



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Cold Spring Harbor School Aged Child Care Parent Guide

## YMCA of Long Island Mission Statement

The YMCA of Long Island is a charitable, not for profit, community, service based organization dedicated to improving the quality of life of children, adults and families.

The YMCA will:

- Strive to be recognized as a premier organization
- Promotes positive character development
- Offer a unique and dynamic combination of health, recreation, education and social services
- Serve all regardless of age, gender, race, religion, or economic status.

**2011-2012  
HUNTINGTON  
YMCA**

The YMCA is pleased to provide a New York State licensed Before and After School Child Care Program. The program provides a safe and caring environment for school age children (grades K - 6) for parents. Supervision is provided by YMCA professional staff. The YMCA offers a wide variety of daily activities including: arts and crafts, sports, special events, supervised homework time, snack time, movies, and much, much more.

### **PROGRAM HOURS**

**Before School: 7:00 AM until school begins**

**After School: End of school day (3:00PM) until 6:00 PM**

### **REGISTRATION**

All School Aged Child Care packets must be completed in full. A complete packet includes a registration form, health form, discipline policy form and a payment record form. You will be notified of your child's start date.

## **PAYMENTS**

Fees and Balances: SACC rates are based on a 10 month, school year. The annual fee is divided into 10 equal monthly payments. **Fees will not be prorated for school holidays, vacations, and breaks. NO CREDIT WILL BE GIVEN FOR LOST TIME DUE TO VACATION, SCHOOL HOLIDAYS, OR TYPICAL CHILDHOOD SICKNESS.** Monthly payments are due on the 1st of each month. For your convenience we have set up an auto pay option by bank draft or credit card. If you do not choose this option you will receive a monthly billing statement and have the option to pay via mail or in person. Any installment payment received more than ten days after the due date shall be subject to a late fee of \$10.00. **Any change or withdrawal must be in writing and must be received 15 days prior to becoming effective.**

## **CREDITS**

**15 days notice is required for all requests.** No credits or refunds will be issued for immediate withdrawals unless proof of injury, illness or relocation is presented. In order to request a credit you must submit your request in writing along with a note from your child's physician. No credits or refunds are offered for emergency school closings.

## **Personal Items**

We ask all children to leave their personal belongings such as toys and games at home. This will alleviate the problem of missing pieces, broken, or misplaced items. Anything brought to the program should be clearly marked with your child's name. The use of electronic games, cellular phones, IPOD's and other similar devices is prohibited. **THE YMCA IS NOT RESPONSIBLE FOR LOST OR BROKEN PERSONAL ITEMS.**

## **Activities**

Children will have both structured and unstructured time indoors and outdoors (weather permitting), snack time, homework time, and arts and crafts.

## **Homework**

Our program provides supervised homework time Monday– Thursday for approximately 60 minutes. It is our responsibility to help children with homework problems, answer questions and work toward the completion of homework during the allotted time. If you prefer that your child complete homework at home please inform us in writing otherwise all children are expected to participate in homework time. We ask that if your child does not have homework, a reading book be brought to keep them occupied while others are working.

## **Character Development**

At the Huntington YMCA, we promote our four character values of **CARING, HONESTY, RESPECT AND RESPONSIBILITY.** Our programs include activities that model positive and cooperative behavior. The YMCA creates an atmosphere in which each child can grow and build a strong self image, while making time for discussion of important topics that direct children toward good citizenship, community awareness and our role in environmental protection. Our goal is to contribute to the positive development of your child, thereby having a positive impact on your family.

## **Parent Participation/ Communication**

In order for you and your child to receive the most from our program, we welcome any suggestions on how we might best contribute to your child's development. Also, we welcome you to come watch our program in operation. Please speak with the site director prior to your visit, so arrangements can be made for you to

observe our daily activities. However, we cannot extend this same invitation to friends or other relatives of your children due to insurance regulations and in all fairness to our registered participants. Thank you for your cooperation in this matter.

### **Conduct Policies**

It is our intent that each child enjoys the activities planned by understanding that he/she is responsible for his/her own actions. With this prior knowledge each child is aware that we are here to help them succeed by role modeling the basic rules and appropriate conduct. As in any group activity, the inappropriate behavior of one can spoil the experience of 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 the YMCA SACC program.

1. Intentionally and repeatedly leaving the area without permission.
2. Repeatedly using foul language and being rude or discourteous to staff and peers.
3. Refusing to follow the rules which consistently disrupt daily activities with inappropriate behavior.
4. Defacing YMCA or school property, stealing YMCA or personal property.
5. Engaging in fights with peers, physical or verbal.
6. Physical violence of any kind.
7. Bringing illegal substances including alcohol or cigarettes to the program.
8. Bringing weapons of any kind.

In the event that a child proves that he/she is unwilling to follow the above mentioned policies, every effort will be made to make the parent aware of these occurrences. Depending on the severity issue, the site director may make a decision to 1) have the parent pick the child up immediately, 2) suspend the child 3) terminate the child from the SACC program. It is our desire that each child enjoys his/her "Y" experience. It is for these reasons that we initiated policies we feel are fair and beneficial to everyone.

There will be no refunds for any child that is suspended or terminated from the School Aged Child Care Program.

**\*\*Please see our discipline policy for further information. \*\***

### **Absences**

If your child is absent due to sickness or for any other reasons, you must call our Cold Spring Harbor SACC absence hotline, 421-4242 ext. \*208. 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, busing company, and all emergency contacts. Please be considerate and make the call as soon as you know your child will not be attending.

### **Half Days/ Vacation Day**

When the Cold Spring Harbor School district has a half day of school, the YMCA will provide care at no extra fee to our regular program participants. Your child must be registered for the specific day in order to attend. For nearly all school vacation days and extended vacations, at an additional cost, the YMCA will offer full day programs at the Huntington YMCA that include a wide variety of activities. Vacation Care hours will be from 7:30 AM– 9:00AM (early care), 9:00 AM– 5:00 PM (actual program), and 5:00 PM—6:30 PM (after care). These programs will be offered first to SACC participants, then to the general public. All of these programs have enrollment minimums and maximums, so be sure to look for flyers at the YMCA before holiday times.

### **Emergency School Closings**

- **In the event of emergency school closing or non scheduled early dismissal (due to severe weather conditions or any other emergency conditions) our After School Child Care will be CLOSED.**
- **If the school district goes the full day but cancels after school activities, the YMCA will remain open. Please arrange for early pick up if possible.**

## **Medical Policy**

**Children will not be permitted to attend the SACC program without a completed health form on file..**

## **Medication**

A N.Y.S. written medication consent form and individual health care plan must be completed by the parent and doctor. This form must be renewed every 6 months. Any medication must be brought by the parent and given directly to the site director in the morning, in its original container, clearly labeled with your child's name, and a doctor's note. Children are not permitted to keep inhalers or over the counter medications on their person; it must be secured by the site director. Please ask for a health care packet at the time of registration.

## **Health and Safety**

The Huntington YMCA makes the safety of our children a priority. There is always a certified first aider on duty, all staff receive regular training in preventing injuries and appropriate supervision, and are encouraged to certify in CPR and First Aid. The Huntington YMCA is inspected regularly by the New York State of Children and Family Services through the Child Care Council of Suffolk County. Copies of the inspector's report are available at both the YMCA and the NYSOCFS.

The YMCA School Aged Child Care Program is registered by The New York State Office of Children and Family Services.

## **Promoting Good Health**

In order to maintain a high level of well being for all of the SACC children, please adhere to the following policies:

1. If your child is not well enough to go to school, he or she is not well enough to attend the SACC program.
2. If your child contracts any contagious illness (i.e. chicken pox), please notify SACC as soon as possible.
3. If your child has any infection requiring antibiotics, please do not bring the child to the SACC until a complete 48 hour cycle on medication has passed.
4. If your child becomes ill during his/her stay at SACC he or she will be separated from the group (in order to reduce germ transmission) until the parent/guardian is able to pick up.

Following these simple steps will promote continued good health among well children as well as limit or prevent re-infection of a recovered child. Promoting good health will help us to enjoy all the YMCA has to offer with fewer missed days of classes, work, school, and extracurricular activities. If you have any questions or concerns please feel free to contact:

Diane C. Harvey – Youth Director at 421-4242 ext.\*117

## **Drop Off Procedure**

**Before School:** Children will be dropped off by a parent/guardian. Upon arrival all Parents/guardians are required to accompany their child into the program and sign them in. Children who attend school onsite will be walked to their classroom. The remaining children will be bussed by the school district to their appropriate school.

**After School:** Children who attend school on site will be walked to the cafeteria by the classroom teacher. The remaining children will be bussed by the school district from their school to our site, between the hours of 2:15 PM and 3:15 PM, depending on their school dismissal time.

### **Pick Up Procedure**

Authorized adults picking up a child must sign out the child each day at the designated sign out area for your site. Authorized adults should sign their full signature, no initials please, and indicate the time of pick up. In order to release any child, photo ID and written authorization on file with the YMCA is required. A child will not be released if a photo ID is not presented. Children can only be picked up by an adult (18 years of age or older) that is listed on their authorization form.

It is the parent's responsibility to ensure that their children are picked up promptly each day by 6:00PM. If a parent anticipates being late they should make an effort to have an authorized adult assist them with pick up. It is imperative that parents notify the site director by calling the site cellular telephone number if they anticipate being late. Please do not leave this type of information on voice mails at the YMCA. Please note, if you are continually late to pick up your child you will be asked to remove your child from the program.