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 free youth membership. If your family is interested in having a family or a family of 2 membership, a discount will be applied to upgrade your membership to the whole family! 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). 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 2 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 $150 PM ONLY $210 AM & PM $350
Registration Fee Member FREE / Non member $30

SACC payments are due on the 1st of the month. Payments can be made through automatic payment, online using a credit card or bank account. **A 4% convenience fee is added to all credit/debit card transaction and, a checking/bank account has no additional fees.** You can 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 adjustment. 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 the termination of your services. $10 fee for all credit/debit card transactions that are returned and a $30 fee for all checks that are returned.

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.

NO SCHOOL

Vacation Days/Snow Days $38.50 Half Days/Early Dismissal $25 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-transferable 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.

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 or 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 canceled.

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 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 five days since the individual first had symptoms;
• It has been at least 24 hours since the individual has had a fever (without using fever reducing medicine)
**All criteria is subject to change based on newly released guidelines from local and federal officials.

HOMEWORK

Each day during after school care, 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 the 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 the 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 COORDINATOR. ALL POLICIES IN THIS HANDBOOK ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE YMCA SACC ADMINISTRATION.

2022-2023 Fulton City School District
Fulton Family YMCA Before & After School Care

Return all forms to: **Fulton Family YMCA, 715 West Broadway, Fulton, NY 13069**. Payments will be drafted on the 1st of every month. An additional non-refundable $30 registration fee per child will be due at the time of registration. Our goal is to meet the needs of our YMCA program participants to the best of our ability. Enrollment is not guaranteed until all paperwork is completed & returned to the YMCA. There is a minimum of 2 day processing period before your child may begin.

Please answer every question. You may write "N/A" if the question does not apply to your child.

FEES: AM ONLY $150/mo PM ONLY $210/mo AM/PM $350/mo

School My Child Attends: ☐ Granby ☐ Lanigan ☐ Volney ☐ Fairgrieve

Children who attend Granby and Lanigan will be at our Granby Elementary School Location.
Children who attend Volney and Fairgrieve will be at our Volney Elementary School Location.

Child's Full Name: _____ Start Date:____/____/____ Grade:_____

Date of Birth: _____ Age: _____ MALE / FEMALE / NON-BINARY / PREFER NOT TO ANSWER

PARENT/GUARDIAN

1. Name: _____ Cell: _____

Relationship to child: _____ Home: _____

Address: _____ Work: _____

City/State/Zip: _____ Employer: _____

2. Name: _____ Cell: _____

Relationship to child: _____ Home: _____

Address: _____ Work: _____

City/State/Zip: _____ Employer: _____

EMERGENCY CONTACTS and PICK-UP AUTHORIZATIONS: (Other than parents/guardian)

Name: _____
Cell:_____
Home:_____

Name: _____
Cell:_____
Home:_____

The following are NOT allowed to pick up my child:
_____

***Court orders MUST be provided to SACC Director.**

CHILD'S DOCTOR: Name:_____ **Address:**_____ **Phone:**_____

- **Payment is due by the 5th of each month. $10.00 late fee will be applied if payment is not received.**
- **Late pick up will result in $1.00 per minute after 6:00pm. These charges must be paid within one week of the date your child was picked up late. Your child CANNOT return to the SACC program until this fee is paid. Anyone receiving assistance, late fees are not covered by any agencies. These fees are your responsibility.**
- **Fees must be paid and kept current to use the SACC program.**

HEALTH FORM

All FORMS MUST BE COMPLETED AND TURNED IN BEFORE YOUR CHILD IS ABLE TO ATTEND THE SACC PROGRAM

Medical History: Check if you have ever had any of the following. Comment on all checked conditions in the space below.
Immunizations MUST be provided before your child can be registered for SACC or Vacation Zone

****Medications****
State Regulations require parents to notify us if a child takes medicine within 2 hours prior to entering the program.
NO prescription or over-the-counter medications will be administered by the YMCA SACC Program. The only exceptions are Epipens or inhalers, which will be administered in emergency situations only.

Yes	No	
		Hay Fever
		Poison Ivy
		Insect Stings
		Penicillin
		Other Medications
		Seizures
		Diabetes
		Chicken Pox
		Mumps
		Asthma
		Hearing
		Vision
		Learning Disabilities
		Behavior Problems

Recent Surgery (Type)_____Date:_____

Serious Injury (Type)_____Date:_____

Allergies

_____

Food Allergies

_____

Other conditions or details of above

_____

Please list any restrictions placed on child while attending the SACC program.

_____

_____

IF YOU ANSWERED YES TO ANY OF THE ABOVE, PLEASE EXPLAIN:

_____

_____

_____ Is your child able to successfully participate in a program with 1 adult per group of 10 children?

_____ Does your child receive any special education services at school? **(IEP or behavior plan must be on file if applicable)**

Important: Please notify the Fulton YMCA if your child is exposed to any communicable diseases during the school year.

PARENT AGREEMENT- PLEASE INITIAL EACH STATEMENT

_____The health history is correct so far as I know and the person here- in described has permission to engage in all SACC activities except noted by me. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Fulton YMCA Director to hospitalize and secure proper treatment for and to order injection, anesthesia or surgery for my child as named as above.

_____I agree to notify the Fulton YMCA immediately in writing of any changes in address, phone numbers, emergency contacts, medical information, etc. I understand that not providing the above may put my child's health and safety at risk.

_____I understand that I must inform the Fulton Family YMCA, in writing if my child is no longer going to use the School Age Program or I will be charged until such notice has been received.

_____I understand, if my child does not adhere to SACC rules, my child is subject to dismissal without refund.

_____I give consent that the Fulton YMCA may use any photographs or videotapes of my child for promotional purposes, including website material and SACC advertising.

YMCA Before & After School Care
2022-2023 Payment Agreement
Fulton Family YMCA

PAYMENTS:

- Non-refundable registration fee of $30 is due at the time of registration.
- Monthly payments must by received by the 1st of the month. All late payments will incur of $10 after the 5th of the month.
- We must receive a 2 week written notice of withdrawal from the program. Should you fail to send a written notification, you will be held responsible for payment even if your child has not been attending.
- Payments can be drafted each month by a checking/bank account free of charge or through a debit/credit card with a 4% processing fee.

BILLING INFORMATION:

As a licensed child care provider, the Fulton Family YMCA accepts financial assistance provided by the Department of Social Services. If you do not qualify for financial support through DSS, you may apply for a YMCA Scholarship (A DSS Letter of Denial must be provided.) Please allow 2 weeks for processing.

*These two forms of assistance may not be used in conjunction with one another. *

Are you applying for financial support in the form of DSS? Yes No

Are you applying for financial support in the form of a YMCA Scholarship because DSS declined? Yes No
(Please attach the completed Scholarship Application & requested documents.)

PAYMENT OPTIONS (Choose one):

- ☐ Please charge the Debit/Credit card listed each month. * There will be a 4% processing fee added for each charge.
- ☐ Please charge the Checking/Bank account listed each month. *no service fee added

I authorize the Fulton Family YMCA to charge the account listed below for my monthly SACC payments. It is my understanding that my monthly charges will be deducted on the 1st of each month and will continue until I withdraw from the program. If my payment is declined, I understand that I must make payment to the YMCA of the monthly fee plus an additional $10.00 bounced payment fee.

In addition, I hereby authorize the Fulton Family YMCA to charge the account listed below for all Snow Days, Late Pick-up, and Vacation Days. If I do not want this account used, I will include a separate payment with registration.

Child's Name: _____
Contact Person: _____
Daytime Phone #: (___)_____ Email: _____
Signature of Authorized Person _____ Date _____

DEBIT/CREIDT INFO
Name (as it appears on card): _____ Billing Zip Code: _____
Amount to be charged: $_____ Security Code: _____ Effective Date: _____
Account Number: _____ Expiration Date: _____

CHECKING ACCOUNT INFO
Name (as it appears on account) _____ Amount to be charged: $ _____
Routing: _____ Checking Account #: _____