



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TIME TO EXPLORE: BEFORE & AFTER SCHOOL

**School Age Child Care
Family Handbook
2019-2020**



YMCA of Central New York

ymcacny.org

YMCA of Central New York

School Age Child Care Family Handbook

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WELCOME TO THE YMCA SCHOOL AGE CHILD CARE PROGRAM

Thank you for choosing the YMCA School Age Child Care Program (SACC). The YMCA is committed to making a positive impact on the lives of the children and youth while directly supporting the schools they attend.

WHO WE SERVE

The YMCA of Central New York serves several school districts throughout the area. Please contact your local Y to find out if your school district is served by one of our programs.

Local Y Locations

Downtown Branch

340 Montgomery Street, Syracuse

Hal Welsh East Area Family YMCA

200 Towne Drive, Fayetteville

Manlius YMCA

140 West Seneca Street, Manlius

North Area Family YMCA

4775 Wetzel Road, Liverpool

Northwest Family YMCA

8040 River Rd., Baldwinsville

Southwest YMCA

4585 West Seneca Turnpike, Syracuse



MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

WHO WE ARE

The YMCA is a nonprofit organization governed by a Board of Directors that is made up of concerned and interested local community leaders. The Y is supported solely by those who choose to join and take part in the many programs offered as well as those who choose to make voluntary contributions.

STRENGTHENING COMMUNITY

Joined together by a shared commitment to nurture the potential of kids, promote healthy living and foster a sense of social responsibility, members and staff believe that lasting personal and social change can come about only when we all work together to invest in our kids, our health and our neighbors.

OUR COMMITMENT

At the Y, we work side by side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive. That's why we offer financial assistance to families who need help paying for membership or programs.

Our Annual Giving Campaign raises money for financial assistance to ensure that nobody is turned away due to an inability to pay. To apply for financial assistance or to make a donation visit the Y today or go to www.ymcacny.org. We handle all applications confidentially.

NYS OCFS LICENSING

Our program is governed by the Office of Child and Family Services; we adhere to all the State of New York Licensing Regulations, Policies and Procedures. If you have any questions regarding OCFS regulations please contact your SACC Director.

OUR CURRICULUM

The YMCA SACC program reinforces our core values in a caring atmosphere. Children build confidence and trust by making friends, taking part in group projects and activities where fair play, teamwork and responsibility are emphasized.

Y Values

Caring
Honestly
Respect
Responsibility



OUR STAFF

The quality and effectiveness of YMCA services for children are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training and supporting the staff are essential, interrelated process in ensuring the success and integrity of the children's programs. Staff are hired based on experience working with children, educational background and the ability to positively represent our four core Y values.

Our staff receives medical clearances, background checks and reference checks through YMCA and OCFS agencies.

YMCA MEMBERSHIP

Every child enrolled in our school age program full time receives a complimentary youth membership. Families are also able to upgrade to a Family membership at a discounted rate.

ENROLLMENT

All children must be registered before they attend the YMCA School Age Program.

Applications for enrollment are accepted without regard to race, religion, sex, ability, gender/gender identification, sexual orientation or national origin.

Registration

To register online, please visit www.ymcacny.org. A \$50 deposit is required for all registrations. Any registration fees received after August 1st will have an additional \$20 non-refundable application fee. Fees vary and will depend on the school site. (3-5 Business Days) Any sibling registered in the same program is provided a 15% discount.

Special Needs and Inclusion

The YMCA shall accept into the program all children who are able to participate within the regular activities and guidelines as part of a group with a ratio of 10 children to 1 staff.

In accordance with the requirements of Title III of the Americans with Disabilities Act and applicable state disability law, the YMCA will not discriminate against any individual on the basis of disability. The YMCA will consider reasonable accommodations and/or modifications to its policies and procedures when such are necessary to allow children with disabilities an equal opportunity to participate in this program, unless the accommodations or modifications would pose an undue hardship or fundamentally

alter the nature of the program. The YMCA will not exclude any child with a disability from the full and equal enjoyment of its services, unless the child poses a direct threat to the health or safety of others in the program. The YMCA will not exclude any child from the full and equal enjoyment of the program because of the child's association with a person with a disability.

PAYMENTS

SACC payments are due on the 1st of the month. Payments can be made through automatic payment, check, cash or credit card at the membership desk.

DSS Payments

DSS payments are due on the 1st month for all weeks in the month. Before DSS parent pay portions can be approved, the YMCA must receive a contract from DSS outlining the parent payment. If authorization is discontinued the parent is responsible for the full month's payment.

Late Pick-Up

Our program promptly ends at 6pm. Please notify staff if you will be arriving to pick up after 6pm. There is a \$15 late pick up fee per 15 minute interval.

If your child remains at the site until 7:30 with no contact from the parents/guardians the child will be turned over to the local authorities.

Late Payment

A late fee of \$20 per account will be assessed to you after the due date (1st of the month.) Any outstanding fees could hinder your ability to continue SACC services.

Tax Statements

You may access your full account, including record of registrations, payments, and tax statements on your online account at ycny.org. Paper tax statements will not be mailed.

WITHDRAWING FROM PROGRAM

Withdrawals for Before and After School programs must be submitted in writing to the SACC office by the 15th of the month in order to be removed from the next month's billing. Any cancellations received after the 15th will be processed the following month and families will be responsible for the next month's full fees. Monthly fees will not be prorated.

Refunds

The Y SACC program does not issue refunds or credits, unless overpayment of fees occurs or the program is cancelled. Refunds will not be given if your child is suspended or terminated from the program or during the suspension period from school.

FINANCIAL ASSISTANCE

At the Y, we welcome everyone. We offer financial assistance to families who cannot afford SACC, membership or programs. To apply for financial assistance please contact your Y.

ATTENDANCE

To ensure your child's safety, if your child is absent from school or will not be attending our program that day or if your child will be arriving late, be sure to call us before their scheduled arrival time to let us know.

PICKING UP YOUR CHILD

Parents or caregivers must sign their child out each day. The sign out sheet is a record of your child's attendance. For your child's safety, only you or the person you designate as an Authorized Pick-up during registration may pick up your child from the program. You may add additional people by submitting their name, phone number, and address to your site. All contacts must be older than 16yrs.

If anyone including yourself arrives to pick up your child, we will ask them to present a valid photo ID. We will deny access to anyone who is not on the Emergency Contact form. If you would like another adult to pick up your child, be sure to notify us in writing in advance.

Contact Information Changes

If you experience a change of address, phone number or email, please submit your changes in writing to the SACC office at your local branch. In the event of an emergency, it is critical that we are able to reach you.

Divorce/Separation

If a non-custodial, biological parent arrives to pick up their child and they are not listed on the form, and whether or not a court order is on file with the Y we will:

1. Call the parent/guardian listed on the registration form
2. Explain to the non-custodial, biological parent that we cannot release the child to them and explain the release procedures to the non-custodial parent.
3. Call the police to release the child to the police. The police will then confirm the identity of the non-custodial, biological parent.

This scenario can place all parties in a very difficult situation. Often times, the person who will have the most difficult time is the child. Please discuss these implications with the non-custodial parent, so that they will not show up at the site without prior arrangements.

All court orders must be provided to the SACC Director when updated to ensure appropriate information at each site.

Concerns for Safety

Safety is our number one priority. If we have reason for concern regarding the safety of a child's release to a parent or other adult, we may call the police. Cause for this course of action includes:

1. Parent/adult suspected to be "under the influence"
2. Parent/adult is abusive or threatening to the child, our staff, or any other persons present.

If there is a concern for the safety of our program participants, please contact the SACC Director IMMEDIATELY.

TRANSPORTATION

There are several school districts that provide transportation to and from the YMCA after school programs. Please contact the transportation department to ensure transportation is arranged for your child. Please contact your local Y program in order to find out more about transportation services.

We cannot transport children in our personal vehicles.

NO SCHOOL

Care is available for an additional fee on most scheduled full and half days off from school. These days are not included in your monthly fee. Fees are non-refundable and non-transferable unless written notice of cancellation is received 2 weeks prior in writing. Please note that there is a \$5 non-refundable processing fee for all cancellations.

Vacation Club

Your Y branch may hold a Vacation Club during full days off during the school year. SACC participants receive priority registration for Vacation Club. Open registration for non-participants will open two weeks prior to the break. Additional fees may apply.

Half Days

The Half Day program will operate from the time school dismisses until 6:00pm at the Child's typical after school location. SACC participants receive priority registration for Half Days. Open registration for non-participants will open two weeks prior to the break. Additional fees may apply.

What To Bring On Half Days Or Days Off

Your child will need a bag lunch, sneakers, a water bottle, weather appropriate clothing. Some sites do have a pool for their day off programs. If that is the case for your local program, please pack a bathing suit/towel if your child chooses to swim.

Snow Days and School Delays

Some SACC programs are able to provide care on days where school is cancelled due to inclement weather. Please refer to your branch's inclement

weather plan for more information on how to register. Additional fees for snow days may apply.

Program Holiday Closures

The YMCA School Age program does not operate on the following days:

- Labor Day
- Thanksgiving
- Christmas Eve
- New Year's Eve
- Summer Recess (Refer to Y Camps)
- Memorial Day
- Christmas Day
- New Year's Day



DISASTER PLAN

Emergency Closing Procedures

Depending on your school district and after school site, care may be available when schools close early due to an emergency or weather. Many, but not all, YMCA after school programs are able to remain open with only district after school activities are cancelled.

Please check your site's inclement weather plan for specific details.

Emergency Drills

Our program will conduct a monthly evacuation drill, along with semi-annual shelter-in-place drills. Drop-off and pick-up during these drills are restricted. In the event a situation arises that is not a drill, families will be notified immediately of any change in location or situation.

HEALTHY AND SAFETY

Illness

If your child becomes ill while in program, he/she will be isolated from the other children and you will be contacted to pick him/her up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. Pick up by an authorized person shall be within one hour. Children may not return within 24 hours of last symptom.

Lice

In the event that your child has live lice while at the site, we will call you to pick up your child within one hour. Children may return if there are no live nits present after 24 hours.

Medication

If your child is required to take a medication during program, a written medication consent (OCFS document) must be completed by the child's physician and parent prior to starting program. We also are required to have the medication in the original box with the original prescription label. Medication forms and medications must be provided prior to the start date of the program.

Medical Emergencies

If your child is injured during program hours, the staff member in charge will take whatever steps necessary to obtain emergency medical care as warranted.

In the event of a serious medical emergency, staff will provide first aid, contact parent/guardian immediately, contact emergency contacts if necessary and call 911.

Child Abuse Prevention

All YMCA staff are mandated reporters and required by law to report any suspicion of child abuse or neglect to Child Protective Services.

Nutrition

All of our Y after school programs participate in the Healthy Eating and Physical Activity (HEPA) programs. Several of our Y programs also participate in Child and Adult Care Food Program (CACFP). We provide a healthy snack during our programs which represents a minimum of 2 food groups. Water is served with each meal as well. If your child would like to bring their own snack from home we would prefer it to be a peanut/tree nut free snack. During days off we ask you send a nutritious lunch that does not need to be refrigerated or re-heated.

If your child has any food allergies or special dietary needs please let us know on the back of your child's registration form.

Dress for Weather and Play

Please dress your child in washable clothes that are appropriate for weather and daily activities. For the safety of our participants we suggest sneakers be worn each day.



HOMEWORK

Each day, we provide an opportunity for children to do their homework. While we do encourage children to do their homework, it is not mandatory. We are there to help, but we do not provide extensive tutoring. If desired, please encourage or impress upon your child that homework must get done during program hours. Our staff will do their best to assist in accomplishing this.

If in a school setting, YMCA staff are not permitted to escort children back to their classroom during the program time to pick up left items.

TOYS AND ITEMS FROM HOME

We strongly discourage participants from bringing toys or other items from home. We are not responsible for lost or stolen items brought to the School Age Child Care Program.

ELECTRONIC DEVICES

Participants in our program may possess electronic devices including cell phones, iPods, or gaming devices; however, to adhere to OCFS licensing policies, the device must be turned off and stored away. If your child is in need of a specific device per a physician please contact the SACC Director.

Your child is solely responsible for the storage and safekeeping of devices, so that it is not visible during our program hours. We are not responsible for lost, stolen or damaged items.

BEHAVIOR MANAGEMENT

Our first step in discipline is prevention. Our staff are trained to be proactive to prevent behaviors prior to the trigger.

Steps:

1. Staff will be proactive in preventing negative behaviors.
2. Staff will address the behavior in a calm manner and redirect the child to a more positive approach. Staff will discuss the occurrence with the parents at pick up.
3. If behaviors continue, staff will complete a behavior reflection with the child to encourage them to develop a better outcome. Staff will share this with the parents at pick up.
4. If 3 behavior reflections have been filled out,

staff will request a meeting with the parent outside of program time to discuss the next step. This meeting must take place within 3 days of 3rd reflection. At said meeting the staff, parents and child will fill out an action plan which states the steps everyone will take to create a positive experience.

5. If behavior continues the child will be suspended for 1 day.
6. If behavior continues the child may be suspended for up to 2 weeks and the parents must meet with the SACC Director prior to child returning to program to discuss behaviors.
7. If behavior continues, the child will be terminated from the program and all other YMCA programs for a minimum of 6 months.

*The above steps can be bypassed based on severity of the actions and behavior.

ENDING CARE

We reserve the right to end your child's enrollment for the following reasons:

1. If you pick up your child after the program closes more than three times.
2. If you fail to pay your fees on a timely basis for two consecutive months.
3. If there are consistent disciplinary occurrences with you child that put other children or program staff at risk physically and/or emotionally.
4. If Parent/Guardian is abusive or threatening to staff or program participants.

FAMILY/CAREGIVER INVOLVEMENT

Parent support is critical to the success of the program. We have an open door policy and our families are encouraged to visit our program at any time. Please be respectful of the children's routines and program activities, as well as our staff's need to be with the children. We encourage you to schedule a time with your site coordinator/director to discuss your child's progress.

PAC Committee

Parents and community members are encouraged to participate in our Parent Advisory Committee (PAC) as a way to be actively involved in current issues and solutions. Contact your SACC Director to see if your program currently runs a PAC Committee.

Newsletter

You will receive a monthly newsletter outlining important information about the YMCA after school program, including upcoming special activities and days off.

Family Events

Family events are held throughout the school year and provide an opportunity for families to spend time together, meet new friends and have fun. Check out our Family calendar for the next event.

***All policies in this handbook are subject to change, at any time, at the discretion of the YMCA SACC Administration.**