

Welcome to the Skaneateles YMCA's School Age Childcare Before and After School Program

We are happy that you have chosen the Y for your child care needs. We are committed to providing safe, affordable, quality childcare for children during the hours where there may be no adult supervision in the home. Children will have the opportunity to engage in activities that will benefit them emotionally, physically and academically. This program provides your child new experiences for growth on many levels.

The staff at the Skaneateles Y encourages you to take an active role in your child's before and/or after school care. There will be numerous opportunities for parents to talk to the qualified staff on site. There will also be the opportunity to talk to the School Age Director and Program Director whenever you feel it is necessary. This program is licensed by the NYS Office of Children and Family Services.

MISSION

The mission of the Skaneateles YMCA & Community Center is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. The YMCA welcomes men, women and children of all ages, income, abilities, races and religions.

The Skaneateles YMCA is a 501(c)(3) Charitable organization.

PHILOSOPHY

The Skaneateles YMCA School Age program exists to meet the needs of families to have a safe consistent environment for their children before and after school. Each program is designed to fit the needs of the children according to their age, individual progress and according to the Y's philosophy of the development of spirit, mind & body. It also teaches the four core values of caring, honesty, respect and responsibility.

FINANCIAL ASSISTANCE

The Skaneateles YMCA welcomes all who wish to participate and believes that no one should be denied access to the Y based on their ability to pay. Through our scholarship program, the Skaneateles YMCA provides financial assistance to youth, adults, families and seniors based upon individual needs and circumstances. The process is confidential. Please contact Sheila Card, Program Director, for additional information. Forms are available at the Member Services Desk.

Children learn through play experiences. At the Skaneateles Y we take an active approach to children's learning in all areas of development.

We seek to stimulate and facilitate development of the whole child: intellectually, physically, socially and emotionally. The program activities will encompass all of these areas, often simultaneously.

Our program environment is designed to encourage both independence and a cooperative spirit. Sufficient time is provided for large and small group instruction and for children to choose their own activities. All children will be encouraged to learn by participating in group activities and in activities initiated by the staff, thereby growing in self-confidence and gaining independence. They will also grow socially and emotionally as they learn to work with, and care for others.

We recognize that the major responsibility for raising children is with the parents. We strive to strengthen that relationship. Parents are encouraged to speak with the staff about any questions or concerns they have about their child's involvement with the program and their development.

WE PROMOTE THESE GOALS:

To strengthen and support the family unit by recognizing the importance of the parent as the primary influence in the child's development;

To provide supervised childcare in an environment that is safe, supportive and caring, but most importantly, in an environment that is sensitive to each child's individual needs;

To stimulate and facilitate intellectual, physical, social and emotional development in each child;

To provide peace of mind to parents by making our program the place their child looks forward to coming everyday;

To work continuously toward quality childcare by evaluating our program on a regular basis;

To have FUN!!!

All of this is taught through the four core values of Caring, Honesty, Respect and Responsibility.

TRANSPORTATION

BEFORE SCHOOL and AFTER SCHOOL

The Skaneateles Central School provides transportation from and to the Skaneateles YMCA Before and After School program.

Each parent must notify the Transportation Department to identify that the student will be participating in the YMCA School Age Childcare program for either the morning or afternoon or both sessions.

The bus picks the children up in the morning and drops them off in the afternoon.

In the past the bus coming to the Y has been the STAR bus.

Attendance:

All parents or appointed persons, must sign the students into the program or out of the program at the beginning/end of the day.

The Skaneateles YMCA School Age Childcare program hours are:

Morning program opens at 6:30 am -8:40 am when bus arrives

Afternoon program begins at 3:30- 6:00 pm . Please be thoughtful when picking up and dropping off. Our license which is through the NYS Office of Children and Family services has dedicated hours when it can operate.

We must also maintain student : staff ratios, and group sizes. Please be diligent to follow the policies set forth in the regulations for our program, and be prompt for drop off and pick up. We understand that issues arrive and that we try to be flexible for our families. Please don't let these instances become a pattern .

Health and Safety Policies

Due to the short duration of YMCA SACC program, we ask that all medications be given prior to or after each class.

The staff will only administer OVER THE COUNTER MEDICATION: bug spray, sunscreen

Topical solutions

A written form from the parent allowing the staff to administer topical treatments to the child is required. This can be done only as directed per package instructions or a Doctor's note will be required. This would be sunscreen and bug spray.

Illnesses

Due to risk to the child as well as other children and staff in the program, the child may not be at the center as long as the following conditions exist:

Vomiting

Diarrhea

Yellow discharge from the eyes

-Fever greater than 100 degrees.

-Severe cold symptoms, with difficulty breathing, wheezing, or other unusual respiratory signs present.

-Green mucus from the nose which may indicate an infection not just a simple cold.

Parent Communication

During the year you will receive , newsletters, forms and reminders concerning the program. Please remember to check your parent boards and sign in areas for information.

1. If at any time a parent would like a meeting with the staff, Program Director or Director, it can be arranged upon request.
2. Please inform your child's supervisor immediately if your child has been exposed to any communicable illnesses or if your child was ill during the night.
3. Whenever it is suspected that a child is ill while in the program, the parent will be notified and it is expected that the child will be immediately picked up.
4. Any new allergy reactions or changes in health conditions should be reported to staff immediately.
5. The staff needs to be notified by parent or guardian if another child or family member becomes ill with a serious illness such as hepatitis, meningitis or H. Influenza Disease (Hib), etc.
6. If a child is injured while in program, the parent will be notified and an accident report will be completed with each injury. This includes documentation of the accident. Please remember that the Skaneateles YMCA does not provide accident insurance.

REGISTRATION:

New paperwork needs to be completed each year for each of our students. This would include ;

1. Registration paperwork
2. New Blue cards
3. Physical within the last year
4. Current Immunizations
5. Aquatic permission slips
6. Skating permission slips
7. Dismissal permission slips/ special situations
8. Authorizations-
9. Medication forms if necessary
10. Current medications

PAYMENT OPTIONS

*** Moving into the 2020-2021 school year, there will be additional methods of payment available for our families, with the introduction of **direct debit for payments from your credit card.** (This option has been delayed to the Covid-19 virus and a delay in our new system)*

Monthly over the counter payments: Monthly payments must be made by the 5th of the month or a late fee of \$10 will be added.

Monthly bank draft: All families have the option to pay by bank draft option. This automatic withdrawal from your checking account is made on the 15th of each month. You will sign an authorization form and pay the first month at the time of registration. For the remaining nine months of payments, your payment is automatically deducted from your account.

Signature page

Medical Authorization

I, _____ authorize the
YMCA to obtain emergency treatment for
_____ in case of emergency

Parent Signature

date

My child may be photographed for publicity and classroom use.

Parent Signature

date

I understand that I must put in writing and submit to the Program
Director , any changes or a withdrawal from Preschool , 2 weeks in
advance of any changes to take place.

Parent Signature

date

Skaneateles YMCA School Age Childcare 2020-2021 Registration

Child's Full Name _____

Address _____ Phone _____

City _____ Zip Code _____

Birth Date _____ Age _____ Male Female

Parent/Guardian #1 _____ Phone (Cell) # _____

Address _____ Email _____

Employer _____ Phone(Work) _____

Parent/Guardian #2 _____ Phone(Cell) # _____

Address _____ Email _____

Employer _____ Phone(Work) _____

In case of emergency, the following persons(after parents will be notified)

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Email address for notifications: _____

What would you like to tell us about your child that will help us support your child in their School Age Childcare experience?

People other than parents who have permission to pick up your child.

Name #1 _____ Phone Cell # _____

Name #2 _____ Phone Cell # _____

Child's Physician _____ Phone # _____

Child's Dentist _____ Phone # _____

Does your child have allergies and or medical conditions that we should be aware of?

Signature page

Medical Authorization

I, _____ authorize the
YMCA to obtain emergency treatment for
_____ in case of emergency

Parent Signature

date

My child may be photographed for publicity and classroom use.

Parent Signature

date

I understand that I must put in writing and submit to the Program
Director , any changes or a withdrawal from Preschool , 2 weeks in
advance of any changes to take place.

Parent Signature

date

2020 Skaneateles YMCA School Age Aquatic Safety

Dear Parents,

In the Skaneateles YMCA Y School Age Childcare programs, children will be participating in swimming as part of the weekly schedule. Children will receive swim lessons as well as open swim times.

The Skaneateles YMCA , asks that you acknowledge that your child(ren) will be participating in swimming while attending the Skaneateles School Age Childcare program.

My son/daughter _____ has permission to attend the aquatic programming portion of the Skaneateles YMCA School Age Childcare programs.

Parent signature

date

2020 Skaneateles YMCA School Age Rink Safety

Dear Parents,

In the Skaneateles YMCA Y School Age Childcare programs, children will be participating in ice skating as part of the weekly schedule. Children will receive skating lessons.

The Skaneateles YMCA , asks that you acknowledge that your child(ren) will be participating in skating while attending the Skaneateles School Age Childcare program.

My son/daughter _____ has permission to attend the rink programming portion of the Skaneateles YMCA School Age Childcare programs.

Parent signature

date

Skaneateles YMCA Behavior Policy

Enrollment or participation in youth programs at the YMCA is a privilege. Participants should, at all times, demonstrate the YMCA values of Caring, Honesty, Respect, and Responsibility. The YMCA is committed to providing a safe and welcoming environment. To promote safety and comfort for everyone, all individuals are asked to behave in a courteous and polite manner at all times when participating in our programs. The objectives in all YMCA programs are to promote youth development, healthy lifestyles, and social responsibility through teaching and learning acceptable behaviors and promoting a positive self-image.

We ask children to:

- Use clean and suitable language at all times
- Cooperate and follow directions given by staff
- Respect other children and staff, as well as the equipment and facilities
- Maintain a positive attitude
- Stay in the program area

The following behaviors will not be accepted in the YMCA SACC program:

- Leaving the YMCA program premises without permission or going into unauthorized areas.
- Rudeness, defiance of authority, or failure to follow instructions.
- Refusing to remain with the assigned group or running away from staff without permission.
- Inappropriate conversation; profanity; foul, abusive, vulgar, or irreverent language.
- Defacing or stealing the property of the YMCA, school, other participants, staff, or field trip facilities.
- Bringing or using illegal substances.
- Fighting; physical or verbal aggression, including provoking and quarreling.
- Intentionally injuring another child, including deliberately causing anger or emotional distress. NO BULLIES!

Should a child refuse to follow these rules, we implement a three (3) strikes system during each program session). During program hours, our behavior policy between staff and your child is as follows:

1. The first time your child needs to be spoken to for not following the above established behavior guidelines, the staff will issue a verbal warning to the child.
 2. The second time, your child will be asked to take a few moments of "chill time" where the child relaxes away from the group activity.
 3. The third infraction will result in the staff speaking verbally with the parent about the day's behavior. The site director will be documenting all misbehaviors.
 4. After verbally speaking to the parent three times, an incident report will be filled out and shared with the parent.
 5. If the behavior continues, a behavior letter, and a conference with the site director, the Child Care Director, and the parent may be done at this time to establish a plan for behavior management.
- ❖ **Parents/guardians should note that major offenses, such as physical or emotional endangerment or bullying will result in immediate suspension and possible permanent removal from all child care programs for the year. If such behavior occurs, a phone call will be made and the child must immediately be removed from the program site.**

Please read and discuss this policy with your child.

I HAVE READ, UNDERSTOOD, AND AGREE TO COMPLY WITH THESE POLICIES:

Child's Name

Child's Signature

Parent/Guardian Signature