

This contract will list specific actions that will be taken if behavior does not improve. The contract must be approved prior to use by the SACC Director and the Site Director, and the child's parents. Parents, Children, Site Director and the SACC Director will sign and be involved in the contract process.

Parents' Visits and Conferences

We need your help in order to ensure a quality Child Care program. The YMCA encourages parents to visit at anytime. Anyone who enters the site with direct contact with children but is not picking up a child will be required to sign in and out of the program on our visitor's log. Conferences may also be arranged by appointment. Open and friendly communication is essential. Parent/Guardian participation and input is welcomed. The children, staff, and director appreciate your creativity, ideas, and leadership in activities. Parents' concerns should be immediately directed to the Site Director or the SACC Director. Details surrounding the parents' concerns will be reviewed, solutions will be discussed and an action plan will be implemented. Feel free to discuss any concerns or suggestions you may have with the staff and/or SACC Director.

Sickness

Please keep your child home if they seem listless, unusually irritable, complains of stomachache, headache, earache, has a fever (101 or above) or seems to be unusually pale or flushed. It is better to be over cautious than to risk exposing the rest of the children and staff to contagion. If a child becomes ill, (i.e.: fever, vomiting, diarrhea, rash, etc.) during their time at the program, parents will be asked to pick up their child within the hour. A child who is suspected of having a communicable disease will be isolated from the other children. The child may return to the program when they are symptom and fever free, without medication, for 24 hours. OCFS regulations require that an up to- date information form be on file for each child attending the program. Please notify the YMCA SACC Director immediately if your child is exposed to a contagious disease. The Director will notify you if and when it is necessary to keep your child at home. All parents will be given notice if a child in the program has been reported having a contagious disease. Notices will include information on symptoms and general information on the contagion. Please see that your child keeps reasonable bedtime hours. Their day can be spoiled if they are tired. Children, on average, need 10 hours of sleep each night. It is the sole responsibility of the parent for payment of all medical bills. The YMCA of the Greater Tri- Valley holds no medical insurance for program participants.

Health Policy

Health Policies

We have set up the following guidelines on illness; these guidelines will be followed unless your physician states in writing that your child may attend. Keep your child home if they have:

- A temperature of 101 or above.
- Conjunctivitis (pink eye).
- Impetigo.
- Diarrhea (more than one instance in a 12 hour period).
- Vomiting.
- Severe cold with fever.
- Contagious disease (I.e., roseola, strep, fifth disease, chicken pox, scarlet fever, Coxsackie's virus, croup, etc.).
- Head lice (child must have 1 treatment and parents must agree to additional treatment 10 days later).
- Ring worm.

We understand that keeping a child home may impose problems. Please understand that bringing an unhealthy child to child care may affect the health of other children and staff. If treatment requires medication, children must be symptom free for 24 hours without medication before they may return to the program.

Medication Policy

The YMCA of the Greater Tri Valley can only administer medication at the Rome YMCA, 301 W. Bloomfield St. and the Oneida YMCA, 701 Seneca St. sites with written permission from the parents of the enrolled children, a doctor's note, and medication in original container. We do not typically administer medication at our off site school locations at this time. The YMCA of the Greater Tri-Valley will not discriminate against a child with special health care needs. Should a child with special healthcare needs be enrolled, various staff members have been MAT trained to administer medications and will submit a new healthcare plan for the site, to accommodate the child. Parents or relatives within the 3rd degree of consanguinity will be allowed to administer medications during the program hours. The medication dosage and time will be documented on forms provided to the YMCA of the Greater Tri- Valley by OCFS. Parents or the school nurse will be required to notify program director of any medications/treatments given to a child prior to entering the program. This information will

also be documented by the staff. If a medical emergency arises which requires the administration of medication, an ambulance will be called and the parents will be notified immediately. Over-the-counter topical ointments such as sunscreen and insect repellent may be administered at all sites upon written instructions and permission from the parent. For children with asthma, a Special Health Care Plan is required in addition to the Written Medication Consent Form.

Allergies and Emergency Medical Information

Any allergies to food, chemicals, or other materials should be listed in the "Allergies" section of the child's information form. This information will be placed on a master list and posted. All staff will be informed of child's allergies, and instructed to avoid these products.

Emergency Procedures

Staff will treat children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings, and stomach upsets, taking note of specifications on the child's health form. Sick children will be isolated from other program participants and have their condition monitored. Parents will be informed of First Aid given to their child. If their child's symptoms persist, parents will be asked to pick up their child as stated in the Health Policy. In the case of a major emergency such as broken bones, puncture wounds, etc., the child will be transported by ambulance to the nearest medical facility. Health forms on file will include child and parent information, emergency numbers when parents cannot be reached and a medical release to seek treatment if parents cannot be reached.

Child Abuse Policies

Strategies to Help Prevent Child Abuse

These preventative strategies are designed to protect the children, staff and volunteers in YMCA programs.

The YMCA has in place a comprehensive pre-employment screening procedure to screen out staff not suited for working with children. The YMCA will take any allegation or suspicion of child abuse seriously. Staff understands their legal obligation to report suspected abuse.

Policies, procedures, and training are available related to discipline, supervision, staff/participation interaction, staff and volunteer Code of Conduct, etc.

Staff understands what practices may be considered abusive, and the difference between what may be considered appropriate and inappropriate touch.

Defensive strategies have been identified for avoiding unfounded allegations.

Staff communicates frequently with parents regarding day-to-day activities and encourages parents to report or question any behavior or event their child may share that appears out of the ordinary.

Parents are encouraged to visit, unannounced, to any program their child participates in.

Staff tries to identify stressed parents and offer support and referrals for help. Staff has learned how to discuss sensitive issues with children.

Procedures for Reporting Suspected Child Abuse Cases

In order to ensure the well-being of the children in our care, staff is mandated under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Child Abuse Hotline, and to cooperate in any investigation for such possible neglect or abuse.

The YMCA does not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including a non-family member, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may also refer the matter directly to the police.

The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated:

Physical punishment:
Striking, biting, kicking,
squeezing, spanking,
shaking, twisting.

Demanding excessive physical exercise or
prolonged lack of movement or motion.
Strenuous or bizarre postures. Methods
of discipline that frighten, demean, humiliate,
or shame. verbal or emotional abuse.

Withholding food or restroom privileges.
Forced feedings or compelling a child to eat or have in the mouth soap, foods, hot spices, or foreign substances. Confining children in small locked rooms.

YMCA staff and volunteers need to be sensitive to each person's need for personal space. The YMCA encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

In the event that there is an accusation of suspicion of child abuse, the YMCA will take prompt and immediate actions as follows:

The mandated reporter (employee) must notify the person in charge SACC Director or his/her designee who then also becomes responsible to notify Child Protective Services or cause such notification to be made. However, this requirement does not give the person in charge the power to prohibit a report from being made, nor does it relieve the original source from ensuring that a report is made. The mandated reporter will notify the Local County Child Protective Services immediately in accompaniment with the SACC Director or their designee at any time of the day or week by calling the hotline.

**The New York State
Central Register of
Child Abuse & Maltreatment
1-800-342-3720
Local Child Abuse &
Maltreatment Hot-Line
(585) 461-5690**

Information to include in the report: The following information should be included in oral and written reports:

- Child(ren)'s name, address, sex, age.
- Facts about the injury or suspected harm to the child.
- Physical indicators observed.
- Behavioral indicators observed.
- Other indicators observed/ known.
- Any knowledge of earlier injuries or problems.
- Name of the person responsible for suspected maltreatment.
- Facts about the family.
- Your name and where you can be reached.
- What action, if any, taken by you to protect the child. Photographs Whenever you are on the staff of an institution school, facility, or agency, you must immediately notify the designated person in charge and that person may take or arrange for, at public expense, color photographs of visible trauma. Any photographs must be sent to

the Child Protective Services at the time the written report (OCFS-2221A) is sent or as soon thereafter as possible.

At this point, the person in charge, or his designee, will ask the CPS Circumstances as described warrants reporting.

The person in charge, or his designee, immediately implements the directions as given by the CPS worker: If a CPS report is not recommended by the CPS worker; this fact, plus any other advice or directions given, should be noted on an incident report and the appropriate staff notified so as to ensure compliance. The YMCA SACC Director should promptly receive a copy of this incident report. If a CPS report is warranted in the opinion of the CPS worker, it is to be immediately reported. An incident report is to be completed and promptly forwarded to the YMCA Executive Director.

If a CPS report was deemed necessary, within 48 hours after such oral report, form OCFS 2221A (Report of Suspected Child Abuse or Maltreatment) shall be completed and mailed to the Local County Child Protective Services. A copy of this form should also be forwarded to the SACC Director. This form (OCFS 2221A) should be requested from the CPS worker when a report is made. Written reports from persons or officials required by law to report shall be admissible as evidence in any judicial proceedings related to child maltreatment.

The YMCA shall make all efforts to protect the confidential nature of such reports and may request that the reporter's name and the YMCA program also remain confidential, if warranted. As a follow-up, the person in charge will request a summary of the findings of any action taken by the child's protective service in response to the report. Other Actions: If the child or program staff is determined to be in immediate danger, a call should be made to law enforcement officials.

Bullying & Harassment Policy

The YMCA of the Greater Tri-Valley prohibits acts of harassment or bullying. The YMCA has determined that a safe and civil environment during all programs is necessary for children to learn and achieve high moral standard. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a child's ability to learn and the "Y's" ability to educate its individuals in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for child's behavior. "Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off YMCA property, at any YMCA-sponsored function.

“Harassment” is conduct that meets all of the following criteria:

- is directed at one or more individuals;
- substantially interferes with educational opportunities, benefits, or programs of one or more individuals;
- adversely affects the ability of an individual to participate in or benefit from the YMCA’s programs or activities because the conduct, as reasonably perceived by individual, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on an Individuals actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Bullying” is conduct that meets all of the following criteria:

- is directed at one or more individual;
- substantially interferes with educational opportunities, benefits, or programs of one or more individuals;
- adversely affects the ability of an individual to participate in or benefit from the YMCA’s programs or activities by placing the individual in reasonable fear of physical harm or by causing emotional distress; and,
- is based on an individuals actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics. The YMCA expects all individuals to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of others. The YMCA believes that standards for an individual’s behavior must be set cooperatively through interaction among all involved, producing an atmosphere that encourages the growth in self-discipline. The development of this atmosphere requires respect for self and others, as well as for YMCA and community property on the part of the individual, staff, and community members. The YMCA believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping children learn to assume responsibility and the consequences of their behavior. Staff members who interact with children shall apply best practices designed to *prevent* discipline problems and encourage children’s abilities to develop selfdiscipline. Since bystander support of harassment or bullying can support these behaviors, the YMCA prohibits both active and passive support for acts of harassment or bullying. The staff should encourage children to support others who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The YMCA requires its staff to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a child or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by YMCA administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Consequences and appropriate remedial actions for a child or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a child's, or suspension or termination in the case of an employee, as set forth in the YMCA's approved code of conduct or employee handbook. Consequences for a child who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the child, and the child's history of problem behaviors and performance, and must be consistent with the YMCA approved code of conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a YMCA approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Temporary removal from a program
- Loss of privileges (time away)
- Legal action
- Expulsion or termination

Drop Off/Pick Up

Pick Up Authorization

When dropping off a child for AM care, parent or guardian MUST sign children in with staff. The Pickup Authorization must be completed in its entirety by the parent prior to the child's enrollment in the child care program. If a child is to be picked up by someone other than an authorized person, the program must be notified within twenty-four hours in writing. Parents or designated persons picking up children must come into the building with photo identification to pickup the child. For your child's safety, we will not allow your child to leave the site without staff authorization. All persons authorized to pickup must be at least

eighteen years of age. Please be aware that if staff suspect you have been consuming alcohol/ drugs you will be asked to have someone else pickup your child.

Policy for Releasing Children

As part of the initial orientation, parents will be informed that they are invited and urged to visit the program site at any time. The site must ensure that a child is released only to a parent or an adult designated by the parent/ guardian, or to an authorized pick up person. No child will be released to anyone under the age of 18. The site must have and follow a plan to verify the identity of persons authorized to pick up the child, but not known to the staff (i.e. request a State driver's license)

Late Pick Up Policy

On certain occasions when a parent must be late, the YMCA has established these firm policies:

- Parents must call the YMCA staff to let them know what time they will expect to arrive or to inform them of alternate transportation arrangements that have been made.
- In the event of consistent tardiness, your child/ren will be suspended from the program for an amount of time to be determined by the director.

If the YMCA does not receive a notification from the parent, the following procedures will be immediately implemented: A YMCA staff member will contact parents for instructions. If contact cannot be made, a YMCA staff member will call the emergency contact list to arrange pickup (parent will be charged one dollar per child each minute the emergency contact person is late.) If 30 minutes late from official closing time and contact cannot be made to the child's parents or emergency contact people, a call will be placed to the Police Department. Parents will be informed to contact the Police Department for further instructions.

Billing

Financial Information

Child care payments are due in advance of service in monthly payments. The monthly fee is based on the yearly program fee divided into 10 equal monthly payments and are not reduced for any weeks containing scheduled holidays or closures due to inclement weather. Parents whose payments are late will be asked to withdraw their child from the program, unless other arrangements have been made with the Director. Parents are responsible for payment when their child does not attend the program on their scheduled day. Parents are responsible to pay for extra days used.

Credit/Refund Policy

The YMCA of the Greater Tri-Valley **does not** issue credits or refunds except under the following conditions:

- A program has been cancelled by the YMCA
- An error has been made by the YMCA regarding payment
- A medical excuse is presented with a physician's signature due to emergency

The registration fee is nonrefundable and nontransferable. This fee is required to hold your child's spot in our SACC Program. Should your child be withdrawn from the program the fee is forfeited.

Financial Assistance

The YMCA of the Greater Tri-Valley financial assistance policy states that no person will be denied membership or program participation solely because of inability to pay fees. Financial assistance applications are available from your SACC Director. Financial assistance is granted based on available resources of the YMCA. It is our intent that all individuals contribute toward membership and/or program fees. Parents are first encouraged to contact Department of Social Services for financial assistance. If Department of Social Services does not approve the parent, the YMCA SACC Director will process a financial assistance application.

Payments

All Payments are due 7 days before the 1st of each month. If payment is NOT received by the payment due date, a \$30.00 late Fee will be imposed. All payments received will hold your child's spot for the following month. All payments must be paid at or delivered to your designated branch:

Rome Family YMCA
301 W. Bloomfield St.
Rome, NY 13440

Oneida Family YMCA
701 Seneca Street
Oneida, NY 13421

New Hartford SACC
25 Oxford Road
New Hartford, NY 13413

The YMCA does not pro-rate any of its programs and the monthly program fee is due at the time of registration.

****All rates are available on our website at www.ymcatrivalley.org**

Electronic Fund Transfers

We encourage you to set up an EFT (Electronic Fund Transfer) account. Monthly payments can be automatically deducted from your checking account or a credit card. All transactions will be processed on the 15th of every month and will cover payment for the following month. If you are interested in EFT please contact your SACC director.

Site staff is NOT responsible to collect payment and will NOT take any payment at the site. If checks are returned with non-sufficient funds, the bank processing fee will be added to your account and the balance due must be paid by cash or money order only. Accounts will be edited to reflect non-payment. If you have any questions about the statement or bill, please contact your SACC Director.

Department of Social Services (DSS) Payments

DSS weekly parent fees are due on the 15th of each month. A notice of decision must be on file with the YMCA at the time of registration. If DSS discontinues or lapses payment on your account you will be responsible for all fees at full price.

Confidentiality of Records

All information contained in your child's record is privileged and confidential and cannot be released without your written consent. Authorized representatives of OCFS have the right and responsibility to review all records upon request.

Registration Changes

Any changes in registration information concerning you or your child must be arranged in advance, in writing, with the SACC Director (i.e. change in service, discontinuation of service, changes in pickup authorization, address, work or home phone numbers, emergency contacts, etc.) If you are changing your child's scheduled days, two weeks notice must be

given in writing to the SACC Director. **This does not ensure a refund of funds paid. Please refer to our Credit/ Refund Policy for details (page 13).**

Sites

*Visit our website at www.ymcatrivalley.org
for dates, times, locations and fees.*

New Hartford

Before School

Our before school program begins at 7:00 am in the schools. This program is loosely structured in order to give children time to transition to their day of school. Light breakfast snack may be available at before school programs.

After School

This program begins at dismissal and ends promptly at 6:00pm. The program is structured and will provide a variety of activities including homework assistance, lessons from YUSA curriculum and YMCA core values, arts & crafts, outdoor play, recreational time and more. A nutritious snack is provided.

Drop- In Program at the New Hartford YMCA:

Will be Held on Snow Days, Single Days Off and Vacation Weeks. When these occasions occur, services will be provided at the New Hartford YMCA location at 25 Oxford Road, New Hartford, NY 13413. Program runs from 7:00 am to 6:00 pm. This is a Drop- In program that is open to the community. It is held on a first come first serve basis. Please bring a bag lunch. Snow days and single days off are free to SACC program participants. A registration form must be completed by the parent upon arrival (or prior to) to our facility. If your child is a youth member but NOT a SACC participant, there will be a daily fee imposed.

Holiday Schedule (Vacation Weeks)

The school year consists of three holiday vacation weeks; these weeks **are not** included in your monthly fee. We will hold our Drop-In program during the vacation weeks of December, February and April. These breaks are also open to the community. These weeks may have special themed days and field trips (May cause daily fee to vary). The fee to participate during these weeks is per day payable upon Registration deadline to avoid a late registration fee. A \$5.00 per day late registration fee will be imposed if registration is completed past the deadline indicated. Please note your monthly payment schedule is not affected. Your child can not remain in our care unless payment is received.

The YMCA SACC Program **does not** operate on the following days: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial Day.

Half Days

On half days scheduled by the district the YMCA will operate programs from dismissal time until 6:00pm. Children will stay at their regular site. These days **are** included in your monthly fee.

Snow Days

When school is closed for the entire day, care is offered at our drop in center from 7:00 am to 6:00 pm. Snow days are included in the monthly fee; however it is the parent's responsibility to transport the child to our facility. A bag lunch is required. Please supply your child with the appropriate outdoor attire.

School Emergency Evacuations

If schools close **before 2:00 pm** and the program takes place at the school, PM program **does not** run.

School Delays

When schools delay, AM program **does not** run.

Oneida

Before School

Our before school program begins at 6:30AM at the Oneida YMCA, JD George Elementary School, and McAllister Elementary School at 7:00AM. This program is loosely structured in order to give children time to transition to their day of school. Breakfast is available at all before school programs yet times differ, please note.

After School

This program begins at school dismissal and ends promptly at 6:00pm. The program will provide a variety of activities including homework/enrichment time, arts & crafts, outdoor play, recreational time and more. A nutritious snack is provided.

Full Day Program

On days when school is not in session childcare is offered from 6:30AM— 6:00PM. Full day programs take place at the Oneida YMCA and are offered to all school districts and families in the community. Cost will depend on if the child is a member or non-member of the YMCA. During these days, a variety of age appropriate activities are scheduled including arts and crafts, sports and quiet time activities. Children must come with their own bag lunch. Parents are notified of these days off by the school district calendar. All of these days except the three vacation weeks (December Break, February Break, and April Break) are included in your monthly fee.

Half Days

On half days scheduled by the school district, the YMCA will operate programs from the time of dismissal until 6:00PM. Children will stay at their school site with the exception of Oneida students which will be bussed to the Oneida YMCA.

Holiday Schedule

The school year consists of three holiday vacation weeks. These weeks are not included in your monthly fee and take place during the months of December, February, and April. These weeks are open to all children in the community. Rates will depend on member and non-member status. Schedules and registration forms are distributed two weeks before. These weeks may have special themes and field trips planned. Please note your monthly payment schedule is not affected. The YMCA SACC Program does not operate on the following days: Labor Day Thanksgiving , Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial Day.

School Emergency Evacuations

If schools close before 2:00PM or if ALL after-school activities get cancelled by the school district, the YMCA will not be able to provide care at the school site and parents are responsible for picking up their children at regular school dismissal time. The YMCA will not be responsible for care.

Note: *This applies only to V.V.S. School district when after school activities are cancelled.

Snow Days

When a snow day occurs we will provide service the same as our full day program. Please bring a bag lunch. This is also included in your monthly fee. If road conditions are severe enough, there is the possibility that for the safety of our staff and our members that the YMCA may close. If this happens our program will not run and it will be on the local radio and TV stations.

School Delays

When schools delay, the program is also delayed for the same amount of time with the exception of the Oneida YMCA site. For example, if school is delayed for 1 hour, our program would begin at 7:30AM and 8:00Am at McAllister Elementary School.

Rome

Before School

Our before school program begins at 6:30 am at the Rome YMCA. This program is loosely structured school program.

After School

Our after school program is available at all Rome Elementary Schools and Staley Upper Elementary. The program begins at dismissal and ends promptly at 6:00 pm for Elementary schools and Staley at 5:30pm. The program will provide a variety of activities including homework/ enrichment time, arts & crafts, outdoor play, recreational time and more. A nutritious snack is provided.

Full Day Program

On days when school is not in session childcare is offered from 6:30 am - 6:00 pm. Full day programs take place at the Rome YMCA. During these days a variety of age appropriate activities are scheduled including arts & crafts, sports and quiet time activities. Children must come with their own bag lunch, two snacks and bathing suit and towel. Parents are notified of these days off by the school district calendar. All of these days except the three vacation weeks (December Break, February Break and April Break)

Snow Days

When a snow day occurs we will provide service the same as our full day program. Please bring a bag lunch, two snacks and bathing suit and towel. This is also included in your monthly fee. If road conditions are severe enough, there is the possibility that for the safety

of our staff and our members that the YMCA may close. If this happens our program will not run and it will be on the local radio and TV stations.

Half Days/Early Dismissal/No After School Activities

On any of the above days scheduled by the school district the YMCA will operate programs from dismissal time until 6:00pm at the Rome YMCA. Children will be bussed to the YMCA. These days are included in your monthly fee.

Holiday Schedule

The school year consists of three holiday vacation weeks; these weeks are not included in your monthly fee. December, February and April breaks are open to the community. Schedules and registration forms are distributed two weeks before. These weeks may have special themed days and field trips. Prices are available on registration materials or by contacting your SACC director. Please note your monthly payment schedule is not affected. The YMCA SACC Program does not operate on the following days: Labor Day September, Thanksgiving, Christmas Eve Christmas Day New Year's Eve, New Year's Day and Memorial Day

School Delays

Program will be open at the YMCA for Elementary children who are enrolled in AM care. This does not apply to Staley participants.

School Emergency Evacuations

All children will be bussed to the YMCA if an emergency evacuation occurs.

Staley

Before School

Our before school program begins at 7:30 am at Staley. This program offers children to choose a club such as fitness, homework, and yearbook to participate in daily. It is structured in order to give children time to transition to their day of school. Breakfast is available at our before school program from 7:30 am - 7:55 am daily. Bussing is also provided if requested.

After School

Our after school program begins at dismissal and ends promptly at 5:30 pm. The program will provide a variety of activities including homework/enrichment time, arts and crafts, fitness, recreational time, cooking and much more. A nutritious snack is available daily and bussing home at 5:15 pm is also provided by request.

Full Day Program

On days when school is not in session there is no program at Staley program is held at the YMCA. Parents are notified of these days off by the school district calendar.

Snow Days

When a snow day occurs, there will be no program at Staley.

Half Days/Early Dismissal No afternoon Activities

On any of the above days scheduled by the school district the Staley YMCA program will operate in the AM ONLY at Staley as regularly scheduled. All Staley participants will be transported by bus to the Rome YMCA for PM program in such an event.

Holiday Schedule

The school year consists of three holiday vacation weeks, these weeks are not included in your monthly fee December, February and April breaks are open to the community at the Rome YMCA. Schedules and registration forms are distributed two weeks before. These weeks may have special themed days and field trips. Prices are available on registration materials or by contacting your SACC director. Please note your monthly payment schedule is not affected. The YMCA SACC Program does not operate on the following days: Labor Day Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial Day.

School Delays

We will not have program if there is a school delay in the AM. We will continue to have PM program unless the school closes or there are no after school activities.

School Emergency Evacuations

All children will be bussed to the YCMA if an emergency evacuation occurs. There will be no program and we will contact parents for pick up at the YMCA.



Branch Locations



Oneida Family YMCA

701 W. Seneca Street

Oneida, NY 13421

(315) 363-7788

www.oneidaymca.org

Rome Family YMCA

310 W. Bloomfield Street
Rome, NY 13440
(315) 336-3500
www.romeymca.org

New Hartford

25 Oxford Road
New Hartford, NY
(315) 797-4787
Fax: (315) 507-2986
www.ymcatrivalley.org

Prices, times, dates and locations are available on registration materials and by contacting your SACC director, or by visiting our website at www.ymcatrivalley.org

Parent Handbook Acknowledgement

I _____ have received/read and understand all the Policies and Procedures in the YMCA School Age Child Care Handbook and am aware of my responsibility to follow and abide by these polices/procedures set forth by the YMCA School Age Child Care Program.

Parent/Guardian Signature

Date