

**YMCA OF LONG ISLAND**

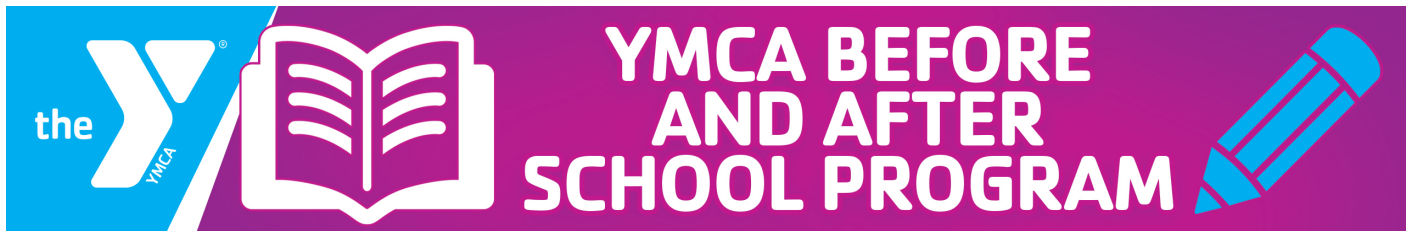
**COLD SPRING HARBOR**

**SCHOOL AGE CHILD CARE**

**BEFORE & AFTER SCHOOL**

**HANDBOOK**

**2020-2021**



Dear Parents/Guardians,

Welcome to the YMCA @ Huntington After School Program. We thank you for choosing the Huntington YMCA to serve your after school child care needs. Enclosed you will find necessary information to finalize your child's registration in the afterschool program.

YMCA School Age Child Care programs have been serving the needs of children and families for more than 15 years, providing a safe and positive environment for children during non-school hours. We offer outdoor activities, arts and crafts, quiet time for homework and reading, sports and games, special events, themes and so much more.

**The following forms MUST be submitted in order to secure your child's spot in our program:**

- Child Care Enrollment Form-** This details general and emergency information and all authorized pick up persons. Since we are a NYS licensed program, all participants are required to have this form on file. There must be 2 authorized pick up names listed. **A new form must be filled out each school year.**
- Health Form-** Any allergies, special instructions or dietary restrictions must be indicated on this form along with any serious injuries or illness we should be aware of.
- School Age Child Care Tuition-** A \$100 non-refundable deposit membership fee is required for all children to attend the program. Prior to July 1<sup>st</sup> a NON-REFUNDABLE DEPOSIT of \$50.00 must accompany this agreement. As of July 1<sup>st</sup>, a FULL MONTH'S payment is due as deposit. **\*\* All present Child Care balances must be up-to-date in order to register\*\*.**
- School Age Child Care Contract:** This includes a fee breakdown and withdrawal/cancellation policy
- Parent/Guardian Statement of Understanding:** This form details the rules and regulations of the School Age Child Care Program
- YMCA of Long Island Homework Agreement:** This form details the homework policy of the YMCA for you and your child to review and sign.

**If your child requires the use of an emergency epi-pen, Benadryl or inhaler** separate forms will need to be completed in order for medication to be kept on site. Please speak to your Site Director regarding any questions concerning medication.

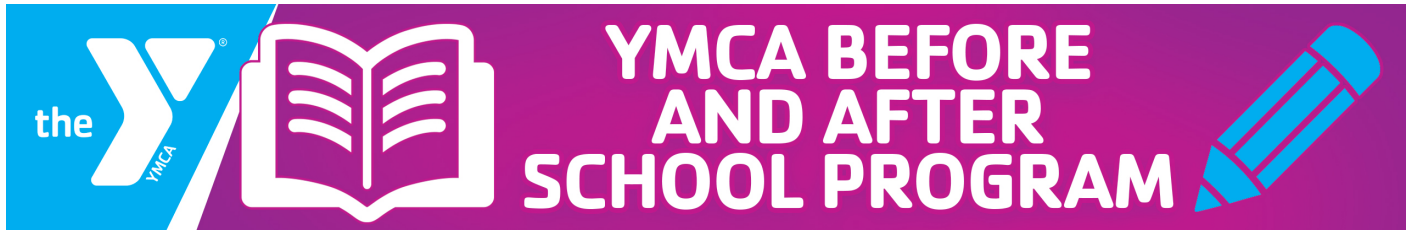
We hope you and your child enjoy your experience at the Huntington YMCA SACC Program. We are ready and here to assist you in any way we can to make your experience in our after school program enjoyable.

Sincerely,

*Amy Rosenkrantz*

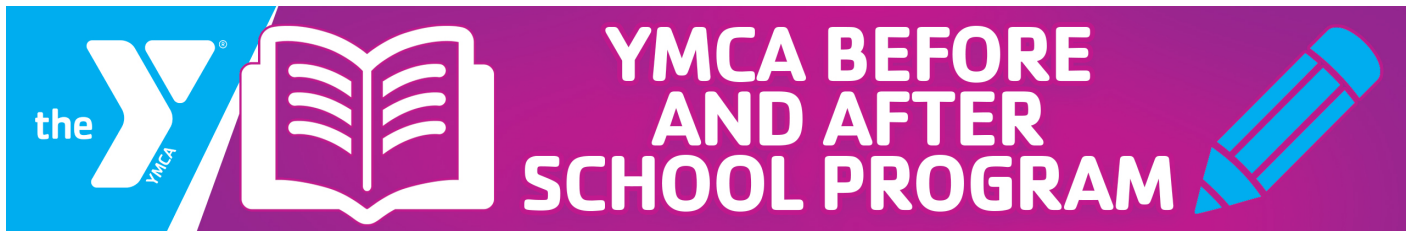
Amy Rosenkrantz

SACC Director



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## **ABSENCES**

If your child will not be attending Before/After School on a day they are enrolled, please contact your YMCA by phone or written notification. Communications through the Remind App are not considered sufficient.

## **ALLERGIES**

The YMCA of Long Island Before and After School programs are available to meet with families regarding your child and their allergies. We take food allergies seriously and accommodations are made within the program to ensure the safety of children with life-threatening allergies. Parent(s)/guardian(s) are only permitted to provide treats, food or beverages for their own child. Food sharing is not permitted. Allergies and any other medical information are required to be on file for each program participant for each session. See Emergency/Medical section.

## **ARRIVAL**

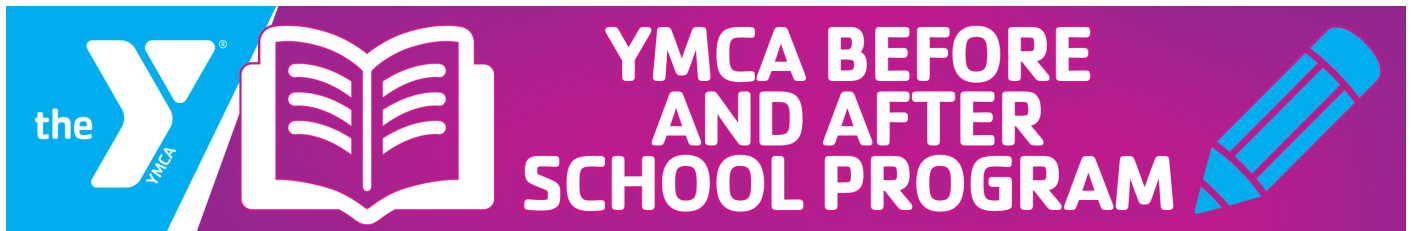
Children enrolled in Before Care will be signed in upon arrival by the parent/guardian/adult. Staff will sign them out when the school day begins. When children arrive for After School, a staff member will sign them in, and check with the school if any children do not show up on their scheduled days. Wellness checks will be done upon arrival at both After School programs.

## **ATTENDANCE PROCEDURES**

Your child must be signed in and out of the program each day. Only authorized/emergency contacts, on file, may pick up your child from the program. All children MUST have at least 2 emergency contacts listed on all required forms.

## **BEHAVIOR EXPECTATIONS/BULLYING POLICY**

The YMCA of Long Island has developed behavioral guidelines to help children and to ensure the quality and safety of all the children and staff in our After School programs. Our approach to behavior is to reinforce what children should be doing through positive guidance and effective communication to improve self-control and to learn techniques to resolve conflicts appropriately. The YMCA rules are posted and regularly reviewed with the children. Upon entry into the YMCA Before/After School program, each child and family must sign our Code of Conduct Statement. The YMCA of Long Island staff is trained to guide children in being responsible for their behavior and help them grow to respect the rights and feelings of others. When conflicts develop, the staff will be proactive in using effective communication and positive reinforcement to resolve the conflict. When needed, children will be redirected to alternative activities.



When behavior arises and further involvement is necessary, the Site Directors will inform the School Age Director and begin working with the child and the parent on an individual positive behavior support plan. This will address the child's behavior and the plan will need to be agreed upon between the child, parent(s), and YMCA program. In the event inappropriate behavior continues after steps have been taken to facilitate improvement, a suspension followed by potential exclusion from the YMCA program will occur, if deemed necessary, for the safety and well-being of the children and staff. The YMCA has a zero tolerance bullying policy.

### **CELL PHONES, TOYS AND PERSONAL ITEMS**

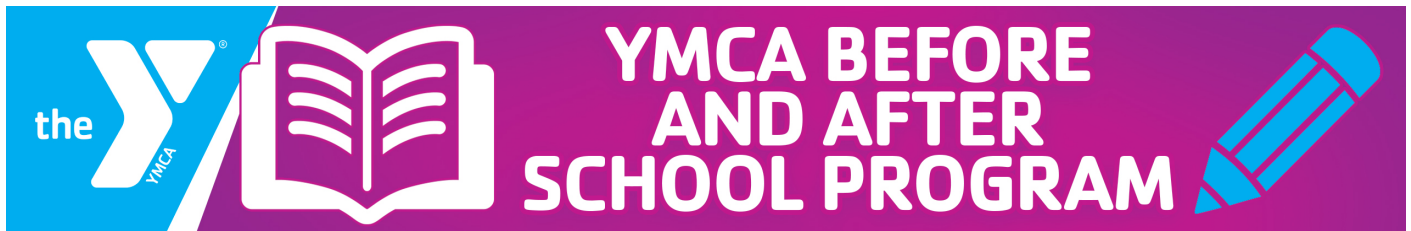
Children should leave their personal belongings such as toys, games, cell phones, tablets, iPods, watches, etc. at home. Children are not permitted to use cellular phones during Y program hours. Handheld electronic games are not permitted while at a YMCA of Long After School program. The YMCA of Long Island is not responsible for lost or damaged personal items.

### **CHILD PROTECTION AND SAFETY**

The YMCA of Long Island is committed to youth development, child protection, and child safety. As an Association, we serve more than 65,000 individuals, including children, teens, and families. We provide early childhood education, school age child care, summer day camp, and youth/pre-teen/teen programs for children ages 6 months to young adults. We are proud and respectful of the trust parents place in our YMCA. A safe environment for children combined with quality programming is our highest priority. Our core values of caring, honesty, respect, and responsibility are integrated into everything we do.

Our YMCA Child Protection Plan focuses on screening, hiring, training and education, supervision, performance management, and feedback systems.

- **SCREENING** staff with a comprehensive interview process, reference check, criminal background check, sex offender record check.
- **TRAINING** all staff members to complete extensive child abuse prevention training programs. Supervisors complete additional training to further promote a child-safe environment.
- **POLICIES** are enforced at all of our locations to ensure staff are never alone with a child. Interactions with adults and children at our Ys are designed to be observable.
- **PREVENTION** is the answer. The YMCA of Long Island partners with Darkness to Light, Praesidium, Redwoods Group Foundation, and YMCA Guardians for Child Protection to bring prevention training to our staff and the communities we serve. Our Y works with schools, community organizations, local businesses, and more to train community members to help us keep our children safe.



## CODE OF CONDUCT

When you register for our School Age Child Care Program, all parents will be required to sign a code of conduct. Please make certain that both you and your child are completely familiar with these policies. It is our intent that each child enjoys all activities planned by understanding that he/she is responsible for his/her actions. With that, we are here to help them succeed by role modeling the basic rules and appropriate conduct. As in any group activity, the appropriate behavior of one can spoil the experience of the entire group.

The Director, upon notifying the parent, may suspend or terminate all activities and participation in the program for the following misconduct:

- Use of foul language or being rude and discourteous to staff and peers
- Intentionally and repeatedly leaving designated areas without permission
- Defacing YMCA properties and/or school property
- Refusing to follow basic safety rules
- Inappropriate use of hands
- Actions or words that can be hurtful or harmful to another student or staff member
- Intentionally injuring another child
- Bringing illegal substances including alcohol, cigarettes, and drugs
- Bringing weapons
- Stealing YMCA or student property
- Refusing to follow the Y's personal item policy

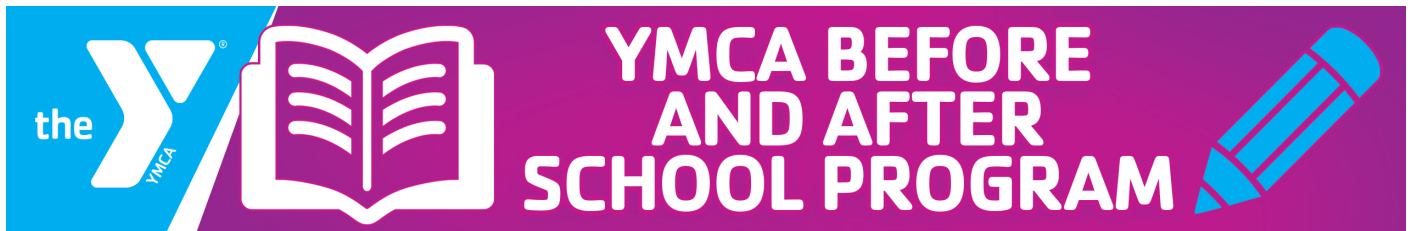
In the event that a child proves he/she is unwilling to follow these policies, the parent will be informed. Depending on the severity of the infraction, the parent will be asked to:

- Pick up the child immediately
- Meet with the site director/director for a conference concerning the incident
- Meet with the director to discuss termination from the program

In the event that a child proves he/she is unwilling to follow these policies, the child may:

- Lose the privilege to participate in a certain activity
- Be suspended from the program
- Be terminated from the program

It is our desire that each child enjoys his/her "Y" experience. It is for these reasons that we have initiated policies we feel are fair and beneficial to everyone. Staff are trained and expected to respond to any reported violation of our Code of Conduct. See Behavior Expectations/Bullying.



## DAILY/MONTHLY SCHEDULE

A monthly schedule is created for your child that includes a range of daily activities from homework, sports & physical activities, arts & crafts, STEM activities, special events, board game challenges, and more. We strive to keep you informed about all of the educational and fun activities that take place at our Before/After School programs. A monthly calendar will be sent home with your child and/or communicated electronically through email/online. Schedules are subject to change.

## DISMISSAL

The YMCA will only release children to parents/guardians or individuals authorized by the parent/guardian during the registration process. Authorized pickups must be at least 16 years of age and present a valid ID to the program staff. **All children MUST have at least 2 emergency contacts listed on all required forms with phone numbers.** Please communicate any changes to the information on file, in writing, to the YMCA as soon as possible. Additionally, it is important for the YMCA to be provided with copies of legal documentation that may prohibit a parent from picking up their child (e.g., custody agreement, order of protection, etc.). Parents/guardians/authorized individuals must sign their child out, in person, with the YMCA Site Director or Group Leader within the designated YMCA program space.

## EMERGENCY CONTACTS

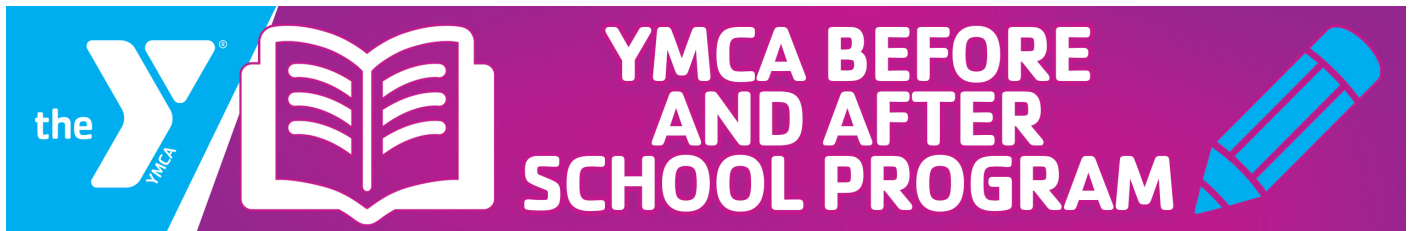
As required by law, all children must have a completed Medical Clearance Form on file with the YMCA of Long Island Before/After School Program, which includes emergency contacts for your child. This will assist the staff in the event of an emergency. Please provide all requested information. Any changes to the Emergency Contact List must be submitted in writing to the Y.

## FIRE DRILLS/SHELTER IN PLACE

All of our programs follow New York State Office of Children and Family Services (NYS OCFS) regulations regarding these drills. This includes each site conducting monthly fire drills as well as a shelter in place drill two times per school year. Parents will be notified in advance when your child's program will be conducting a shelter in place drill.

## FINANCIAL ASSISTANCE

Financial Assistance is available to families who apply and qualify. Applications are evaluated on a first come, first serve basis. Financial Assistance is awarded to eligible families prior to the school year and you will be notified by a YMCA Staff Member if your application has been approved. Please contact your Y for the application to complete.



## **FIRST AID**

Our After School Program staff follow New York State Office of Children and Family Services (NYS OCFS) guidelines to administer First Aid and Cardiopulmonary Resuscitation (CPR). In case of injury or illness, the YMCA policy is to inform parents. Minor accidents such as scraped knees, bumps and bruises will be attended to by YMCA staff. In the event that a child needs immediate medical attention, the director or designated staff member will make a decision as to the best care for that situation. This may include an ambulance or paramedics to take the child to the nearest hospital. In the event an injury occurs while in the program, parents will receive a copy of the NYS OCFS incident report.

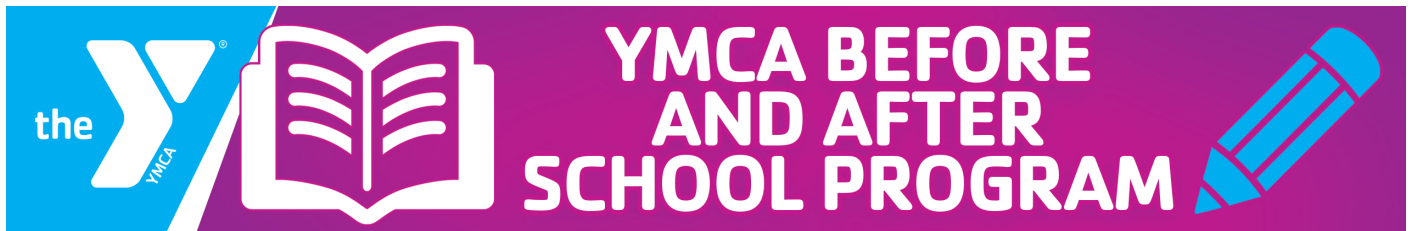
## **HEALTHY ENVIRONMENT**

All children who participate in the After School Program must have a completed and up-to-date medical form on file. This form needs to be signed by a parent/guardian. Please make sure you note on your child's medical form if your child has any allergies, any expected reactions, or special medical conditions. Please do not send your child to our Before/After School program if he/she was ill the night before or the morning of. If your child contracts a contagious disease during the school year, please notify the Site Director so we may notify appropriate parties. Certain communicable diseases are required to be reported to the Office of Children and Family Services. Children who are ill may not return until they are symptom-free for 24 hours. They must also be fever-free for 24-hours without fever reducer medication. If your child becomes ill during the Before/After program hours, you will be notified and requested to pick up your child. \*\*\*Staff is only permitted under life-threatening emergencies to administer prescription or non-prescription medication.

## **HOMEWORK ASSISTANCE**

The YMCA schedule provides approximately 30-45 minutes of quiet time for homework and school support each Monday through Thursday during After School (refer to the posted schedule at the program for the specific start and end time). From time to time, the schedule may fluctuate due to space limitations, special events, etc. This time is allocated for students to work on homework assignments, to study, and/or to read. During this time, children are directed to work independently. Staff will be available to answer questions regarding homework directions, to provide encouragement, and to oversee that children are quietly on task. If children complete all homework assignments, they will be directed to read or study. Kindergarten and 1st grade students will participate in staff directed quiet activities, reading and educational supplements. Please note that your child's participation during scheduled academic time is dependent upon your pick-up time.





## **INCLEMENT WEATHER**

In case of early dismissal from school, we recommend parents having an alternate arrangement in place. If after school activities are cancelled at your child's school due to the weather, the YMCA has a 4:30pm pickup time from the afterschool program—to ensure the safety of your child and staff. If the school is closed due to the weather you may not utilize another day in the program to make it up.

## **MEDICATION**

Staff is only permitted under life-threatening emergencies to administer prescription or non-prescription medication. If your child requires medication, please speak with the School Age Child Care Director to set up a Health Care Plan.

## **MEMBERSHIP**

All children must be a current YMCA Member at the time of registration. Membership must remain valid through sessions that child is enrolled in our Before/After School programs. Please contact your YMCA branch for membership options or visit [ymcali.org/membership](http://ymcali.org/membership) to purchase. You may also renew your membership by logging into your account at [ymcali.org](http://ymcali.org).

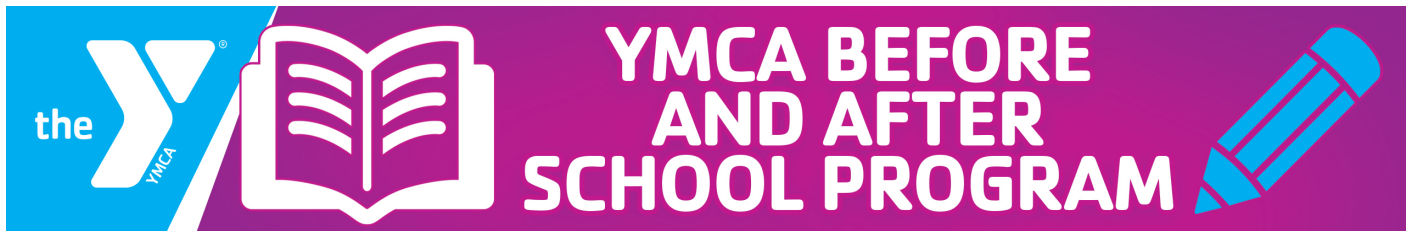
## **PARENT/GUARDIAN INVOLVEMENT**

The YMCA has an open door policy for parents of registered students. Parents are more than welcome, at any time, to visit and observe their child while in the program. The YMCA will be available for parent conferences during the school year. Conferences should be scheduled with the Site Director and are recommended to see how your child is growing in the program. All information that is shared with you about your child is confidential and available to you upon request.

## **PAYMENTS, DEPOSITS, FEES & REFUND POLICY**

All rates are based on a 10-month School Year with yearly tuition divided into 10 equal payments. Holiday and school vacations have been calculated into monthly tuition. A fee reduction is not provided for these days off, as well as snow days, early dismissal days, or absences from school. Monthly payments are due no later than the 1st of the month. A late fee of \$25.00 will be charged for payments received after the 1st of each month. For billing or account questions, please call our billing office at 631-421-4242 ext. 2150

- Any account 2 months past due is subject to dismissal and will be forwarded for collection fees.
- Registration is held in the Winter/Spring for current members. During that time, all families that would like to participate in the program the following Fall are required to re-register to update their membership and leave a deposit. In order to register for the upcoming school year, your account balance must be up-to-date with no past due balances. If your account is not up-to-date, you will not be able to register and you risk losing your spot for the upcoming school year. If you fail to re-register during that time, you will be added to the bottom of the waiting list.



All enrollment forms, including registration form, medical form, parent acknowledgment form and contract, must be completely filled out in order to register your child. All forms must be completed in full with accurate information. If you register while the program is already in operation, you will be contacted by the YMCA for your start date. There will be a required June registration fee. This includes a \$100 non-refundable deposit membership fee. Prior to July 1<sup>st</sup> a NON-REFUNDABLE DEPOSIT of \$50.00 must accompany this agreement. As of July 1<sup>st</sup>, a FULL MONTH'S payment is due as deposit. **\*\*All present Child Care balances must be up-to-date in order to register\*\***. For parents that have children currently enrolled in the program and will have a child entering Kindergarten in the Fall you are able to register for the after school program during the preregistration process.

### PHOTOGRAPHY & VIDEOGRAPHY

Individual and group photos as well as video footage are taken in our Before/After School Programs. A waiver to grant permission for photography and video taken during Before/After School Programs is included in your enrollment registration.

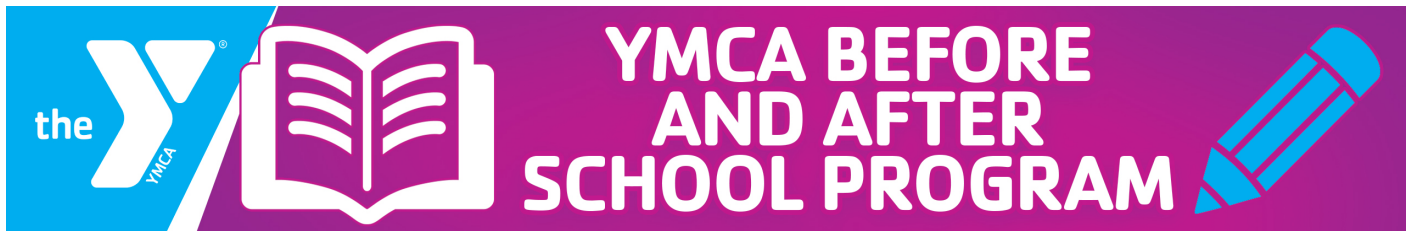
### PROGRAM ACTIVITIES

Our After School Program is based on the National YMCA of the USA Afterschool Program model. The Y-USA Afterschool Program model incorporates nine components as a way to intentionally foster holistic youth development through a range of activities focused on helping youth achieve, build relationships, and have a place to belong.

YMCA Afterschool programs utilize a combination of structured and semi-structured activity periods. This fluid schedule helps kids achieve a sense of independence, offers opportunities for students to choose and lead many activities, and facilitates FUN - all under the guidance of caring adult and young adult role models. We find that this progression allows students to thrive in an after-school setting. The following represents a typical schedule of activities in YMCA afterschool programs.

Schedule of activities includes our Daily 6:

- Check with School on absentees from the program
- Complete Attendance and Opening Announcements
- Healthy Snack: The YMCA provides an afternoon snack that follows HEPA Guidelines.
- Homework Support: At least 30-45 minutes of the day are dedicated to homework. Staff are on hand to support children as they complete their homework and/or daily reading assignments.
- Recreation Time: Children are provided with a minimum of 30-minutes of recreational play either outside or on the school gymnasium.
- Interest Centers: Incorporate components of the After School and key areas



In addition to the above schedule, we use daily themes to keep our students engaged in the program. These may include:

**Make It Monday:** Creative art and expression

**Tournament Tuesday:** Games in tournament fashion

**Work Out Wednesday:** Physical Fitness through Muscle Movement

**Think About it Thursday:** Trivia, Journaling, and Creative Writing

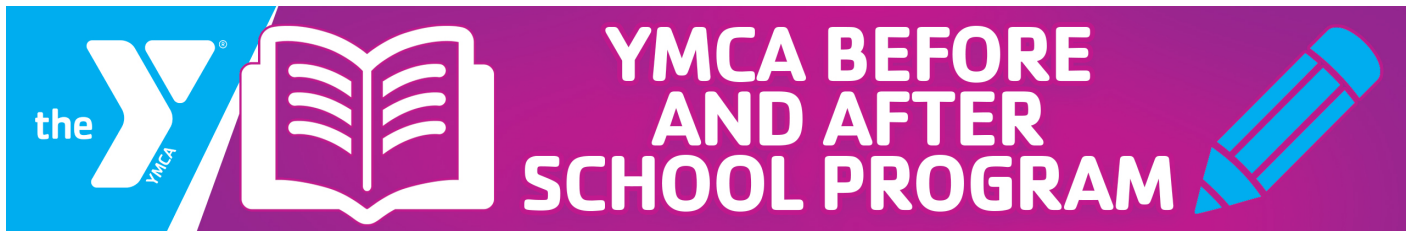
**Fun Club Fridays:** Fun activities led by trained YMCA instructors include STEM, yoga, robotics, and dance to name a few. Students will be able to choose from a menu of options based on interests and additional clubs can be created to match other interests.

The YMCA will incorporate special events including talent shows, YMCA dance, art galleries, plays, exhibits, or tournaments to share with parents. The YMCA of Long Island will implement community service projects during school year. Each school will come up with a community service project yearly.

The YMCA takes great pride in our Physical Fitness Programs. All YMCA Youth Sports and Fitness Programs are designed to deliver positive, exciting activities that build athletic, social and interpersonal skills. Our qualified staff incorporate a varied physical fitness program including yoga, dance, pre-season sport training, Zumba, and health and nutrition programs in a relaxed, non-competitive environment where the focus is on teamwork, sportsmanship, and fun. The YMCA implements the CATCH curriculum. CATCH stands for a Coordinated Approach to Child Health. Two of the most important ways that CATCH creates behavior change is by enabling children to identify healthy foods, and by increasing the amount of moderate to vigorous physical activity (MVPA) children engage in each day. CATCH health education curriculum uses terminology for identifying healthful foods—GO, SLOW and WHOA—that has been adopted colloquially nationwide as a simple means of labeling food's nutritional content. Students have a daily nutritious snack, and the staff is only observed consuming healthy foods. Additionally, students are taught about the importance of good hygiene and the importance of positive living through healthy lifestyles curriculum. CATCH Activity Boxes and PE Trainings arm Y staff with the tools needed to increase students' MVPA and our curriculum provides staff with simple suggestions of how to incorporate physical activity into the school day. Through CATCH, students engage in fun and structured activities that focus on the importance of physical activity and leading a healthy lifestyle.

### **CHILDREN WITH SPECIAL NEEDS/Disabilities**

The YMCA After School Child Care Program is equipped to handle students with special needs/disabilities. Along with the assistance of the School Staff, Parents, and the Site Director will be able to work as a team to make the child's time at the after school program enjoyable. With careful observations by the Child Care Directors and Site Directors, they will assess the child's needs at our program and make 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 look forward to doing so.



## **STAFF REQUIREMENTS**

The YMCA will staff each Before/After School program site with well-trained, professional staff members that attend regular staff meetings throughout the school year. All staff have gone through extensive background checks, been fingerprinted and cleared through the NYS Central Registry for Child Abuse and Maltreatment. All staff receive a minimum of 15 hours of YMCA Professional Development. Staff are CPR and First Aid trained. All School Age Child Care staff are Mandated Reporters and are required to report any suspicion of child abuse or neglect.



Dear Parents/Guardians,

Thank you for taking the time to read the 2020-2021 YMCA Parent Handbook. Please sign below and return the last page to your site director by September 18<sup>th</sup>. If you have any questions regarding the Parent Handbook please reach out to me; [amy.rosenkrantz@ymcali.org](mailto:amy.rosenkrantz@ymcali.org).

I have read the 2020-2021 YMCA parent Handbook and fully understand the policies and procedures.

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Parent/Guardian Signature

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Date