



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OSWEGO YMCA SCHOOL AGE CHILD CARE 2021-2022 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 6:45am until first bell, and dismissal bell until 6:00pm.

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. We provide a safe and nurturing space for children, as well as reassurance and flexibility for working parents.

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. Our program is licensed and regulated through the NYS Office of Children and Family Services (OCFS).

PARENTS

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 - first bell

Structured group activities, quiet games
NO drop off before 6:45

PM dismissal bell - 6:00 pm

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

CHILD DROP OFF/PICK UP PROCEDURES

Parents must come into the building to drop off / pick up their child. Each child must be signed in and out every day by an authorized person. If your child will not attend SACC on a regularly scheduled day, please call the Welcome Center at 315-342-6082 x0.

ATTENDANCE

Attendance will be taken within the first ten minutes of school dismissal. In the morning program, attendance will be taken every thirty minutes until dismissal. For afternoon program, children must attend school directly before attending after care program. Staff members must take students directly from school/bus in the afternoon, as there can be no interruptions in transport because of liability. Parents are responsible for notifying child care staff of their child(ren)'s schedule changes and absences, including calling on sick days.

IMPORTANT: We are NOT licensed for childcare before 6:45am and after 6:00pm. Do not drop students off before 6:45am or pick up after 6:00pm

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. *DSS does not pay any late fees.

Y CARES SCHOLARSHIP ASSISTANCE

Y cares is a sliding -fee scale scholarship to fit each financial situation. Applications are available through the SACC Director or Front Desk. Supporting financial information will be requested.

REGISTRATION INFORMATION

Parents/guardians will be asked to return the attached registration packet to the Oswego YMCA along with payment. Registration will take place at the Oswego YMCA. Children can not attend SACC program until registration process is complete. Please plan accordingly. Registration is ongoing throughout the year. Keep the handbook and FAQ's to refer to throughout the school year.

BEFORE/AFTER SCHOOL FEES

	AM	PM	
MONTHLY	\$118	\$177	\$30 Registration fee (waived if Y member)
SCHOOLS OUT!	\$40/day		
HALF DAYS	\$20/day		
SCHOOL OPENING DELAYS	FREE		

*The Oswego YMCA is offering a single monthly discount of 15% on all family membership types when a child is enrolled in the SACC program. *restrictions may apply*

- 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 reoccurring payment authorization form.
- Schools Out! Vacation Days and Half Days and Delays are not covered in monthly fees.
- There is a 20% off discount for EACH additional child in family enrolled in SACC.
- While there will be months when the schools observe a long vacation, such as Christmas or Spring Break, the regular monthly fee will not be pro-rated.
- All vacation days must be registered for one week prior to scheduled days. Once you register for the day(s), you are obligated to pay for it. This is to be able to plan and staff accordingly to meet state requirements. These Fees are NOT refundable.
- All 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 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 the SACC program. Again we are not licensed to provide care after 6:00 pm. More than 3 late pickups may cause termination from the SACC program. *LATE PICK UP FEES ARE AS FOLLOWS: \$5.00 within the first 5 minutes, per child. \$2.00 per minute, per child for each additional minute.*
- \$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– The Oswego YMCA Before/After School SACC program is licensed with the Office of Children and Family Services. All programs are mandated to uphold the regulations pertaining to school age programs. (Section 414, School Age Child Care)

- **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. Site Supervisors are required to have at least 2 years of experience working with children and are trained in First Aid/CPR. All staff complete child abuse training, mandated reporter training and hours of continuing education programs.

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. For further information, please refer to the discipline policy.

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

NO - Children are not allowed to bring toys, games or electronics to SACC. These items can be easily misplaced, lost or stolen. New York State SACC regulations prohibit the use of any screens or electronics when it is not part of a pre-determined curriculum. The Oswego YMCA is NOT responsible for lost or broken items. Children must keep cell phones in their backpacks.

- **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. Please contact your school district transportation department for busing from SACC program to school, and from school to SACC program if needed.

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

YES - In the event that the school has a delayed opening, the before school program will be open. There is no additional fee while the student is there during the delay. If the delay turns into a closing, parents must pick their children up at the SACC site as soon as possible.

- **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 and OCFS 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:

SACC Site:

Kingsford Elementary/Leighton Elementary

Kingsford Elementary

Riley Elementary/Fitzhugh Elementary

Riley Elementary

Minetto Elementary

Minetto Elementary

Mexico/Palermo/New Haven 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. Snacks are provided in the afternoon by the YMCA, but parents MUST provide lunch. Breakfast is NOT provided. We do not run program on snow days. This year SACC welcomes Mexico Schools Out! For the convenience of the parents and guardians in the Mexico, Palermo and New Haven area.

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

YES - On scheduled half days, we will open our program to accommodate all kids registered for the afterschool program. Pre-registration is required. There is an additional fee and families need to arrange transportation with the school district to program.

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

To staff accordingly pre—registration is required for all School's Out! days. Registration may be made in person or by calling the Oswego YMCA. We reserve the right to cancel Schools Out! due to low enrollment.

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

Upon registration, you will have to fill out a MANDATORY form listing all 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. PLEASE BE PREPARED TO SHOW ID. 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.

FREQUENTLY ASKED QUESTIONS

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

Each child will receive a little healthy snack by the YMCA 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, please let us know. You are encouraged to send these snacks with your child. Hard candy and chewing gum are not allowed.

- **Is there time set up for homework?**

Yes - Homework time is a part of the YMCA SACC program. We provide a homework table with staff to supervise and assist. It is often at a specific scheduled time. Staff offers assistance, however will not check backpacks and homework folders. We ask parents to let their children know if they are expected to complete homework at SACC.

- **Can I claim this child care on my taxes?**

YES - We can give you an IRS Tax statement. We do not automatically send this out. We recommend you keep record of your payments. If you would like a statement at tax time please contact the front desk.

Our tax ID is 15-0532272

- **Can I send my child to SACC if they have a cold?**

For the welfare of your child and others in the group, we ask you keep your child home if they are ill. If at any time staff feels that your child is too sick to remain in program, you will be called. Your child will be sent home if any of the following conditions are apparent: fever, vomiting, diarrhea, rash, severe cough, lice, etc.

- **What if my child has allergies?**

When filling out the registration forms, please specify if your child has any allergies. You must submit an Allergy Action Plan and Written Medication Consent Form with program registration. If your child requires an Epi-Pen, please provide one to keep in the locked SACC first aid kit, as the school nurse is not always available during SACC hours.

- **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.

You can also email the Welcome Center at welcomecenter@oswegoyymca.org

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 Director. 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 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
- 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

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 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.

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.



SACC Registration Form 2021-2022

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THE FOLLOWING INFORMATION MUST BE COMPLETE AND SUBMITTED OR YOUR REGISTRATION WILL NOT BE PROCESSED.

There is a **\$30.00 Registration Fee.**

*** Registration Fee Waived for Oswego YMCA Family Memberships.**

CHILD'S NAME: _____ **M/F** **School Attending:** _____

Date of Birth: _____

Age: _____

Grade: _____

PARENT/GUARDIAN information

1. Name:

Cell: _____ DOB: _____

Relationship to child:

Home: _____

Address:

Work: _____

City/State/Zip:

Employer: _____

E-Mail:

2. Name:

Cell: _____ DOB: _____

Relationship to child:

Work: _____

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

Name: _____

Name: _____

Phone: _____

Phone: _____

***If there is someone that is not allowed to pick up your child, court orders MUST be provided to the SACC Director

CHILD'S DOCTOR:

Name: _____

Address: _____

Phone: _____

	AM	PM	
MONTHLY	\$118	\$177	\$30 Registration fee*
SCHOOLS OUT!	\$40/day		
HALF DAYS	\$20/day		
SCHOOL OPENING DELAYS	FREE		

- Payment is due by the 1st of each month. \$10 late fee will be applied if payment is not made by the 5th of the month. Please see the Welcome Center if you are interested in Automatic Account Withdrawal.
- Late pick up will result in \$5.00 for the first 5 minutes, per child. \$2.00 per minute per child thereafter. These charges must be paid before you child returns. 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.

Parent/Guardian Signature _____ Print _____

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****

OCFS requires parents notify us if a child takes medicine within 2 hours prior to entering the program.

NO prescription or over-the-counter medications can be administered by the SACC Program. The only exceptions are Epi-pens or inhalers, which will be administered in emergency situations only.

Yes No

Poison Ivy

Prescriptions

Convulsions

Diabetes

Asthma

Learning Disabilities

Behavior Problems

Allergic Reaction

Recent Surgery? (Type of Surgery)

_____ Date: _____

Serious Injury? (Type of Injury)

_____ Date: _____

Allergies? (serious allergies require an Allergy Action Form)

Food Allergies?

Other conditions the SACC program should be aware of?

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)

PARENT AGREEMENT- PLEASE INITIAL EACH STATEMENT

- _____ • The health history is correct and the participant described has permission to engage in all SACC activities except when noted by me. In the event I cannot be reached in an emergency, I give permission to the physician selected by the Oswego YMCA Director to hospitalize and secure proper treatment for and to order injection, anesthesia or surgery for my child as named as above.
- _____ • I agree to notify the Oswego YMCA IMMEDIATELY of any changes in address, phone number, emergency contacts, medical information, etc. I understand that not providing the above may put my child's health and safety at risk.
- _____ • I give consent for my child to take part in field trips off the Oswego YMCA property under proper supervision, and with prior notice.
- _____ • 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.
- _____ • I understand that if my child does not adhere to the discipline policy, my child is subject to dismissal without refund.