

Room to Bloom Preschool and Learning Center
at The Stillwater Area Community Center
SCHOOL AGE CHILD CARE PROGRAM



School-Year/Summer Program
HANDBOOK

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Stillwater, NY 12170
518-664-2515
Program Room ext. 214
Main Office ext. 210**

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WELCOME

Welcome to Room to Bloom Preschool and Learning Center's School-Age Child Care Program. The School Age Program is a community of professionals who works in partnership with families, understanding that each family has its own unique experiences. It is our hope that you and your child have an enjoyable education and care experience with us. Our staff is well prepared to provide a quality educational experience and ensure the highest level of care for your child.

We are licensed through the N.Y.S. Office of Children and Family Services. We meet all the requirements set forth by their Child Day Care Regulations. We are administered by the Stillwater Area Community Center, a non-profit corporation.

The School Age Child Care Program is located within a publicly accessible building that is the Stillwater Area Community Services Center, Inc.

Center Director- Aimee Salecker

Room to Bloom Director of Child Care- Justin Macfarlane

School-Age Site Supervisor- Nick DeMarco

GOALS

The program will provide quality child care which parents can rely upon throughout the Stillwater Central School District calendar year.

The program will offer a variety of activities, which includes: recreation and games, arts and crafts, reading, music, time to do homework with assistance, enrichment, trips, and free time for the children to pursue their own interests in a safe and friendly environment.

The objectives of the School-Age Child Care Program are:

- ◆ To improve the social, emotional, and academic qualities of school-age children.
- ◆ To reduce negative behavior (violence, crime, bullying, smoking, truancy, health-compromising behaviors, etc.).
- ◆ To provide parents with a safe child care environment.

NEW FAMILIES

New families are encouraged to set up a tour of the program and meet the teachers prior to enrollment. Once enrolled, families are invited to an orientation meeting to become familiar with program policies and procedures.

A Typical Day at the School-Age Child Care School-Year Program

Morning Session

6:30am- Program opens. Wash hands, morning snack begins. Activities of choice such as: computers, crafts, reading, music, etc.

7:15am- Middle School children board bus.

8:00am- Last snack served. Crafts and/or activities of choice.

8:25am- Elementary School children board bus.

9:00am- Morning Session ends.

Afternoon Session

2:30pm- Middle School children arrive. Wash hands, have snack, sharing time, homework or gym time.

3:15pm- Elementary School children arrive. Wash hands, have snack, sharing time, homework or gym time.*

*Every Friday there is no homework time. Children have the choice through "Friday Fun Day" to choose gym or room activities.

There will be regular enrichment activities and occasional parties throughout the year that will be held in the afternoon. Children in attendance for the morning session only are welcome to participate in enrichment or special events/parties with their parent/guardian present.

5:30pm- Gym time complete. Activities of choice such as: Electronics, drawing, reading, etc.

6:00pm- Afternoon session ends.

*Although this is our schedule we remain flexible and may need to make occasional changes. For holiday or vacation days the schedule will include activities throughout the day with periodic enrichment or trips.

GENERAL INFORMATION

PROGRAM EXPECTATIONS

Parent's Expectations of the Program

Parents can expect that:

1. Their children are cared for in a safe and supportive environment.
2. They may visit with the program director about concerns related to their child or the program.
3. They will be told about any concerns regarding their child. A meeting with the program director will be facilitated as needed.
4. They will be informed promptly if their child does not arrive at the program according to his/her enrollment information.
5. They will be regularly informed by the program director about program activities via a monthly newsletter.
6. Communication in our School Age Programs relationships with children and their families is important to us! We are committed to maintaining open communication and working with you to provide a quality program for your child. We find that it is very important that parents and staff communicate openly and honestly regarding your needs and desires concerning your child. We have an open door policy which means you are welcome to visit your child at anytime. We communicate with you each day through direct conversations; reminders and announcements as well as monthly newsletters and email correspondence. We also have a Family Bulletin Board to keep you up-to-date with program and community events, as well as a variety of topics related to children and families. Stop by and take a look!

Program's Expectations of the Parents

The program expects that parents will:

1. Pay fees on time as explained in "Fees and Payment Policy."

2. Keep their child's records up-to-date as explained in "Enrollment Forms."
3. Pick up children on time as explained in "Afternoon Closing Time."
4. Follow the health policy as explained in "Health and Safety."
5. Contact the program director if their child will not be attending on a scheduled day.
6. Be attentive to communications from the program director regarding any concerns with their child and cooperate in efforts to bring about improvement.
7. Parents/Guardians must sign their children in/out every day.
8. Please contact the Program Director if you have any concerns regarding your child or the program.
9. Twice each year, we ask families to evaluate how well the program has met their needs through a parent survey given at the center. We are interested in hearing parent's perspective on the effectiveness of the program for your child and for you. We welcome your input, ideas, questions or concerns at all times, not just when we do a survey. The results of the parent survey are also used to set center goals for the school year.

Children's Expectations of the Program

Children can expect:

1. To have a safe, supportive, and consistent environment.
2. To share all program equipment, materials, and facilities equally.
3. To receive respectful treatment.
4. To have discipline that is fair and consistent.
5. To receive nurturing care from staff members who are actively involved with them.

Program's Expectations of the Children

The program expects that children will:

1. Be responsible for their actions.
2. Remain with the group and child care staff at all times.
3. Take care of materials and equipment properly and return them to their place when done or before taking out new ones.
4. Arrive at the program promptly, according to the enrollment information.
5. Treat all people (staff, other children, etc.) in a respectful manner.

RATIOS/GROUP SIZE

The School Age Child Care Classroom is required to maintain a minimum ration of 1 employee for every 10 children. For children over the age of 10, the required ratio is 1:15. The site supervisor will assign employees to activities and areas by following those rations and will not exceed a maximum group size of 20.

In the case of high risk activities (swimming, walking near a road, certain field trips, etc.) the school age child care classroom will maintain a minimum ratio of 1:7.

CENTER SCHEDULES/HOLIDAYS

Hours of Operation

The morning session will operate from 6:30am. to 9am. The afternoon session will operate from 2:30pm. to 6pm. The program will also be open for early dismissals. A full day program for vacation days, holidays, and the summer program will operate from 6:30am. to 6pm.

Holidays the Program Is Closed

The School-Age Child Care Program is closed for the following holidays. For holidays not listed below, the program will be open for child care at their discretion.

- Labor Day

- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day

Afternoon Closing Time

The program closes at 6pm. The parents of children who remain past 6pm must pay overtime fees as follows:

- ◆ 5-15 minutes overtime will constitute a \$5.00 charge per child.
- ◆ Each additional minute will constitute a \$1/minute charge per child.

Late fees must be paid to the Stillwater Area Community Center on the same day as late pick up.

Child care services may be withdrawn if three overtime charges occur.

WEATHER/EMERGENCY CLOSINGS

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by checking the school closings network on any local news station. We also highly recommend that all families sign up for our 'Rained Out' text message notification. Should the center need to close in the middle of the day, the staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated. Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition reduced.

INSURANCE

The School Age Child Care Classroom has liability insurance only.

CURRICULUM

CREATIVE CURRICULUM

Children need a safe place to play, learn and grow during out-of-school hours. The Stillwater Area Community Center's School Age Child Care offers structured time for school-age children to complete homework, participate in enrichment activities, play group games and enjoy free time.

- **Before School-** Children who arrive before school will receive a healthy breakfast and have time for relaxation and social engagement before the daily rigor of classes begin.
- **After School-** Children who attend after school will receive a healthy snack and enjoy fun, hands-on activities that engage them in the joy of learning. Art, health and wellness, literacy, and STEM (science, technology, engineering and math) are all incorporated into programming in a way that is fun and interactive.
- Children will also enjoy at least 30 minutes of physical activity each day. This physical activity is important because it develops life-long habits to prevent obesity and chronic disease, it helps harness energy in a positive way -- and it's FUN!

INCLUSION OF CHILDREN WITH SPECIAL NEEDS

For children with special needs, we are an inclusive childcare program whom provides belonging, acceptance and developmentally appropriate practices. They have the opportunity to learn typical developing skills from their classmates, when and how to use these skills and they have an opportunity to develop friendships with typically developing peers. They will be provided opportunities to develop positive attitudes toward themselves and others who are different from themselves

OUR PARTNERSHIPS WITH FAMILIES

STAFFING

The SACC employs qualified full and part time staff in our classrooms. Each site consists of a Director of Child Care, Site Supervisor (Head Teacher) and Counselors. All employees must meet qualification requirements set forth by the NYS Office of Children and Family Services. All staff are screened for criminal history through fingerprints and checked through the New York State Central Registry. Each staff member is required to complete a minimum of thirty hours of training every two years on a variety of topics to support quality programming as well as current health, nutrition and safety practices. All of our substitutes and volunteers are also held to these standards. Prior to employment each staff member receives First Aid and CPR Certification through the American Red Cross and participated in a formal staff orientation. Pictures and biographies of each staff member are displayed near the family bulletin board.

COMMUNICATION

Contact Information:

School Age Child Care Program Classroom- (518)664-2515 ext. 214

Justin Macfarlane- Director of Child Care- (518)664-2515 ext. 210

ALSO

Refer to Page 4- Program Expectations

FUNDRAISING

Tuition does not fully support all of the costs of operating our child care program. Although it is not a requirement that families help us to raise additional funds, it is something we hope every family can do as best they can. This is not simply about giving money to our program. Our goal is to provide families with a variety of ways they can contribute depending on their resources, time and energy. Here are some of the ways that your extended family and friends can help support our program:

BEHAVIOR MANAGEMENT PROCEDURE

Children are entitled to a pleasant and harmonious environment at the program. The Stillwater Area Community Center's School-Age Child Care Program cannot serve children who display chronic disruptive behavior.

In accordance with developing a harmonious environment the program director will collaborate with the children in order to develop program rules. However, the following behavior management policy will be used within the program.

Chronically disruptive behavior is defined as verbal or physical activity, which may include but is not limited to: such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff or other children, ignores or disobeys the rules which guide behavior during the school

day and program time. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children with adjusting to the program setting. Disruptive behavior will be dealt with in the following ways:

1. Any child who behaves inappropriately will receive a verbal warning, redirection, and sit in a time out (their age will determine how long they sit); behavior report. If someone is hurt an incident report will be written requiring a parent to sign. **Inappropriate language and hands on another child are not tolerated. A child exhibiting these behaviors will be given an automatic Behavior Report which is to be signed by both the child and parent at time of pickup.**
2. If a child receives three incident reports in one day for behavior then a meeting will be set up between the parents, program director, and the community center's executive director. Also, the child will be sent home and cannot participate the next day.
3. If a problem persists after this meeting then the child will be suspended for a week. All tuition for the week the child is suspended is still due.
4. After a week's suspension, another meeting will take place to determine if the child can return to the program.
5. If the severity of the problem is great enough that it could endanger the safety of the child or other children in the program; discharge will be effective immediately after the program director consults with the executive director and the parents will be notified by the program director.

CONFIDENTIALITY

The following guidelines are set forth to provide safety and security for all children and families enrolled in our program:

- All staff will exercise extreme caution to insure that information concerning children and/or families is shared only with staff members and not with or in front of non-staff members. An exception will be made in the event of suspected child abuse or neglect.
- All information received by staff from and/or concerning families is confidential to our program.
- No Visitors other than the child's immediate family are permitted in the building without signing in.

FAMILY/COMMUNITY INVOLVEMENT

Your child and the center benefit when you become an active participant. We welcome your participation at whatever level you are comfortable giving. We have an open-door policy, which means that you are always welcome to visit, observe or be involved in any of the day-to-day activities at the center. If you have an interest, know of anyone with interest in music, art, cooking, woodworking, or have another hobby or talent that you would like to share with us, or would simply enjoy helping staff with activities or projects, please let your child's teacher know.

VISITORS AND OBSERVATIONS

Parents and community members who are screened by the program director are welcome to observe the program. All visitors must sign in upon entering the program. Visitors may only observe the program and will not be able to participate in any activities.

HEALTH AND SAFETY

If your child has a known medical condition (asthma, diabetes, seizures, disorders, etc.) please be sure the site supervisor knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

SICK POLICY

If a child has any one of the following conditions, parents will be notified to pick up their child within 1.5 hrs: a contagious/communicable disease, fever of 100°F or higher, vomiting, diarrhea, or accident requiring medical attention. Also, any condition requiring 1:1 care.

Your child cannot return to program until he/she is symptom free for 24hrs without meds.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care without a note from their physician.

In case of an accident or illness parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and parents will be notified immediately.

ADMINISTRATION OF MEDICATION

The School Age Child Care Program is a MAT certified program.

All staff are also Emergency Medication Administration trained. This includes Epi-Pen/Epi-Pen Jr., nebulizers and/or inhalers.

MAT certified staff have been trained to administer Medication.

If your child requires medication of any kind, please notify Director immediately.

WEATHER CONDITIONS

Outdoor play will not be allowed when temperatures fall below 30°F or exceed 95°F.

ACCIDENTS OR INJURIES

The staff takes every precaution necessary to assure the safety of your child. Should an accident or injury occur, the staff is trained in first aid and CPR and first aid kits are available at each site. Families will be immediately notified of any injuries or accidents that staff feels may need medical attention. An accident report is given to families at the time of pickup to be signed and a copy of the report is put in your child's personal file. Upon enrollment of your child, you must provide emergency contacts, which hospital to transport to, and who the child's pediatrician is.

In case of a serious accident or injury, the following procedures will be established:

*EMS will be contacted

*Parent/ Guardian will be contacted

*If the parent/guardian cannot be reached, emergency contacts will be called

*If emergency transport is necessary, the child will be transported to the chosen hospital

*The site director will accompany your child along with their personal information

If your child is being sent home because he/she poses a health & safety risk to him/herself or others, they will not be able to return the following program day. In this instance, they will need to be picked up **immediately**. If you cannot pick up your child please make other arrangements for them to be picked up.

In the case of an extreme emergency (i.e. a situation endangering the safety and welfare of the children) 911 will be called and the children will be brought to a safe area. Outside meeting areas include the front parking lot and the fields behind the building.

Staff will not allow any child to get into a vehicle with a parent or guardian who is suspected of being under the influence of drugs or alcohol. Staff will call the police and are required to notify Child Protective Services of any suspected cases of child abuse or maltreatment. Staff will not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol.

PICK UP/DROP OFF PROCEDURES

Sign-in Procedures- Families must accompany their child into their designated site and sign them in with the child's name, time and the adult's initials on our daily attendance form.

Sign-out Procedures- The SACC closes promptly at 6:00 pm. At the end of your child's day, families are required to sign children out on the daily attendance form with the time and the adult's initials. Your child will only be released to adults (at least 16 yrs old) who are on your authorized pick up list. Everyone who is authorized to pick up your child must present photo identification. We can not release any child to an adult without proper identification.

CUSTODIAL AGREEMENTS

Families with specific custody arrangements must provide a copy of official court documents for the site to follow. SACC staff are not authorized to allow changes to official court documents.

FIRE DRILLS/EMERGENCY PLAN

SACC has an emergency plan in the event of earthquake, fire, and/or natural disaster. If there is a major disaster, children will be cared for on-site if it is safe, or moved to another location. Parents are asked to pick up their children as soon as possible, and to please limit phone calls. Although we know you will be concerned about your child, we need to be free to care for all children and the phone lines will need to be kept free for emergency use. Our center has first aid supplies, food, water, and blankets on hand if children need to remain in the centers for an extended period of time. Sign out procedures will be followed. If you send another adult to pick up your child, they must be on your child's emergency list.

Each month the center will have drills to keep staff and children prepared for an emergency. Children participate in fire and earthquake drills, as well as lock down drills. All staff are trained in CPR and First Aid, and all areas of the center are equipped with smoke detectors and fire extinguishers.

- In the event that a center must evacuate, we will work with the Stillwater police to determine a safe evacuation site. Our designated evacuation site is the Stewarts Shop located on Major Dickinson Ave. Any change of location will be posted at the entrance to each site.

SUPERVISION POLICY

All children upon arrival or departure must be marked in or out on the daily attendance sheet, indicating the time of arrival or departure. This must be done at the time when the child is released from the parent/guardian to the receiving staff upon arrival or from the supervising staff to the parent/guardian upon departure.

Attendance clipboards are to be kept with each group of children at all times.

Head counts of children are to be completed on a frequent basis throughout the day, minimally 2 to 3 times per hour. Head counts are to be checked against the attendance clipboard. Head counts must be completed before and after a transition with a group of children from one activity area to another (e.g. Classroom to Playground). In addition to headcount, when a group of children are in transition from one activity area to another, staff must retain close visual supervision of the children at all times during the transition (e.g. Children should not run ahead of the group).

All completed attendance sheets must be kept on file.

A daily record indicating arrivals, departures and absences helps to establish a rapid and accurate account of all children in the event of an emergency. Maintaining attendance records, in conjunction with constant supervision skills, is critical in ensuring the safety and well being of the children in our care.

CHILD ABUSE/MALTREATMENT REPORTING

The employees of the SACC program are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect child abuse or maltreatment. The employee is required by law to report any suspicion of child abuse or maltreatment to the New York State Central Register for Child Abuse and Maltreatment.

MEALS AND NUTRITION

A nutritious morning snack is served every morning between 7a.m. and 8a.m. on school and summer program days, and until 9a.m. on vacation days and holidays. A nutritious snack is also served in the afternoon. A monthly menu is provided to parents in the *School-Age Child Care Program Newsletter*.

The morning and afternoon snack menu follows the nutritional guidelines set forth by the NYS Department of Health's Child and Adult Care Food Program.

Parents may want to provide a treat in honor of a child's birthday; they should contact the program director to determine the number of children to be served and the date.

On a vacation day, children are required to bring their own lunch from home. This needs to be a readymade lunch, meaning no food that needs to be heated up is permitted.

ADDITIONAL INFORMATION

DRESS CODE POLICY

During the summer program there is a minimal and mandatory dress code.

1. SNEAKERS MUST BE WORN DAILY- no exceptions! We want to avoid injuries due to improper footwear and allow children to participate in all activities.
2. Summer program shirts must be worn on field trip days.
3. Send bathing suits, towels, and related items everyday regardless of scheduled swim trips. Often there will be water games for an activity.
4. We encourage parents to send their children dressed for the weather, comfortable and modest. The program activity room and one gym is air conditioned.

HOME TOY POLICY

Children should not bring toys, digital music players, or any other item to the program without checking with the program director or head counselor.

All personal property brought to the center must be clearly labeled with the child's name.

Children's personal property such as: coats, school bags, etc., must be cleared from the child care area after each session of the program. Any personal property which remains after the session will be taken to the lost and found box. Although the program attempts to help children stay organized, the program and Community Center cannot be responsible for any lost personal property.

SCHOOL DISMISSALS

The Stillwater Area Community Center's School-Age Child Care Program will follow the Stillwater Central School District calendar in regard to unscheduled closings. If the school district is delayed for 1-2 hours we will be open with no additional charge. If the school district closes, the program will remain open and the vacation day fee will be due upon pick up. If the Community Center closes it will be due to extenuating circumstances and will be posted on major new channels, the SACC website and the program voicemail system. There will be a sign up sheet available in the main program room for scheduled school closings (vacation days). *All vacation day fees are due the Friday before each vacation day or week.* There is an additional vacation day charge of \$30.00 per day. Please refer to "Fees and Payment Policy" for early dismissal rates.

ABSENCE

If your child will not be attending the program because of a scheduled appointment, vacation, or other planned absence, please notify the program director in advance. If your child is ill, when you call the school to report the illness or pick up your child from school, please call the School-Age Child Care Program to leave a message regarding your child's absence.

Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur. If a child does not arrive at the program as intended, the program director will contact the parents. If the parents cannot be reached the program director will contact the child's emergency persons.

TRANSPORTATION

If your child is attending a program that requires transportation, we ask that you speak with your child regarding proper safety guidelines. All children must stay completely seated until the vehicle is completely parked. Our primary goal when transporting children is to ensure their safety. The SACC reserves the right to suspend or dismiss a student if safety procedures and policies are not followed while being transported during field trips. If your child misses the bus during program, staff will NOT be able to transport your child to and from school.

FINANCIAL POLICY

Fees and Payment Policy

The program's salaries, supplies, and administrative expenses are supported mostly by tuition fees and supplemented by donations and support from the Town of Stillwater.

SCHOOL YEAR

- Registration fee for School Age Program is \$20.
- Please contact School Age Child Care Program for current fees and rates.
- There is a 20% second child discount available. This cannot be applied toward the registration fee.

SUMMER PROGRAM

- Registration fee for School Age Summer Program is \$25.
- Fieldtrip and swim trip prices are included in the summer program rates.
- There is a 20% second child discount available. This cannot be applied toward the registration fee.

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**Families may be eligible for financial assistance for child care through the Saratoga County Department of Social Services. Please call 884-4283 for further information.

1. There will be an annual non-refundable registration fee of \$20 for School Year, \$25 for Summer.
2. Tuition payments are due either the first school day of each month and are paid to reserve an entire month of child care; or you may opt to pay bi-weekly which is due the Friday before each upcoming week. This is according to the option agreement and is irrespective of the actual number of days your child attends. This means, if your child does not attend one week of regular school year programming due to sickness or vacation, tuition for that week is still due.

3. Any tuition that is not paid by the last day of the first full week of the month in which it is due, or by the Monday of each week for weekly payments will result in an immediate suspension of child care services until the fees are paid in full. There will also be a late fee of 10% of your total bill after this date.

If the tuition is not paid in full by the end of the second full week your child shall be automatically discharged from the program. Reinstatement may occur on a space-available basis when all fees have been paid.

4. Non-Sufficient Funds (N.S.F.) checks are held until cash or money order is received to cover the amount of the check. Parents will pay a \$25 charge for a N.S.F. check. Parents will be notified immediately upon request of the N.S.F. notice by the program and shall have two school days in which to pay the charge and tuition in full by cash or money order.

If payment is not made by the end of the second day after notice, child care services will be suspended immediately. If the tuition and charge is not paid in full by the end of the first full week after notice, your child will be discharged from the program.

If the program receives two checks deemed N.S.F. parents will then be required to make payments by cash or money order only from that point on.

5. If you withdraw or discharge your child from the program two weeks notice in writing is required. Tuition will be due for the balance of the month if we do not receive such notice. Please refer to "Withdrawal from Program."

6. If your child's enrollment forms are not completed and returned to the program director by the day your child is scheduled to start the program, your child will not be allowed to attend until these completed forms are submitted to the program director. The parent/guardian will be responsible for payment of fees from the starting date in order to reserve the enrollment spot until such time as the completed forms are returned.

7. Donations: the School-Age Child Care Program will accept donations of volunteer time, craft supplies, games, toys, and monetary amounts.

- ◆ Time: Volunteers should contact the program director to discuss special interest and schedule availability.

- ◆ Supplies: Supply items can be new or used. Used items should be in good condition. Supply items can include, but are not limited to; paper, paint, glue, crayons, markers, pipe cleaners, games, CDs or tapes, computer games, etc.

- ◆ Monetary Donations: Monetary donations should be in the form of a check payable to the Stillwater Area Community Center (in the 'for' section, School-Age Child Care Program). If a receipt is needed for tax purposes, please submit a request including the value of the donation to the program director. The Stillwater Area Community Center staff will issue receipts on behalf of the program.

LATE PICK UP

The program closes at 6pm. The parents of children who remain past 6pm must pay overtime fees as follows:

- ◆ 5-15 minutes overtime will constitute a \$5.00 charge per child.

- ◆ Each additional minute will constitute a \$1/minute charge per child.

Late fees must be paid to the Stillwater Area Community Center on the same day as late pick up.

Child care services may be withdrawn if three overtime charges occur.

WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child from the program must provide a statement in writing at least two weeks prior to the discontinuation of this service. Tuition will be due for the balance of the month if no such notice is given.

I.R.S TAX STATEMENTS

The program **does not** provide an itemized statement for tax purposes. We suggest that you keep a record of your payments and your tuition receipts as they are an accurate account of your child care expenses and/or donations. Our taxpayer identification number is 14-1742181 and is available upon request.

ENROLLMENT FORMS

Parents will be asked to complete and/or agree to the following:

- ◆ Enrollment Form
- ◆ Release Form/OCFS Blue Card
- ◆ Transportation Authorization
- ◆ Emergency Medical Consent
- ◆ Current Immunization Records*
- ◆ Physical Assessment/Health Form*
- ◆ Medication Forms

*These forms are not needed if your child attends school.

The program expects the forms to be kept current. Parents must provide new information to the program director regarding information on forms such as: emergency contacts, names, employer's phone numbers, and arrival/departure changes.

Registration and Enrollment

The program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

◆ **Registration:** Parents must complete a registration packet and submit it with an annual \$20 non-refundable registration fee to the program director. Registered children who cannot be immediately enrolled, will be placed on a waiting list.

◆ **Eligibility:** A child may be registered for enrollment in the program at anytime. Children must be enrolled in a PreK program or in grades K-8 to be eligible for enrollment.

◆ **Openings:** The program is licensed by the state for 70 children at one time. When full or part-time child care openings occur, parents of children on the waiting list will be contacted for enrollment on the basis of:

-The schedule indicated on the registration form; and

-A first-come basis for the available time according to the date of registration.

◆ **Enrollment:** Parents of registered children will be contacted regarding enrollment in the program.

1. If parents wish to enroll their child, parents will be provided with a set of enrollment forms for each child. Prior to the child's first day of attendance, parents will submit completed forms to the program director.

2. Upon enrollment, parents must make payment to the program director of a non-refundable registration fee and the first month or half month tuition. The parent must sign and return a program registration agreement.

3. Children will be allowed to attend the program only after all forms have been completed and returned, and all payments have been submitted. If parents have not submitted completed forms after the date when the child was scheduled to start attending, parents will be responsible for payment of monthly fees in order to reserve the enrollment spot until such time as the completed forms are returned.

SUMMER PROGRAM OVERVIEW

The summer program operates from the Monday after the last day of school through the last week of August. Parents can opt to send their child for specific weeks and days as outlined on the summer program registration packet. During the summer there will be swim trips, fieldtrips, and in-house only time. There are some in-house only weeks where there are no trips. For those weeks there are added enrichment programs and activities. Please refer to the summer calendar for more details.

Payments must be submitted for each week in advance no later than the Friday before.

-The summer program will travel for fieldtrips and swim trips. Please determine if your child has the appropriate skills to function in this program.

Things my child will need...

- It is necessary to send your child with his or her own bottle of sunscreen with your child's name labeled on it. We are diligent with am/pm and before and after lunch applications. Please discuss this process with your child as well.
- A daily bagged lunch will need to be brought with your child each day. Please send lunches in a bag with your child's name clearly marked. Reusable bags work well. Lunches are kept in large coolers each day.
- Water bottles are highly recommended; freezing one the night before guarantees cool water throughout the day.
- To contain all of the items needed each day (changes of clothes, towels, etc.) backpacks work best. Don't put away that school bag too quickly! Please clearly label these as well with your child's name.

A Typical Day at the School-Age Child Care Summer Program

6:30am- Program opens. Wash hands, breakfast begins. Activities include: computers, crafts, reading, music, etc.

9:00am- Last breakfast served.

9:00am- Counselors gather with groups & take group attendance and determine buddies. Prepare for swim trip, fieldtrip, or remain at center for enrichment and activities throughout the day.

****Children must be at the program no later than 8:30am.**

The bus will leave promptly at the scheduled time of departure.

10:00am- Board buses; attendance re-taken as children board.
(review calendar for weeks of fieldtrips and swim trips).

10:30am- Arrive at destination. Buddy checks every 15 minutes for swim trips.

11:30am- Wash hands, lunch, games.

12:30pm- Resume activity. Buddy checks every 15 minutes for swim trips.

2:00-2:30pm- Prepare to depart; attendance re-taken as children board.

3:00pm- Arrive back to Community Center. Children gather with counselor and group and wash hands before snack. Activities include: crafts, outside, gym, movie, etc.

(The time of return is dependent on the distance of the trip.)

6:00pm- Program closes.

*****Although this is our schedule we remain flexible.**

After reviewing this handbook if you have further questions please contact the director of the School-Age Child Care Program.