



Youth & Family Center of the Mohawk Valley  
83 East Main St. Mohawk, N.Y. 13407  
(315) 866-6570

**The Center's Little Falls/Benton Hall Academy Pre School  
Parent Handbook**

**Little Falls (BHA) Preschool Playhouse #45043**

Capacity #18

Ages 3-4, must be fully toilet trained (NO PULL UPS) **Hours:** 7:00 am – 5:00 pm

Benton Hall Academy

15 Petrie Street, Little Falls, NY 13365

Location: Room 219 Telephone: 823.1400 ext.1219

**Preschool Playhouse – Classes ONLY**

**Three-Year-Old Program:** Tuesdays & Thursdays 8:30 am – 11:00 am

\$40.00 per week

**Four-Year-Old Program:** Mondays, Wednesdays & Fridays 8:30 am – 12:30 pm

\$70.00 per week \*children bring a lunch

**LF Pre K Full day Childcare:**

Fees: \$**180** full week (3-5 days), part time: \$**40**/full day

**UPK Wrap around Childcare:**

Fees: \* UPK discount: \$**160** full week (3-5 days), \$**36**/day

**Pre K AM snack served at 8:45 am, PM Snack 3:00 pm, Lunch is at 11:30 am**

Please provide a lunch, along with a pillow, blanket and a full change of clothes to keep in the classroom if your child is enrolled for full time care. A bag lunch is required daily for children attending full time and our four year old program. We provide healthy morning and afternoon snacks daily.

Payment is due the Friday before the start of the upcoming week of care. A payment schedule is included in this handbook for your reference. Please note: The Center does not send bills; it is the parent's responsibility to make advance payments to keep the account paid in full. Weekly fees are the same from week to week. Parents are charged for the slot that they register their child for. We recommend setting up weekly payments through your banks bill pay on line. Please include your child's first and last name and send payment to the Youth & Family Center of the Mohawk Valley-see above.

**ADVANCE PAYMENTS** to the Youth & Family Center of the Mohawk Valley are required to keep your child's slot in our program. Nonpayment on an account will result in late fees incurred and termination of your child from our program.

Charges may be waived for extended absences of *more than a week due to medical issues*, upon submission of a signed doctor's statement to the Childcare Director at The Center. An exception to this policy occurs when school is closed for 3 days or more in the same week, i.e. Thanksgiving break, or week long school breaks.

**You may mail payment to: Youth & Family Center of the Mohawk Valley  
83 East Main St.  
Mohawk, NY 13407**

Please include your child's first name, last name and the site location of the program that your child attends. If you would like account information please contact The Center's Childcare Director, M-F, between the hours of 9:00 am- 3:00 pm, 866-6570. The Center's office is open M-F, 10:30 am – 6:00 pm, Sat 8 am – 12 pm to make payments in person. The Center office is closed on Tues & Thurs mornings between 10-11:15 am.

### **GENERAL PROGRAM INFORMATION**

The Center is a licensed provider of childcare programs for two age groups:

1. Pre-K—serving children age 3 through age 5 (and not yet enrolled in kindergarten). Available at our Little Falls PreK program only. Children must be fully toilet trained.
2. School's Out Program—serving children in kindergarten through age 12.

Our programs were developed by The Center, in cooperation with the local school systems, to meet the needs of children of working parents in the Mohawk Valley. They are a safe, nurturing and educationally stimulating environment in which children can learn and grow. A variety of activities are offered each day, designed to foster a child's personal, physical and emotional growth.

The School Age programs provide a structured alternative to an after school baby-sitter or an empty house. Children are encouraged to participate in recreational and educational activities such as arts and crafts and games. Each site has a dedicated "quiet corner" at which children can do homework, read or just rest.

The Pre K program helps children develop a positive self-image, as well as a strong foundation of social and personal skills. They prepare children for entry into kindergarten. The curriculum includes numbers, letters, shapes, and color recognition; safety, nutrition, manners, and outside activities are all incorporated into each year's program.

The number of openings varies from site to site. Registration opens each spring on May 1<sup>st</sup> and is an on-going process, spaces permitting. Spaces are filled on a first-come, first-served basis. All registrations must be completed through the Youth & Family Center of the Mohawk Valley, located at 83 East Main Street, Mohawk, NY 13407; telephone 315-866.6570. Fax 866-3566.

### **LOCATIONS**

Each program is located in a designated room, usually the cafeteria, at the elementary schools listed. The Little Falls Pre K program and our Fisher Elementary have their own classrooms.

### **SUPERVISION AND STAFF**

The childcare programs operate under the direction of the Youth & Family Center of the Mohawk Valley. The Childcare Director oversees each of the programs we offer. Each individual site is staffed with a

Director and Aides who provide direct services to the children enrolled. Staff members are assigned in accordance with NYS Child Care regulations. Each staff member is chosen for his/her education, experience and ability to serve the needs of program participants. We staff our school age childcare sites to the mandated ratios of child per staff (10:1), Pre K program (8:1 / 7:1); should your child require additional staffing due to special needs we reserve the right to limit or terminate services.

## **REGISTRATION INFORMATION**

### **Program Slot & Selection**

The number of children permitted into each of The Center's childcare programs is determined by the NYS Office of Children and Family Services; this number is fixed and cannot be changed. As part of the registration process, parents define a child's program slot; the days and times a child will be using the program on a weekly basis. A child can be enrolled for as little as a single day or as much as a full-week. The program slot guarantees the child has a space on that day/time.

**Once the program slot is defined, a child can ONLY participate during those times.**

School year program slots are September through June, and are assigned on a first come, first served basis with priority given to families needing full week childcare. All children must re-enroll EACH SCHOOL YEAR.

The weekly fee is computed based on the days and times selected on your child's registration form, and remains constant from week to week for regular school weeks. If your child does not use the days and times selected, the fee remains the same.

We reserve the right to review a child's adjustment and suitability for the programs. Any concerns will be discussed with parents if necessary. Parents can withdraw a child at any time from the program; however, please note that re-enrollment in the program during that same school year is NOT guaranteed once the child has been withdrawn. The Center generally maintains a waiting list for participation in all of our programs. Once a slot opens it is offered to the first family on the list. Parents who wish to re-enroll a child will be placed on the waiting list, if the program has reached maximum capacity.

### **DAYS & TIME OF OPERATION- (No Holidays)**

Our programs are offered every full day that school is in session. The programs are **CLOSED** vacation weeks, holidays and on snow days. The before school component will not open when there is an AM delay, due to inclement weather. The after school program will not operate when the school cancels afternoon activities. Parents will need to have alternative care for their children on these occasions. Please check your local radio or television station for school closing information. We follow school policies to ensure safety during inclement weather.

### **PARENT RESPONSIBILITIES**

1. Parents are required to enroll their child(ren) in the program EACH school year. All necessary forms and an annual registration fee must be submitted to the Youth & Family Center of the Mohawk Valley prior to a child being accepted into the program. Once all paperwork has been submitted and processed, a parent will be notified of the child's start date. Children will not be considered for registration into the program until all paperwork is received. Please allow at least two business days processing time.

2. Parents are responsible for promptly notifying the site Director and the Youth & Family Center of the Mohawk Valley of any **changes in address, telephone numbers, emergency contacts or other factors that may affect the safety of your child or the administration of the program**. In the event of an emergency or if you are unable to reach the site Director, contact The Center's office and we will immediately relay the pertinent information to the site.
3. Parents, or the designated representative, **MUST** sign the child into and out of the program each day.
4. **Parents of school age children and/or Universal PreK registrants must inform their child's teacher that they are participating in our after school program**. Parents must accompany their child into the program if the program is held in the AM and/or pick their child up from the program location inside the school in the PM.
5. If your child will be absent from the program for an extended amount of time, you should notify the site Director **AND** The Center; charges will continue to be assessed, and be payable, for your child's registration slot.
6. Parents will need to arrange for alternative childcare on days when school is canceled or delayed due to inclement weather, or closed for scheduled go-home drills, emergency after school closings, or when the program is not in session.
7. Outdoor activities are a regular part of the program; clothes appropriate for the weather conditions will be needed.
8. **Advance payments to The Center are required.**
9. Scholarship fund applications are available at The Center for parents who need financial assistance with childcare costs. However, parents must first exhaust other funding sources, including an application to the Department of Social Services, before they are eligible to be considered for a Center scholarship. Please be advised that it is the parent's responsibility to set up childcare benefits with the Department of Social Services, once that is done they will send correspondence to The Center.
10. Please notify The Center's office if withdrawing your child from our program; otherwise the child's account will continue to be charged for the child's registration slot.
11. Parents are encouraged to talk with the site Director with any questions or concerns. If issues cannot be resolved with the site staff, parents are welcome to contact The Center's Childcare Director at the Mohawk Center's office.

## **PICK-UP TIMES AND PROCEDURES**

FOR YOUR CHILD'S SAFETY, NYS Childcare regulations specify that each person authorized to pick up your child, including parents, must be listed on the appropriate enrollment form and meet with the program Director or Aide. We will NOT release your child into someone's care who has not been previously authorized in writing. Furthermore, we **will** ask for identification of all newly authorized persons, so please make sure persons authorized to pick up your child are aware of these requirements.

Each day, the parent or parent's designee must walk the child into the program and sign the child in. At the end of the day, the parent/parent designee must sign the child out of the program. No child is allowed to leave the program without being properly signed out. Children must be picked up by the designated program times. If you are late, a **late pick-up fee of \$10.00 per day per child will be charged**. Two late pick-ups will result in automatic termination from the program.

## **SNACKS, MEALS & NAP TIME**

Healthy morning and afternoon snacks are provided daily; menus are posted for parent inspection. If your child is enrolled for a full day, LF Pre K, please provide a lunch for them.

Nap time is included in full day care. Each child will have their own mat to sleep on. The mats are spread out throughout the room where the staff can see each and every one the children at all times. Children will not be confined to a sleeping area if he or she does not nap.

## **HEALTH CARE POLICY**

The Center's programs operate with a Well-Child policy, which means that children in the program should feel well enough to fully participate in all program activities, both indoors and out. **Child Health Plan**

If children exhibit any of the following symptoms, or are not well enough to fully participate in activities, parents should keep them home:

- |  |   |
|--|---|
| - Fever of 100° or above                                       | -Vomiting   |
| - Watery stools (twice or more)                                | -Unusual fatigue  |
| - Teary, inflamed eyes or pink eye                             | -Lice   |
| - Unidentified skin rash or<br>an identified communicable rash | -Sore throat<br>-Repeated coughing, sneezing or thick nasal discharge |

Please keep your child home if they exhibit any of the symptoms mentioned above. If a child becomes sick while attending the program, staff will first attempt to call the parent(s) to arrange pick-up. If the parent(s) are unavailable, staff will then try to reach the emergency contact(s).

**Children must be picked up within 30 minutes of notification.** Illness can be transmitted from child to child very quickly; parents of other children rely on us to maintain a healthy environment for their children.

We adhere to the Centers for Disease Control and Prevention guidelines. Children or staff members with flu-like illness must remain home until 24 hours after resolution of fever without the use of fever-reducing medications.

The Center cannot administer any medications. Children who need to take medication prescribed by a physician during the hours the program is operating are still eligible to enroll and participate; however a parent, family member, or the school nurse (if available) must administer the medication. Medication taken by any child must be recorded properly.

Additional forms "WRITTEN MEDICATION CONSENT FORM" must be completed by parents and a licensed authorized prescriber for children who may need an inhaler, or epi pen.

The Center does not provide health or medical insurance to participating children to cover illness or injury. Parents enroll their child(ren) in our program with the understanding that costs associated with illness or injury are the sole responsibility of the parent(s).

## **DISCIPLINE**

Our goal is that children attending our programs develop responsibility and good social relationships in a reasonable, developmentally appropriate manner. We work to accomplish this through guidance and discussion with the children and their parents; modeling of appropriate behaviors and positive reinforcement for self-control; and compliance with behavior rules of the program. Physical force and corporal punishment are against the philosophy of The Center; there will be no physical or corporal punishment of any kind in the programs.

Each program operates with Rules of Conduct that are shared with the children, and which all children participating are expected to follow. Appropriate behaviors include: compliance with requests made by staff, a respectful manner in dealing with other children and staff, appropriate language at all times, control over behaviors when angry or irritated (i.e., no hitting, biting, pushing/shoving or other aggressive behaviors towards children or staff), following directions, picking up materials after use, etc. No bullying behavior will be tolerated in our programs.

Your child's failure to follow these rules will result in one of the following actions taken by the staff in charge:

1. Talking with your child about his/her inappropriate behaviors, restating the rules and the expectation that s/he follow them. If the child continues to be noncompliant, staff moves to step 2.
2. Quiet/relax time (a time when your child is briefly removed from the play area or activity to a separate area and is asked to sit quietly and re-group) will be instituted. Your child will be supervised at all times by the staff in the program. If your child continues to exhibit inappropriate behavior, staff moves to step 3.
3. The Director or a staff member will discuss the child's noncompliance with the child's parent. Staff will work with parents to help a child with his/her emotional and social well-being. However, parents will be reminded that the child's behavior must conform to the Rules of Conduct in order for the child to continue in the program. Parents are expected to personally discuss the matter with the child and check for compliance over the succeeding days.
4. If the noncompliance or inappropriate behaviors continue, the child's participation in the program will be terminated.

The Center will not tolerate any child(ren) who continue to keep the program from operating in a safe and orderly manner, or who compromise the ability of the other children to enjoy their participation in the program. If a child is unwilling or unable to adhere to program rules, the child will be dismissed from the program temporarily or permanently.

## **VISITOR POLICY**

Visitors to our programs include parents, relatives, special volunteers or speakers, state and health officials, and The Center's Childcare Director. All visitors permitted into the program must report to the Program Director and will be required to sign in on the program's visitor log. Visitors must indicate who they are as well as the time and purpose of their visit. When visitors leave the program, they will be required to sign out on the same form.