

YMCA AT GLEN COVE  
SCHOOL AGE CHILD CARE  
HANDBOOK FOR PARENTS  
Lynbrook



**Beginning September 12<sup>th</sup>**

YMCA at Glen Cove  
125 Dosoris Lane  
Glen Cove, NY 11542  
(516) 671-8270 ext. 29

YMCA at Glen Cove  
School Age Child Care Program

## INTRODUCTION

- Starting on **September 12<sup>th</sup>** the YMCA is pleased to provide an After School Child Care Program. The program is available for children in grades K-5 in the Lynbrook District. The YMCA professional staff provides a safe and caring environment for school age children of working parents. The YMCA offers a wide variety of daily activities including: Arts-n-Crafts, Gym Activities, Outdoor Games (weather permitting) and Homework Time.

## REGISTRATION / FEES

Registration information is available at the Member Service Desk, picked up at the child care site or done through the mail. All School Age contracts and registration forms must be completed in full prior to the child starting the program.

**\*\* A nonrefundable deposit for last month tuition is due at the time of registration. \*\***

**\*\*Registration done after August 15<sup>th</sup> requires first and last month's tuition.\*\***

**\*\*Deposits are only transferable to siblings upon Director's approval\*\***

**\*\*All After School Participants must be members of the YMCA\*\***

All changes must be submitted to the YMCA by the 15<sup>th</sup> of the prior month to become effective or you will be responsible for the existing tuition. Deposits must reflect current enrollment status. Deposits are **nonrefundable and will reflect the maximum days of enrollment.** Transfer of tuition will only be to siblings upon Director's approval.

## BILLING / PAYMENTS

All rates are based on a 10-month school year with yearly fees divided into 10 equal payments. Holidays, school vacations and ½ days have been calculated into monthly fees. A fee reduction is not provided for these days off, as well as snow days, early dismissal days or absences from school that includes illness.

Monthly payments are due no later than the 1<sup>st</sup> of each month. A late fee of \$25.00 will be charged for payments received after the 10<sup>th</sup> of each month.

## OPTIONS FOR PAYMENT

- Sign up for the credit card draft/checking account bank draft
- Pay online using a credit card
- Mail in payments before the 10<sup>th</sup> of the month to avoid late fee
- Call in payments with credit card to (516) 671-8270 ext. 11

**Payments are Not Accepted at the Site**

## HOURS OF THE PROGRAM

**The first day of the After School Program will be September 12<sup>th</sup>: 3:00 pm – 6:30 pm**

- Please note: If your child is not picked up by 6:30 pm, there will be a late charge of \$10.00 for every 15 minutes you are late.

## **LOCATIONS**

The after school program will be housed out of three schools (Marion Street, Waverly Park and West End Elementary Schools). Students that attend the Lynbrook Kindergarten Center will be bused from the Kindergarten Center to their respective home school where they will stay for pick up. Kindergarteners not enrolled in the late session will be responsible for their own transportation to and from the program.

## **MEDICAL POLICY**

Children will not be able to participate in the After School Child Care program without a complete, up to date medical form on file. A YMCA medical form is provided for you during time of registration. Law mandates that this form must be up to date for the protection of your child. If your child requires any emergency medication (ex: epi-pen, inhaler, nebulizer) an emergency medical form must be filled out by both the parent and physician. **This form is valid for 6 months and will need to be updated during the school year.** All medications (epi-pen, inhaler, nebulizer) must be in its **original packaging** or it will not be accepted. Each medication will require its own form.

## **CHILDREN WITH SPECIAL NEEDS**

The YMCA After-School Child Care program is not equipped to handle students with special needs (special education). Our staff ratio is 1:10. The After School Child Care Director reserves the right to make any decisions on whether or not the program is appropriate for your child. If we can safely accommodate the needs of your child in our program we are more than willing to do so.

## **ABSENCES**

If your child is going to be absent from the program due to sickness or other reasons, **you must CALL THE YMCA** at (516) 671-8270 ext. 28 or 29 and inform us of their absence. This is extremely important. By informing us of your child's absence we will not need to research their whereabouts which includes calling you, as well as the school and all emergency contacts. Thank you for your attention to this matter.

## **VACATION CAMP**

During the school recess (winter, spring and holiday), the YMCA offers "Vacation Camps" located at the YMCA at Glen Cove Branch. Registration is at the Member Services Desk. Look for brochures and price information at time of vacations.

## **HOMEWORK**

Homework time is provided Monday through Thursday for approximately 45 – 60 minutes. It is our responsibility to help children with problems, answer questions and work towards the completion of homework during the allotted time. Due to the student counselor ratio, we cannot guarantee that each child's homework will be checked word

for word. We will do the best we can. If you do not wish for your child to do their homework with us, please notify your child's counselor. Homework time is a quiet time. We expect each child to have a book to read if they do not have homework. Nintendo DS AND OTHER TOYS ARE NOT ALLOWED.

### **VISITOR'S POLICY**

Parents and guardians are welcome to visit the School Age Child Care program during operating hours. The procedures for visits are the same as signing in or signing out your child. For the safety of all the children in the program it is necessary that identification be shown to the Site Supervisor and you must sign in as a visitor. When possible please call the director of the program in advance to make arrangements for your visit.

### **PERSONAL ITEMS**

We urge children to leave their personal belongings such as toys, Nintendo DS, ipods and game items at home. This will alleviate the problem of missing pieces, broken or misplaced items. The responsibility for any items brought to the YMCA belongs to the parent and child. Please understand all items that are brought to the YMCA program are at your OWN RISK.

## **CONDUCT POLICY**

It is our intent that each child enjoys the activities planned by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline that we are here to help him/her and to know that we want him/her to succeed. As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant. In accordance with the severity of the infraction and the number of times an infraction occurs, a child may (a) lose privilege of participating in a specific activity, (b) be suspended from the program, or (c) terminated from the program for:

1. Repeatedly using foul language and or being rude and discourteous to staff and or peers.
2. Defacing YMCA or School property.
3. Bringing or using illegal substances; alcohol, drugs, cigarettes, weapons (as deemed by the staff of the YMCA) or unsafe personal sports equipment.
4. Stealing or defacing other children's property.
5. Refusing to remain with his/her group, intentionally and repeatedly leaving his/her group activity.
6. Inappropriate physical contact: repeated hitting, biting, other physical altercations.

Intentionally or repeatedly going to unauthorized areas of the facility or leaving the premises without permission will result in the following actions: a search of the premises will be conducted; if the child is not found within 15 minutes, the police and parent/guardian will be notified and the child will not be allowed to return to the S.A.C.C. Program. No refund will be given.

In the event that a S.A.C.C participant has proven that he/she is unwilling to follow these policies, the parent / guardian will be notified and must meet a YMCA Director in order to discuss the situation. A director will consider a possible suspension or termination. NO REFUNDS will be given.

It is our daily desire that every child enjoys his/her "Y" experience. It is for this reason that we have initiated policies we feel are fair, easily complied with and of benefit to everyone involved.

## **SCHOOL CLOSINGS**

The After School Child Care program is open as long as school is in session. In case of inclement weather, phone calls will be made requesting that parents pick up their children early for their safety as well as ours.

**The program does not run when the school has half days.**

**When school is closed, the YMCA After-School Child Care program is closed.**

### **PICKUP / TRANSPORTATION / LATE PICK UP FEES**

Kindergartners enrolled in the late session will be bused to their home school by the Lynbrook School District. Students enrolled in the Waverly Park School will be bused by the Lynbrook School District to the Marion Street School. Parents must pick up their children by 6:30 pm. If parents pick up their children any later than 6:30 pm, there is a late fee of \$10.00 for every 15 minutes. This fee is due upon arrival. If lateness occurs more than three times consecutively, then the parents will receive a formal letter stating that if their lateness continues their children will be removed from our program. Parents should make alternate arrangements if lateness is unavoidable. Kindergartners not enrolled in the late session will be responsible for their own transportation to and from the program.

### **COMMITMENT**

Here at the YMCA we are for youth development, healthy living and social responsibility. We will do our best to provide the best possible care for you and your family. We pride ourselves in being able to meet the needs of each child. We are compassionate and understanding of all individuals and their situations in life. Please do not hesitate to ask for our assistance in any matter.



**Please sign and return**

Child's Name \_\_\_\_\_

I, \_\_\_\_\_ have read the YMCA After School handbook.

Signature \_\_\_\_\_ Date \_\_\_\_\_