



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**CAN'T WAIT!**

**TIME TO**



**EXPLORE**

**SCHOOL AGE CHILD CARE FAMILY HANDBOOK**  
**Fulton Family YMCA**

# 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 children and youth while directly supporting the schools they attend.

## **WHO WE SERVE**

The Fulton Family YMCA serves The Fulton City School District. Any days that the SACC program is being held at the Fulton Family YMCA, we open our program to all districts in the area. This includes vacation days or snow days, when our program is held at the YMCA.

## **OUR 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 youth, 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 memberships 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. 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 our SACC Coordinator.

## **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  
Honesty  
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 processes 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 is eligible for a discounted Family or Family-of-2 membership. If you already have a Family membership at the time of enrollment, please contact your member services team to begin receiving your reduced rate.

## **ENROLLMENT**

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

### **Registration**

All registration is completed online (Please visit [www.fultonymca.org](http://www.fultonymca.org)). A \$30 non-refundable, non-transferrable deposit is required at the time of registration. Fees may vary based on Fulton City School District schedule and the need to adjust through COVID. The SACC office requires 1 business day to process your registration before your child may attend.

### **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. Any child with an IEP must submit documentation prior to starting our 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 or self in the program. 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 as 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.

## **PAYMENTS**

### **MONTHLY PRICING**

**AM ONLY \$118    PM ONLY \$177    AM & PM \$295**

**Registration Fee Member FREE / Non member \$30**

SACC payments are due on the 1<sup>st</sup> of the month. Payments can be made through automatic payment, online using a credit card or bank account, or at the membership desk using check, cash or credit card. Access your online account to schedule or modify payments. You are responsible for updating your payment method prior to the due date if you receive a new card number or expiration date. No payments are accepted at our school sites. Pricing may change based on the Fulton City School District schedule and adjustments for COVID. Half, Vacation, and Snow Days are separate registrations.

### **DSS Payments**

Before DSS parent fee 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. Parent fee payments are due on the first of the month for all weeks in that month.

### **Late Pick-Up**

Our program promptly ends at 6pm. Please arrange for an alternative pick-up person to pick up your child and notify staff immediately if you are unable to pick up by 6pm. If you arrive after 6pm, your card or bank account on file will be charged a \$15 late pick up fee per 15 minute interval. Late payment fees will be charged to your billing method on file and you will receive an e-mailed receipt. Excessive late pick-ups (more than 3) may result in suspension or termination of services. If your child remains at the site until 7:00pm with no contact from the parents/guardians the child will be turned over to the local authorities.

### **Late Payment**

A late fee of \$10 per account will be assessed to you after the due date (1st of the month.) Late payment fees will be charged to your billing method on file and you will receive an e-mailed receipt. If full payment has not been made by the 15th of the month, your SACC services will be suspended. Excessive late payments (3 or more) may result in termination of your services.

### **Tax Statements**

You can contact our YMCA at the end of the year to have our welcome desk print your tax statement. This is your responsibility to request a statement. Paper tax statements will not be mailed.

### **FINANCIAL ASSISTANCE (Y Cares)**

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

### **WITHDRAWING FROM PROGRAM**

Withdrawals from Before and After School programs, Half Days and Vacation Days must be submitted in writing via e-mail to the SACC Coordinator or Membership Director 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 YMCA SACC program does not issue refunds or credits, unless overpayment of fees occurs, or the YMCA cancels the program. Refunds or prorates will not be given if your child is out of program for illness, suspended or terminated from the program or during a suspension period from school.

## **ATTENDANCE**

To ensure your child's safety, if your child is absent from school, will not be attending our program that day, or will be arriving late, please call notify the site staff before the scheduled arrival time.

## **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 parents or people you designate as Authorized Pick-up/Emergency Contacts may pick up your child from the program. You may add additional people by submitting their name, phone number, and full address to your site. All pick-up people must be at least 18 years old. Anyone, including yourself, will be asked to present a valid photo ID before signing a child out of program. We will deny access to anyone who is not listed as an Authorized Pick-up/Emergency Contact.

## **Contact Information Changes**

If you experience a change of address, phone number or email, please submit your changes in writing to the SACC Coordinator as soon as possible. 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 (whether or not a court order is on file,) 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 noncustodial, biological parent.

This scenario can place all parties in a very difficult situation. Oftentimes, 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 Coordinator when updated to ensure appropriate information is 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 Coordinator IMMEDIATELY.

## **NO SCHOOL**

**Vacation Days/Snow Days \$34      Half Days/Early Dismissal \$22      Delays \$18**  
Registration Fee    Member: Free / Non member: \$30    \* Registration fee is waived if enrolled in SACC

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 and are held at the Fulton Family YMCA. A \$5 non-refundable, non-transferrable deposit per day is due at the time of registration. Registration must be completed 1 week prior to the scheduled day off. The remainder of the fees are due on the Friday before the scheduled day of care. Written withdrawals must be submitted in writing via e-mail to the SACC Coordinator one week prior to the scheduled day off. Families will be responsible for the next month's full fees if cancellations are received after the scheduled day off.

## **Remote Days**

Remote Days may be provided at the Fulton Family YMCA branch for students on a hybrid schedule. Remote Days are designed to provide your child the time and space to complete their virtual coursework. Our Y staff may be able to provide some guidance, but we will not be responsible for teaching lessons or monitoring individual progress. These full days will blend time for both virtual learning and engaging program, including free play, games, crafts, and STEM activities. Participants should bring their own Chromebook/iPad, headphones, and print outs of any paper school work.

## **Vacation Days/Half Days/Snow Days**

Vacation Day's are held at the Fulton Family YMCA during full days off during the school year. SACC participants receive priority registration for Vacation Days. Vacation Days follow the Fulton City School District calendar.

## **What To Bring On Half or Vacation Days**

Your child will need a healthy bagged lunch, sneakers, a water bottle, and weather appropriate clothing. Some days we offer swim time during their day off. Please pack a bathing suit and towel in a separate bag. Please label everything. Lunch is not provided, a \$5 charge for lunch will be added to your fees if your child does not come with a lunch.

## **Program Holiday Closures**

The YMCA School Age program runs from the first day of school until the last day of school. Child care is NOT available on the following days:

Black Friday-Thanksgiving Day -Christmas Eve-Christmas Day -New Year's Eve -New Year's Day-Memorial Day

## **Emergency Closing Procedures**

When school closes after 12:00pm childcare will be held at the school site. When school closes before 12:00pm, children will be bussed to the Fulton Family YMCA for care. YMCA after school programs are able to remain open if/when district after school activities are cancelled.



## **HEALTH AND SAFETY**

### **Illness**

If your child becomes ill while in program, they will be isolated from the other children and you will be contacted to pick them up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. Pick up by an authorized personal shall be within 30 minutes. Please review the Return to School/YMCA Program policy for when your child may return.

### **Lice**

In the event that your child has live lice or nits while at the site, we will call you to pick up your child within 30 minutes. 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 match exactly and 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 all 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.

### **Dress for Weather and Play**

Please dress your child in washable clothes that are appropriate for weather and daily activities. For the safety of all participants, sneakers are required to be worn for physical activities in the gym, field, or playground.

### **Emergency Drills**

Each 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 that a situation arises that is not a drill, families will be notified immediately of any change in location or situation.

### **Nutrition**

All of our Y after school programs participate in the Healthy Eating and Physical Activity (HEPA) programs. We provide a healthy snack during our programs with water. 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.

## **HEALTH AND SAFETY: COVID-19**

YMCA programs will follow all guidelines from the school districts while in the school buildings. Please refer to the school district reopening guide or reach out to the SACC Coordinator for more details.

While in the YMCA branches or non-school locations, our School Age Child Care programs will follow New York State OCFS and local Department of Health guidelines. Some schools will require more strict physical distancing and masks guidelines. While in school buildings, YMCA programs will follow physical distancing and supply sharing requirements as required by the schools.

### **Return to School/YMCA Program**

In accordance with CDC guidance and the schools' Return to School plans, the YMCA school age child care programs will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. This plan is subject to change based on CDC, Health Department, or specific school guidelines. Please contact your SACC Coordinator if you have questions.

A child may return to YMCA program when:

1) If they have been diagnosed with another condition and have a healthcare provider (physician, nurse practitioner, or physician assistant) written note stating they are clear to return to school -AND the child is fever-free, without the use of fever reducing medication, for at least 24 hours.

Documentation from the healthcare provider must be submitted and reviewed by the YMCA SACC Coordinator before the child may rejoin the YMCA program.

2) If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine) -AND-
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

\*\*All criteria is subject to change based on newly released guidelines from local and federal officials.

## **HOMEWORK**

Each day during after school care and remote learning days, children are provided an opportunity to complete schoolwork. While we do encourage children to do their homework, it is not mandatory. We are there to help, but we do not provide tutoring. If desired, please encourage or impress upon your child that homework must get done during program hours. You are welcome to send your child with a list of expected tasks. Our staff will encourage your child in accomplishing this.

## **TOYS AND ITEMS FROM HOME**

To prevent the spread of illness, toys or other items from home are not permitted, unless it is a part of your child's specific learning or behavior plan. We are not responsible for lost or stolen items brought to the School Age Child Care Program. Please connect with the SACC Coordinator if your child requires a comfort item or fidget to be successful in program.



## **ELECTRONIC DEVICES**

Participants in our program may bring electronic devices including Chromebooks, iPads, or Kindles to complete schoolwork. Cell phones, iPods, or gaming devices are highly discouraged; however, if they bring it to program, 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 Coordinator. Please be sure any devices needed for schoolwork are fully charged. Your child is solely responsible for the storage and safekeeping of all devices. The YMCA is 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.

- Staff will be proactive in preventing negative behaviors. Staff will address the behavior in a calm manner and redirect the child to a more positive behavior.
- Staff will discuss the occurrence and strategies implemented with the parents at pick up.
- If behaviors continue, staff will complete a behavior report with the child to encourage alternative strategies for a better outcome. Staff will share this with the parents.
- After 3 behavior reports, staff will request a meeting with the parent to discuss the next step.
- The staff, parents and child will determine an action plan to outline the steps everyone will take to create a positive experience.
- If behavior continues the child will be suspended for a minimum of 1 day.
- If behavior continues the child may be suspended for up to one month and the parents must meet with the SACC Coordinator prior to child returning to program to discuss the action plan.
- If behavior continues, the child will be terminated from the program and all other YMCA programs for 12 months. After 12 months, the child may be reenrolled with a 3-month probationary period.

\*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.

## **Newsletter**

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

**PLEASE REVIEW ALL POLICIES WITH YOUR FAMILY AND ADDRESS ANY QUESTIONS WITH YOUR SACC COORDIANTOR. ALL POLICIES IN THIS HANDBOOK ARE SUBJECT TO CHANGE AT THE DISCRTION OF**

**THE YMCA SACC ADMINISTRATION.**