



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OSWEGO YMCA SCHOOL AGE CHILD CARE 2017-2018 PARENT HANDBOOK



SCHOOL AGE CHILD CARE

WHY IS IT BEFORE AND AFTER SCHOOL?

The Oswego YMCA is excited to offer safe, fun and creative before and after school programming at our local elementary schools.

The YMCA is a non-profit organization that is over 160 years old. We have dedicated our practices to building strong child care programs and are the #1 child care provider in the nation. This program provides convenience for working parents by offering care Monday - Friday from 6:45 am until 8:45 am and 3:30 pm until 6:00 pm. Our program assists in the continual socialization of your child. It encourages children to participate in activities which will benefit them mentally, physically, and emotionally. The children are given the opportunity to interact with one another and with adults. The program will foster children's personal growth and cultivate self confidence. It provides a warm and friendly experience for children.

STAFF

YMCA Child Care staff are dedicated, trained professionals chosen for their warm and friendly natures. We conduct extensive background checks before staff are hired and all staff participate in ongoing YMCA trainings.

PARENTS

A parent is the most important person in a child's life. Working parents are faced with the difficult decision of choosing the best child care environment for their children. We believe our program provides parents with the peace of mind necessary to maintain a balance between work and family obligations. We encourage parents to visit, meet staff and participate in our program.

SCHOOL AGE CHILD CARE SCHEDULE

AM 6:45 am - 8:45 am

Structured group activities, quiet games and breakfast. *NO drop off before 6:45.

PM 3:30 pm - 6:00 pm

Structured group activities, games, study time and a small snack.

Child Drop Off and Pick Up Procedures Parents:

Parents must come into the building to drop off / pick up their child. Each child must be signed in and out every day. If your child will not attend SACC on a regularly scheduled day, please call the Site Cell Phone and leave a message for your Site Director.

Attendance:

Attendance must be taken within the first ten minutes of school dismissal. In the morning program attendance will be taken every thirty minutes until dismissal. In the afternoon program children in the program must attend school directly before attending the program. Staff members must take students directly from school/bus in the afternoon as there can be no interruptions in transport as for the liability issue.

Parents are responsible for notifying child care staff of their child(ren)'s schedule changes and absences, including calling in for sick days. The SACC Program reserves the right to terminate care for parents who continually neglect to call in absences to the childcare site.

DSS ASSISTANCE

The Oswego County Department of Social Services may be able to provide financial assistance for child care. Please contact caseworker if applicable, or Oswego County DSS Child Care Division, at (315) 963-5456.

REGISTRATION INFORMATION

Parents/guardians will be asked to return the attached registration packet and return the packet to the Oswego YMCA along with payment. Registration will take place at the Oswego YMCA. The application can be picked up at the front desk. Registration is ongoing throughout the year. Please keep the handbook to refer to throughout the school year.

BEFORE/AFTER SCHOOL FEES

RATES AND FEES PER MONTH

MONTHLY	AM	PM	BOTH AM/PM
5 DAYS/WEEK	\$109	\$154	\$213
4 DAYS/WEEK	\$94	\$129	\$192
3 DAYS/WEEK	\$78	\$103	\$162
2 DAYS/WEEK	\$56	\$76	\$123
VACATION (Schools out!)	\$30	SCHEDULED VACATION DAYS	
HALF DAYS	\$25	EACH TIME YOUR CHLD ATTENDS THE PROGRAM	
REGISTRATION FEE/PER CHILD	\$10	OSWEGO YMCA FAMILY MEMBER - FEE WAIVED	
DELAYS	No extra fee		

- All payments must be made to the Oswego YMCA on or before the 1st of each month. Late fees will be applied on the 5th of the month. Payments can be made in person or by mail in the form of cash, check or credit card. You may also call the YMCA to make a payment over the phone with a credit card. For your convenience, we can charge your debit/credit card or bank account each month for monthly fees. Please see the front desk for this form.
- Vacation and Half Days are not covered in monthly fees
- There is a 20% off discount for EACH additional child in family.
- While there will be months when the schools observe a long vacation, such as Christmas or Spring Break, the monthly fee will not be pro-rated.
- All vacation days must be registered for before the schedule days and once you register for the day you are obligated to pay for it. This is to be able to staff accordingly and meet state requirements. These Fees are NOT refunded.
- All Oswego YMCA prior account balances **must be paid in full** in order to register your child for SACC.
- For families receiving outside assistance and have a parent fee, the fees must be paid at the beginning of each week.

Scheduled charges for late fees:

- If your child/children are picked up after 6pm the fees are \$1.00 per minute per child. Charges must be paid within one week of the date your child was picked up late. Your child/children WILL NOT be allowed to return to the SACC program until this fee is paid. Anyone receiving assistance from outside agencies, please note that late fees are not covered by any agencies. These fees are your responsibility.
- **\$10 late fee/billing fee will be applied for payments received after the 5th of the month.**

FREQUENTLY ASKED QUESTIONS

- **Is the SACC program a licensed program?**

Yes- All Oswego YMCA Before/After School programs are licensed with the Office of Children and Family Services, and all of our staff are highly trained to ensure a safe and productive environment.

- **What are the responsibilities of the Site Supervisors and the children?**

It is the responsibility of the Site Supervisors to make the atmosphere safe and fun for you child. It is their job to keep the children interacting in a positive manner, while teaching the YMCA core values which are Caring, Honesty, Respect and Responsibility. All children are responsible for following the rules to maintain a safe and enjoyable atmosphere for everyone. This includes acting responsibly and respectfully at all times.

From time to time, the need arises for a warning letter to be sent to parents regarding their child's behavior. It is at the discretion of the Site Supervisor as to when an incident report is to be filed with the SACC Director. It is then at the discretion of the SACC Director as to whether a disciplinary letter is sufficient, or if a meeting needs to be set up with the parents. It is also at the discretion of the SACC Director as to whether a child is to be dismissed from the program. For further information, please refer to the discipline policy.

- **Can my child bring games or toys from home?**

NO - the children are not allowed to bring toys, games or electronics to SACC. New York State SACC regulations prohibit the use of any screens or electronics when it is not part of a curriculum. The Oswego YMCA is NOT responsible for lost or broken items. Please NO cell phones.

- **Do I need to notify the school that my child attends that they are attending the SACC Program?**

Yes- It is the parents/guardians responsibility to notify the school that your child will be attending the SACC Program. If you are not going to use the program for a specific time, you must send a note to the school to indicate the change.

- **Is SACC provided when the Oswego School District has morning delays?**

- **Yes-** When school is delayed in the morning, children will stay at the designated SACC sites. If the delay turns into a closing, parents must pick their children up at the SACC site. .

- **Is SACC still offered when the schools dismiss early?**

YES and **NO-** SACC will run at Elim Grace Church for the Oswego School District when school is dismissed early for scheduled half days only, not for emergency dismissals. It may take the children an hour or more to arrive at Elim after the specified dismissal time. If after school activities are canceled, so is the PM SACC program.

Again if after school activities are canceled or there is an emergency early closing, the SACC program is not available. Parents need to have an alternative plan in place. Scheduled half days on the district calendar must be pre-registered for, as there are only 25 spots available. *New policy 2016-2017*

- **Do you have an Emergency Evacuation Plan?**

YES - If a school has to evacuate the building prior to dismissal, all children currently enrolled in our SACC Program will be walked to the designated Emergency site as stated in the YMCA safety plan. Once the students and staff arrive at the emergency site, all parents will be notified by the Oswego YMCA.

SCHOOL AGE CHILD CARE

FAQ's

FREQUENTLY ASKED QUESTIONS

- **Where are the SACC locations?**

If my child attends:

Kingsford Elementary/Leighton Elementary
Riley Elementary/Fitzhugh Elementary
Minetto Elementary
Mexico/Palermo/New Haven Elementary

SACC Site:

Kingsford Elementary
Riley Elementary
Minetto Elementary
Mexico Elementary

- **Is care available for scheduled vacation days?**

Yes - When school is closed for scheduled vacations, the YMCA will run School's Out! School's Out! will operate from 6:45 am until 6:00 pm at Elim Grace Church. Snacks are provided in the afternoon by the YMCA, but Parents **MUST** provide lunch. Breakfast is **NOT** provided.

- **Is there a separate cost for vacation days ?**

YES - School's Out! Days will be charged at a rate of \$30/per day for SACC enrolled children

- **Is care available during Snow Days?**

No, we will not be able to hold Schools out! When there is an unscheduled snow day

- **Do I have to register for vacation/half days?**

To staff accordingly registration is required for all School's Out! days. Registration may be made in person or by calling the Oswego YMCA.

- **Who is authorized to pick up my child?**

Upon registration, you will have to fill out a **MANDATORY** form listing the individuals who are authorized to pick up your child. At dismissal, the individual will have to show their identification and sign the "sign-out sheet." Your child will not be released to any persons under the age of 18 or anyone not listed on the authorized pick-up form. If for any reason someone other than those on your list will be picking up your child, you need to call the Oswego YMCA to let us know of any change. If there is a court order preventing a parent from picking up a child, a copy must be provided to the SACC Director.

- **Do I need to sign my child(ren) in/out during the morning/evening sessions?**

YES - It is **MANDATORY** that parents sign time in out and signature during both sessions.

- **Do I have to pack a snack for my child?**

Each child will receive a drink and a snack after school. Snacks will be store bought and dispensed in compliance with the Office of Child and Family Services regulations. If your child requires special food and drink due to allergies, religion, etc., you are encouraged to send these snacks with your child. However, there will be no reduction in the cost of your child care services.

- **If I have any other questions, who can I contact?**

If you have any questions, please feel free to contact the SACC Director at the Oswego YMCA or speak to one of our Welcome Center Staff (315)342-6082.

- **Do I have to register for the days I want to use each month?**

Yes, you must register for 2-5 days/wk with AM/PM or BOTH options and you pay for what you register for. Change in schedule must be made by the 5th of the month prior to month of usage. We do not prorate the monthly fees.

Kyle Boeckmann
SACC Director
Oswego YMCA

DISCIPLINE POLICY

*When incidents occur, emphasis will be on problem solving and helping the child make better future decisions. Staff will begin by acting as positive role models and reinforcing positive behaviors. Continued disregard for program rules will result in corrective feedback, including but not limited to: **reminders, warnings, time out within the program space, parent notification and a behavior report.** If misconduct continues or becomes severe, the staff will contact the SACC Coordinator. Depending on the severity of the incident and/or a child's ability to calm down & successfully return to program activities, the parent may be contacted to come pick the child up immediately.

These are to be followed by the SACC participants to ensure the safety and continuing success of the program. All program participants will respect adults and the rights of other children by:

required to make arrangements for a different authorized person to drop off/pick-up the child. If the situation is severe or the behavior continues, it may lead to the dismissal of your child from the program.

- Listening to and following directions
- Remaining on task and not disrupting the progress of others
- Speaking to others in a polite manner without swearing, hurtful comments, or obscene gestures
- Showing respect to staff and other program participants
- Refraining from all prejudice/discriminatory speech, writing, actions, etc.
- Respecting YMCA property and the belongings of others
- Walking quietly and orderly when in the YMCA
- Never leaving the program without a staff person
- Keeping bodily fluids contained (e.g. no spitting, urinating, etc.)
- Not pushing or touching others in an inappropriate manner
- Keeping hands and feet to oneself
- Respecting property of Oswego YMCA and School District
- Following any other rules outlined by staff within the program

Discipline

When behavior expectations are not met, the YMCA will follow a progressive discipline policy. The following behaviors are considered inappropriate and subject to disciplinary action:

- Disorderly Conduct - Any physical aggression or obscene language, destruction of property, and/or any willful and unsanctioned act which disrupts the normal operation of the YMCA SACC program.
- Insubordinate Behavior - Failure to comply with any program rule, regulation, policy or instruction given by YMCA staff.
- Reckless Endangerment - Any action which threatens or endangers the health, welfare, or safety of another or one's own self.
- Endangering Safety, Morals, Health, or Welfare of Others - Selling, using or possessing controlled substances, weapons, fireworks, obscene or dangerous materials; theft; harassment of other children or YMCA staff.

Note: Our behavior reports will be issued for the first and second incident. A third behavior report will result in a twenty-four hour suspension from the program immediately following the child's release to the parent/guardian. A fourth behavior report results in a one week suspension from the program. A fifth behavior report will result in **dismissal from the program**. Depending on the severity of the incident, a parent/guardian meeting with the YMCA Program Director could result after ANY behavior report. Notwithstanding the above, if the unacceptable behavior endangers another's safety or well-being, immediate suspension may occur.

Parent Conduct Policy:

Any parent/guardian exhibiting misconduct towards or in the presence of staff and/or program participants (e.g. threats, harassment, or pick-up violations) may be



SACC Registration Form 2017-2018

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IN ORDER TO REGISTER YOUR CHILD FOR SACC, THE FOLLOWING INFORMATION MUST BE COMPLETE AND SUBMITTED OR YOUR

REGISTRATION WILL NOT BE PROCESSED. There is a \$10.00 Registration Fee.

* Registration Fee Waived for Oswego YMCA Family Members.

CHILD'S NAME: _____ School Attending: _____

Date of Birth: _____

Age: _____

MALE / FEMALE

PARENT/GUARDIAN

1. Name: _____ Cell: _____

Relationship to child: _____ Home: _____

Address: _____ Work: _____

City/State/Zip: _____ Employer: _____

E-Mail: _____

2. Name: _____ Cell: _____

Relationship to child: _____ Home: _____

Address: _____ Work: _____

City/State/Zip: _____ Employer: _____

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

Name: _____

Name: _____

Cell: _____

Cell: _____

Home: _____

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: _____

MONTHLY	AM	PM	BOTH AM/PM
5 DAYS/WEEK	\$109	\$154	\$213
4 DAYS/WEEK	\$94	\$129	\$192
3 DAYS/WEEK	\$78	\$103	\$162
2 DAYS/WEEK	\$56	\$76	\$123
VACATION Days (Schools out!)	\$30	SCHEDULED VACATION DAYS	
HALF DAYS	\$25	EACH TIME YOUR CHLD ATTENDS THE PROGRAM	
REGISTRATION FEE/PER CHILD	\$10	OSWEGO YMCA FAMILY MEMBER - FEE WAIVED	
DELAYS	No extra fee		

* Check days being used *

Monday

Tuesday

Wednesday

Thursday

Friday

AM PM

- Payment is due by the 1st of each month. \$10.00 late fee will be applied if payment is not made by the 5th of the month
- 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.
- Please register for the days that you will be using, as you will be charged for them whether you use them or not.

Parent/Guardian Signature _____ Print _____ Date: _____

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.

****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 Epi-pens or inhalers, which will be administered in emergency situations only. Should your child need medication during the program, you must make arrangements to come and administer it.

Yes	No		Recent Surgery (Type) _____ Date: _____
<input type="checkbox"/>	<input type="checkbox"/>	Hay Fever	
<input type="checkbox"/>	<input type="checkbox"/>	Poison Ivy	Serious Injury (Type) _____ Date: _____
<input type="checkbox"/>	<input type="checkbox"/>	Insect Stings	
<input type="checkbox"/>	<input type="checkbox"/>	Penicillin	☆ Allergies _____
<input type="checkbox"/>	<input type="checkbox"/>	Other Drugs	
<input type="checkbox"/>	<input type="checkbox"/>	Ear Infection	☆ Food Allergies _____
<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic Fever	
<input type="checkbox"/>	<input type="checkbox"/>	Convulsions	☆ Other conditions or details of above _____
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	
<input type="checkbox"/>	<input type="checkbox"/>	Chicken Pox	☆ Please list any restrictions placed on child while attending the SACC program.
<input type="checkbox"/>	<input type="checkbox"/>	Mumps	☆ _____
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	_____
<input type="checkbox"/>	<input type="checkbox"/>	Hearing	_____
<input type="checkbox"/>	<input type="checkbox"/>	Vision	_____
<input type="checkbox"/>	<input type="checkbox"/>	Learning Disabilities	_____
<input type="checkbox"/>	<input type="checkbox"/>	Behavior Problems	_____

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 Oswego YMCA if your child is exposed to any communicable diseases during the school year.

PARENT AGREEMENT- PLEASE INITIAL EACH STATEMENT

_____	<ul style="list-style-type: none"> 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 Oswego YMCA Director or SACC Director to hospitalize and secure proper treatment for and to order injection, anesthesia or surgery for my child as named as above.
_____	<ul style="list-style-type: none"> I agree to notify the Oswego 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.
_____	<ul style="list-style-type: none"> I give consent for my child to take part in field trips or excursions off the Oswego YMCA property under proper supervision, and with prior notice.
_____	<ul style="list-style-type: none"> I give consent that the Oswego YMCA may use any photographs or videotapes of my child for promotional purposes, including website material and SACC advertising.
_____	<p>I agree to abide by all policies. I understand, if my child does not adhere to SACC rules, my child is subject to dismissal without refund.</p>



OSWEGO YMCA SCHOOL AGE CHILD CARE PROGRAM PARENT CONTRACT AGREEMENT

Child's Name: _____

Child's Name: _____

Parent's Name: _____

As a parent of one or more children enrolled in the Oswego YMCA SACC program, I acknowledge the parental responsibility to follow the policies set forth by the YMCA to provide the best possible care for my child or children. By initialing the following statements, I agree to:

_____ Read the provided program booklet which lists policies, times, rates, etc.

_____ Provide safe, reliable, and punctual transportation to and from the program.

_____ Respect the obligation of the Oswego YMCA staff to act as mandated reporters and any instances of suspected child abuse, neglect, or endangerment of the welfare of a child to the proper authorities.

_____ Notify the Oswego YMCA in writing of any changes of address, phone numbers, medical, or otherwise critical information.

_____ Keep my account current. I also acknowledge that my child may be suspended from the program for failure to keep my account current.

_____ Encourage the open communication between myself and the Oswego YMCA Staff responsible for the care of my child.

_____ Immediately address any issue or concerns regarding the behavior of my child or other children with the staff directly involved and or the SACC Director.

Parent Signature

Parent Signature

Date

Date

Kyle Boeckmann
SACC Director
Oswego YMCA
315-342-6082