

Admission Agreement

Revised 02/21/20

Southern Tier Community Center (STCC,) a division of Children's Home, School-Age Child Care program (to be referred to as "the Program" or SACC in this packet) is a service operated by Children's Home, a non-profit organization. This program is intended for working parents and students, and is licensed with the New York State Office of Child and Family Services, pursuant to Section 414, which defines regulations for all school-age childcare providers.

Admission policy:

This program is a service offered to parents and reserves the right to accept or deny admission to any child based upon our staff's ability to provide adequate services which will meet the needs of each child enrolled. Parents should meet with the director of the program to discuss their child's specific needs prior to submitting a registration packet. Within these limits, program availability is run on a first come, first serve basis with both pre-registration and pre-payment (first month of child care.) The Children's Home also holds a one-month probationary period for each child in order to help us determine whether our program can sufficiently meet the client's needs.

No child will be permitted to attend the program until the registration packet and accompanying payment has been paid. You can make payment through (PayPal, mailed in to Children's Home or handed in person to Children's Home.) There must be a 24-hour processing period between receipt of paperwork and starting date.

Philosophy:

To provide an atmosphere and staffing that is open, sensitive, and consistent. Our desire is to be a safe place in which children can learn to be creative and respectful (to both peers and adults), as well as learning appropriate behavior in group settings and specialized programming skills that will enhance each child's growth.

The goal of this program is to:

- Provide a safe and consistent environment and staffing
- Positively mentor youth both academically and socially by
 - Building self-esteem, self-awareness, and expectations among youth involved in the program
 - Offering love, warmth, acceptance, understanding, and encouragement at all times
- Encourage participation in developmentally appropriate activities using positive reinforcement
- Reinforce the principle that trial and error can be used as a learning tool.
- Provide outlets for creativity and opportunities to demonstrate responsibility as well as task completion
- Offer a balance of physical and intellectual activities (group and individual)

Children are grouped according to their age whenever possible. There are large group activities in which all ages are combined. Activities are designed to enhance individual growth as well as a sense of teamwork.

Children's Home **will not** discriminate on the basis of race, gender, religion, current medical condition, or national origin.
See state regulation 414.4.

Basic services:

Instructional staff: will be hired and carefully screened in accordance with NYS OCFS requirements. Including mandatory background checks. Individuals chosen will be able to relate well to multiple age groups and will exemplify personal qualities that are characteristic of positive role models. Staff will receive training each year that meets OCFS requirements in areas of growth and development processes, emotional and physical need, and teaching/problem solving skills.

Supervision: The program will maintain a ratio of 1:10 for children ages 9 and younger, and 1:15 for children ages 10 through 12. At no time will children be left without competent supervision during their stay at the Center.

Support staff: In order to ensure the safety and well-being of the children involved in our program, all Center staff render themselves “available as needed.”

Hours of Supervision:

- During all normal school days, the site will provide childcare from normal dismissal times until 6:00 p.m. Monday through Friday
- **Parent/teacher conference days (half days)-** (according to the M-E/U-E calendar) will begin for the School Age Child Care program **upon dismissal from school** until 6:00 p.m.
- For most **school holidays and recesses**, childcare will be offered from **7:00 a.m.—6:00 p.m. at the Center site only**. These days require **pre-registration** and an additional fee of \$30.00/day.
 - If a minimum of 10 children are not pre-registered as of three days prior to care then we will not be able to offer the child care program that day.

Transportation:

Children’s Home buses children from AGM/LWW, GFJ and JFS to the Center for SACC program (only). U-E School Buses drop off to the Center from CFJ and TJW. Transportation for field trips during the school year will be primarily provided by Southern Tier Community Center. Each trip regardless requires a signed permission slip for not only the trip but for transportation as well. On the permission slip, type of transportation will be indicated, whether it is STCC vehicle, walking or any other type of transportation.

Children’s Home accepts responsibility for this program’s children in their care on a daily basis provided that the following safety regulations are observed:

- 1) Children board and exit the vehicle from the curbside only
- 2) Seatbelts are worn at all times while traveling in the Children’s Home vehicle
- 3) Children are not to enter a vehicle which is not properly identified as a Children’s Home or Southern Tier Community Center (STCC) transport unit, and should always be sure that they recognize and are familiar with the staff in the vehicle
- 4) Only children registered for this program are allowed to ride in Children’s Home vehicles. Please inform your children that their friends/relatives may not ride with them
- 5) All field trips are optional and a signed permission slip must be handed in to the program director. All trips will be through Children’s Home or U-E district transportation
- 6) The bus driver will not use any cellular device while driving the bus.
- 7) The bus driver will meet all DOT and OCFS regulations required to transport children

****Children will never be left unattended in the vehicle, and a cell phone, fire extinguisher, and first-aid kit will always be readily available.***

Bus transportation privileges may be suspended due to misconduct and/or disobedience toward procedure while on the vehicle. Parent/guardian notification will always be given; however, repeated offenses may mean dismissal from the School Age Child Care program at the discretion of the director or the executive director of the Southern Tier Community Center.

Responsibility:

Children’s Home assumes full responsibility for all children enrolled in our program once they have arrived at program, whether by means of a public-school bus, the Children’s Home vehicle, or a parent/guardian. We will retain responsibility for the children from the point of arrival/sign-in until they are signed out of the program by an authorized parent/guardian or other designated representative. If you need to add a person to the pick-up list you need to authorize them in writing.

Enrichment programs:

All children will participate in a high-energy program of both recreational and learning experiences, which are organized to be age-appropriate for each specific group of children involved. A balance of both active and quiet activities will be provided, with additional group and individual activities geared toward the emotional, social, physical, aesthetic, and personal growth of all our school-age children. The children receive a supervised free play time and a snack. A quiet place is provided for children needing to do homework and help is available.

After-school snacks:

All children will be provided with an after-school snack at the designated time and location, which will meet the nutritional needs of the child as designated by the CACFP food program. On holidays, the Center will provide one morning and one afternoon snack. These snacks are not intended to be a substitute for meals, therefore, parents **MUST** provide a lunch.

****Lunches must be provided by a parent/guardian** for every school holiday or full day for which the child will be present. Please **DO NOT** send anything which would require use of the stove or microwave, soda or candy. We have emergency supplies available in case a lunch is forgotten, but it is best practice to bring your own. *We will attempt to honor any dietary restrictions; but there is no guarantee.*

Enrichment curriculum:

Our program works hard to promote culture and heritage, sports and adventure, leadership and community action, environmental awareness, self-esteem and confidence, and health consciousness through age appropriate workshops and activities. Children are encouraged to participate in other Children's Home activities such as swim lessons, gymnastics, soccer, etc. Additional fees may be required for some classes; however, open swim and gym are free of charge with membership. Parents must notify program staff in writing if the program is being held during SACC hours.

Health care plan:

Our complete health policy is posted and available for review. We are a well-child only facility. If your child has not attended school that day due to illness, they are not permitted to attend the after-school program either. **Also, a full 24-hour period must elapse after your child is fever-free, and/or after your child last vomited before they may attend the after-school program.** A doctor's note is required after certain illnesses and with all injuries that required modified activities.

Emergency evacuation procedures and plan:

Our emergency evacuation plan is posted on the Program's bulletin board. Please take a moment to review the plan. The director/site supervisor/staff will contact parents in cases of an emergency.

- STCC: We will relocate to the American Legion or Union Endicott High School
- CFJ: Relocates to Our Lady of Good Counsel
- Maine Memorial: Relocates to Maine Emergency Squad Inc or Frank's
- Homer Brink: Relocates to Jonathan's or Endwell Fire Department

Shelter-in-place plan:

If weather or other localized emergency becomes severe enough that we are directed by local officials to keep youth in care outside of program hours we will put in motion the following plan:

1. The Site Supervisors/SACC Director will notify all parents in a timely manner, using multiple phone #s (if necessary) and email (if one has been provided)
 - If we cannot reach a parent on our first attempt a message will be left to return our call

- If we do not hear back from the parent within the hour we will try again periodically until we reach them
2. We will simultaneously have other staff meet with all the youth left in program to:
 - Reassure them that they are safe
 - Reassure them that their parents are being reached
 - Let them know what the plan is
 3. Appropriate meals will be given to all youth present
 4. Activities will be organized to keep youth occupied/distracted
 5. We will make every effort to put your child at ease should they become frightened
 6. Mats will be put down for youth to sleep on if the shelter-in-place extends into the night.
 7. Staff will stay in contact with parents periodically throughout the time of the weather emergency
 8. Shelter-in-place will end when local officials inform us that it is all clear

Special needs:

Parents/guardians should consistently keep the director of the program informed of **any** special needs and/or circumstances regarding your child. This information will always be kept confidential. Records are kept that include each child’s history/pertinent medical information, parent’s work and emergency phone numbers, as well as daily attendance records.

Mandated reporting:

SACC providers must report any suspicion of child abuse or neglect to the State Central Register of Child Abuse and Maltreatment. Such action is required by **Part 414.10** of the New York State Office of Child and Family Services. Mandated reporters’ hotline is 1-800-635-1522. Documentations of concerns, abuse, neglect or reports will be completed by a Children’s Home staff member. This number is also posted on the parent’s board.

Payment policy:

In accordance with the parent’s payment agreement, the following rules and regulations must be adhered to:

Membership: Stay tuned, this Membership will be required for the 2020 – 2021 School Year Registration.

Payment due dates: Payments will be paid monthly. Payment is due by the first Friday of the month in the billing cycle – see the chart below. For payments in delinquency of more than one week, Children’s Home reserves the right to discontinue childcare services until payment is made. If services are discontinued due to overdue payments, the child’s spot is not held or guaranteed. A late fee of \$20.00 will be added to your next monthly bill if payment is not made by the date indicated below. Monthly payments include regular school days and half days. Holiday care will be held at the Center and require both pre-registration and a payment of \$30.00. Shortened months will be adjusted due to long school breaks.

<u>Month</u>	<u>Last Day for Payment</u>
March	Upon registration
April	3rd
May	1st
June	5th

**Please remember we are a not for profit organization; our ability to provide services for your children and our community depends in part of your prompt payment. Thank you.*

We will **NOT be accepting payments at our extension sites.** You may pay online using PayPal, mail a check into Children’s Home or personally take your check to the Children’s Home.

DSS: If your DSS case closes and your child(ren) continues in the program you are responsible for payment. Your child(ren) will not be allowed to continue or be re-enrolled until balance is paid or a payment plan is in place.

- a. **If you sign up for a full day and do not show up you are responsible for the full rate payment. No discounts are given. All DSS must attend a minimum of 3 days a week or pay out of pocket. We reserve the right to put you at part time if you are registered for full time.**

Child absences:

We expect to be notified by 1:00 p.m. if your child will be absent on a particular day during the week or on a holiday for which they have been registered. For your child's safety we need to know if it is necessary for the staff to make phone calls in order to determine the cause of absence for a child. We are required to keep accurate attendance records, so parent/guardian cooperation is essential. *Holiday Care we should be notified the day before.

Refunds:

Refunds will be given for any pre-paid childcare services **only** with two weeks written notice **prior** to withdrawal from the program. The SACC director will evaluate long-term absences due to illness or other circumstances on a case-by-case basis. No refunds for holiday care will be given once a child has been registered, **unless notice of their absence is given at least one day in advance.**

Snow days / school closings:

Emergencies that result in early dismissal/cancellation of U-E & M-E district schools could result in the cancellation of the SACC program, due to the fact that we cannot ensure the availability of our staff under such circumstances. We are unable to provide childcare services without sufficient staffing. **Parents are expected to be prepared with alternate arrangements for supervision of their child(ren) on such days.** Again, no refunds or credit will be given for any snow days or early dismissals, due to the infrequent nature of the event.

- **Snow days: Unfortunately, no care will be offered at this time**
- **State of Emergency:** No childcare will be offered
- **Early emergency dismissals:** will result in your child being sent home from school
- **Off-site closings:** are sometimes dictated by the school. If the school district chooses to cancel after-school activities, they may notify us that we must also close. We will notify parents as soon as possible if this happens. * Parents will then need to contact their child's school and let them know how their child will be getting home, whether by pick up or by bus
- **After school activities:** in the event schools cancel all after school activities we still offer care. Depending on reasonings we may opt to close early. You will be contacted in the case we close early

Tax information:

Annual tax statements, are given only upon request by a parent/guardian

- Our **Federal Tax ID Number is 15-0532090.** The Center will provide receipts for any and all program payments (weekly or otherwise), which you retain for tax purposes

Late pick-ups:

During holiday periods, a late fee of \$10.00 per every ten minutes will be charged if you pick your child up after 6:00 p.m.

- After 6:30 p.m. during all holiday sessions or at 7:30 p.m. during after-school program sessions, the staff may be required to notify Child Protective Services or the local police department if the parent/authorized individual expected to pick up the child cannot be contacted

- Please phone if you have an emergency. It is your responsibility to keep informed as to Center closings, the SACC holiday schedule, U-E district conference days, etc. These schedules can be found on U-E's calendar and our website: www.chowc.org

Methods of payment include cash, checks (made payable to Children's Home), VISA, MasterCard, or Discover. A fee of \$25.00 will be charged for any returned checks. Rates may change at any time with notice. Please pay attention to your personal fee. Thank you.

Obligations of parents/guardians:

Parent/guardian support and involvement: The SACC program encourages the active involvement of parents/guardians in the development of their children. We welcome feedback and participation in the program as well as in all Center activities. We also invite you to volunteer by helping out with our major events or sharing a talent or skill you may have with the children or by participation in Center fundraising efforts.

Holidays, vacations, early dismissals (non-weather related): A parent/guardian or designated representative should inform the appropriate staff (office/program staff) of their child's arrival. *We do not assume that your child will be attending on such days, since you may be free to care for them.* Parents are also responsible for notifying the school that their child is enrolled in our program on parent/teacher conference days. ***DSS- if you/your child is signed up and is a no show you are responsible for the full cost of holiday/vacation care costs.**

Parental tardiness: Parents who will be delayed in picking up their child as a result of working late and/or personal matters are expected to inform the Center office. We will then notify your child, which will both relieve them from unnecessary stress and facilitate good communication between yourself and our staff.

Parental behavior: Parents need to watch their language while in our building and around our children. Swearing or inappropriate conversations (i.e. any sexual content, partying, drinking, racist or discriminatory remarks, etc.) will **NOT** be tolerated. Threats made to staff will result in a call to the police and a report made. We reserve the right to revoke your child's membership from our programs due to parental behavior. A meeting with the Executive Director and the SACC Director will be needed in order to re-enroll your child in any of our programs.

Sign-Out: The parent/guardian **only** is authorized to designate who may sign their child out of program at the end of the day. Children will not be released to anyone other than the persons indicated unless **written** permission is sent on the day of pickup and given to the SACC Director, Site Supervisor, and/or office staff. Individuals designated to sign your child out **must be 16 years of age or older.** **If your child is not signed out each day, there will be a \$5.00 fee charged to your account PER INFRACTION.** When this individual arrives to pick up your child, he/she will be required to show some form of photo identification. Please make sure to inform these surrogates of our pick-up times as well as the building's closing hours and regulations and to sign the child(ren) out.

- In order to properly enforce custody agreements, copies of the legal documents must be on file at the Center. All information given is kept confidential and staff will be informed only on a "need to know" basis, so as to protect your child's safety. **Children may not be picked up at the bus stop** unless previous arrangements are made with the SACC Director or Site Supervisor and it is your child's normal bus stop.
- Parent pick-up at extension sites (CFJ, Maine Memorial and Homer Brink) is to be **by 6:00 p.m. and no later.** If there is an emergency extenuating circumstance please call Children's Home (and we will get your message to the appropriate site, if you cannot get ahold of the Site Supervisor. Otherwise a **\$10.00 fee** will be charged for each additional 10 minutes that a child remains in care after the program closes.

Exposure to communicable disease:

Parents/guardians are asked to please notify the program of their child's illness when it involves any type of communicable disease, which include (but is not limited to): measles, chicken pox, head lice, ringworm, flu and pink eye. We will then attempt to warn other parents of exposure as well as provide information regarding symptoms to watch for, duration of illness, etc. while NOT disclosing your child's identity. You are **not** permitted to send a child who has been absent from school (due to illness) to our program for the length of that day. Children who have vomited within a 24-hr. period may NOT be in program. Children with contagious conditions are also required to remain at home until the condition is no longer contagious and your child has been cleared to come back by a physician. A doctor's note maybe required at the director's discretion. Children taking antibiotics must stay home for a **full 24 hours** before returning to the program. Any child who becomes ill during a normal day's program will be taken to a designated area to rest under the supervision of staff until a parent/guardian can come to pick up the child. Your cooperation is expected for the safety of both your child and others in the SACC program. If contacted regarding your child, **an immediate response is expected.**

Discipline Concerns:

Parents/guardians as well as siblings or other family members must refrain from reprimanding children (other than their own) while on the premises. We expect parents to model respect toward staff, youth and other parents especially in front of youth. Concerns regarding the other children in the program should be brought to the attention of the SACC Director or any available Children's Home program staff. We offer positive reinforcement for the children. Children will be given time-outs if the staff member feels that it is appropriate; children will never be isolated unless they are a physical threat to themselves or others around them. In cases of repeated misbehavior or for major infractions children will be written up on a form that a parent or guardian must sign. If you ever have any behavior concerns please contact the program director. If your child is suspended, the child is not allowed at any of Children's Home programs for the designated amount of time. It will then be the responsibility of the parent/guardians to find alternate care during the suspension.

Discipline Policy:

It is our first priority to maintain the safety of all children in our program. It is with this in mind that we have instituted the following policy regarding discipline:

- Violent behavior, sexually inappropriate behavior, theft and insubordination will not be tolerated
- We reserve the right to ask you to pick up your child early due to any occurrence of these, with the possibility of an additional period of suspension
- We reserve the right to schedule an appointment at any time to discuss whether we will be able to continue serving your child following any of these incidents
- Behavioral issues will be discussed with parents/guardians and documented
- Write-ups may lead to suspensions
 - o Suspensions will increase in length upon subsequent suspensions

Bullying: defined as intimidation of another student, threatening another student to obtain something from that student, constant belittling, slander, racial/gender/sexual orientation slurs, etc.

Physical violence: pushing and shoving, biting, kicking, and any punch that is thrown, whether it connects

Theft: the purposeful taking of someone else's belongings

Insubordination: defined as swearing at a counselor, utter refusal to follow reasonable and appropriate instructions given to them by a counselor

Inappropriate touching: this will be determined based on age and circumstances of the situation, but in its most basic would include any touching of another child on parts of the body that are most personal and private

Withdrawal/Termination from Program:

If for some reason you choose to withdraw your child from our program and or change the days that the child will be attending: *we require that the parent/guardian provide written notice, to the office, of withdrawal, stating the reason for leaving and the dates in which the termination will take effect. If written notice is not received, you as the parent/guardian will continue to be held financially responsible for monthly payments.*

This agreement may be terminated by Children's Home if any one of the following occurs:

1. The period of enrollment has expired
2. Serious illness of the child which would prevent program attendance
3. The parent/guardian of the child allows their account to be in excess of 1-month delinquent
4. Failure of the parent/guardian to honor their obligations as listed in this agreement, as well as any regulation or policy changes instituted by the program
5. Failure by the child to abide by either the SACC program or Center rules
6. Repeated acts of inappropriate behavior will result in a conference with the child's parent/guardian, and may result in suspension or termination from the center and/or program
7. It was determined by staff, through the mandatory probationary period, that the child's specific needs could not be met

- *When suspensions occur due to discipline, safety issues, concern for the reputation of the program, etc., the length of suspension will be determined by the SACC director and will be proportional to the severity of the offense. Refunds are not offered in cases of suspension.*
- Any parent conference could result in the termination of your child's enrollment in our program. This will be determined based upon circumstances of each situation including IEPs, age of the child, as well as your cooperation.

Photo Release:

Children's Home may periodically request that we provide photos of our program and/or participants in order to help promote support. Some potential uses for photographs taken are: the website, the Facebook page, Instagram account, brochures and flyers as well as other marketing items. We ask that parents please consider signing the photo release inside their child's registration packet for this purpose. No other use of these photos is intended. For publicity purposes, it is not unusual to have a media photographer present at various Children's Home events; however, we will honor the requests of those who do not wish to have their children photographed.

Other:

The parties to this agreement are aware of the NYS Office of Child and Family Service's right to interview any child and program staff, as well as their authority to inspect and audit all records maintained by this program without securing the consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of a child, including all conditions that may indicate abuse or parental neglect. They are also authorized to have a licensed medical professional physically examine the child in any case of suspected abuse.

Building Policies:

Personal property: Children's Home and its staff will make every effort to safeguard personal belongings brought to the Center, but will not be responsible for any items that are lost, stolen or damaged while left unattended. Please label all of your child's belongings before bringing them. No personal toys should be brought to the Center.

Phone calls /communication devices/tablets or iPods: Our phone lines are for business purposes, so we attempt to keep calls at a minimum. Cell phones are discouraged for youth in the SACC program and will be confiscated if they become a negative issue. However, we respect a parent's right and need to communicate with their child(ren).

Visitors: All visitors to Children's Home SACC program during operating hours (excluding parents and guardians who are picking up the children) must sign-in and sign-out on the visitor's log. This is for the safety of the children.

Modification Clause:

This agreement may be modified whenever circumstances covered within the agreement change. Such modifications may only be made in writing and must be signed and dated by all parties involved in order to be both binding and effective. Verbal modifications are not binding under this agreement and will not be enforceable under any condition.

A copy of the NYS OCFS Child Care Regulations is always accessible to parents/guardians upon request.