

TELEPHONE NUMBERS

Emergency.....911

YWCA.....753-9651
 (Call the YWCA to leave messages for all sites.)
 Hartnett Elementary Site 842-6216
 Homer Intermediate School Age Site..423-6691
 Homer Elementary School Age Site....423-2019
 Parker YWCA School Age Site.....423-2043
 Randall YWCA School Age Site.....423-1267
 Smith YWCA School Age Site.....423-2060
 Marathon School Age Site 423-5078

Barry School.....758-4150
 Cortland Board of Education...758-4100
 Hartnett Elementary.....842-6216
 Homer Elementary.....749-1250
 Homer Intermediate.....749-1240
 Marathon Appleby School 849-3183
 Parker School.....758-4160
 Randall School.....758-4170
 Smith School.....758-4180
 Virgil School.....758-4130

Cortland County Dept. of Social Services.....753-9681
 Cortland County Health Dept.....753-5036
 Cortland Memorial Hospital.....756-3500
 If no answer.....756-7525
 Poison Information Center, Syracuse.....315-476-7529
 NYS Office of Children & Family Service..315-423-1209

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ADMISSION AND REGISTRATION

The YWCA School Age Care and Recreation Programs are licensed by the New York State Office of Children and Family Services. The programs are offered for children in Kindergarten through grade 6. Each child must be pre-registered and a schedule must be selected. **Any change in a schedule requires a two week written notice.**

School Age enrollment is for one school year ONLY. IN-HOUSE registration begins in July. Those on waiting lists and the general public will be allowed to claim any Fall open spaces at the end of July.

Forms required for registration include: enrollment form, CACFP eligibility form, emergency authorization, medication consent form(if applicable), completed physical exam form, child "pick-up" authorization, transportation agreement and a signed contract. All forms must be filled out in their entirety and all **information kept up to date.** All first time enrollees must have a physical examination within 90 days prior to admission. An annual registration fee and YWCA membership are also required prior to admission.

All parents are requested to review the policies and procedures set forth in this handbook and sign the enclosed agreement. This signed agreement needs to be returned to the YWCA Supervisor by September 20, (or within 10 days) to finalize enrollment and will be kept on file.

Arrival and Pick-up

All children must be signed in and out every day by a parent or an authorized person over age 16, listed in the registration packet. YWCA staff are required to ask for identification. In the case of separation or divorce, state law requires that we give equal access to each custodial parent. Copies of court orders need to be provided in order to deny the legal right for a parent to pick up their child.

PHILOSOPHY STATEMENT **YWCA CHILD CARE PROGRAMS**

In keeping with the YWCA mission of peace, justice, freedom and dignity for all people, the childcare programs of the Cortland YWCA are designed to support families through quality child care services. Our programs support and empower parents and children by offering opportunities to gain knowledge and respect of self, family, culture and community in an atmosphere that is developmentally appropriate, safe, stimulating and nurturing.

CHILD CARE GOALS

1. To abide by the YWCA's mission of peace, justice, freedom and dignity for all people through multi-cultural, anti-biased, non-sexist child care programming.
2. To support and empower families through quality child care programs, which encourage active involvement and mutual respect and the sharing of information and resources.
3. To provide opportunities to gain knowledge of and respect for self, family, culture and community.
4. To offer an educational, social, emotional, cultural and recreational atmosphere that is developmentally appropriate, safe and stimulating.
5. To enrich YWCA child care programs using a visionary approach that reflects past, present and future.



Discipline Procedures

Discipline is the lifelong learning process of developing self-control and respect for others. The staff of the YWCA's childcare programs encourages children to develop self-control, responsibility and respect through love, listening, feedback, conflict resolution, promoting independence and modeling good behavior. Inappropriate behavior is addressed fairly, firmly and consistently through redirection, discussion, time out, removal of privileges or contracts for behavior change and temporary suspension from program.

Parents are notified when inappropriate behavior puts the safety of the child or others in jeopardy. Parents and staff are encouraged to work together to help the child change behavior. Parents may be asked to seek other services to address a child's need to develop self-control, responsibility and respect for others. Parents should bring any concerns involving behavior and discipline of another child in the program directly to the School Age Supervisor or Site Coordinator. Parents, staff and support staff from outside agencies will work together to guide the child's behavior. If all resources have been exhausted, the child may be asked to leave the program.

Anti –Violence Policy

All employees and customers should be treated with courtesy and respect at all times. Any acts of violence will not be tolerated. Employees and customers are expected to refrain from verbal abuse, verbal threats, fighting, or other conduct that may be dangerous to others. Weapons and other dangerous or hazardous devices or substances are prohibited from the premises. Such acts could result in termination from program or termination from employment.

Child Abuse Reporting

The YWCA School Age Care and Recreation staff is mandated by law to report any suspected case of child abuse or neglect to the Child Abuse and Maltreatment Center in Albany.

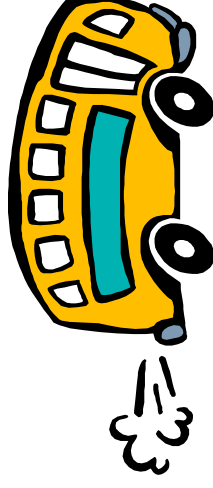
Child Abuse Hotline 1-800-342-3720

Busing Procedure for the YWCA On-site Program

Cortland children attending the YWCA on-site program will be transported to the YWCA by a Cortland City School bus. All buses have Department of Transportation inspections. Busing is only provided from Cortland schools more than .9 miles from the YWCA. Virgil, Smith, and Parker school students will be transferred to Barry school. YWCA staff will be at Barry School to supervise children and will ride on the bus with the children to the YWCA. Children will be picked up in front of their schools. Students must report to the bus promptly. If a student misses the bus, she/he should report directly to the school's main office. School personnel will notify the YWCA. At this point parents will be notified at work so that arrangements can be made to have the child transported to the YWCA.

Other Transportation Arrangements

Other transportation must be discussed with and approved by the School Age Supervisor. Children will not be allowed to walk or ride bicycles to or from the YWCA School Age Program unless accompanied by an adult.



DRUG FREE SCHOOL ZONE

The YWCA of Cortland supports the Cortland City School District and is a Drug Free School Zone. Under Federal Criminal Law, penalties for drug offenses committed within Drug Free School Zones can double the usual penalty for the same offense.

PAYMENT GUIDELINES

Full Time (4-5 days)

All full days and early dismissal days are included in a weekly fee. Parents will be charged the same weekly rate for the entire school year, not including Christmas, Winter and/or Spring recess.

Part Time M/W/F or T/TH or Am only

Parents will be charged the same weekly rate for the entire school year, not including Christmas, Snow days, Winter and/or Spring recess. Part time parents needing extra days must check with the YWCA School Age Supervisor at least 24 hours in advance and pay the per-diem rate on the day used.

Any change in a child's schedule will require a two week written notice and will be considered permanent. Withdrawal from the program requires a two-week written notice.

Full Week/Full Day Programs

Parents will be charged separately for full weeks using the Summer program rates. Sign up with full week payment in advance of each full week is required.

Holiday Only

Parents using the holiday only option must pay the registration fee and turn in completed enrollment forms. Holiday only slots must be reserved one day at a time. Please call the YWCA School Age Supervisor a week in advance for each holiday. Payment is due on the day of service. Full weeks require advance payment along with completed enrollment forms. See page 9 for details.

ONE HOUR RATE

A special rate is available for children who are in attendance for less than one hour per day. The rate is \$25 per week, full time (M-F) only. A separate fee agreement is required.

Late Pick-Up

If a child(ren) is not picked up by closing, a late fee of \$5 for every 15 minutes will be charged after 6:00 pm. The following steps will be followed: Phone calls will be made to parents, emergency contacts and then pick-up people will be contacted. If another authorized person picks up the child(ren), a note at the site will be left for parent. The parent may also contact the YWCA for information. After one hour and all means have been exhausted to secure a pick-up person for the child(ren), the Cortland City Police will be notified.

Video/Photo Policy

Children are occasionally photographed for the newspaper or videoed by the YWCA for publicity use. If OK, please sign the video/photo release, which is in the enrollment packet.

Breakfast and Snacks

All children in off-site programs are encouraged to take part in the school breakfast program. Children enrolled in the school breakfast program will be released to the school at that time.

Children will be served snack foods from an approved menu. Special dietary needs must be requested in writing and signed by a physician. The School Age Care and Recreation Program is enrolled in the Federal Child and Adult Food Program (CACFP). All parents are asked to enroll their child(ren) in this program by filling out the required application each September. We must have these forms on file in order to utilize this beneficial program.

Field Trips

The School Age children will take short walking trips on occasion. Children will walk with a buddy and be instructed on safety before each trip. Longer distance trips may be taken using the Cortland Transit Bus or a school district bus. Permission slips for each field trip must be signed by a parent/guardian.

Medical Procedures

Children who are ill will not be allowed to attend the program. If a child becomes ill while at the program, a parent will be notified immediately so that arrangements can be made to pick up the child. Please inform the YWCA staff if you have given your child any type of medication prior to bringing them to the School Age Program.

The YWCA will not administer medication at the before and after school programs. The program will only administer medication for a child that has a severe, life-threatening allergy where an epi-pen or inhaler is needed. The program will administer medication on all full days at the YWCA and Randall sites. In order for medication to be administered by a YWCA Medication Administration Trained (MAT) Staff the following conditions must be met: the written medication consent form must be completed by the parent and doctor giving the YWCA the right to administer the medication. All medication must be in its original labeled container and be clearly labeled with the child's name. Medication and consent form must be given to the designated MAT staff for storage. A meeting with the program supervisor is required prior to enrollment.

First Aid Procedures

If an injury occurs at the YWCA's School Age Program, first aid will be administered by YWCA staff. If further immediate medical treatment is required, the child will be transported by ambulance to the Cortland Regional Medical Center unless otherwise specified by parents. A parent will be notified immediately. Accident reports will be completed for each injury. Parents will be asked to read and sign the report. The parent/guardian's insurance is the primary coverage.

Outdoor Play

All children will be required to go outside daily, weather permitting. Appropriate clothing and footwear must be sent to insure the child's health and safety. Please be sure your child's belongings are labeled.

Recreational Swim

Children at the YWCA on-site program should bring a swimsuit and towel each Friday for recreational swim from 4:30-5:30pm.

PAYMENT PROCEDURES

Program fees are due by Friday, 6:00pm one week in advance. A \$5.00 delinquent payment fee will be added for late payments. There will be **no credit for days not attended**. Save your receipts; these are your record of payments for tax purposes. There is a \$20.00 returned check fee.

If weekly payment is not made, the YWCA School Age program reserves the right to discontinue services to that family until payments are up-to-date. Any families with an outstanding payment to the School Age Program will not be allowed to enroll in any other YWCA program.

Off-site payments may be made at the YWCA, 14 Clayton Ave. or by mail. You must include the payment coupon in order to assure proper credit is made to your account. Mailed payments must be postmarked by Friday, the week before to avoid a \$5.00 delinquent payment fee.

Special Conditions

Christmas Recess full days, winter and/or Spring Vacations will be separate payments. Availability of space will be first come, first serve basis with payment required to reserve space.

SIBLING DISCOUNT

Families with more than one child registered in one or more of our YWCA licensed childcare programs will receive a discount for each additional child. The discounted rate will apply to the oldest child. Please contact the YWCA for information on rates.

WORKPLACE CHILDCARE DEDUCTION

Only available to parents whose employer offers this pre-tax deduction at the workplace (For example - Best Flex, BC&S). A separate agreement allows end of month payment with no late fees. Call the School Age Supervisor at 753-9651 to inquire about this option.

2008-2009 SCHOOL AGE PROGRAMS FEES

YWCA SITE

	<u>After Only</u>	
	One Child	Two Children
Full Time		Three Children
4 or 5 days		
M/W/F	\$53	\$95
T/TH	\$42	\$73
Per Diem (After School)	\$26	\$47
Per Diem(Full Day)	\$15	\$25
	\$30	\$55
		\$126
		\$93
		\$62
		\$35
		\$75

M-F rates include all full-days on school holidays and snow days; Part time rates include up to 10 full-days and holidays. Extra full-days would be at the full-day rate. The YWCA reserves the right to change fees with a 30 day notice to parents.

HARTNETT/APPLEBY

	<u>After Only</u>		<u>Before/After School</u>	
	1	2	3	1
M-F	\$25	\$46	\$49	\$87
M/W/F	\$21	\$39	\$39	\$71
T/TH	\$16	\$30	\$24	\$43
Per Diem	\$6	\$9	\$15	\$25
			\$35	\$35
			\$114	\$64
			\$90	\$50
			\$59	\$36
			\$35	\$20
			\$117	\$89
			\$92	\$66
			\$45	\$35

OFF-SITE

	<u>After Only</u>		<u>Before/After School</u>	
	1	2	3	1
M-F	\$27	\$48	\$53	\$95
M/W/F	\$22	\$40	\$42	\$73
T/TH	\$17	\$32	\$26	\$47
Per Diem	\$6	\$9	\$15	\$25
Per Diem(Full Day)			\$30	\$55
			\$126	\$70
			\$93	\$60
			\$62	\$39
			\$35	\$20
			\$75	\$35
			\$177	\$129
			\$132	\$99
			\$95	\$72
			\$45	\$35

Parent Information Continued

Please be sure to read this Parent Handbook carefully and save it for future reference. The pullout calendar on pages 7-8 has the 2009-2010 School Calendar and our Holiday schedules. Newsletters will be published for each month with reminders and upcoming YWCA events.

The YWCA School Age program staff members are readily available to speak to parents. Any concerns should be directed to the child's Site Leader or to the School Age Supervisor at 753-9651. Permission slips, sign-out sheets, New York State School Age regulations and other information will be located in the parent information area. Check this area everyday for information updates. Please be aware that the YWCA School Age Program will not be responsible for children's lost or stolen personal items.

PARKING

- YWCA parking is in the rear of the building, entrance on the Post Office side.
- Homer Elementary parents may not enter Central Park Place once the crossing guard is stationed.
- Homer Intermediate site parents are asked to use the parent lot to the left of the main parking lot. Do not enter the bus circle during times the crossing guard is stationed.
- Parker parents should use the Suggett parking lot between 7:00-8:00am and 3:00-4:40pm.
- Randall parents are asked to use the Huntington Street parking lot, not the bus circle.
- Smith parents use the main entrance.
- Truxton parents use the left hand side entrance door by music and art room.
- Marathon parents use main entrance.

Full Weeks (School Vacation Schedules)

Children must be enrolled separately for Christmas, Winter and/or Spring recess breaks. Spaces are limited and will be filled on a first come first serve basis, when payment has been received.

YWCA Site:

Full days will operate at the YWCA from 6:45am - 6:00pm for children enrolled at the YWCA, Homer, Hartnett, and Marathon School Age Programs. Children must bring a lunch from home. Children should bring a swimsuit and towel and wear clothing appropriate for outdoor play.

Snow Days, Delays and Half Days, Mid-day Weather Closing.

1) The YWCA will provide full day care at the YWCA site (and Randall if space is needed) on school snow days. 2) In the event of a delay the before school program will be delayed the same amount of time as the school. 3) In the event of an early closing the YWCA on site children will be transported to the YWCA at release time. Off site programs will meet as usual at each school off-site program.

Emergency Closing:

All YWCA School Age programs will close in the event of a “State of Emergency” or for extreme weather conditions. Listen to radio stations WIII 99.9, WXHC 101.5, LITE 97.3 or AM stations WKRT 920 or WHCU 870.

In the event of emergency evacuation, children will be taken to the following locations depending on site:

YWCA School Age Site to the Mental Health, Hartnett Site to Brown’s Store, Homer Intermediate to Hi Lanes on Prospect Street, Randall Site to Marietta Corp. lobby, Smith Site to the Armory, Parker Site to the YWCA by Cortland Transit bus, Homer Elementary Site to the Brewster House, and Appleby Site to the Bus Garage.

Daily Schedule—YWCA Site (if open)

The **YWCA On-site School Age program** runs Monday through Friday from school dismissal until 6:00pm and on school holidays and snow days from 6:30am to 6:00pm. Children attending the YWCA will be transported from their schools by bus. YWCA staff will meet the children at the Barry school transfer site.

The following is a YWCA On-site daily schedule:

- 3:30pm - 3:45pm - Arrival and attendance
- 3:45pm – Hand washing and snack
- 4:00pm - 5:30pm - Program activities
- 5:30pm - Free choice/clean up
- 6:00pm - Closing time

Each Friday at the YWCA is free swim day. Please send swim wear and towel.



The **YWCA School Age Off-site programs** run Monday through Friday, 6:30am (Randall) or 6:45am (all others) to 8:00am (Cortland and Marathon) or 8:30am (Homer), and 3:00pm-6:00pm in the school cafeterias.

The following is the Off-site daily schedule:

- 6:30am or 7:00am - Before school arrival depending on site (tabletop activities, games and manipulatives)
- 8:00am or 8:30am – Release to school breakfast and morning program depending on site.
- 3:00pm – Arrival and attendance
- 3:15pm – Hand washing and snack
- 3:30-5:00pm - Program activities
- 5:00-6:00pm - Choice time/clean-up
- 6:00pm - Closing time

PULL OUT

And POST CALENDAR On Next Page →