



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**2011-2012
Auburn YMCA-WEIU**

**School Age
Child Care
Before & After
School Program**

**Registration
Packet**

Auburn YMCA-WEIU
27 William Street
Auburn, NY 13021
315-253-5304
315-253-6153 (fax)
www.auburnymca.org



Revised 4-12-11

YMCA School Age Child Care

The Auburn YMCA Before/After School Child Care Program provides safe, affordable, quality child care for youngsters during the hours when 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 educationally. The program is conducted and planned by YMCA staff, trained to meet the needs of children and to provide positive adult models. There is flexibility enough to accommodate children from different age groups and at the same time fulfill the special needs of individuals. It is not babysitting, but a quality child care program designed with the working family in mind. The YMCA is a non-discriminating organization and welcomes all participants regardless of race, sex, or religion.

The Auburn YMCA is pleased to provide child care for you and your child. We know how important it is to you to have affordable, convenient, quality care for your child while you are at work. We offer a planned, comprehensive program designed with the child and working family in mind. The YMCA maintains the highest standards for the safety and well being of the children enrolled.

In addition, the following goals have been established for YMCA School Age Child Care:

1. To help children develop their fullest potential.
2. To support and strengthen the family unit.
3. To deliver the program in a positive YMCA environment of safety, support and care.

The Auburn YMCA is committed to offering quality child care for all families in the community it serves.

Hours: 6:30-am-School begins and Dismissal to 6:00pm

Locations: Ramsdell Elementary School
Moravia Elementary School
Port Byron Elementary School
Weedsport Elementary School
Auburn Schools.....**Herman, Owasco, Seward**Before and After School Care
Casey Park,.... Before School Care only

YMCA..... After school only, providing care for students at all Auburn Elementary Schools and St. Joseph's. Transportation provided by the school district.

Registraton Requirements:

- Completed Registration Forms
- Registration Fee & 1st months payment
- Completed Income Eligibility Application

Payment Details

- * Non-refundable registration fee is due upon registration.
- * Payment for each month is due by the first of each month.
- * You will not receive a monthly bill.
- * A \$10 per month late fee added to payments received after the 5th of the month.
- * Childs name must be written on the memo line of your check.
- * There is a \$20 charge for returned check fee.
- * Outstanding balances will result in a inability to register for other programs.



YMCA School Age Child Care

WHERE DO I DROP OFF AND PICK UP MY CHILD?:

Please check with the Site Director for the specific location of the sign-in/out sheet. Please bring your child inside the building when bringing him/her to the SACC Program. For the protection of the children, they must be personally signed in and out from the Site Director in the mornings and afternoons by a parent or guardian. For their protection, children will not be released to any person other than the parent or persons authorized in your registration form to pick up your child. Please be aware that the staff may request identification. Kindergartners will be taken to and picked up from their classrooms, as needed; all other children are responsible for walking to and from the SACC area. The YMCA is responsible for children upon arrival at the designated SACC area.

PARENT INVOLVEMENT:

Families are a part of the YMCA School Age Program too! Family activities and newsletters about activities will help us share in the task of creating the best possible experience for your children. Parents are always welcome to visit and your input is important to us.

The exchange of information about a child from the parent's perspective and staff's perspective can be very helpful to the family and to the SACC Staff. The staff will be able to better meet the needs of your child if we are aware of things like an illness in the family, a change in living location, special fears, etc. Please keep all information on your child's registration form current. Update information when needed, and if you are going to be out of town, please let the director know in advance.

CUSTODY ISSUES:

SACC Staff must release children in their care to parents unless a copy of appropriate legal paperwork is provided to the staff. Parents that are registering the child are the only ones that may change information pertaining to the child

DISCIPLINE:

All children enrolled in the YMCA SACC Program will be expected to follow rules established by the YMCA Staff, for the purpose of safety and smoothness in the program. By incorporating the YMCA character values of respect, responsibility, honesty and caring into everyday behaviors and expectations, the children will learn positive responses.

Discipline actions will be handled as follows:

1. Redirect the child to an alternate activity.
2. Talk to the child about the negative behavior and give a verbal reminder of the rules.
3. Give the child a few moments away from the group to re-adjust behavior.
4. Behavior letter to the parent by the staff.

After three (3) behavior letters, which constitutes a continual behavior problem, Children may be suspended or asked to leave the program at the Director's discretion at any time. In these cases refunds will not be given.



YMCA School Age Child Care

TERMINATION POLICY:

When the health, welfare and safety of other children are at stake, the YMCA reserves the right to terminate child care services immediately. Possible reason for termination of a child from services include, but are not limited to:

- * Inappropriate behavior considered to be harmful to your child, staff or others.
- * Incident reports resulting from inappropriate behavior.
- * Overdue fees or excessive tardiness in picking up your child.
- * Problems that cannot be solved after repeated attempts.

In these cases refunds for unused services will not be given!

INSURANCE/INJURIES:

The YMCA carries no accident insurance on any of its program participants.

This is a responsibility of the participants' family or guardian.

In the event of any injury to your child, the YMCA staff will take whatever steps necessary to obtain emergency medical care. These steps include, but are not limited to the following:

1. Attempt to call parent/guardian.
2. Attempt to contact those designated on "emergency contact section" of your application.
3. Call an ambulance or paramedic.
4. Have the child taken to the hospital by staff.

All minor injuries handled by YMCA staff will be reported to the parents upon arrival or pick-up.

VISITOR CONTROL PROCEDURES:

The YMCA School Age Child Care program requires all visitors other than a parent or guardian to sign in upon entry to the program area.

All YMCA SACC staff are mandated by New York State to report any abuse or maltreatment of a child. To report abuse or neglect, call 1-800-342-3720. YMCA SACC staff required to be certified in YMCA Child Abuse Prevention Training, CPR, and First Aid. YMCA SACC staff sign off on a code of conduct that includes no planned contact with YMCA participants when off duty.

CLOTHING:

Please dress your child appropriately for the weather, or bring extra clothes to leave with him/her. Children are required to spend a small amount of time outside each day, according to State Regulations. Short-sleeve shirts for warm weather play and spring and fall jackets should be included for cooler days. Sneakers and socks are required every day. Children will go outside in the winter so please make sure they have boots, hats and gloves.

SNACKS :

The YMCA SACC program serves nutritious snacks and breakfast each day.

PERSONAL ITEMS:

The YMCA is not responsible for replacement of the cash value of items brought to the site. Please do not allow your child to bring anything personal to program including toys, electronics, etc..



YMCA School Age Child Care

VACATION DAYS AND HALF DAY PROGRAMS:

Full Day and half day programs are held at the Auburn YMCA Facility with an occasional special field trip planned. You must register and pay in advance at the YMCA. Eight or more children need to be signed up and paid in advance for the program to run. Pre-registration is required and you must provide transportation to the Auburn YMCA on half days unless your child is at the YMCA SACC program site.

INCLEMENT WEATHER POLICY

Weather conditions may alter program delivery schedules. If school is delayed for one or two hours the SACC sites will remain open until school opens. If school closes after you have already dropped your child off, you will be required to pick your child up from the site. If school is closed or closes early due to weather, there will be NO SACC program. Auburn Enlarged City School District Policy states if all after school activities are cancelled there will be no YMCA program. If all after school activities are cancelled at Jordan Elbridge, Weedsport, Port Byron, Moravia Schools, the staff will remain at the building until you are able to pick up child, but parents are encouraged to pick up their children immediately after school dismissal.

SNOW DAYS:

There will be care at the YMCA when Auburn City Schools have cancelled classes for the entire day.* The program begins at 8:00 am and ends at 6:00 pm. Call the YMCA for more information.

* The YMCA has a Snow Day Care Program when school is cancelled

MEDICATION POLICY:

The only site permitted to administer medication is the YMCA. The YMCA SACC program will keep a written record of the administration of any medication. All medications will be stored under proper conditions for sanitation, preservation, security and safety. All unused medication will be returned to the parent. Due to state regulations, only authorized staff that has taken the State medication training is allowed to administer medication. All medications must be kept at the site and not with your child. If your child needs to carry an inhaler with them it needs to be approved by the child care director.

Administration of Medication:

Medications, must be in the original container with the following information on it and be accompanied by the YMCA's medication form filled out by the parent and physician.

1. Child's name
2. Authorized prescribers name
3. Pharmacy name and phone number
4. Date prescription was filled
5. Expiration date
6. Name of medication
7. Dosage
8. How often to give medication and dosage
9. Date the medication shall be discontinued or length of time medication is to be given



YMCA School Age Child Care

WHAT IF I AM LATE PICKING UP MY CHILD?

On occasions when parent is late the YMCA has established these firm policies: Parents must call the YMCA staff to let them know what time to expect them to arrive or to inform them of alternate transportation arguments. Parents will be assessed a late fee of \$1 per child per minute they are late. The late fee will be added to the parents bill. In the event of consistent tardiness a conference will be convened. In the event the YMCA staff has not been notified the staff will try to contact the parent, if contact can not be made the Staff will call the emergency contact person and arrange for the child to be picked up. If you are more than 45 minutes late and contact cannot be made to the child's parent a call will be placed to the Director and to Child Protective Services to report an abandoned child. Parents will be informed to contact Child Protective Services for further instructions.

FINANCIAL ASSISTANCE:

Partial scholarships are available through our financial assistance program and is based on need. Applications are available at the membership desk.

YMCA School Age Child Care Sample Itinerary

A typical school age daily schedule: (may vary from site to site)

Morning Care:

6:30 - 7:00am	Children start arriving; quiet activities
7:00 - 7:30am	Gym time, games, and craft activities
7:30 - 7:45am	Snack offered
7:45 - 8:15am	Gym time, games, and craft activities
8:15 - school	Quiet time

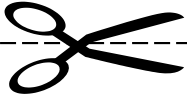
Afternoon Care:

Dismissal - 3:30pm	Children start arriving; quiet activities
3:00 - 3:30pm	Bathroom; wash hands for snack
3:30 - 4:00pm	Snack time
4:00 - 5:00pm	Scheduled activities
5:00 - 6:00pm	Free play choice of activities waiting for pick up



YMCA School Age Child Care

Do not turn this form into the Auburn YMCA,
please distribute form to the appropriate departments
at your child's school.



To my Child's Teacher:

My child _____ will be attending the YMCA School Age
Child Care Program

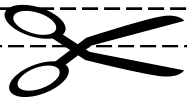
before school

after school

at the following location _____

on the following day(s) _____

Parent/ Guardian Signature _____ Date _____



To Transportation:

My child _____ will be attending the YMCA School Age
Child Care Program

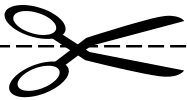
before school

after school

at the following location _____

on the following day(s) _____

Parent/ Guardian Signature _____ Date _____



To the School Office:

My child _____ will be attending the YMCA School Age
Child Care Program

before school

after school

at the following location _____

on the following day(s) _____

Parent/ Guardian Signature _____ Date _____

YMCA School AgeCare Registration Form

Please fill out completely and return a time of registration.

Page 1

Child's Information #1

Child's Name: _____
Birth Date: ____/____/____
Address: _____
City: _____ Zip: _____
Phone Number: _____
Start Date: _____

Child's Information #2

Child's Name: _____
Birth Date: ____/____/____
Address: _____
City: _____ Zip: _____
Phone Number: _____
Start Date: _____

Parent/Guardian Information #1

Name: _____
Relationship: _____
Address: _____
City: _____ Zip: _____
Work Phone : _____
Cell Phone: _____
E-mail: _____

Parent/Guardian Information #2

Name: _____
Relationship: _____
Address: _____
City: _____ Zip: _____
Work Phone : _____
Cell Phone: _____
E-mail: _____

Pick-Up Information

I authorize only the people named below to pick up my child. Parent/Guardian listed are authorized to pick up child(ren), unless otherwise noted. For your child's safety, she/he will not be released to anyone else. **All authorized persons must be 18 years of age or older.** No changes to this list will be made unless the parent or legal guardian whose signature appears below requests such changes in writing. Photo ID is required for pick up.

1. Name: _____
Relationship: _____
Work Phone : _____
Cell Phone: _____

2. Name: _____
Relationship: _____
Work Phone : _____
Cell Phone: _____

3. Name: _____
Relationship: _____
Work Phone : _____
Cell Phone: _____

Photo Release

In the event that our facility is featured in the local media, including publications, our policy is that pictures may be taken but no names of the children may be divulged in print. This is for the express protection of your child. I understand that photo release policy as stated above. I give permission to use photographs/video of my child for the above reasons.

Yes _____ No _____

Date: _____

Signature of Parent/Guardian _____

Site Information

Site: _____

____ Am Care ____ PM Care ____ AM/PM Care

AM drop off time: _____

PM pick up time: _____

Please note:

AM snack served at 8:00am

PM snack served at 3:30pm.

YMCA School Age Child Care Registration Form

Personal Property Regulations

Please DO NOT allow your child to bring personal items. The following items are not permitted into the program at any time: any breakable items, portable gaming devices, MP-3 players/I-Pods, candy, food, gum, knives, guns, fingernail files, cell phones, toy guns or other toy weapons. If any of these articles are brought to the site without previous permission from an administrator, the articles will be taken away and must be picked up by parent/guardian. If your child continues to bring the above articles from home they may be suspended from the program. The following items are suggested to be brought daily, water bottle, tennis shoes, and extra clothing. Please mark all items with your child's name to eliminate any confusion.

Medication Policy

The following site has been approved to administer prescribed medication: YMCA

Moravia, Seward, Owasco and Herman, Ramsdell, Weedsport, Port Byron and Casey Park sites **can only administer emergency medication such as inhalers and epi-pens**. Medication must be in original container, labeled with child's full name, medication name, dosage and all other pertinent information. Over-the-counter medication may be given on an infrequent, non-routine basis under written instructions from the parent and a physician. Please refer to state regulation 414.9 Health (f)-(k).

I have read and understand the procedure as outlined on page 5 of this booklet.

Liability Statement

I, the undersigned, as the parent/guardian of the said child listed, give permission for my child to participate in the Auburn YMCA-WEIU SACC Program and assume full responsibility for all risk of injury which may result from my child's participation in activities during the SACC program.

Medication/Behavior Policy

Does your child have any of the following:

- Asthma
- Special Needs
- Chronic or Recurring Illness
- Operations or Serious Injuries
- Dietary Restrictions

Please list any allergies or intolerance to food and medication. Please include any information about your child's behavior that would be helpful to the staff _____

Sick Child Policy

If your child contracts chicken pox, meningitis, head lice, hepatitis A, impetigo, pink eye, ringworm, fifth disease, scarlet fever, strep throat, pneumonia, diarrhea or any other communicable disease, please inform us so we can sanitize all articles in the room immediately. Likewise, if there is an occurrence of any of the above diagnosis, we will inform you.

If your child show signs of the following while in our program, you will be called to pick up your child :

- Fever of 101F or over.
- If the symptoms appear to be communicable (vomiting, diarrhea, itching, pale skin, unusual sleepiness, rash, severe cough, eye or ear discharge)
- Head Lice-will not be able to return until they have been NIT free for 24 hours (will be checked upon return of program).

Please note: You will need to pick up your child within an hour of being called. Your child will not be able to return to the program until the symptoms have been gone for 24 hours and /or a note from the doctor stating the

Emergency Care

I give permission for my child to be transported by ambulance to the nearest emergency care facility, should it be necessary during program hours.

!!!! Important !!!!

I have read and understand all the policies stated above and agree to follow the policies.

Parent/Guardian _____ Date _____

Does your child receive DSS benefits? Case workers name _____

Auburn YMCA

School Age Child Care Registration Form

PROGRAM FEE

All fees are to be paid in advance of attending the childcare program. Any account that becomes delinquent will lose use of the program until the account is current. Payments may be paid in person at the YMCA, mailed to the YMCA, 27 William Street, Auburn, NY 13021, by phone with your credit or debit card or by monthly bank draft. Your child's name and school should be noted on the check. There is no daily fee for childcare. Your charges are for space in the program, not on actual days attended.

You will register your child as Full Time for the entire school year. Payment is due each month (see payment options below). You will not receive a monthly statement in the mail. There are 10 months of care within the school calendar. You will be committed to paying for all 10 months even if your child does not attend each week. Please contact the child care director if you have payment concerns.

There is a non-refundable registration fee per family of:

- * \$30.00 for newly enrolled children.
- * \$10.00 for previously enrolled children.
- * The registration fee will be waived for children with YMCA Youth memberships or is included in a YMCA Family membership.

Fee Schedule

	Morning	Afternoon	AM/PM Care
One Child	\$120.00	\$145.00	\$235.00
	\$114.00	\$137.00	\$223.00
Each Additional Child	\$110.00	\$130.00	\$215.00
	\$104.00	\$123.00	\$204.00
Reflects 5% discount for Bank Draft			

PAYMENT OPTIONS:

Monthly Bank Draft: 5% discount if you use the bank draft method of payment.

All families have the option to pay school age childcare fees by the bank draft method. This automatic withdrawal from your checking account is made on the 15th of each month. This is the most convenient payment method. You sign an authorization form and pay the first month's fee with a check at the time of registration. For the remaining nine months your payment is automatically deducted from your account. This saves you time and guarantees your payment is received at the YMCA on time.

Monthly payment: The fee noted on your contract is due by the 1st of each month. School vacations have already been deducted.

Late Fee: If a payment has not been made on the account by the 5th of each month, a \$10 per month late fee will be applied on any unpaid balance. If you fail to pay on time more than 3 times in a year, your care will be suspended. Outstanding balances will result in an inability to register for another program.

DROP/CHANGE PROGRAM

If any changes are going to happen (i.e.: withdrawal from the program) a two (2) week written notice must be given to the YMCA Child Care Department. If notification is not given to the YMCA Child Care Department, a full fee payment must be made. **To discontinue a bank draft, 30 days notice must be given to the Child Care Director and the Membership Director.**

DO I RECEIVE CREDIT FOR ABSENCES?

Your fee pays for direct operating costs, i.e., SACC Staff, snacks, craft and program supplies. All of these things must be available for the number of children we have in the program. When you enroll, you are reserving the time, space, staff and provisions for your child whether she/he attends or not. We're sorry, but fee adjustments cannot be made for absences due to illness, vacations or school closings due to weather.