



Adventure Program

2017-2018

Parent/Guardian Policy Handbook

We're so glad that you decided to join the Adventure Program. YWCA of Genesee County, Inc. is a not-for-profit organization that has been providing affordable, convenient child care in Genesee County for the last 25 years. We offer Before and After School Child Care for children ages five (5) through twelve (12) in the following school districts: Alexander, Batavia City, LeRoy, Pavilion and York.

If you have any questions, comments or concerns:

Children and Family Services Program Manager

Office: 585-343-5808

ywcagenesee.org and Facebook: YWCA Genesee

MISSION STATEMENT

The YWCA of Genesee County, Inc. is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. The Adventure Program is open to all families regardless of race, gender, religious affiliation, cultural heritage, financial status, political beliefs, national origin, disability, marital status or sexual orientation.

LICENSING and NEW YORK STATE OFFICE OF CHILDREN & FAMILY SERVICES

The YWCA of Genesee County, Inc. Adventure Program is a NYS Registered School-Age Program through the New York State Office of Children and Family Services (OCFS) and operates in accordance with the NYS School-Age Child Care (SACC) Regulations.

If you would like to contact OCFS, you may do so at (716) 847-3828 or www.ocfs.state.ny.us.

If you suspect a child has been abused or maltreated, instructions on how to report it is on the above listed website. The Statewide toll free number is 1-800-342-3720.

The NYS OCFS School-Age Child Care regulations can be accessed by the below link or at your child(ren)'s Adventure Program site.

<http://ocfs.ny.gov/main/childcare/regs/414%20SACC%20effective%206.1.15.pdf>

Child Care Complaint Line: 1-800-732-5207

STAFFING

As a registered NYS SACC program, the Adventure Program staff are fingerprinted and cleared through the OCFS State Central Registry OCFS and the Staff Exclusion List (SEL) through the NYS Justice Center for the Protection of People with Special Needs database. All childcare staff is required to have had a complete medical exam and TB testing in the year prior to hire date. All staff participates in a minimum of four annual trainings on a variety of topics.

ENROLLMENT and REGISTRATION INFORMATION

Registration is on a first come, first served basis until the program reaches enrollment capacity as dictated by the local and state regulations.

Enrollment is considered complete upon receipt of application/contract/registration fee and is approved by the Children Services Program Director or Children and Family Services Billing Manager.

- A **non-refundable registration fee** of \$20/one child and \$5/ each additional child is required at the time of enrollment.
- There is a \$10 minimum per week/ per child for full week(s) of school to reserve each child's space in the program.
- The first week's payment is required as a **non-refundable** deposit (minimum is \$10 per child).

- If a child is removed from the program during the school year and then returns within the same school year, parents/guardians will need to enroll the child again and review paperwork with staff. The registration fee of \$20 is assessed again at this time.
- Your child cannot register for the program if there is a balance on your child's account. The account will need to be paid in full before registering.
- A \$10 expedite fee will be added when registration for the program is needed for the current week of care.
- **Sibling Discount:** Families enrolling more than one (1) child will receive the multi-child discount of \$5.00 per hour per child. Families with more than one (1) child will also have the reduced rate for the registration fee. A **non-refundable registration fee** of \$20/one child and \$5/each additional child is required upon enrollment.
- **YWCA Membership- Become a member of the YWCA for \$30 and we will waive the registration fee for one child once. Membership includes discounts to many local businesses, PLUS you are supporting all the great YWCA programs.**

TRANSPORTATION OF CHILDREN

Parents/guardians are responsible for contacting Batavia City School District's Transportation Service (Student Transportation of America; STA) at 585-250-4034 for children requiring transportation from site to site and site to school.

- AM care from YWCA North Street to Jackson
- PM care from Jackson to John Kennedy
- PM care from John Kennedy to Jackson
-

Parents/guardians are responsible for notifying the Adventure Program when transportation has been established.

YWCA of Genesee County, Inc. employees are not permitted to transport any children.

EARLY BUS TRANSPORTATION

Children who take the early bus to attend morning programs must have the approval of the transportation department and must notify the Adventure program on the initial contract (in writing) that their child has permission to enter the program without adult accompaniment.

OPERATING HOURS

The School Year Adventure Program runs from the first day of school to the last day of school from 6am-school start, and school dismissal to 6pm.

YWCA will provide child care at Alexander, LeRoy, Oakfield, Pavilion and York during School Breaks, Superintendent Days, and half days with the school districts approval, and when minimum enrollment is met.

The YWCA at North Street in Batavia will provide care following the Batavia City School District's calendar during School Breaks, Superintendent Days and half days.

The full day program will operate 6am to 6pm. The Summer Adventure Program begins the first day of summer vacation and ends on the day before the first day of school.

REGISTRATION CHANGES

- **Changes to the Registration Form can only be made in writing by the parent/guardian who enrolled the child and those listed on Registration Form as being allowed to make changes to this form. For the child's safety, changes over the phone will NOT be permitted. Examples of changes include pick-up authorization, address changes, occupation and phone numbers, including emergency contacts. The site must have the most recent contact information at all times.** Parents/Guardians must update their child's Registration/Enrollment Form every six (6) months, as per NYS OCFS Regulations.

PROGRAM OPERATIONS and ACTIVITIES

As NYS Office of Children and Family Services (OCFS) Regulations mandate, all state programs work to achieve outdoor activities on a daily basis when possible.

- This may include off-site field trips, walks and bus trips to community resources. Please send your children with the proper clothing and footwear. Permission slips will be given for approval for field trips.
- Children may get “dirty” in our program through sensory opportunities and outdoor play. We are not responsible for your children’s clothing. Please send additional clothing for your child to change into if you are concerned.
- Parents/Guardians may discuss issues related to their children and the care of their children with the Program Manager and YWCA staff as needed.
- For the safety of your child, once your child has arrived to the program the child may NOT leave without written permission from the parent/guardian.
- Parents/Guardians can find brochures on Choosing Your School-age Childcare; Nutritious Food and Beverage Choices; and The Prevention of Childhood Obesity, at all of the Adventure Program sites.
- Per NYS Office of Children and Family Services, firearms, shotguns and rifles are NOT permitted on the premises of any NYS licensed childcare facility.

EVACUATION RELOCATION SITES

Each Adventure Program site has primary and secondary evacuation plans in accordance with NYS OCFS SACC Regulations. They are listed below.

Alexander

Primary: Alexander High School
Secondary: Alexander Fireman’s Rec. Hall

Batavia Middle School

Primary: Richmond Memorial Library
Secondary: YWCA of Genesee County, Inc.

Jackson

Primary: Ascension Parish Office
Secondary: Max Pies

John Kennedy

Primary: YWCA of Genesee County, Inc.
Secondary: Northgate Free Methodist Church

LeRoy

Primary: St. Mark’s Episcopal Church
Secondary: McDonald’s

North

Primary: John Kennedy School
Secondary: Northgate Free Methodist Church

Oakfield-Alabama

Primary: Oakfield- Alabama High School Auditorium
Secondary: Oakfield – Alabama Community Bible Church

Pavilion

Primary: Pavilion High School Auditorium
Secondary: Pavilion High School Cafeteria

York

Primary: Bus Garage
Secondary: St. Lucy’s Church

PERSONAL BELONGINGS AND CLOTHING

Children in the Adventure Program will be active. Please provide clothing that is comfortable and appropriate if they are not wearing these items to school. **YWCA of Genesee County, Inc. is not responsible for lost or damaged clothing or personal belongings.** Dress children appropriately for the current weather conditions. **Please note:** children who attend the program in the morning at North Street walk to John Kennedy and to Batavia Middle School. Children must have jackets, hats, boots,

mittens and other apparel when appropriate. SOCKS AND SNEAKERS (appropriate play footwear) must be worn daily. Please keep electronics at home.

PAYMENT POLICY

- o Rates per child
 - o 1 child: \$6.00 per hour
 - o Multiple Child Discount: \$5.50/hour
 - o Full Day: \$6/hour or \$45.00/8 or more hours
 - o No hourly payment is split
- o Contracts/Invoices and full payment are due by 6pm on the Friday of the week preceding the week of attendance. Once the week is in progress, days of service cannot be added or switched without the **\$10 contract change fee. This policy also applies to care provided at the YWCA North Street for school breaks, vacations, half days, etc.**
- o We **DO NOT** provide drop-in care for after school programs/activities.
- o Payment is accepted at your child’s site location via Check (payable to “YWCA of Genesee County, Inc.” or Credit Card Authorization.)
- o Cash is **ONLY** accepted at the YWCA office at 301 North Street, Batavia, during office hours (8:30am-5pm, Monday through Friday).
- o A minimum of \$10 per child per week is charged to hold your child’s place in the program when there is a full week of school.
- o You will **NOT** be credited for days when your child does not attend the program due to illness or early pick-up from school.
- o **Billing is done every Friday. Therefore, payment is due every Friday for the following week. Payment is considered late if it is not received by Friday 6pm.**
- o If your child is not scheduled for the Adventure Program and attends, a **\$10 contract change fee will be applied to your account in addition to the charges for the hours of attendance.**
- o **\$5 LATE FEE PER DAY will be charged to the account for non-payment. The balance due will be reflected on the following week’s invoice. After one week of non-payment the child will not be able to attend the program until the account is current. Non-payment may result in losing your child’s spot in our program.**

Billing Start and End Times

****Time subject to change based on school district****

Before School	Billing Time Ends	After School	Billing Time Begins
YWCA bussed to Jackson	8:00am	Jackson	2:30pm
YWCA walk to Batavia Middle	8:00am	Batavia Middle	2:45pm
YWCA walk to John Kennedy	8:15am	John Kennedy	2:40pm
Alexander	8:45 am	Alexander	3:15pm
LeRoy	8:45am	LeRoy	3:00pm
Oakfield-Alabama	8:45am	Oakfield-Alabama	3:15pm
Pavilion	8:45am	Pavilion	3:30pm
York	8:45am	York	3:15pm

RETURNED CHECK FEE

In the case of a Returned Check, a fee of \$30 will be charged.

CHILD CARE FEE ASSISTANCE PROGRAM (DSS)

The YWCA of Genesee County, Inc. participates in child care fee assistance programs through the Department of Social Services and Job Development. These **programs are for parents/guardians while they are working.**

- o Parents receiving fee assistance are responsible for:
 - Late Fees
 - Contract change fee of \$10 if contract is changed once the week that care is needed is in progress.

- Registration fee
- Entire payment must be paid by parent/guardian until written authorization from cooperating agency has been received.

ATTENDANCE AND AUTHORIZATION

- **For departure, children must be signed out, on the attendance form, to an authorized individual over the age of 18 with proper photo ID indicated on the OCFS Registration Form.** An Adult over the age of 18 MUST sign children in for the morning programs. Children **CANNOT** enter the morning Adventure Program without an adult if not coming by bus.
- Children and siblings not in the program are not the responsibility of the program staff when parents/guardians are on site dropping off or picking up their child(ren).
- Once a drop-off/pick-up authorization individual arrives on site, they must immediately sign-in/out their child(ren) from the program and leave the site as soon as possible to ensure the NYS OCFS Regulations are maintained.
- **NO** visitors are permitted into the program, including school psychologists, unless notified in writing by parent/guardian.

YWCA Site Cell Phone Numbers

- **A program cell phone is available at each site for contact with parents/guardians at all times (with voicemail). Phones are on during program operation hours at each site.**
- **Parents MUST notify the program if a child is scheduled and will not be attending the program on the scheduled day.**

Alexander	409-0575	YWCA (North Street)	815-5800
LeRoy	356-1885	John Kennedy	409-0576
Pavilion	813-4325	Jackson	409-0577
Oakfield-Alabama	815-5731	Batavia Middle School 5 th and 6 th grade program	815-3053
York	409-0574		

Office 585-343-5808

EMERGENCY COMMUNICATION/TELEPHONE CONTACT

- In case of a medical or family emergency, contact the YWCA Children and Family Services Office number or the site phone where your child(ren) attends.
- Parent/guardians may contact the program to discuss their child’s experience. The Adventure Program has a “No Cell Phone” policy for children. If you would like to briefly speak to your child, please call the site phone during program hours.
- Emergency contacts designated on the Registration Form will be called in case of an emergency and if/when the program is relocated to the emergency location site.
- Per NYS Office of Children and Family Services the program must have two Shelter-in-place drills yearly between June 1, 2016 and December 31, 2016. Parents will be notified prior to the drill.

SCHEDULE POLICY/HOLIDAYS/SCHOOL BREAKS

- Payment is required for all days contracted. This includes Intramurals, Church School, Before and After School Activities and any other special events. Contract/Invoice changes are due by 6pm Friday proceeding the week of attendance.
- **If your child is attending Intramurals, Church School, Before and After School Activities or special events during Adventure Program operating hours and needs care after the program/activity, full payment is required for those times. This is to ensure the Adventure Program is in compliance with OCFS Regulations in the event that the program/activity is cancelled. If the program/activity is cancelled, the child will be attending the Adventure Program during his/her scheduled time.**

- When the program is closed due to a holiday, no charges are incurred and no payment is due for the holiday unless you are otherwise contracted for those days.
- YWCA will provide child care at Alexander, LeRoy, Oakfield, Pavilion and York during school breaks, Superintendent days, and half days with the school district's approval and when minimum enrollment is met. The YWCA at North Street in Batavia will provide care following the Batavia City School District's calendar during school breaks, Superintendent days and half days. The full day program will operate 6am to 6pm.
- Each child **MUST** be signed up on the appropriate sign-up sheet for school breaks, half days, Superintendent days and indicate payment and hours contracted on the child's invoice by the Friday 6pm deadline to avoid the contract change fee of \$10.

SNOW DAYS, EMERGENCY CLOSINGS, AFTER SCHOOL ACTIVITIES CLOSINGS

- When the program is closed due to inclement weather, your account will be credited for that day if your child was scheduled to be in care on that day. The maximum credit for any child is one day per month when due to poor weather condition closings.
- If schools close in the morning and children are already in the care of YWCA staff, the YWCA Adventure Program will CLOSE. Parents/Guardians must pick up their children within one hour after receiving notification from staff. When the program is closed due to snow days and emergencies when the program has begun, children who show up will be credited for the time that they were not in attendance.
- Parents/guardians are required to have an emergency-closing plan with the school district. YWCA **WILL NOT OPERATE** when children are sent home for emergency closings, when school is closed for snow days and for planned emergency closing drills.
- When after school activities are cancelled due to weather conditions, the Adventure Program operates with permission from the school. We make every effort to provide care, but there may be a time when we cannot or can only do so for a limited time.
- YWCA will be closed for the following 6 holidays and will not offer childcar: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

LATE PICK-UP

- Parents/guardians MUST notify their child's Adventure Program site if they will be picking up their child 15 minutes past the scheduled time.
- Parents/guardians who pick up their child 15 minutes past their scheduled time, will be charged a "convenience fee" of an **additional \$2** per hour.
Example: Scheduled 2:30-3:30, pick-up at 4:15 = an additional \$7.50/one child, \$7.00/multi
- A late fee of \$5 per child will be charged for every 1-5 minutes PAST the Adventure Program's 6:00pm closing time.
- If we are unable to get a hold of an emergency contact individual listed on Registration Form in a timely manner after 6:15pm, Child Protective Services (CPS) will be contacted to pick up the child and late charges will be incurred.

BEHAVIORAL EXPECTATIONS/INCIDENT REPORTS

Children are expected to act as they would during a school day. Following directions, treating others with kindness, respect and fairness and following rules are necessary for a safe program. The Adventure Program is meant to be a fun experience with friends. Our staff uses positive techniques including redirection, anticipation, modeling, natural consequences and the elimination of potential problems. We work with children to resolve conflicts on their own appropriately. Each site adheres to its own set of rules that children are expected to follow. The Adventure Program staff encourages proper behavior and requires the mutual respect of each other's feelings and personal rights. Disrespect is unacceptable. Refunds will not be granted for children who are removed from the program for behavioral reasons.

- Bullying, dangerous or disruptive behavior by a child may result in temporary or permanent removal from the program. Serious behavior problems will be discussed with a parent/guardian. If the situation persists, one verbal warning will be given, followed by immediate dismissal from the program.
- Adventure Program staff are mandated reporters of child abuse and maltreatment.
- **The person picking up/dropping off the child must sign incident reports when applicable.**

CODE OF CONDUCT/BEHAVIOR AGREEMENT

- Children need to be responsible for their actions by doing their best to be caring, honest, respectful and responsible to themselves and others in the program. Children must remain with Adventure Program Staff at all times unless approval by parent/guardian is granted through the *Before and After School Activities/Teacher Permission located on Registration form.* .
- Children are encouraged to offer input on activities and field trips throughout the school year and summer.
- We strive to create a program that is based on activities where children can explore through different mediums with friends and have fun by being creative to reach their fullest potential.

DISCHARGE FROM PROGRAM

Your child may be discharged from our program for:

- Neglecting to follow the policies of the YWCA, OCFS and the *Code of Conduct/Behavior Agreement* on the Registration Form.
- A problem continuing that negatively affects other children. This may include: hitting, inappropriate behavior, inappropriate language, and rudeness, disruptive, disrespectful, aggressive behavior, bullying, and being unsafe.
- Leaving the program premises without permission, or going to unauthorized areas.
- Defacing property of the YWCA, school sites, or field trip facilities.
- Bringing or using illegal substances.
- Nonpayment.

WITHDRAWAL FROM PROGRAM

Parents/Guardians may withdraw their child(ren) from our program at any time with written notice to avoid accruing weekly charges. The withdrawal form is available at all Adventure Program sites and the YWCA office.

BREAKFAST AND SNACKS

The YWCA Adventure Program participates in the Child and Adult Care Food Program (CACFP). We provide a healthy breakfast and snack each day. Children may bring their own healthy breakfast/snack from home. The breakfast/snack can only be shared with their sibling.

- **When the program operates for a full day, children must bring their own lunch.**
- On occasions, including holidays or special events, a “not so healthy” snack may be offered.
- **ALL food allergies MUST be included on the Registration Form.**

HOMEWORK

Children have the opportunity to work on their homework either at the designated homework table or at a table of their choice.

PHOTO RELEASE AND AUTHORIZATION

Occasionally, pictures or videos may be taken of the child(ren) which may or may not be used for media or advertising purposes. If you do not want your child(ren)'s images used, please indicate on the Registration Form and the media will not be used publicly. Please let your children know that they will not be included in group pictures if the parent/guardian does not allow pictures through the Release Form.

Video Surveillance Cameras

Some locations have video surveillance cameras that are maintained by the school district. The YWCA at North Street has video surveillance for security purposes.

HEALTH/ILLNESS POLICY

- A child's ability to participate in the program due to health reasons will be determined by staff on a case by case basis.
- A child may be sent home as a result of a health issue.
- Children who become ill will be isolated from other children and supervised while a parent or emergency contact will be notified and asked to pick up the child immediately.
- If your child does not attend school, they CANNOT attend the Adventure Program.

- If your child(ren) is too ill to attend school, he/she CANNOT attend the Adventure Program.
- Medications (over the counter and prescription) WILL NOT be administered by childcare staff. Parents/Guardians are required to make other arrangements if the administration of medicine is necessary during program hours.
- Children with food allergies must be provided with “safe” food by the parent/guardian, to ensure each child’s safety. ALL allergies must be listed on the Registration/Enrollment Form.

Children with Special Health Needs/Food Allergies:

The program must obtain an individual health plan for any child identified as a child with special health care needs prior to the child being in attendance at the program, including any chronic condition lasting more than 12 months and food allergies. The YWCA of Genesee County, Inc. Adventure Program’s license waiver with the NYS Office of Children and Family Services states: “Approval is granted for the administration of the following emergency medications: Epinephrine Auto Injector, Diphenhydramine in combination with Epinephrine Auto Injector, Asthma Inhalers and Nebulizers. All terms, as noted on the waiver request, must be followed.”

- The above waiver sites the only medications that we are able to administer at childcare sites with the proper paperwork.
- Emergency medications can only be administered once the licensed authorized prescriber and the parent/guardian complete the required OCFS Written Medication Consent Form (OCFS-LDSS-7002) and the Individual Health Care Plan for a Child With Special Health Needs (OCFS-LDSS-7006), **this form is approved by the Children and Family Services Program Director, and the parent/guardian is responsible for training the child care staff at the site on how to administer the provided medication.**
- It is the parent/guardians responsibility to ensure the paperwork and medications never expire. Parent/Guardian is responsible for transporting medications to sites if the child attends North Street on vacations/breaks. Children who attend the North Street morning program and a different site in the afternoon must have two sets of medications (1 for each site).
- Medications must be clearly labeled with the original prescription and stored in a durable bag for transport as necessary.

Revised 04/2017



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Oakfield- Alabama	815-5731	Jackson	409-0577
Pavilion	813-4325	Batavia Middle School 5th and 6th grade program	815-3053
York	409-0574		



Domestic Violence Crisis & Prevention Services

YWCA

301 North St, Batavia

Monday - Friday - 8:00am - 5pm & by appointment

For more information to make an
appointment

Please call
(585) 343-5808

Services Include:

- Orders of Protection/violations
- Court accompaniment
- Custody and support petitions/violations
- One-on-one counseling about aspects of any unhealthy relationship
- Information and referral for community resources
- Transitional support for those in need of safe housing

***From anxiety
& bullying to
depression
& sexual assault***

**We're Here for
YOU 24/7**

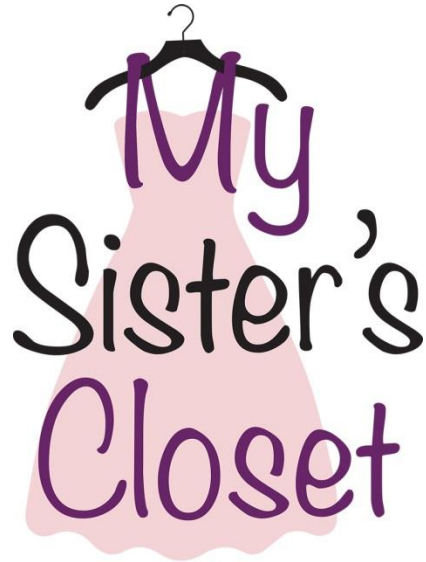
***Toll-Free* 1-844-345-4400**

***Local* 585-344-4400**

***or Live Chat at* ywcagenesee.org**



The Boutique at



An upscale, second-hand clothing and accessories store

Please visit us and check out the new look and feel of My Sister's Closet Boutique. Clothes and accessories are affordably priced and include business attire, casual, and eveningwear for women, plus assorted children's clothing. Proceeds support the Domestic Violence Crisis & Prevention Services program.

Please consider donating your gently used women's clothing, footwear, purses, scarves, jewelry or other fashion accessories. All donations to YWCA are tax-deductible.

Hours: 10-5 Monday, Wednesday, and Friday, 10-7 Thursday, and 10-1 Saturday.

~ Rental Facilities ~

If you are looking to host a birthday party, baby shower, intimate wedding reception or company function or any special events. Our rates are reasonable and accommodation offerings include a commercial kitchen.

Room 2 accommodates up to 100 people	\$125 up to 4 hours
Room 9 accommodates up to 25 people	\$60 up to 4 hours
Full kitchen use	\$100 up to 3 hours
\$25 for each additional hour for any of the above	