

Watervliet  
Civic Center  
2022-2023  
Before & After  
Care Program  
Parent Handbook



Watervliet Civic Chest, Inc.  
Watervliet Civic Center  
14<sup>th</sup> Street & 1<sup>st</sup> Avenue  
Watervliet, NY 12189

William S. Sheehy-Executive Director

Mary Ann Veshia-Before & After School Program Coordinator

Telephone: 518/273-5922

Cell Phone: 518/727-0112

Email: [wsheehy402@aol.com](mailto:wsheehy402@aol.com)

Web Site: [www.watervlietciviccenter.com](http://www.watervlietciviccenter.com)

SERVING THE YOUTH AND ENTIRE COMMUNITY OF WATERVLIET SINCE  
1946.

### A BRIEF HISTORY OF THE WATERVLIET CIVIC CENTER

The Civic Center building was constructed as a high school in 1911. In 1937, when the new Watervliet High School was opened the Civic Center building was vacated and remained idle until 1946, when the Watervliet Rotary Club, along with a group of civic minded citizens, decided that a youth center was needed for the youth of Watervliet. Prior to 1946 there was no indoor facility for the youth of Watervliet. The Watervliet Rotary and this group of civic minded citizens petitioned the City of Watervliet to turn the building over to them for renovation. Three months later the Watervliet Civic Center opened for both the boys and girls of Watervliet. Now, over 75 years later, more than 800 youth, young adults and adults utilize our facility and participate in our program and activities each year.

### MISSION STATEMENT OF THE WATERVLIET CIVIC CENTER

The mission of The Watervliet Civic Center Programs is to provide school age children with a safe, nurturing, and friendly environment designed to support the individual and developmental needs of children through appropriate hands-on activities that are necessary for lifelong success.

### CHAIN OF COMMAND

Watervliet Civic Center Board of Directors  
Watervliet Civic Center Executive Director  
Watervliet Civic Center Before & After School Program Coordinator  
Watervliet Civic Center Before & After School Program Supervisors/Group Teacher  
Watervliet Civic Center Before & After School Program Group Leader  
Watervliet Civic Center Before & After School Program Counselors

The Board of Directors' essential purpose is to ensure the Watervliet Civic Center's prosperity by collectively directing the company's affairs, while meeting the appropriate interests of its shareholders and relevant stakeholders.

The Executive Director is the Administrator of the Watervliet Civic Center. The Executive Director operates the programs to conform with regulations and state licensing provisions.

The Program Coordinator plans and coordinates the program site's activities and ensures the implementation of policies and practices necessary for lifelong success.

The Program Supervisors oversee all operations of the program site and staff. A Supervisor must have an associate degree in child development or related field, or a School Age Child Care Credential.

The Program Group Lead Teacher oversees all operations of the Pre-K program site and staff.

### CHAIN OF COMMAND continued...

A Group Lead Teacher must have an associate degree in child development or related field.

The Program Group Leader must have a High School Diploma, or its equivalent, or have one year of experience working with children less than 13 years of age and be a minimum of 18 years old.

The Program Counselors are responsible for enforcing the program schedule and activities and the health and safety of the children in the program.

### AGENCY

The Watervliet Civic Center is the governing agency that will be operating and administering the Before & After School Program. The Before & After School Program is licensed, registered, and inspected by the NYS Office of Children & Family Services. The Watervliet Civic Center is pleased to offer this program for the benefit of your child.

The Civic Center has a strong and proud reputation in offering quality, constructive and supervised programs, and services to the youth of Watervliet since 1946. The Watervliet Civic Center will make every attempt to make this program enjoyable and meaningful for your child. If you have any questions, comments, or concerns please do not hesitate to contact Bill Sheehy-Executive Director or the Mary Ann Veshia-Before & After School Program Coordinator at (518) 273-5922.

### HOW THE PROGRAM OPERATES

The Before & After School Program is licensed, registered, and inspected by the NYS Office of Children & Family Services. As a registered program we are expected to conform to all the regulations governing school-age childcare as outlined in the NYS OCFS rules and regulations.

The entire program will be conducted at the Watervliet Elementary School. An information board is available for parents to review activity plans for each day as well as other information.

The goal of the Before & After School Program is to provide children with a safe, healthy, and active atmosphere where they can engage in several age appropriate recreational, social, and educational activities. Activities that are offered are art enrichment, gym & outdoor games, homework help, musical experience, drama & theater, language & literacy, blocks & construction, STEM, life skills, cultural awareness and much more.

### PROGRAM

The Before & After School Program is designed to offer children a child centered environment that will be safe, enjoyable, wholesome, and supervised. Opportunities are provided for the children to develop new interests and skills in a positive atmosphere. Sufficient quantity and variety of materials for play are available to the children. Such materials and equipment are appropriate to the ages of the children and their

### PROGRAM continued...

developmental levels and interests. This includes children with developmental delays or disabilities. The positive environment that is provided promotes the children's cognitive, social, educational, cultural, physical, emotional, language and recreational development.

### PROGRAM GOALS

The goals of the Watervliet Civic Center Before & After School Program are:

- Provide quality activities and events for school aged children regardless of socio/economic background.
- Improve self-esteem.
- Improve interpersonal relationships.
- Strengthen values.
- Increase academic achievement.
- Improve and increase physical skills.
- Improve health and nutrition.
- Have fun.

The environment and program are carefully planned to meet the needs of the children for play and companionship. The program is flexible, recognizes children as individuals and provides for development at their own pace.

The Watervliet Civic Center will supply all the necessary equipment, supplies and materials. We discourage children from bringing toys, electronic games/devices and other equipment from home and will not be responsible for lost, stolen or damaged items.

Homework help is offered during the afterschool. Homework arrangements must be made between the parent, child, and staff of the Civic Center. Watervliet Civic Center staff will remind children about homework, but staff can only encourage your child to get their homework done. It will be the child's responsibility to stay on task and complete their homework.

It is important to note that the Watervliet City School District, its staff, and administrators are not affiliated with our program. The school district provides space for our program to operate and has shown tremendous flexibility and support to our program. Please direct all program issues to the Site Supervisors or the Program Coordinator.

### PROGRAM HOURS OF OPERATION

The Watervliet Civic Center Before & After School Program operates on the schedule of the Watervliet Elementary School. The Before & After School Programs begin operation on the first day of school in September and run until the last day of school in June. There is no program during recess, school vacations, holidays, etc. There is no after school program when school is dismissed early due to inclement weather or any other type of emergency. There is no before program if school is delayed due to inclement weather or any other type of emergency.

## PROGRAM HOURS OF OPERATION continued...

### Pre-K Children

- Program is conducted in the Pre-K and Kindergarten section of Watervliet Elementary School.
- Before School Program: 7:00 AM – 8:00 AM.
- After School Program: 2:00 PM – 5:35 PM.

### Kindergarten Children

- Before School Program: 7:00 AM – 8:00 AM. Program is conducted in the Pre-K and Kindergarten section of Watervliet Elementary School
- Before School Program: 8:00 AM – 8:30 AM. Program is conducted in the WES cafeteria.
- After School Program: 2:45 PM – 5:35 PM. Program is conducted in the Pre-K and Kindergarten section of Watervliet Elementary School.

### Grades 1 – 5 Children

- Before School Program: 7:00 AM – 8:30 AM. Program is conducted in the WES cafeteria.
- After School Program: 2:45 PM – 5:35 PM. Program is conducted in the WES cafeteria.

### Grade 6 Children

- Children in 6<sup>th</sup> grade will be transported from the Watervliet High School to Watervliet Elementary School each day at approximately 1:30 PM.
- After School Program: 1:45 PM – 5:35 PM. Program is conducted in the WES cafeteria.

## SCHOOL DELAYS

If school is delayed in the morning for any period due to inclement weather, there will be no Before School Program.

## EARLY DISMISSAL

If school is dismissed early due to inclement weather or any type of emergency there will be no After School Program. If the Watervliet City School District closes at regular dismissal time, but they cancel their after-school activities the Watervliet Civic Center will **not** operate its After School Program. Attached with the program application is a program closure form, please complete the form and return it with the program application. The program closure form will ensure that a smooth transition takes place between the Watervliet Civic Center, Watervliet Elementary School, and the parent/guardian. Also, please keep the Watervliet Civic Center updated whenever important contact information changes.

## SCHOOL CLOSING

If school is closed due to inclement weather or any type of emergency there will be no Before & After School Program. The Watervliet City School District recently transitioned to a new web-based messaging system called “One Call Now” to notify parents of important district news and information regarding school events and activities,

### SCHOOL CLOSING continued...

as well as school closings/and or early dismissals, via phone, email, and text message. You must register with the Watervliet City School District to enroll in the "One Call Now" messaging system.

### EMERGENCY CLOSING DURING PROGRAM

In the event there is an emergency during our program hours which necessitates that the Watervliet Civic Center leave the building, the Watervliet Civic Center will contact parents/guardians immediately. The primary relocation site will be the Watervliet High School; 1245 Hillside Drive.

### FINANCIAL INFORMATION

Ultimately, part of the overall success of the Before & After School Program is timely payments. Payments can be made at the Watervliet Civic Center or to the supervisor of the Before or After School Program. Payments must be received at least one week in advance. All payments are expected to be made on time. If an account is more than five days past due, it is considered in arrears and the Watervliet Civic Center can terminate services. Also, if an account is more than five days past due the Watervliet Civic Center has the right to charge a late fee of \$25.00 per week for any payment that is five or more days past due. Any checks returned to the Watervliet Civic Center for any reason will be subjected to a \$10.00 service charge. Payments must be resubmitted within five business days of notification.

### COST

Prices for the Before & After School Program are based on the number of school days for the entire year. Half-days, snow days and recesses do not affect the weekly fee.

#### Pricing for children in Pre- K – 5<sup>th</sup> Grade

##### Before School Program

One Child:	\$ 46.00
Two Children:	\$ 82.00
Three Children:	\$114.00
Four Children:	\$140.00

##### After School Program

One Child	\$ 78.00
Two Children:	\$140.00
Three Children:	\$180.00
Four Children:	\$220.00

##### Before & After School Program

One Child:	\$108.00
Two Children:	\$172.00
Three Children:	\$240.00
Four Children:	\$296.00

#### Pricing for children in 6<sup>th</sup> Grade

One Child:	\$ 85.00
Two Children:	\$160.00

### COST continued...

You must pay for the entire week, no partial payments allowed. Part-time care is not available. Regardless of the amount of days or the amount of time your child attends, the weekly fee will remain the same.

Payments can be made at the Watervliet Civic Center or to a supervisor of the Before or After School Program. Payments must be received at least one week in advance. Payments can be made via check, money order or cash.

### ALBANY COUNTY DEPARTMENT OF SOCIAL SERVICES (DSS)

Individuals receiving financial assistance through Albany County DSS including Workforce Development will need to provide the name and telephone number of their caseworker upon enrollment. The Watervliet Civic Center will work in conjunction with DSS to ensure monthly tuition is paid. Parents will be responsible for any unpaid fees.

### LATE PICK-UP POLICY

Parents will be charged a fee of \$25.00 for each fifteen minutes that they are late in picking up their child after 5:35 PM. The clock at the program site will be used to determine a late fee. Payments will be expected at time of pick-up. If payment is not rendered at pick-up parents will be billed. In the event of consistent tardiness, a meeting will be called to discuss this situation.

In the event that the parent knows they are going to be late they must contact the Watervliet Civic Center first at (518) 273-5922 or the Watervliet Civic Center cell phone at (518) 727-0112 to inform them what time they expect to arrive. If staff does not receive a call from the parent, the following steps will be taken:

- A staff person will attempt to contact the parent/guardian or emergency contacts listed on the application.
- In the event that a child is left in our care after one hour from the closing time and parents/guardians or emergency contacts cannot be reached The Watervliet Civic Center will inform Child Protective Services and or the Watervliet Police Department.

### CHANGE IN PERSONAL INFORMATION

Accurate record keeping must be maintained for the benefit of the children of the Before & After School Program. Parents are asked to fill out a program change form anytime vital information as well as medical records change.

### CHILD/STAFF RATIO

The Watervliet Civic Center Before & After School Program will maintain a ratio of at least 1:8 for children in Pre-K/K. The maximum group size in a classroom is 20 children. The group size refers to the number of children cared for as a unit. The group size is used to determine the minimum counselor/child ratio based on the age of the children in the group. The group size must be maintained in common areas of the building and grounds. Children cannot be left alone without competent supervision at any time. All children are required to be within a counselor's range of vision and the counselor needs to be near

#### CHILD/STAFF RATIO continued...

enough to respond when redirection or intervention strategies are needed. A Group Lead Teacher, meeting the qualifications (Associates Degree in Early Childhood) is required for every group of Pre-K children. An additional Group Lead Teacher will be required when the number of children in the group requires that a second teacher be present to meet the teacher/child ratio. There must be a Supervisor or Group Lead Teacher supervising all children enrolled in the program, volunteers, counselors under the age of 18 and counselors in the process of approval. No counselor under the age of 18 may be left alone to supervise a group of children at any time, including in an emergency.

The Watervliet Civic Center Before & After School Program will maintain a ratio of at least 1:10 for children in grades 1-6. The maximum group size is 20 children. The group size refers to the number of children cared for together as a unit. The group size is used to determine the minimum counselor/child ratio based upon the age of the children in the group. The group size must be maintained in common areas of the building and grounds. Children cannot be left alone without competent supervision at any time. All children are required to be within a counselor's range of vision and the counselor needs to be near enough to respond when redirection or intervention strategies are needed. There must be a Supervisor or Group Lead Counselor supervising all children enrolled in the program, volunteers, counselors under the age of 18 and counselors in the process of approval. No counselor under the age of 18 may be left alone to supervise a group of children at any time, including in an emergency.

#### NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES

The Watervliet Civic Center Before & After School Program is registered with the New York State Office of Children and Family Services (OCFS). The mission of The Office of Children and Family Services is to serve New York's public by promoting the safety, permanency and well-being of our children, families, and communities. We will achieve results by setting and enforcing policies, building partnerships, and funding and providing quality services. The Watervliet Civic Center complies with OCFS mandated regulations regarding safety, program requirements, supervision of children, behavioral management, child abuse, health and nutrition, staff qualifications, staff training, management, and all aspects of programming of school aged childcare. All staff of The Watervliet Civic Center must have a physical and TB test completed prior to being hired. Each staff member must submit fingerprints and a State Clearance form at the time of being hired. Also, each staff member must complete 30 hours of training every two years. 15 of these hours must be completed within the first six months of employment. Training opportunities are provided by The Watervliet Civic Center, OCFS, Brightside Up and The Early Childhood Education and Training Program-University of Albany (ECETP).

#### DAILY COMMUNICATION

The Watervliet Civic Center Before & After School Programs will establish and implement a written daily schedule of program activities appropriate for the age, needs and interests of the children, including children with disabilities. There will be physical activities, appropriate to the ages of the children in care, every day. The program will

### DAILY COMMUNICATION continued...

maintain a Parent Information Board. The Parent Information Board will retain important information of daily events, activities, snacks, and resources.

### STAFF

Our professionally trained and experienced staff consists of a Program Coordinator, Site Supervisors, Group Teachers, Group Lead Teachers and Program Counselors who are dedicated and committed to making the Before & After School Program a pleasant and worthy experience and a positive atmosphere for your child. All staff members are fingerprinted through the NYS Division of Criminal Justice Services and have a background check conducted through the NYS Central Registry and Child Abuse & Maltreatment Center. All staff members are mandated reporters, as required by the NYS Office of Children and Family Services. Also, all staff are required to complete training on an ongoing basis.

### DAILY HEALTH CHECKS

Each day as the children are being signed into the Watervliet Civic Center Before & After School Program, staff will assess the health of each child. Assessments are completed by asking a child how they are doing when they arrive. While a staff member is talking to the child, they will be looking for signs of abnormal behavior, illness, or injury. An abnormal behavior, illness, or injury that a child has will be documented in the daily health check log. Parents will be notified of any illness or injury their child exhibits and parents will be asked to seek medical attention for their child if they have a chronic health condition.

### EMERGENCY PREPAREDNESS AND RESPONSE PLANS

#### ACTIVITY SAFETY

A Group Activity Leader will supervise each activity occurring and be competent in the activity being conducted. A minimum of one Group Activity Leader and one counselor must supervise activities that occur at locations where additional staff assistance is not readily available.

#### WEATHER CONDITIONS

##### HEAT

In general, a heat index of 90° or above may result in heat illness.

The most common heat-related illnesses are heat stroke (sunstroke), heat exhaustion, heat cramps and heat rash. Less strenuous activities will be scheduled during these times and drink plenty of cool water or other fluids prior to or during activities.

##### COLD

In general, when the wind-chill is **32 degrees** and above, it is safe to be outside. In temperatures **13 degrees to 31 degrees**, jackets should be worn, and indoor breaks should happen every 20-30 minutes.

### SUSPICIOUS PERSONS

Any unknown or suspicious persons seen around the program facilities will be reported to the Site Supervisor or Program Coordinator. The suspicious persons will be asked their purpose for being there by one of the designated staff; if an unsatisfactory or suspicious answer is given, 911 will be called and the Executive Director will be contacted to report the incident. (because the program is in a school setting, the principal will also be notified as soon as possible to inform them of the incident).

### FIRE/EVACUATION

FIRE/EVACUATION procedures include removing all children and staff from the building using proper exits.

- All rooms will be checked for children during evacuation.
- While keeping safety in mind, one staff member will lead the line of children and one staff member will follow the line.
- The Supervisor will bring attendance and program applications with them when evacuating the building.
- Fire/evacuation drills will be conducted monthly during various hours of operation of the program. Exit routes will be varied to ensure that all means of leaving the building are practiced.
- A log with drill dates and times will be maintained on-site and verified by the Supervisor.
- During the first fire drill, children and staff will be instructed on the program's evacuation procedures, including building exiting, assembly area(s).
- A major piece of an emergency plan is having a safe place to take the children should the building become unsafe. The safe place will be, The Watervliet High School.
- Take Name to Face Attendance

### SHELTER-IN-PLACE

SHELTER IN PLACE procedures is a response to a non-fire related emergency where it is safer to remain in the building. The safest space for sheltering in place will be determined based on the situation. The program will follow any recommendations made by emergency services personnel. Shelter in Place will include the following:

- Staying indoors
- Moving children and staff to an interior space with no/minimal windows
- Closing all windows and shades.
- Locking all doors and windows.
- Take Name to Face Attendance
- Programs must maintain **two** shelters in place drills annually. A log with drill dates and times must be maintained on-site and verified by the Supervisor.

### LOCK-OUT

LOCK-OUT procedures is an unsafe activity that is occurring outside the facility.

- Call 911 if unsafe activity is observed outside the facility.
- Lock all exterior doors and windows.

### LOCK-OUT continued...

- Cover all windows if possible.
- Keep children away from windows and exterior doors.
- Maintain a calm atmosphere, try not to alarm the children. Activity within the facility may continue, but no access to the outside is permitted.
- Always keep a cell phone within reach.
- Contact parents to inform them of the situation.
- Keep children in the facility and exterior doors/windows locked until the threat is over.
- Take Name to Face Attendance.

### LOCK-DOWN

LOCK-DOWN procedure is if an intruder is inside the building.

- Call 911
- The Executive Director, Program Coordinator or Supervisor will announce "Lock-Down, Lock Down, Lock Down" over the designated system.
- In a "Lock-Down" situation all children are kept designated locations that are away from the danger. If not in a classroom, but in an unsecured location, such as in a hallway or in the gym, staff/children should enter the nearest room.
- In the event that staff and children are not inside the building, such as outside, on a field trip, or on a walk, ensure/establish a way to communicate with staff to inform them of the situation. If children are on the playground, designate a safe location where staff and children can be securely sheltered.
- Staff members are responsible for accounting for children and ensuring that no one leaves the safe area.
- Executive Director, Program Coordinator or Supervisor will secure building entrances, ensuring that no unauthorized individuals leave or enter the building.
- Staff and children remain in the secure location locking the door, securing the door with available furniture to create barricade, or use a doorstop or other wedge to keep door closed; turning off the lights & audio equipment, staying clear of windows and doors, encourage children to get under tables, behind cabinets, turn a table on its side to use as a shield, etc. and (if possible keep quiet and act as if no one is in the room). Maintain as calm an atmosphere as possible.
- Always have a cell phone within reach. Turn cell phones to vibrate mode.
- Ignore any fire alarm activation.
- Contact parents as soon as it is safely possible.
- Remain in the room until the Executive Director, Program Coordinator or Watervliet Police Department announces the end of the lock-down.
- Take Name to Face Attendance

## **PARENT/CHILD RESPONSIBILITIES AND REQUIREMENTS**

### PROGRAM RULES

The rules of the program should be established on the first few days of the program by asking all staff and children for their ideas and input. The rules should be listed

### PROGRAM RULES continued...

specifically and clearly and should be written out and displayed for daily viewing for staff, children, and parents.

### CHILD BEHAVIOR MANAGEMENT/CODE OF CONDUCT

Staff will address mild behavior issues and conflicts by guiding children to resolve their own conflicts. Staff will document the behavior or conflict and parents will be notified. If inappropriate behavior continues, a parent-staff meeting may be required. If the behavior continues, the Watervliet Civic Center reserves the right to terminate services.

If a child exhibits more severe behavior such as fighting, verbal abuse, unprovoked physical altercations, endangering the welfare of others, assault, vandalism or leaving the program without permission, a suspension of 2-5 days will be issued. If severe behavior continues upon return to the program services will be terminated.

While in the Before & After School Program children are expected to follow the rules established, but not limited to:

- Respect other children, staff, and property.
- Follow the directions of counselors.
- Staying with a staff member and assigned groups at all times.
- Adhering to rules regarding building and playground safety
- Refrain from using foul language and other forms of verbal abuse.
- No fighting or other physical altercations.
- Keep hands, feet, and objects to yourself.
- Be safe at all times.

Behavioral management is practiced with a positive approach that respects a child as an individual. Children will develop good problem-solving abilities, good beliefs, and self-discipline when positive reinforcement is practiced. When children receive positive feedback from staff and others, they develop good problem-solving abilities and self-discipline. Positive role modeling, setting limits, redirection and positive behavioral alternatives are all techniques used to influence children's behavior.

When a child's behavior harms or is likely to result in harm to the child, others or property or is likely to disrupt group interaction, a child may be separated briefly from the group. The separation may only last for as long as is necessary for the child to regain enough self-control to rejoin the group. The child must be placed in an area where he or she is in view of and can be supervised and supported by a staff member. Interaction between a staff member and the child must take place immediately following the separation to help guide the child toward appropriate group behavior.

### DAMAGE POLICY

Parents or guardians will be held liable to any intentional damage caused to the structure or equipment by children in the care of the Watervliet Civic Center staff. This only

#### DAMAGE POLICY continued...

applies to acts caused with purpose and does not apply to wear-and-tear or accidents which may occur from participation.

#### CHILD'S ATTENDANCE

All children must be signed in and out daily. Staff have the right to and should ask for photo identification when parents/guardians are picking up their children. Only individuals listed on the pick-up list are allowed to pick-up children.

Perform frequent attendance checks, not by counting heads of the children, but by a name to face connection. Attendance should be done on a scheduled basis, at every transition, and whenever leaving one area and arriving at another, both indoors and out. Staff should have a written attendance list of all children participating in the activity and verbally call each child's name to ensure that all children are present. Counting heads or any other form of attendance taking is not acceptable.

#### WORKING TOGETHER

You, the parents, are the most important resource in caring for your child. You know your child's personality and interests better than anyone. We will work with you to develop plans and strategies that meet your child's needs and encourage his/her growth and development. Please communicate with the program coordinator or site supervisor to inform us of any physical, emotional, or social developments regarding your child.

#### CHANGE IN PERSONAL INFORMATION

Accurate record keeping must be maintained for the benefit of the children of the Before & After School Programs. Parents are asked to fill out a program change form anytime vital information as well as medical records change.

#### COURT ORDERS AFFECTING ENROLLED CHILDREN

The employees of the Watervliet Civic Center are not able to keep a custodial parent from picking up their child unless there is legal documentation on file with The Watervliet Civic Center. Families who have legal documentation regarding their child should attach the documentation to their child's application at the time of registration. Should a court order take effect following enrollment the legal documentation should be submitted to the Watervliet Civic Center as soon as it becomes available. If an enrolled child resides in two separate households with their custodial parents, the Watervliet Civic Center will require that each parent complete their own pick-up authorization and/or the emergency contact list will be the only individuals allowed to sign out a child.

#### INEBRIATED/UNDER THE INFLUENCE PARENT POLICY

A Watervliet Civic Center employee will approach any person who attempts to pick up a child while they are inebriated or under the influence. If the inebriated or under the influence person is a custodial parent, the employee will contact the other custodial parent to pick the child up. If the inebriated or under the influence person is not the

#### INEBRIATED/UNDER THE INFLUENCE PARENT POLICY continued...

custodial parent, the inebriated or under the influence person will be denied the release of the child. The employee will be required to contact the local police department and Child Protective Service. Watervliet Civic Center employees cannot hold a child against the parent/guardian's will.

#### SAFETY CHECKS

Safety checks on the program rooms, cafeteria, playgrounds, gyms, bathrooms, etc. must be conducted daily and all safety concerns must be reported to the supervisor and Bill Sheehy and Mary Ann Veshia immediately.

#### PICK UP/DROP OFF POLICY

The parent/guardian prior to the child's enrollment in the Before & After School Programs must complete the pick-up authorization information. Parents or designated persons picking up children must come in the building prepared to present photo identification to pick up the child. No child can be released from the Before & After School Programs to any person other than his or her parent, or person currently designated in writing by such parent to receive the child, or any person authorized by law to take custody of a child.

#### PARENTS VISITS

The Watervliet Civic Center Before & After School Program encourages parents to visit our programs at any time. Open, friendly communication is essential to a quality program.

#### VISITORS

All visitors must sign the Visitor Log. The following information is required:

- Name of visitor.
- Date and time of entry.
- Purpose of visit.
- Sign out upon departure.

#### HYGIENE/HAND WASHING

It is essential to the health of the employees and children that precautions be taken to reduce the spread of disease and infections. Employees and children must wash their hands with soap and water when entering the program, when they are dirty, after using the bathroom, before and after food handling, after outdoor play and after contact with bodily fluids.

#### MEDICAL INFORMATION

Please list all allergies, medical conditions, and concerns on the application. Any information that we have regarding the welfare of your child will be helpful. It is extremely important that you notify us immediately if there are any changes in your address, home or work telephone numbers, emergency numbers, emergency contact information and alternative individuals allowed to pick-up/drop off your child.

### MEDICATION

Staff will not administer any type of medication. Special arrangements can be made for all children that have asthma and severe allergies. All parents will need to complete a special needs plan form and a written medical consent form.

### SUSPECTED ABUSE, MALTREATMENT OR NEGLECT

All staff members are mandated to report all suspected cases of child abuse, neglect, and maltreatment to New York State Child Protective Services. If a staff member suspects abuse, they will immediately bring it to the attention of the Site Supervisor and the Program Coordinator.

### ILLNESS

Children who show signs of illness will be given a quiet space to rest in full view of staff. A parent will be contacted and asked to pick-up their child. Please understand that an unhealthy child who attends our program can affect the health of other children and staff. Any child with a chronic illness cannot return to the program without physician approval.

Children who demonstrate the following symptoms should not be attending the program until they are symptom free for at least twenty-four (24) hours.

- Fever of 100 degrees or higher.
- Fever of 100 degrees with the following symptoms.
  - Stomach pains
  - Diarrhea
  - Runny Nose
  - Coughing & Sneezing
  - Vomiting

### INJURIES

Staff will attend to children experiencing minor injuries such as scrapes, bumps, or bruises and children will be given first aid. All injuries will be documented in our medical log.

and parents will be notified. In case of a major emergency, 911 will be called and the child will be transported to a hospital pre-selected by the parent. Parents will be notified immediately. If parents cannot be contacted the emergency contact list will be called (please notify us any time phone numbers or names change). A staff member, along with Your child's file will accompany the injured child and stay until the parent or emergency contact person arrives.

### ENROLLMENT

The Watervliet Civic Center reserves the right to limit the number of children accepted in the Before & After School Program. If your child does not attend the program on a regular basis the Watervliet Civic Center reserves the right to terminate services. If your child will not be attending the program for any reason, please call the Watervliet Civic Center first at (518) 273-5922 or the Civic Center cell phone at (518) 727-0112.

### PROGRAM WITHDRAWAL

Parents who wish to withdraw their child from the program must notify the Watervliet Civic Center in writing two weeks prior to the date they wish to stop attending the program. Please be advised that absences or verbal notification that your child will no longer be attending the program does not constitute sufficient notification.

### CONFIDENTIALITY OF RECORDS

All information contained in your child's file is privileged and confidential and cannot be released without the written consent of a parent/guardian. Authorized representatives from the NYS OCFS have the right to review all records upon request.

### SIGN IN & SIGN OUT POLICY

All parents/guardians or any other designated individuals listed on the program application must sign their child in each morning or sign out in the afternoon in the cafeteria.

### AGE REQUIREMENTS

The Before & After School Program is available to children in Pre-K – 6<sup>th</sup> Grade enrolled in the Watervliet City School District.

### ABSENTEE POLICY

In the event of illness or absence from the Before & After School Program please call the Watervliet Civic Center first at (518) 273-5922 or the Watervliet Civic Center cell phone at (518) 727-0112. Any child who reports late to the After School Program must have a written excuse from their parent/guardian, teacher, or school administrator.

### CLOTHING

It is important for children to wear appropriate clothing for play during all seasons. Children will be allowed to play outside if weather permits. Staff will ask children to wear their jackets when playing outside during cooler weather. Children will be involved in recreational activities that require sneakers or rubber-soled shoes and may be unable to participate in certain activities if wearing unsafe footwear.

### NUTRITIONAL SNACKS

The After School Program will provide a nutritious snack and drink for your child. The Watervliet Civic Center Before & After school Program is **PEANUT FREE**. Please list food allergies on the application. Staff will adhere to the following OCFS snack guidelines:

- Table will be washed before and after the snack is served.
- All children and staff will wash their hands before and after snack.
- all staff will wear plastic gloves while serving snacks.
- When finished eating, children will clean up after themselves.
- All snacks that are provided meet the OCFS standards for children in childcare.
- If a child does not like a snack offered, another choice may be offered.
- In regard to children who would like an additional snack, it will be available to them.

#### NUTRITIONAL SNACKS continued...

- Food allergies of children enrolled in the program will be posted in the employee area. Staff will be aware of children's food allergies.
- Children with food allergies will be offered an alternative snack with the same nutritional value as the planned snack.

#### PHOTO RELEASE

The Watervliet Civic Center reserves the right to take and publish photographs of the children who are enrolled in the Before & After School Program for promotional reasons.

#### TRANSPORTATION

Parents are responsible for arranging transportation to and from the program. If your child will be walking or riding their bikes, please send written permission daily to the Site Supervisor. Staff is prohibited from transporting children in their personal vehicles for any reason.

#### CELL PHONE/ELECTRONIC DEVICE POLICY

The Watervliet Civic Center and its staff are not responsible for any loss, theft, or damage to any electronic device brought to the program. Electronic video game devices are not allowed in the program. Our staff reserves the right to confiscate electronic devices if deemed necessary. Any children using electronic devices inappropriately, including accessing content deemed inappropriate by our staff, will have their device confiscated for the remainder of the day. Repeated or serious infractions may lead to the loss of privilege to have an electronic device, contacting a parent, and/or suspension of services.

#### YEARLY STATEMENT

Upon request, the Watervliet Civic Center will provide a written statement of all account activity that occurred during the previous calendar year. The statement will be provided approximately 2-3 days after the initial request. Statements are generally available after January 1<sup>st</sup> of the New Year unless required by special circumstances.