

YCARE

PARENT HANDBOOK



ymcattrivalley.org



YMCA OF THE GREATER TRI-VALLEY SCHOOL AGE CHILD CARE



Welcome

Welcome to the YMCA of the Greater Tri-Valley YCare Program. We are delighted to serve your family's child care needs. We are committed to providing a safe and nurturing experience for your child with plenty of opportunities for growth in spirit, mind, and body.

A child spends a substantial amount of time in our program, where significant developmental impact occurs. In all settings, ideas of self worth are developed, relationships with peers and adults are experienced, and young bodies grow strong and competent.

Our YMCA YCare Programs are charitable, NYS licensed programs, designed to provide each child with a variety of positive, healthy, and engaging activities throughout each visit. The staff are trained and experienced in working with children. Many of our staff have, or are working toward, degrees in education or are seeking a career in a child related field. The YMCA provides its staff with ongoing training throughout the year. Our YMCA staff meets New York State Office of Children and Family Services (OCFS) requirements for training including CPR and First Aid and medication administration.

You will notice that our registration packet includes space for your child's personal information. Many parents are hesitant about sharing personal aspects of their child(ren). Some parents fear that the information may be misused while others are concerned about their child being labeled, singled out, or treated differently. We appreciate these concerns and can assure you that the information will only be used to aid the staff in working with your child and is kept confidential.

This handbook is designed to assist you in better understanding the philosophy, goals, policies, and procedures of our child care program. We encourage you to review this booklet with your child and retain it for future reference. If you have any questions or concerns, please

**EXERCISE
LEARN & PLAY
AFTER THE
SCHOOL DAY**



feel free to contact your child's YCare Coordinator or Regional Director. We are very interested in your comments, questions, and feedback regarding our program. As a team we can provide your child with a successful experience in our program. Welcome to our YMCA Family.

Why Parents Choose YMCA Child Care

Why our program? Our goal is to help boys and girls ages Kindergarten—12 years old to grow physically, mentally and socially. The YMCA values of caring, honesty, respect and responsibility are integrated into each activity with character building experiences your child will never forget. Throughout each day, our children are able to participate in a variety of activities such as homework assistance, physical fitness, character development, arts & crafts and an 8 component curriculum that incorporates healthy living, youth development and social responsibility.

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About Us

Statement of Purpose

The purpose of the YMCA of the Greater Tri-Valley YCare Program is to provide quality care in a safe and supportive environment that fosters the physical, emotional, intellectual, and social growth of children, while supporting and strengthening families.

Licensing/ Registration Agency

The YMCA of the Greater Tri-Valley SACC Programs are licensed/ registered by the New York State Office of Children and Family Services. Our before & after school programs are mandated to uphold all of the rules and regulations pertaining to School Age Child Care licensing and registration.



New York State
Office of
Children & Family
Services

Syracuse Regional Office
The Atrium
100 S. Salina Street suite 350
Syracuse, NY 13202
(315) 423-1202 (P)

Goals and Objectives

The YMCA of the Greater Tri-Valley YCare program promotes the character values of caring, honesty, respect and responsibility, along with healthy lifestyles. Our program meets the needs of children at different stages of development by creating an environment that is relaxed, homelike and fosters independence, cooperation and self-control among the children who participate. The daily schedule is structured so that it allows choice of a wide range of developmentally appropriate activities, balances active and quiet times, and provides opportunities for children to pursue particular interests and develop individual abilities.

Philosophy

The YMCA of the Greater Tri-Valley YCare SACC Philosophy is to deliver a program in a positive environment of safety, support, and care that will allow children the opportunity to relax and participate in variety of engaging age-appropriate activities.

Social Emotional Curriculum Used:

Incredible Years PreK-8yrs and Heroic Journey 9-12yrs.

YUSA Curriculum

What Makes us Different Than Other Child Care Facilities?

Each child care facility implements lesson plans directly derived from our YUSA curriculum. This curriculum is used nationally at all YMCA's and focuses on an 8 component system which includes:

1. Arts and Humanities
2. Character Development/SEL
3. Health, Wellness and Fitness
4. Homework Support
5. Literacy, Science and Technology
6. Service Learning
7. Social Competence
8. Conflict Resolution

Site staff also reinforces the core values of the YMCA on a daily basis with the children: Caring, Respect,

Staff Philosophy

We believe the success of our program (and ultimately your child's experience) lies in the quality of our staff. Our staff members are selected based on their experience, education, character, talents, and interpersonal skills. Many of our staff return year to year, and are employed in other YMCA areas, such as Summer Day Camp, Health & Fitness and Aquatics. Each individual goes through two background checks before they are hired. Above all, our staff have one thing in common — a love for working with children. They are all certified in CPR and First Aid, and receive training in child development and how to keep your child safe with injury prevention, mandated reporter and recognizing anaphylaxis training being attended regularly.



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Needs and Abilities of a Child

The YMCA of the Greater Tri-Valley will request and review information given by the parent related to the child's participation in the program. Specific accommodations required to meet the child's needs in the program, which would include change or modification in the child's participation in regular activities will be reviewed. In addition, identification of any special equipment materials, ramps or aides will be discussed. If such accommodations will cause undue burden on the YCare program, the parents will be notified in writing.



Character Development

The YMCA of the Greater Tri-Valley has adopted the character development values of Caring, Honesty, Respect, and Responsibility, which it strives to incorporate and promote in all of its programs.

Children's Rights

Staff is responsible for ensuring that children enrolled:

- Have a safe and reliable environment free of hazards.
- Have use of all the equipment and space on an equal basis and are able to find equipment in functioning condition.
- Have their ideas and feelings respected.
- Have discipline that is fair, equal, and respectful of them.
- Have opportunity to express their anger, frustration, disappointment, joy, etc., in an appropriate manner.
- Have activities that allow participants to express their ability as they explore and discover, while developing their potential.
- Have an environment that offers a variety of choices: physical, gross motor, quiet (without interruptions), indoor, active and passive areas, creative dramatic play, and exploring.
- Have a right to voice their opinion on the rules and have input on activities offered.
- Have staff members that care about them, enjoy being with them, and help them grow.
- Are treated with caring, honesty, respect, and responsibility.

Child Care Conduct Policies

While participating in the program please be certain that both you and your child are completely familiar with these policies. The Director, upon notification to the parent, may suspend or terminate a child from all activities and participation in the program for the following types of conduct:

- Leaving YMCA premises without permission, or going into posted unauthorized areas.
- Use of foul language or rudeness to staff.
- Defacing YMCA or school property, or field trip facilities.
- Engaging in fighting as a means of problem solving.
- Bringing or using illegal substances.
- Stealing or defacing another child's property.
- Intentionally injuring another child or staff member.
- Refusing to remain with the group during outings.
- Refusing to follow check in and out procedures.

Behavior Management

In addition to following YCare rules and building policies, rules for positive behavior include respect for each other, the property of others, the YMCA facility, the child's safety, and the security of the group. Children have input in deciding rules for their group and in the establishment of acceptable group standards. Behavior management is accomplished through a positive approach that respects the child as an individual.

Discipline procedures are handled individually, usually with a mild consequence that is associated with the particular infraction. Consequences for escalating inappropriate behavior may include:

- Redirection
- Loss of privileges
- Use of Calming and Breathing Techniques
- Development of a behavior plan
- Suspension from program
- Expulsion from program

Please note, it is always the goal of the YMCA to help your child to be successful during all aspects of our program. We will work with you and your child to come to a safe and comfortable solution for all participants. Although we always strive for a solution for behavior difficulties, the safety of all participants is always our number one priority. If your child's behavior within our program impacts the safety of other participants or staff, you may be asked to find alternative arrangements for your child.

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Parents' Visits and Conferences

We need your help in order to ensure a quality YCare program. The YMCA encourages parents to visit at anytime.

Anyone who enters the site with direct contact with children but is not picking up a child will be required to sign in and out of the program on our visitor's log. Conferences may also be arranged by appointment. Open and friendly communication is essential. Parent/Guardian participation and input is welcomed. The children, staff, and director appreciate your creativity, ideas, and leadership in activities. Parents' concerns should be immediately directed to the Site Director/ Supervisor, Coordinator or the Regional Director. Details surrounding the parents' concerns will be reviewed, solutions will be discussed and an action plan will be implemented. Feel free to discuss any concerns or suggestions you may have with the staff and/or Director.

We encourage all parents to join us for programming throughout the year! Whether attending a family luncheon, fun night or even hosting a project during program, we love to have families here! A large part of our program is building strong, healthy families and your support is essential for us to reach our goal! Please contact your YCare Coordinator or Regional Director to schedule a day and time for your visit!

Confidentiality of Records

All information contained in your child's record is privileged and confidential and cannot be released without your written consent. Authorized representatives of OCFS have the right and responsibility to review all records upon request.



Children's Belongings

Please note that the YMCA is not responsible for any lost or stolen items during program. We strive to ensure that your child's belongings are taken care of with respect, but it is the parent and child's responsibility to be sure that they have all of their belongings with them before they leave for the day. It is important to be sure that all of your child's belongings are clearly labeled with their name. Participants will be notified in advance if any additional items need to be brought in.

We also ask that your child does not bring in any toys from home including, but not limited to, cell phones, video games, Legos, stuffed animals, etc. We plan engaging activities from the time our program begins until the day ends. Toys from home often cause conflict between participants and distract from planned activities.

Pick Up Authorization

The Pickup Authorization section of the registration form must be completed in its entirety by the parent prior to the child's enrollment. If a child is to be picked up by someone other than an authorized person, the program must be notified within twenty-four hours in writing. Parents or designated persons picking up children must come into the building with photo identification to pickup the child (i.e. staff will request a valid State Driver's License). For your child's safety, we will not allow your child to leave the site without staff authorization. All persons authorized to pickup must be at least eighteen years of age. Please be aware that if staff suspect you have been consuming alcohol/ drugs you will be asked to have someone else pickup your child and the local authorities will be contacted.

Custody Arrangements

For families with specific custody arrangements— court documents must be provided to the Coordinator or Regional Director in order to ensure children are only picked up by authorized parents or guardians a daily basis. These court documents remain confidential and ensure your child's safety. The YMCA is only able to deny access to a parent or legal guardian with proper court documents in place— it is imperative that you provide these documents **before** your child begins attending the YCare program.

Late Pick Up Policy

On certain occasions when a parent must be late, the YMCA has established these firm policies:

- Parents must call the YMCA site staff to let them know what time they will expect to arrive or to inform them of alternate transportation arrangements that have been made.
- In the event of consistent tardiness, your child(ren) will be suspended from the program for an amount of time to be determined by the Regional Director.

If the YMCA does not receive a notification from the parent, the following procedures will be immediately implemented: A YMCA staff member will contact parents for instructions. If contact cannot be made, a YMCA staff member will then call the emergency contact list to arrange pickup. For consistent or excessive tardiness at pickup, the YMCA reserves the right to charge a parent or guardian one dollar per child each minute they arrive late. If 30 minutes late from official closing time and contact cannot be made to the child's parents or emergency contact list, a call will be placed to the Police Department. Parents will be informed to contact the Police Department for further instructions. Tardiness can result in additional fees for program.

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Health Policies

We have set up the following guidelines on illness; these guidelines will be followed unless your physician states in writing that your child may attend. Keep your child home if they have:

- A temperature of 101 or above.
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea or Vomiting (more than one instance in a 12 hour period)
- Severe cold with fever
- Contagious disease (I.e., roseola, strep, fifth's disease, chicken pox, scarlet fever, COVID, coxsackie's virus, croup, flu, etc.)
- Head lice (child must have 1 treatment and parents must agree to additional treatment 10 days later)
- Ring worm
- Not feeling well enough to participate in planned activities

We understand that keeping a child home may impose problems. Please understand that bringing an unhealthy child to program may affect the health of other children and staff. If treatment requires medication, children must be symptom free for 24 hours without medication before they may return to the program.

Medication Policy

Prescribed medication can be administered by the SACC Program's MAT trained staff (or qualified designee) only under the following circumstances:

- medication must be in original container with a complete prescription label printed on the container
- Container must list an expiration date and directions for use, precautions, storage and name of physician prescribing medication
- Completed physician authorization form on file

Medications will be locked and stored by the MAT trained staff and will only be administered according to the physician's instructions. A medication log will be kept to record days and times of when medication was given. Over the counter medications can also be stored and administered. The complete name of the patient must be written on the medication container. Over the counter medications also require a completed physician authorization form on file.

The only medication that a camper may administer on their own is an Epinephrine Auto-Injector (EPI) pen. With no self carry allowed. Please speak with the Program Director if you have questions regarding this policy.

Sickness

Please keep your child home if they seem listless, unusually irritable, complains of stomachache, headache, earache, has a fever (101 or above) or seems to be unusually pale or flushed. It is better to be over cautious than to risk exposing the rest of the children and staff to contagion. If a child becomes ill, (i.e.: fever, vomiting, diarrhea, rash, etc.) during their time at the program, parents will be asked to pick up their child within the hour. A child who is suspected of having a communicable disease will be isolated from the other children and may be required to wear a mask. The child may return to the program when they are symptom and fever free, without medication, for 24 hours. Please notify the YCare Regional Director immediately if your child is exposed to a contagious disease. The Director will notify you if and when it is necessary to keep your child at home. All parents will be given notice if a child in the program has been reported having a contagious disease. Notices will include information on symptoms and general information on the contagion. Please see that your child keeps reasonable bedtime hours. Their day can be spoiled if they are tired. Children, on average, need 10 hours of sleep each night.

Allergy and Asthma Sufferers

There is an asthma/allergy plan that the child's physician, parent and YMCA MAT trained staff review and sign. This plan is reviewed with other YMCA Staff (as needed) in order to respond to situations in which the child has an attack or comes in contact with an allergen. This form needs to be completed *before* your child attends our program. All YCare staff are trained to administer emergency medications such as epi-pens and inhalers.

Children with an Allergy are required to have a completed OCFS 6029 Allergy and Anaphylaxis Emergency Plan or equivalent on file.

Please note, **participants are not able to carry their own medications for any reason.** If a participant who requires an epi-pen or an inhaler is away from the YMCA vicinity for an excursion (nature hike, field trip, etc.), their emergency medications will be stored in the traveling first-aid kit by their staff.

Non-Patient Specific Epinephrine Program-our sites participate in the NYS OCFS Non-Patient Specific Epinephrine program.

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Emergency Procedures

Staff will treat children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings, and stomach upsets, taking note of specifications on the child's health form. Sick children will be isolated from other program participants and have their condition monitored. Parents will be informed of First Aid given to their child by the completion of an incident report. If their child's symptoms persist, parents will be asked to pick up their child as stated in the Health Policy. In the case of a major emergency such as broken bones, puncture wounds, etc., the child will be transported by ambulance to the nearest medical facility or the hospital you have requested on your child's health form. Health forms on file will include child and parent information, emergency numbers when parents cannot be reached and an emergency medical release to seek treatment if parents cannot be reached. It is the sole responsibility of the parent for payment of all medical bills. The YMCA of the Greater Tri-Valley holds no medical insurance for program participants.

Child Abuse Prevention and Reporting

The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms or verbal/emotional abuse.



Affectionate touch and the warm feelings it brings are an important factor in helping a person grow into a loving and peaceful human being. However, YMCA staff and volunteers need to be sensitive to each person's need for personal space, not everyone wants to be hugged. The YMCA encourages appropriate touch (side hugs, high fives), however, at the same time; it prohibits inappropriate touch and other means of sexually exploiting children.

The YMCA follows a specific hiring procedure for all employees that work directly or indirectly with children. All employees will need to be cleared through the State Central Register of Child Abuse and Maltreatment.

In accordance with the 2007 Amendment of Social Services Law (Chapter 193), in the event that there is an accusation of abuse, the staff member who has direct knowledge of the allegation(s) of suspected abuse or maltreatment is responsible for notifying the Child Abuse Mandated Reporter Hotline. The YMCA will take prompt and immediate action as follows:

- Call Hotline & Notify Program Supervisor/Director.
- Document incident in detail on Documentation Report (2221-A) prior to calling to ensure the call goes as smoothly as possible.
- If report is taken, fill out NYS OCFS Child Abuse or Maltreatment Form (2221-A Highlighted Areas)
- Complete 2221-A Form with Case/Call ID # & Mail to Appropriate location
- Submit copy of form 2221-A to appropriate supervisor

Child Safety Training

The YMCA of the Greater Tri-Valley is one of the leading YMCA's in the effort to prevent child abuse and use best practices for child safety. We require each of our staff to complete several different trainings to ensure our staff are able to recognize unsafe situations and to use best practices to prevent injury or harm to any child.

Trainings our staff receive include (but are not limited to):

- NYS Office of Children & Family Services approved trainings in 10 topic including: Principles of Childhood Development, Nutrition & Health Needs, Day Care Program Development, Safety & Security Procedures, Business Records Maintenance & Management, Child Abuse & Maltreatment, Statutes & Regulations Pertaining to Child Care and Statutes & Regulations Pertaining to Child Abuse, Adverse Childhood Experiences and Safe Sleeping

The New York State
Central Register of
Child Abuse & Maltreatment
1-800-635-1522



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Financial Payment Information

1. Child care payments are due in advance of service provided through weekly payments.
2. Parents and guardians are responsible for payment in full regardless of the child's attendance.
3. Your weekly child care fee is payable in two options
 1. In full at the time of registration
OR
 2. By Electronic Funds Transfer (EFT) the Monday before each week attending. This is an automatic draft through a checking, credit card or debit card account.
4. Payments are not accepted at program by site staff
5. For families applying for Financial Assistance towards their costs, all applications are due at least two weeks prior to starting the program. **(see financial assistance section)**
6. there is a \$25 returned payment fee
7. consistent tardy pickup will result in additional fees charged to parent, every five minutes after end of program an additional \$5 fee will be charged.

Registrations and initial payments can be made by contacting the Rome or Oneida branches Member Services Desk, YCare Program Assistant or by contacting the Regional YCare Director.

Oneida Family YMCA
701 Seneca St
Oneida, NY 13421
315-363-7788

Rome Family YMCA
301 W. Bloomfield St.
Rome, NY 13440
315-336-3500

The YMCA YCare **does not** pro-rate program fees for partial weeks.

Credit/Refund Policy

The YMCA of the Greater Tri-Valley **does not** issue credits or refunds except under the following conditions:

- A program has been cancelled by the YMCA
- An error has been made by the YMCA regarding payment

Cancellations

All cancellations to a child's enrollment require a 30 day written notice to the Program Director. Changes are not able to be made without a 30 day written notice. Sponsors are responsible for the full amount of SACC fees regardless of the child's attendance. Your child's saved space may impact another child's ability to attend that month as well as impacts YMCA staffing and expense plans.

Confidentiality of Records

All information contained in your child's record is privileged and confidential and cannot be released without your written consent. Authorized representatives of OCFS have the right

Department of Social Services (DSS/CCAP) Payments

All DSS/CCAP weekly family share fees are due one week (Monday) prior to your child attending. These payments are payable at the YMCA Member Services Desk with payment in full or by electronic funds transfer. These payments are subject to a \$25 late payment fee if not received on the due date.

A notice of decision/authorization form from the County DSS Office must be on file with the YMCA at the time of registration. If DSS discontinues or your authorization lapses, you will be responsible for program fees at full price.

If your DSS/CCAP back dates to a time you paid in full your payments will be applied to your account to cover your family share then reimbursement of remaining funds will be issued.

Financial Assistance

The YMCA of the Greater Tri-Valley financial assistance policy states that no person will be denied membership or program participation solely because of inability to pay fees. Financial Assistance applications are available from your YCare Director or on the YMCA of the Greater Tri-Valley website.

Financial Assistance is granted based on available resources of the YMCA. It is our intent that all individuals contribute toward membership and/or program fees. Parents are first encouraged to contact Department of Social Services for financial assistance. If Department of Social Services does not approve the parent, the YMCA YCare Regional Director will process a financial assistance application.

- Returned EFT payments or non-sufficient funds returns will be imposed a \$25.00 fee
- Any payments not received in full by the YMCA are subject to being submitted to collections.
- Children will not be allowed to attend program unless payment has been received in full
- If someone other than the primary caregiver is legally responsible for a portion of child care costs, court documents must be submitted along with their registration form.

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YMCA YCare Curriculum

Our YMCA YCare Curriculum has 8 main components:

- Character Development/Social Emotional Learning
- Arts & Humanities
- Health, Wellness and Fitness
- Homework Support
- Literacy, Science & Technology, Math (STEM)
- Service Learning
- Social Competence
- Conflict Resolution

With a focus on the YMCA core values of Honesty, Respect, Responsibility and Caring.

Each day the children will be offered activities following the site daily schedule, curriculum plan and weekly theme.

Sample PM schedule

- 3pm arrival (handwashing & health check)
- 3pm-3:30pm snack with character development discussion
- 3:30pm-4pm homework/literacy activities
- 4pm-5pm curriculum centers (STEM, Arts & Crafts, humanities, diversity/inclusion activities)
- 5-5:30 outside play or indoor fitness
- 5:30-6 free choice

(each site will have a schedule that is designed to fit the children's and school room availability)

Character Development, Conflict Resolution, Social Competence and Social Emotional Learning

Character Development, Conflict Resolution and Social Competence is a large part of our Social Emotional Literacy program. SEL is worked on daily with children learning how to recognize their own emotions, others emotions and appropriate ways to fulfill their needs. Self Esteem is built by providing ways for the children to have ownership of themselves and their environment. You can see this happening when they assist in creating group rules, completing tasks (putting away material, sweeping/cleaning up after snack, being helper) and being acknowledge as essential to the group moving forward with direct observational praise (ie: you were so fast in sweeping up all the crumbs that we can play the game now). Role modeling from the staff and other children, role playing And skits also help with this.

Development Tool Kit to assist children to understand their emotions, others emotions and how to work with a group. They are also able to use this safe place to discover what diversity and inclusion means and how to ensure they are practicing these skills. Children PreK-8yrs participate in the Incredible Years Curriculum and 9yrs-12yrs in the Heroes Journey Curriculum. Both SEL programs are research based and designed to assist children in understanding feelings, self control, inclusion and diversity.

STEM

Children are offered a variety of science, technology, engineering and math activities. This area is often explored with board games, blocks, cooking and building activities. Children are often learning many skills during this time including critical thinking, metacognition, special recognition, creative thinking, cooperation, how to use and understand uses of tools, work ethic and how to deal with failure.

Arts & Humanities

This area is one of the most visible and popular hands on activities as it includes arts and crafts, music, writing, literacy, theater/acting and so much more. While being exposed to a wide variety of mediums and materials they are learning new life skills and talents. Children are able to experiment with a variety of materials, learn how to express themselves via media, learn that mistakes will happen and how to handle making those mistakes and then being able to move on. They are able to be exposed to diversity and learn about others and themselves.

Health, Wellness and Fitness

With daily discussion of food choices, physical activities and planning how and what choices we make determine our wellness journey in life. Helping children understand the kinds of foods we choose, activities we engage in and how we view ourselves will determine if we are healthy or unhealthy.

Service Learning

Service learning projects help children learn they can and do have an influence of the world around them. They are able to improve the lives of others and themselves in a variety of ways. This empowering project based activity paves the way for change now and in the future.

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YCare Program



Before School

Our before school program begins at 7AM at the Oneida Family YMCA, Rome Family YMCA, E.A. McAllister and Tree House locations. This program is loosely structured in order to give children time to transition to their school day. Transportation is provided by the School District to elementary schools as prearranged by parents. Breakfast is available between 7AM and 7:45AM.

After School

The program begins at school dismissal and ends promptly at 6:00PM. The program provides homework help, curriculum activities, physical fitness, healthy snacks, and social emotional literacy activities.

Full Day Program

On days when school is not in session, YCare is offered from 7AM to 6:00PM. Full day programs take place at the Oneida YMCA, Rome YMCA and Tree House, and are offered to all school districts and families in the community. Cost varies between members and non-members (YCare students have no additional cost, non YCare members pay drop in day fee). During these days, a variety of age appropriate activities are scheduled including arts & crafts, sports and quiet time activities. Children must come with their own bag lunch, sneakers, outdoor attire and swim attire (for Rome and Oneida Y locations swim time may be available). Lunches must not require any staff preparation. Parents are notified of these days off by the school district calendar (we follow calendars for Oneida City, Rome, VVS, Whitesboro and NY Mills Districts). **There must be a minimum of 3 participants attending for the full day program to run. The YMCA is not able to provide child care for one or two children on these days.**

Half Days

On half days scheduled by the school district, the YMCA will operate programs from the time of dismissal until 6:00PM. Children will stay at their school site with the exception of Oneida and St. Patrick's, Rome, and Whitesboro students who will be bused to the YMCA YCare full day locations.

Snow Days

When a snow day occurs we will provide service the same as our full day program. Please bring a bag lunch. This is also included in your weekly fee for YCare participants. If road conditions are severe enough, there is the possibility that for the safety of our staff and our members that the YMCA may close. If this happens our program will not run and it will be on the local radio, TV stations and YMCA app.

Single Day Registrations

If students are pre-registered for days this cost will not change. If not registered for those days then the drop in rate will apply.

Holiday Schedule Vacation Fun Club

The school year consists of three holiday vacation weeks. These weeks are not included in your weekly fee and take place during the months of December, February, and April. These weeks are open to all children in the community. Rates will depend on member and non-member status. Schedules and registration forms are distributed two weeks before. These weeks may have special themes and field trips planned. Please note your weekly payment schedule is not affected. The YMCA YCare Program does not operate on the following days: Labor Day, Thanksgiving, Black Friday, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, July 4th, Martin Luther King Day and Memorial Day. See registration for first day of school schedule.

No After School Activities/ Emergency Evacuation

If schools close before 2:00PM or if ALL after-school activities are cancelled by the school district, the YMCA will not be able to provide care at the school site and parents are responsible for picking up their children at regular school dismissal time. The YMCA will not be responsible for care. If schools close after 2:00PM, the YMCA will provide child care until arrangements are able to be made to pick up your child as soon as possible.

- **This pertains to VVS and NY Mills only**
- **All children in the Oneida, Rome and Whitesboro Districts will be bused to their YMCA YCare location on these days**

School Delays

When schools delay, our program is still scheduled to open at 7am. Only children currently enrolled in the morning program may attend for the delay. The only time the YMCA YCare program would not open on time is in the case of severe weather and the YMCA were to delay opening. Please stay tuned to your local news station for details in such a case. No additional cost for YCare participants

School Age Program Emergency Relocation Sites

In the event of an emergency and relocation is required for our program, a written notice will be placed on the door of the facility and we will make every attempt to contact parents by phone, text, email and YMCA App as soon as we are able to. Relocation sites for each program can be obtained from YCare staff.



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ONEIDA REGION

Before School

Oneida YMCA-Oneida City Schools students
EA McAllister Elementary, JD George Elementary-(bused from McAllister) students

After School

EA McAllister Elementary
McAllister and JD George students (Wettle student would need to self transport)
Oneida City Schools
Durhamville, N Broad, Seneca St, Willard Prior

Full Day Program

Is held at the Oneida YMCA, 7am-6pm
Bring bag lunch and two snacks, refillable water bottle
Dress for the weather/outside play, swimming & gym play (need to bring gym shoes)

Early dismissal days:

Held at McAllister Elementary & Oneida City School busses to Oneida YMCA

Schools We Serve:

All Oneida City Elementary Schools (AM & PM)
St. Patrick's Elementary (AM & PM)
E. A. McAllister Elementary in Sherrill (AM & PM)

ROME REGION

Before School

Rome YMCA-all Rome Schools students

After School

Rome YMCA
Denti Elementary
John Joy Elementary

Full Day Program

Is held at the Rome YMCA, 7am-6pm
Bring bag lunch and two snacks, refillable water bottle
Dress for the weather/outside play, swimming & gym play (need to bring gym shoes)

Early dismissal days:

Held at the Rome Family YMCA with Rome City Buses transporting

Schools We Serve:

All Rome City Elementary Schools (AM & PM)
Rome Catholic Elementary (AM & PM)

Waterville Elementary

After school programming till 6pm.
Early Dismissal Days are held at the Waterville Elementary school.

Surrounding Whitesboro REGION

Before School

Tree House At Trinity Church-Whitesboro School District

After School

Whitesboro Elementaries at Tree House
NY Mills Elementary

Full Day Program

Is held at Tree House at the Trinity Church, 7am-6pm
Bring bag lunch, two snacks, refillable water bottle
Dress for the weather/outside play, please bring shoes for inside

Early Dismissal Days:

Whitesboro Elementary students at Tree House till 6pm
NY Mills students at NY Mills till 6pm

Schools we Serve:

Whitesboro school district-Hart's Hill, Marcy, Deerfield, West Rd
NY Mills Elementary



All sites participate in the NYS CACFP program



YMCA OF THE GREATER TRI-VALLEY SCHOOL AGE CHILD CARE



RECENT PROGRAM UPDATES

Regular weekly payments include the following days

- *Regular school days
- *AM Care includes school delay days
- *PM Care includes 1/2 or early dismissal days
- *Snow Days
- *Single holidays and days off (must have a minimum of 3 participants attending for full day care to be provided).

Regular weekly payments do NOT include the following days

Vacation Weeks: December, February and April Break
We provide Vacation Fun Club programming for children Kindergarten—12 years old at an additional cost per day.

Payment Options

- Weekly payment due the Monday before attendance
- Payment in full
- We have a single day per week option (up to two days per week)
- Year long registration with single price payment—includes vacation weeks and day camp
- Youth Membership as part of weekly fee

HEPA (HEALTHY EATING AND PHYSICAL ACTIVITY STANDARDS)

Based, in part, on years of research with key partners, YMCA of the USA's HEPA Standards will build a healthier future for our nation's children by creating environments that promote healthy eating and physical activity:

I. Role Modeling

Y staff will model healthy eating and active living.

II. Family Engagement

Engage parents/caregivers using informational materials and/or activities focused on healthy eating and physical activity a minimum of once a quarter.

III. Physical Activity

Ensure that children engage in at least 30 minutes of physical activity for half-day programs and 60 minutes for full-day programs, including a mix of moderate and vigorous physical activities that promote bone and muscle strengthening. Play will take place daily outdoors whenever possible.

Food Rules:

Healthy snacks and foods

No soda, candy or excess sugar or fats

Water & skim or 1% milk to drink

Juice 100% only a few times per week

Online Account Access

Each sponsor (child care account holder) will soon be eligible to sign up for online access to their YMCA account. This will enable you to use features such as:

- Payment History
- Program Registration Status
- Sign Up for Additional YMCA Programming
- Tax Statement Information
- Account Balances

Program Notifications and Communication:

Please provide your up-to-date e-mail address and cell phone number on your child's registration form. Important program information is communicated through e-mail and it is very important that we are able to send you these communications. We will also post program changes and information on our website and through posted information at the program. The best form of communication with YMCA YCare happenings is through your e-mail address. If you change your e-mail address, it is also important that you notify your child's YCare Site Director/Supervisor.

CACFP

All sites participate in the Child & Adult Care Food Program. All families are required to fill out the CACFP eligibility form at time of registration, families only need to fill out one form per family. Please remember to list all members of your family on the form.

IV. Screen Time

Eliminate screen time for children under two years of age. For children over two, screen time is limited to less than 30 minutes per day for children in half-day programs and less than one hour per day for those in full-day programs.

V. Food

Serve fruits or vegetables at every meal and snack. Children serve themselves (family-style). No partially hydrogenated oils (trans fat), fried or pre-fried foods. Serve whole grains when grains are served. Serve foods free of sugar as one of the first three ingredients or less than eight grams of added sugar.

YMCA OF THE GREATER TRI-VALLEY

SCHOOL AGE CHILD CARE



THE BASICS

HOW DO I SIGN UP?

1. Obtain a registration form from our website or any of our main branches
2. Complete and submit a registration form for each child along with payment arrangements for the program
3. Set transportation arrangements with your child's school district (if necessary). Follow your districts policies for bussing.
4. Weekly payments will draft the Monday prior to the week of attendance.

WHAT DO I BRING?

1. Backpack to hold all of the child's belongings (all belongings labeled with their name)
2. Breakfast and afternoon snack are provided daily
3. Extra clothes (including warm clothes for change in weather)
4. No School Days: Bag lunch that requires no refrigeration or preparation, swimsuit and towel

WHAT DO I WEAR?

1. Many of our activities involve messy activities including painting, sand play, arts & crafts, etc. Please include clothing for your child that is appropriate for these activities.
2. Closed-toe shoes or sneakers for gym play
3. Clothing appropriate for outdoor weather (jacket/pants for cooler days, shorts/t-shirt for high heat)

WHAT DOES MY CHILD'S DAY LOOK LIKE?

AM Program:

Drop-off opens at 7AM

Breakfast is available to those who arrive before 7:45AM

Daily Activities that may include Arts & Crafts, Physical Fitness Play, etc.

Bus arrival between 7:45AM and 8:30AM (or beginning school bell)

PM Program:

Bus Arrival @ YMCA or Classroom Dismissal

Sign-In/ Hand washing

Afternoon Healthy Snack

Homework Assistance

Sports, Arts & Crafts, Curriculum, Etc.

Free Play

Pick-Up no later than 6:00PM

YMCA OF THE GREATER TRI-VALLEY

SCHOOL AGE CHILD CARE



Frequently asked questions:

Why do staff ask me to sign the accident reports?

When your child has an accident or injury during program times (or if they arrive from school with an injury) staff will document the injury and any care given to your child. While this is an OCFS requirement it also is designed to ensure that staff spoke with you about any injuries or concerns that have happened during program times. Your signing the form shows that they spoke to you and that you were informed in a timely manner.

What happens if my child's misbehaves and receives a discipline notice?

The discipline notice is designed to keep you informed of your child's behavior and how staff handled the behavior. While repeated reports will result in the next steps, often a discussion between you and your child about your expectations of their behavior during program times is enough to stop any further misbehavior.

I forgot to update my bank information and now my payment is overdue! What will happen?

All accounts are reviewed weekly to ensure that if your payment did not draft properly we can notify you. Notification can happen via email, phone call or in person. Payment does need to happen within the week so please be aware and check your account regularly. Late fees will be applied to missed payments. Contact the YMCA if you miss a payment or need to update your banking information as soon as possible.

Why do you ask me to contact my county about the DSS child care subsidy before applying for YMCA financial aid?

We ask that you contact your local DSS child care subsidy program as many times families are qualified for the program and will receive a larger subsidy then the YMCA is able to grant you. Our YMCA financial aid goes up to 30% of the program cost while the DSS subsidy may pay up to 100%.

Why do partial weeks and full weeks cost the same amount?

We calculate the price of the program for the year and then divide it into weekly amounts so families and the YMCA have a consistent payment amount. The days program are not offered has already been removed from the cost of program.

Do you take dependent cares accounts?

Yes. You are required to ensure your YCare payments are made on time but we can help you with documentation as needed for your reimbursement.

Why the non-patient specific epinephrine?

Anaphylaxis is on the rise and children are often exposed to new things during program time. The non-specific epinephrine allows the staff to provide care to your child before the ambulance arrives.

YMCA OF THE GREATER TRI-VALLEY

SCHOOL AGE CHILD CARE



Why are electronics not allowed?

While there are many positives that can be found for the use of electronics the negatives far outweigh those positives. Many electronic devices (phones, smart watches, video games, TV) often inhibit/prevent interaction with other children in real time. While online chatting and other media be beneficial in staying in touch with family and friends it cannot replace the benefits of real time face to face interactions, learning visual and audible cues from others is much easier to learn face to face. There is also the fact that many of the online programs do not have adequate safety controls to guarantee that violence, disturbing imagery, inappropriate commentary and subject matter is not blocked. OCFS requires that all electronic (TV/Media, computer, video game) have a clear educational purpose.

We were told no soda or candy for lunch or snacks, why?

OCFS requires all licensed programs follow CACFP guidelines and they YMCA participates in the YMCA HEPA (see pg 12) program. Both programs require all foods consumed during program times be low in sugar, fats and salts.

We do not qualify for free or reduced lunches why do I need to fill out the CACFP Eligibility Application?

We understand that not all families qualify for free or reduced lunches but as we are required to follow CACFP guidelines for meals and snacks we have opted to join the CACFP program and one of their requirements is that all participants have an application on file.

Why do I need to have an OCFS 6029 Allergy and Anaphylaxis Emergency Plan form for my child's allergies?

New York State has passed "Elijah's Law" that requires all child care centers to have on file a copy of an "Emergency Anaphylaxis and Plan" which the 6029 provides. If your child's health care provider has a comparable form you are able to use it instead.

Why should my child have a membership if they can be registered without one?

Your child's \$21 month membership fee (or \$252 annual) can save you up to:

\$715 on single day vacations (\$65 day for non-members)

\$270 on vacation fun club (save \$15 per day)

Summer day camp-up to approximately \$100 per week savings

With membership you do not have to worry about additional cost for the single day vacations as they are already covered

Have more questions?

Contact Regional YCare Director Holly Panebianco

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YMCA Mission Statement:

**To put Christian Principles into practice
through programs that build healthy spirit,
mind and body for all.**



For a better us.®