



Youth & Family Center of the Mohawk Valley  
 83 East Main St. Mohawk, N.Y. 13407  
 (315) 866-6570 fax (315)866-3566

## School's Out Programs- Parent Handbook The Center School Age

### Mohawk – Fisher Elementary School Age/UPK Program

#41899 capacity #35 \* merged w/Barr Rd  
 Before and after school, 6:00 am - 6:00 pm  
 10 Fisher Ave. Mohawk, NY 13407  
 Location: Cafeteria  
 Telephone: 866-4851

### Little Falls (BHA) School Age Program

#41896 capacity #35  
 Before and after school, 6:00 am – 6:00 pm  
 15 Petrie Street, Little Falls, NY 13365  
 Location: Cafeteria/ Teacher's room (AM)  
 Telephone: 823-1400

### Ilion –Barringer Rd. School Age Program

Merged with Fisher Elementary  
 Bussing is provided to /from Barringer Rd.

### Frankfort-Schuyler - School Age Program

#537884 capacity #40  
 After school only, open until 6 pm  
 610 Reese Rd., Frankfort, NY 13340  
 Frankfort – Schuyler Elementary School  
 Location: Gymnasium, Cafeteria  
 Telephone: 895-7491

AM snack is served between 7:00-7:45 am: PM snack is served between 3/ 4 pm

### School Age fees:

Before School First child: \$50 per wk. (3-5 days)  
 \$16 per morning, \$32 for 2 days per child  
 Second child disc: \$40 per wk. for 3-5 days/wk.

After-School First child: \$75 per wk. (3-5 days)  
 \$22 per afternoon, \$44 for 2 days per child  
 Second child disc: \$65 per wk. for 3-5 days/wk.

Payment is due the Friday before the start of the upcoming week of care. 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. Set up weekly payments through your bank's 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  
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 hours are M-F, 8 am – 5 pm.**

## **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).  
Children must be fully toilet trained. Available at our Little Falls PreK program only.
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 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 has their own classroom.

## **SUPERVISION AND STAFF**

The childcare programs operate under the direction of the Youth & Family Center of the Mohawk Valley. The Center's 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 Center staff member is chosen for his/her education, experience and ability to serve the needs of program participants. We staff our childcare sites to the mandated ratios of child per staff (10:1), \*(8:1) for children age 4. 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.

Some sites may be open on half-day teacher conference days; check your local site in advance for specifics. Programs do not operate on vacation days, holidays, or snow days. The weekly fee is the same if there is a snow day or a holiday. Please note that there are **additional charges** to your weekly fee when the child attends the program during half days, ONLY IF THERE IS MORE THAN ONE HALF DAY IN THE SAME WEEK.

## 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 must inform their child's teacher that they are participating in The Center's 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 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. Please pack them for your child if they differ from the school-day dress. Also, please note that on days when arts & crafts are scheduled, we suggest that children dress appropriately.
8. **Advance payments to The Center are required. Please refer to payment schedule.**
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 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. **A late pick-up fee of \$10.00 per day per child will be charged if there is a late pick-up.** Two late pick-ups will result in automatic termination from the program.

### **SNACKS AND MEALS**

Healthy morning and afternoon snacks are provided daily; menus are posted for parent inspection.

### **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  |
|  | -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 20 minutes of notification.**

We adhere to the Centers for Disease Control and Prevention guidelines. Children and 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.

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 YMCA 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.