



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Oswego YMCA  
SACC Program  
Parent Handbook  
2019-2020**



**OUR MISSION**

The YMCA of Oswego is committed to building strong kids, strong families and strong communities throughout our area. We are a charitable, not-for-profit organization that welcomes all people regardless of age, race, religion or economic status and strives to enrich each and every life through a unique, dynamic combination of programs that strengthens spirit, mind and body.

## **Welcome to the Oswego YMCA**

Dear YMCA Family,

Thank you for choosing the YMCA School Age Child Care programs! Here at the Oswego YMCA we have been providing high quality, affordable care to our local community for over 20 years.

Our programs enable children to realize their potential in a place where fun and learning go hand in hand. With exciting and engaging activities we encourage our values of caring, honesty, respect and social responsibility. We provide a safe and nurturing space for children, as well as reassurance and flexibility to working parents. You can rest assured that your child is surrounded by caring, trained staff who provide an exciting array of daily activities.

Each site is considered a licensed School Age Child Care (SACC) center by the NYS Office of Children & Family Services. Your child's file is subject to random inspection at any point in the school year. For this reason, registration packets must be complete before fully enrolling your child.

Please take a few moments to read this handbook; we designed it to inform parents and children all about our programs, policies and procedures. Our goal is to provide you with great programs as well as excellent customer service. Please let us know if there is anything, we can do to improve your experience.

Sincerely,

*Debbie Yesensky*

SACC Director  
Oswego YMCA

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# **I. General Information on the Programs**

## **Administrative Staff**

**Debbie Yesensky**, SACC Director

Office Phone: (315) 342-6082

Director email: [debbie@oswegoyymca.org](mailto:debbie@oswegoyymca.org)

**Kerrie Webb**, CEO

**YMCA Website**, [oswegoyymca.org](http://oswegoyymca.org)

## **Program Locations & Contact Information**

<b>SITE NAME</b>	<b>SITE ADDRESS</b>	<b>INCLUDES THESE SCHOOLS</b>
Kingsford	275 West 5 <sup>th</sup> St. Oswego, NY 13126	Kingsford, Leighton
Riley	269 East 8 <sup>th</sup> St. Oswego, NY 13126	Riley, Fitzhugh
Minetto	2411 County Rte 8 Minetto, NY 13115	Minetto
Mexico	40 Academy St. Mexico, NY 13114	Mexico, New Haven, Palermo
Oswego School's Out	Elim Grace Church 340 West 1 <sup>st</sup> St. Oswego, NY 13126	Kingsford, Leighton, Riley, Fitzhugh
Mexico's School's Out	Mexico Academy Elementary School 40 Academy St. Mexico, NY 13126	Mexico, New Haven, Palermo

## **Calendar & Hours of Operation**

All YMCA School Age Programs follow the school district calendars.

Before School Care 6:45 am – 8:45 am

After School Care 3:30 – 6:00 pm

There is **NO DROP OFF BEFORE 6:45 AM.**

## **Early Dismissals**

On scheduled ½ days, we will open our School's Out! program to accommodate all kids registered for that afterschool program. Pre-registration is required. An additional fee is charged for each ½ day. There are no refunds for emergency early dismissal due to weather or other emergencies.

## **School Delays & Closings**

**School Closing:** In the event that the school is **closed** for inclement weather or emergencies- all SACC programs will be **closed**.

**Delayed Opening:** In the event that the school has a **delayed** opening, the Before School program will be **open**. The After School program will operate according to schedule.

**Cancellation of After School Activities:** In the event that the school district has cancelled after school activities, SACC is **closed**.

\*If weather conditions become hazardous during after school program hours we reserve the right to close early. **In this situation, you must make arrangements to pick your child up at the modified time.** This has never happened but in case of a blizzard or an unexpected circumstance we want everyone to be prepared.

## **Vacation Days**

The YMCA offers a School's Out! program during certain school breaks. The program operates from 6:45 am to 6:00 pm and is open to all kids with priority given to children registered in our before school or afterschool program. **Advance registration is required and there is an additional fee for this service.** School's Out! program is not guaranteed for all school breaks.

This year SACC welcomes Mexico School's Out! for the convenience of the parents and guardians in the Mexico, Palermo, New Haven area.

We will be offering program on the following days:

OSWEGO SCHOOL DISTRICT
<b>Half days:</b>
October 11
November 8, 25, 26
February 14
March 16
April 3, 29, 30
May 1, 22
June 24, 25

OSWEGO SCHOOL DISTRICT
<b>Full Days:</b>
October 14
November 1, 11, 27
December 23, 26, 27, 30
January 2, 3, 20
February 7, 17, 18, 19, 20, 21
April 6, 7, 8, 9, 10, 13

Mexico ACADEMY ELEMENTARY
<b>Full Days:</b>
October 14
November 1, 11, 27
December 23, 26, 27, 30
January 2, 3, 20
February 7, 17, 18, 19, 20, 21
March 16
April 6, 7, 8, 9, 10, 13

Throughout the school year there may be additional days offered for care specific to individual districts. Please call the front desk at the YMCA to find out. Mexico has not posted half days as of this writing.

Watch for the School's Out Flyers in schools for the different theme days! We reserve the right to cancel School's Out due to low enrollment.

### **Licensing Agencies**

All YMCA school-age programs are licensed by the NYS Office of Children & Family Services. All programs are mandated to uphold the regulations pertaining to school age programs.

#### NYS Office of Children and Family Services – Regional Office

100 S. Salina Street, Suite 350  
 Syracuse, NY 13202  
 (315) 423-1202

We follow all rules and regulations put forth from OCFS pertaining to Part 414, School-Age Child Care.

## **II. Program Policies**

### **Absence or Participation in Other School Activities**

We ask parents to inform the YMCA staff in writing any time your child has an extra-curricular activity during their scheduled program hours. Please be sure to advise your Site Lead Supervisor if your child will be joining program later than usual due to participation in any school-based activities. If your child is absent, please notify the director via email or telephone.

### **Arrival and Departures**

**Morning arrival:** Please accompany your child to the YMCA program site. A parent/guardian **must** sign in the child on the attendance sheet. We realize that this might appear to be an inconvenience, especially when you are in a hurry to get to work in the morning, but it is for the safety of your children and an NYS OCFS regulation.

**Afternoon departure:** All children must be picked up by scheduled time. An authorized pick up person over 18 must sign the child out.

Parents must inform the Site Lead Supervisor in writing if an additional authorized pick up person will be signing out the child. If the pick-up person is not listed on the child's emergency form and we have not been notified by the parent, the YMCA will **not** release the child. We do require that authorized pick up persons show identification until the program staff become familiar with them. Authorized persons should always be prepared to present I.D in the case of staffing changes. This step is taken for the safety of your child.

### **Cell Phones**

Children must keep their cell phones in their backpacks. Additionally, cell phones are not to be used to take pictures and/or video of other children. If this policy is not followed, we will confiscate the phone and return it to the parent when they come to pick up the child.

### **Electronics**

All SACC programs are licensed by the NYS OCFS. As of June 1, 2015 the new regulations state that "television and other electronic visual media is prohibited as a program activity when not part of a planned developmentally appropriate activity". Children are not permitted to use electronic devices such as iPods, iPads, cell phones, video games, etc. Electronic devices will not be used as a behavioral tool. E-readers may be used at the discretion of the Site Lead Supervisor.



## **Homework Policy**

Homework Time is a component of the YMCA program. Programs will provide a quiet homework area (keeping in mind we are limited by our assigned space) and a staff person daily to supervise and monitor homework time. Please be advised that homework time is typically offered at a specific time daily for an allotted amount of time.

Staff will offer assistance as needed, but they cannot provide constant one-on-one help. Staff will not check backpacks or homework folders if children say they do not have homework.

Parents are asked to please let their children know if they are expected to complete their homework at the program. Parents should review all work at home with their child.

Quiet activities are offered to children who have finished early or who do not participate in homework time.

## **Personal Property**

We do not encourage children to bring toys, cell phones, iPods etc. to program. These items can be easily misplaced, lost, or stolen. Any personal items (backpacks, clothing, water bottles, etc.) brought to the YMCA should be clearly labeled with your child's name. The YMCA assumes no responsibility for misplaced, lost, or stolen items.

## **Restroom Policies**

Employees may not be alone with a child in a bathroom with the door closed. They must stand in the doorway/hallway while children are using the restroom. This policy allows privacy and provides supervision. School aged children needing to use the restrooms must notify staff. Every child that attends the SACC program must know how to use the restroom facilities by themselves.

## **Snack**

One light snack is provided by the YMCA every afternoon. The YMCA follows the Healthy Eating Physical Activity standards. You may send additional snacks and drinks. Hard candy and chewing gum are not allowed at the YMCA program.

If your child has any dietary restrictions please record them on the registration form and inform YMCA staff. Please also request an Allergy Action Plan if your child has allergies, to complete and return.  
(See **Allergies** section)

### **Transportation**

YMCA staff are not permitted to transport children enrolled in YMCA programs in their own cars. For all YMCA field trips, the appropriate staffing ratio will be consistent and within walking distance.

### **Visitor Policy**

All visitors must check in with the Site Lead Supervisor and sign in and out of the visitor log, while clearly stating the purpose of their visit. The YMCA defines

a visitor as:

- A child that is not a program participant
- A person who is not at the program to pick up a child
- A person who is not a parent or guardian of a child
- A person who is not a YMCA employee/volunteer or school employee

Visitors must be escorted by YMCA staff at all times and will never be left alone with children.

From time to time we bring in people whom specialize in different areas such as dance, Tae Kwan Doe, firefighting and more. These volunteers are not left alone with the children unless they have passed our rigorous background and fingerprint checks.

## **III. Registration, Billing & Scheduling**

### **Changes in Schedule & Cancellations**

We try to accommodate parents' changes in schedules whenever possible. Children enrolled for specific days can make changes to that schedule with advance arrangements. To make any adjustment to your schedule, such as adding or dropping a day, or cancelling program please contact the front desk at the YMCA prior to the next scheduled month. There is a **no refund policy** so please make sure to cancel SACC if you no longer need it before the 1<sup>st</sup> of each month by calling or emailing the front desk.

SACC employees are not allowed to make scheduled changes or accept payment.

### **DSS Assistance**

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

For families receiving outside assistance, parent fees are due at the beginning of the week. It is the responsibility of the parent/guardian to make arrangements for this fee with the YMCA front desk. If the fee is not being paid the child may be removed from the program.

DSS does not pay for late fees or child registrations and this is the parent or guardians responsibility. Late fees must be paid for before a child can return to SACC and the registration fee must be paid before a child can attend SACC.

Please be aware that outside assistance may take some time to put into place. Please plan accordingly and begin the process early. SACC must wait for approval in writing from an outside agency before a child may attend unless other payment has been arranged.

**Emergency Days**

The YMCA offers an emergency day option for current participants who need to attend program on an unscheduled day. This is an option only when space is available, and cannot be guaranteed. Please notify the YMCA in advance. The participant must be registered in the program with billing information on file. This is a one-time parent fee, due immediately when you sign your child up and is not reimbursed by any outside agency for financial assistance.

**Fees & Pricing**

<b>MONTHLY</b>	<b>AM</b>	<b>PM</b>	<b>BOTH AM/PM</b>
5 DAYS/WEEK	\$120	\$169	\$234
4 DAYS/WEEK	\$104	\$142	\$211
3 DAYS/WEEK	\$86	\$114	\$178
2 DAYS/WEEK	\$62	\$84	\$135
VACATION (Schools out!) Per Day	\$32	SCHEDULED VACATION DAYS	
HALF DAYS	\$22	EACH TIME YOUR CHILD ATTENDS THE PROGRAM	
REGISTRATION FEE/PER CHILD	\$20	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.
- There is a 20% off discount for EACH additional child in family enrolled in SACC.
- Vacation and Half Days are not covered in monthly fees.
- 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 one week prior to scheduled 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 refundable.
- All Oswego YMCA prior account balances **must be paid in full** in order to register your child for SACC.

### **IRS/Tax Statements**

We recommend that parents keep a record of payments for IRS purposes. Credit card statements and/or canceled checks will serve as your receipt of payment. We will not issue end of year tax letters. If you need a statement please contact the front desk.

Our tax I.D. number is 15-0532272

### **Late Fees**

If a child is left at the program beyond their scheduled time, a late charge will be applied. This must be paid before your child can return to program. **More than three (3) late pickups may cause termination from the program.**

The late fees are as follows:

\$5.00 within the first five minutes, per child  
 \$2.00 per minute, per child for each additional minute after the first 5 minutes.

## **Payment Policies**

SACC Program Registration Fee is \$20 per application for non YMCA members. For YMCA members there is no registration fee.

All fees/tuitions are non-refundable. Tuition credit is **not** given for absence due to illness, vacation or emergency closings.

Registration fees are not paid for by outside agencies. It is the parent/guardians responsibility to pay for this immediately upon registering you child(ren).

The monthly fees are based on the minimum required school days (180) divided over ten months. Snow days, vacation days, teacher conferences are all taken into consideration when we create the tuition cost. There are no credits for missed days, holidays, emergency dismissals or snow days.

- Tuition is due on the 1<sup>st</sup> of each month September through June.
- Non-payment or continued late payment will result in termination of care.

## **Registration**

Registration is accepted throughout the school year, based on license capacity availability. Registration forms can be found on our website or at the Oswego YMCA's front desk. Your child will not be fully enrolled if paperwork is incomplete. Please return the following for completed enrollment:

- Registration form fully completed and returned to front desk
- Paid registration fee (if non YMCA member)
- Paid first month's tuition

Please notify your school and bus transportation that your child will be attending the SACC program.

## **IV. Health & Safety**

### **Abuse Prevention Policy**

The YMCA is committed to being an abuse-free organization and to ensuring that any relationships between people associated with the YMCA of all ages are healthy and appropriate. Here's how the YMCA prevents abuse in our programs:

- Specific employment pre-screening/fingerprinting and background checks
- Annual training of all employees
- Specific policies and practices governing the action of employees and volunteers

Our policy states that YMCA employees, consultants, volunteers and interns shall not abuse children physically, verbally, sexually, mentally or by neglect. Anyone who violates this policy will be subject to disciplinary action and/or termination of employment.

### **Investigation and Reporting of Allegations of Abuse/Mistreatment/ Inappropriate Behavior**

The YMCA takes all allegations of abuse, mistreatment and inappropriate behavior seriously. All employees, consultants, volunteers and interns of the YMCA are considered as mandated reporters and therefore must legally report all suspected or reported cases of child abuse or victimization of a vulnerable adult. Any person who knowingly fails to report suspected abuse or neglect is in violation of YMCA policies and will be subject to discipline and/or termination.

### **YMCA of Oswego - Child Abuse Reporting Procedures**

The Oswego YMCA is committed to taking all appropriate steps to keep its program free of child abuse. If not withstanding these efforts, YMCA staff, classified as mandated reporters, come to know or to reasonably suspect that any child in any YMCA programs is the subject of child abuse, neglect or mistreatment that information shall be reported to the New York State Office of Children & Family Services (SCR) at:

**Mandated Reporter (800)635-1522 or Public Hotline (800)342-3720**

And to the appropriate YMCA personnel. The New York State Office of Children and Family Services maintains a Statewide Central Register (SCR) of Child Abuse and Maltreatment for reports made pursuant to the Social Services Law. The Central Register, also known as the "**Hotline**", receives telephone calls alleging child abuse or maltreatment within New York State. The Central Register relays information from the calls to the local Child Protective Service for investigation, monitors their prompt response, and identifies if there are prior child abuse or maltreatment reports. In the event of an accusation of child

abuse, the YMCA staff will take prompt and immediate actions as follows:

1. At the first report or allegation that child abuse has occurred, the employed staff who it has been reported to will notify their supervisor. The SACC staff will call NYSOCFS and will cooperate to the extent of the law with any legal authority involved.
2. The staff will complete a SACC incident report. Oral reports to the SCR from a mandated reporter must be followed within 48 hours by a written report to the local department of social services' CPS unit on form LDSS-2221A.
3. In the event the reported incident involves a program volunteer, employed staff or SACC member, the director will immediately, without exception, suspend the volunteer or staff member without pay from the SACC program until an investigation is completed.
4. The parents or legal guardians of the child or children involved in the alleged incident will be promptly notified in accordance with the directions given from CPS/ NYSOCFS.

Confidentiality is extremely important to the YMCA and at no time may a SACC staff or volunteer provide information regarding the incident to anyone other than the branch executive, their designate and the legal authorities. If more than one child is involved (child on child abuse) the names of the other child must be kept confidential.

### **Allergies**

When filling out the registration forms, please be sure to specify if your child has any allergies to food or materials (i.e. peanuts, latex, etc.) You must submit an Allergy Action Plan and Written Medication Consent Form with the program registration. If your child requires an Epi-Pen due to severe allergies, please provide at least one to keep in the SACC First Aid kit, as the school nurse's office is not always accessible during SACC hours. Participants will not be allowed to attend program unless the appropriate forms are submitted.

### **Emergency Evacuation**

Every site has an emergency evacuation destination. Please ask the Lead Supervisor at your site where your emergency evacuation is found. If at any time we must access our emergency evacuation, parents and guardians will be notified by phone, text or email including where the child may be picked up.

## **Emergency Procedures**

In case of an accident, the emergency procedures will be as follows:

1. A trained staff member will administer immediate, basic first aid.
2. A staff member will contact the parent if immediate medical care is necessary.
3. In case the parent or designated emergency contacts cannot be
  - a. reached, the staff have the authority to call the designated physician and/or 911 for transportation to a hospital. A staff person will
  - b. accompany the child to the hospital and stay until a parent or guardian arrives.
4. Information regarding the accident will be recorded on the SACC
  - a. incident report form. Parents will also be asked to sign any necessary forms.
5. The director of the SACC program will be notified immediately.
  
6. The director will follow up within 24 hours with the parent of guardian.

## **Illness Policy**

For the welfare of your child and the other children in the group, we ask that you keep your child home if he/she appears ill or has been ill during the night.

If your child is sent home from school for any reason, he/she may not attend the After School Program that afternoon.

SACC asks to be informed of the nature of any illness, especially when it is communicable to others. If at any time the staff feels that your child is too sick to remain in the program, you will be called. You, or someone you designate, must pick up the child within one hour of receiving the phone call. This policy is for the safety of all the children and staff.

Your child will be sent home, if any of the following conditions are apparent:

- A temperature of 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections, such as strep
- Nits or lice in hair

Parents, please notify us within 24 hours if your child has a communicable disease, such as chicken pox, strep throat, measles or lice, so that we can inform other parents and staff. Your child is welcome back to the program with a note from the doctor or reasonable evidence of recovery accepted by the director.



## **Medication Administration**

The YMCA honors the Americans with Disabilities Act and will work with parents to accommodate their child's medical needs. All SACC sites that administer medication under the ADA will have staff trained in accordance with OCFS regulations. All SACC programs are authorized to administer emergency medications, such as Epi-pens and inhalers. Parents must provide written consent and an allergy action plan prior to the child beginning program. In accordance with NYS OCFS regulations parents must provide a current physical/immunization if required (will be indicated on program registration form).

## **Shelter in Place Drills**

Every SACC program is required to perform a Shelter in Place Drill two (2) times per year. This drill is a response to an emergency that creates a situation in which it is safer to remain in the building rather than evacuate. ex: severe weather conditions, extreme temperatures, rabid animal, chemical/biological spill, etc. Staff will inform parents prior to conducting this drill. In case of an emergency, each program has a designated relocation site.

Parents will be notified of relocation via email, text message and/or phone calls.

## **Special Needs**

The Community YMCA strives to provide programs that include children of all abilities. Our goal is to provide high quality programs and highly qualified staff to enable your child to have a fun, successful and enjoyable learning and social opportunity.

Our SACC Programs are open to all students without regard to disability. Students with disabilities are invited to participate in the program as long as they can do so without 1:1 assistance. Our ratio of 10:1 and 15:1 must be maintained. The YMCA will review the needs of each student, including but not limited to a review of the student's Individualized Educational Program (IEP) where appropriate, to determine appropriate and necessary staffing to ensure the safety and quality of the program for all students. We work to ensure that accommodations provide successful participation in our programs, while not fundamentally altering the nature of our programs and services.

## **V. Staff Information**

### **Babysitting/Outside Employment**

To make sure your child stays safe outside of the YMCA's supervision and to protect our staff members and volunteers, we request that you do not ask a SACC employee or volunteer to babysit or spend one-on-one time with your child outside of SACC programs. SACC staff are not allowed to sign out any child from the program or transport any child in their own car. This policy is also consistent with recommendation made by the National Council for the Prevention of Child Abuse and many childcare licensing consultants across the country.

### **Staff Qualifications**

All SACC programs have a designated onsite lead supervisor who handles all day to day program needs. Assistant teachers support the site lead supervisor to maintain a staff to child ratio of 1 to 10 and 1 to 15.

Typically, Site Supervisors have a degree in education or alternate child related field (recreation, psychology, etc.) We require at least two (2) years of experience working with children. In addition, all Lead Supervisors are trained in First Aid/CPR safety procedures.

All of our staff complete child abuse prevention training, mandated reporter training and orientation prior to their start date. Staff will continue to attend regularly scheduled training events on behavior management, communication skills, and safety procedures for working with children.

Prior to hire, all staff members have a criminal background check, fingerprint check, and a child abuse registry check performed.

\*To review NYS regulations for minimum requirements visit the OCFS website.

### **Supervision of Children**

In our programs a child is never left unattended or unsupervised. Generally, SACC prefers that two individuals are present whenever children are in care. When this situation is unavoidable, SACC has a standard of behavior that must be observed. This standard involves moving to an area that can be easily observed by others passing by, or asking another staff member to randomly drop-in.

Proper staff to child ratios should always meet/exceed NY state requirements of:

5-9 years old	1 staff to 10 children
10-12 years old	1 staff to 15 children

In general, the YMCA caps enrollments to ensure that the proper ratios can be maintained.

## **VI. Parental Participation & Expectations**

### **Communication**

We believe that communication and cooperation between parents and SACC staff is invaluable to provide and maintain the highest quality childcare program for your family. Please make every effort to read any materials that are sent home or posted at the site, especially information regarding early dismissals and schedule changes. Most of our information will be sent out via e-mail, please make sure to add the Oswego YMCA to safe sender list. Parents are also welcome to communicate with staff at any time. Lead Supervisors are available every day on site. If the need arises, you may also contact the director to assist you.

### **Confidentiality**

The policy of the YMCA SACC Programs concerning the issue of confidentiality of information is as follows:

Information that families give to the YMCA staff will be shared with other staff, only on a need to know basis. No information about a YMCA family may be released to another agency without the written consent of the family, **unless required by law.**

### **Emergency Contacts**

Your emergency contacts are very important and should be aware of their responsibility. Emergency contacts may include neighbors, family friends, or relatives located within close proximity of the school. All emergency contacts should be able to pick up your child within a reasonable period if we cannot reach you. Phone numbers need to be updated regularly. In an emergency, if you or your designated emergency contacts listed cannot be reached, you give permission for the SACC program to take any action deemed necessary for the best interests of your child. You also give permission for any medical personnel selected by SACC to provide needed care including any resuscitation efforts and transportation to an emergency room for care.

The only people authorized to pick up your child(ren) is on the contact list. Calling in to the YMCA or SACC is not allowed as we need written permission for your child to be picked up from an individual. We also need a picture id (ex. NYS license) for anyone picking up a child. Please understand we must do this for the safety of your child. We will only release the child to authorized people.

You may change your contact list by adding or subtracting people at any time by visiting the Oswego YMCA's front desk and filling out a new contact information page. Please give a 24 hour notice for changes to take effect.

### **Information Changes**

Parents are responsible for informing the YMCA front desk of any changes in address, phone numbers, billing information and persons authorized to pick up children. It is very important that this information be kept up to date.

### **Participation & Appropriate Behavior**

Parents are always welcome to observe and participate in the program. SACC welcomes your comments and staff are always available to discuss any aspect of the program. Parents are reminded that all interactions with children (theirs or others) must be positive in nature. Any parent engaging in any negative interaction with any child will face immediate removal from the program and termination of their child's future participation.

SACC is a drug, alcohol, smoke and weapons free program. Possession of illegal drugs, alcohol or a weapon of any kind may result in immediate termination of services and notification of legal authorities.

If a parent/pick up person arrives to pick up a child and it is evident that the person is under the influence we will suggest that they call someone else to pick up. If they are not willing to call someone else, or leave with the child, the police will be notified.

## **VII. Behavior Management**

### **Anti-Bullying**

In keeping with our goal to promote acceptance and tolerance for all people and in order to keep all the children in our programs safe, SACC cannot allow any child in our program to hurt or be hurt by others. This can include physical, emotional, or verbal actions. Our policy specifically prohibits name-calling, hazing, and sexualized language, and singling out one child for different treatment. SACC provides adequate staffing supervision and monitoring of all child activities. SACC has established procedures for reporting and tracking such behaviors. Any incidents of the above behaviors will be brought to the attention of the Lead Supervisor and Director. Each incident will be handled on a case-by-case basis. All discipline actions will be in accordance with the SACC Behavior Management Policy in an age appropriate fashion. Parents who have any concerns that their child is being bullied are encouraged to speak with the Lead Supervisor and Director.

**The local police department and the NYS Office of Children & Family Services will be notified if any child is found to be in possession of a weapon or anything identified as or used as a weapon. Further**

**action will be under the advisement of the above agencies and the SACC administration.**

### **Behavior Management**

It is SACC's goal to educate the student and instill in them the ability to develop self-discipline, self-control and assume responsibility for their own actions. Misbehavior is seen as a chance to educate a participant about appropriate behavior. It is understood that all children require firm and consistent limits and that no child will be permitted to endanger himself, others, or to damage property. In accordance with NYS OFCS regulations, "Physical intervention is permitted. Physical intervention is the act of using bodily contact as a short-term immediate response to prevent children from incurring substantial or serious injury to themselves or injuring others... Picking up a child, holding the child's hands or gently touching their body to direct their movement... allows the child to regain self-control as quickly and safely as possible".

Positive behavior management is a process of teaching children how to behave appropriately. Positive behavior management respects the right of the individual child, the group and the adult.

### **We use positive behavior management by:**

- **Planning ahead**
- **Intervening**
- **Re directing**
- **Removal from Activity**
- **Showing Encouragement**

We strive to work with each child as an individual. Staff will work closely with parents to develop a behavior plan that works for everyone.

Written behavior reports are utilized for negative behavior for the duration of the year. After three behavior reports the fourth is a 24 hour suspension from the program, the fifth is a week suspension from the program and the sixth is termination from the program for the rest of the year. Behavior reports are not given lightly by the staff and many times it takes a lot of verbal warnings to the child(ren) before a written report is given. Please talk to your child if they receive a report and reinforce the rules of SACC for the safety and fun of all participants.

## **Discipline Policy**

**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:

- 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 staff.

## **Termination Policy**

Occasionally there may be times and reasons we must expel/suspend a child from our program; we would decide that on a case-by-case basis. Before we would reach such a situation, we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

Some examples of unacceptable behavior include but are not limited to:

- Physical aggression on the part of a child or parent
- Use of foul language by child or parents
- Disrespectful / Intolerant words or actions
- Disrespect to staff, children (child or parent)
- Consistently ignoring program rules
- Leaving program area without permission
- Failure to complete required forms
- Habitual tardiness when picking up child.
- Bringing a gun, knife etc to the program
- Failure to pay or habitual lateness in tuition
- Parent or Child exhibits verbal abuse to staff in front of enrolled children

**Fighting or intentional physical aggression for any reason may result in immediate removal from program.** In order to return to the program, the parent and child must meet with the program director. The SACC program will not tolerate any parent reprimanding, punishing or verbally threatening any child on our premises. If there is a problem, you will be asked to leave immediately. The safety of all the children in our care is our first priority.

A refund will **not** be given for any child that is expelled or suspended. If expelled the child will be removed from payments to the program starting the next month.

## **Parent Conduct Policy**

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

## **Donations:**

Donations of both old and new items are greatly appreciated. The YMCA is a non-profit organization. SACC offers the lowest prices for childcare possible. As the cost of staff salaries rise each year so does our operating expenses leaving us little for snacks, balls, construction paper, markers, colored pencils, scissors, staples, tape and much more. Please consider donating

any arts and craft items, any balls, legos, toys, games, steam projects etc. You can give these donations to the Lead Supervisor at each SACC site or drop them off at the YMCA front desk and tell them it is for SACC.

If you wish to give money or gift cards to the program please put it in an envelope and address it to Accounting or to the SACC Director at the YMCA with the words PLEASE RELEASE FUNDS to SACC or FOR SACC. We appreciate any and all donations.

Throughout the year we will also hold fund raising events that we encourage you to let the children attend. These cost a little money but pay off in big rewards with the children having fun and the program using the money for equipment and snacks.

**In Closing:**

We look forward to working and playing games with your child(ren). We do this job for the love of the children and we love the individuality they bring to SACC. If you have any questions or concerns about anything please talk to the Lead and other staff that work with the children every day. The staff get to know your children better than anyone else and can give you some insights as to what is going on with them in the SACC program. Please feel free to also contact the director if the need arises. Thank you for letting us participate in the lives of your child(ren). We consider it a privilege and an honor to serve you and the children in a friendly, cooperative and enriching environment.