

**WATERVLIET CIVIC CENTER**  
**2020-2021**  
**BEFORE & AFTER SCHOOL PROGRAM**  
**UPK**  
**GRADES K-6**  
**AT THE WATERVLIET ELEMENTARY SCHOOL**  
**PARENT HANDBOOK**  
**ADD-ONS**  
**DUE TO COVID-19**  
**FOLLOWING CDC NYSDOH/OCFS**  
**CHILD CARE AND DAY CAMP PROGRAMS GUIDELINES**  
**SEPTEMBER 2020**



**THE CIVIC CENTER BEFORE & AFTER SCHOOL PROGRAM IS GOING TO LOOK AND FEEL A LOT DIFFERENT THIS YEAR! BUT THAT WON'T STOP OUR PROGRAMS MISSION FOR SUCCESS!!**

The staff at the Civic Center are working hard, making numerous changes to the program emphasizing the health and safety of children, staff, and the community. Expect to see safety as the primary focus at "Civ" Program this school year. Staff have been implementing several strategies including a written Safety Plan encouraging behavior that will reduce the spread of diseases and maintain a healthy environment. In collaboration with state and local health officials, and The Watervliet City School District, The Civic Center can determine how to implement regulations with which we must comply.

Watervliet Civic Center  
 2020 – 2021 Before & After School Program  
Revised start and end times and price schedule

Listed below are the new start and end times for our 2020 – 2021 Before & After School Program as well as a new price schedule. The start and end times are in accordance with the updated arrival and dismissal times for the Watervliet Elementary School. **Please disregard the start and end times and the price schedule that is listed in the parent handbook.**

**Revised start and end times**

<b><u>Grade</u></b>	<b><u>Before School Program</u></b>	<b><u>After School Program</u></b>
Pre-K	7:00 AM – 9:30 AM	3:30 PM – 5:35 PM
Please note that the Pre-K Before & After School Program is conducted in the gymnasium.		

<b><u>Grades</u></b>	<b><u>Before School Program</u></b>	<b><u>After School Program</u></b>
Kindergarten – 2 <sup>nd</sup> Grade	7:00 AM – 8:00 AM	1:30 PM – 5:35 PM
Please note that the Before & After School Program for grades K -2 is conducted in the cafeteria.		

<b><u>Grades</u></b>	<b><u>Before School Program</u></b>	<b><u>After School Program</u></b>
3 <sup>rd</sup> Grade – 5 <sup>th</sup> Grade	7:00 AM – 9:00 AM	2:30 PM – 5:35 PM
Please note that the Before & After School Program for grades 3 – 5 is conducted in the cafeteria.		

<b><u>Grade</u></b>	<b><u>Before School Program</u></b>	<b><u>After School Program</u></b>
6 <sup>th</sup> Grade	NA	1:05 PM – 5:35 PM
Please note that the After School Program for 6 <sup>th</sup> grade is conducted in the cafeteria.		

**Revised Price Schedule: Price is Per Week**

<b><u>Grade</u></b>	<b><u>Before School</u></b>	<b><u>After School</u></b>	<b><u>Before &amp; After School</u></b>
Pre-K	1 Child: \$60.00	1 Child: \$50.00	1 Child: \$105.00
	2 Children: \$110.00	2 Children: \$90.00	2 Children: \$190.00

<b><u>Grades</u></b>	<b><u>Before School</u></b>	<b><u>After School</u></b>	<b><u>Before &amp; After School</u></b>
K – 2	1 Child: \$25.00	1 Child: \$90.00	1 Child: \$110.00
	2 Children: \$45.00	2 Children: \$175.00	2 Children: \$180.00

<b><u>Grades</u></b>	<b><u>Before School</u></b>	<b><u>After School</u></b>	<b><u>Before &amp; After School</u></b>
3 - 5	1 Child: \$45.00	1 Child: \$70.00	1 Child: \$110.00
	2 Children: \$85.00	2 Children: \$135.00	2 Children: \$180.00

<b><u>Grade</u></b>	<b><u>After School Program</u></b>
6 <sup>th</sup>	1 Child: \$110.00
	2 Children: \$200.00

## **HOW THE PROGRAM OPERATES**

The Watervliet Civic Center Before & After School Program is licensed, registered, and inspected by The New York State Office of Children & Family Services. As a licensed program we are expected to conform to all the regulations governing Child Care as outlined in **NYSDOH REOPENING IN NEW YORK CHILD CARE AND DAY CAMP PROGRAM GUIDELINES DURING THE COVID-19 PUBLIC HEALTH EMERGENCY.**

The Watervliet Civic Center Before & After School Program operates within The Watervliet Elementary School. We must abide by their plans which comply with health and safety guidelines for opening as recommended by the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED).

**THE UPK BEFORE & AFTER SCHOOL PROGRAM WITH THE WATERVLIET CIVIC CENTER WILL BE CONDUCTED IN THE WES GYMNASIUM. THE SCHOOL AGE (K-6) BEFORE & AFTER SCHOOL PROGRAM WITH THE WATERVLIET CIVIC CENTER WILL BE CONDUCTED IN THE WES CAFETERIA.** The Programs will include a wide range of recreational, social, artistic and youth developmental activities for your child. Some of the activities offered are art enrichment, outdoor games, homework help, musical experience, drama & theater, language & literacy, computer, blocks & construction, STEM, life skills, nutrition, cultural awareness, and much more.

The Watervliet Civic Center will supply all the necessary equipment and supplies. **WE DISCOURAGE AND WILL NOT ALLOW CHILDREN TO BRING TOYS, SPORTS EQUIPMENT, ELECTRONIC GAMES AND OTHER ITEMS FROM HOME. IF YOUR CHILD MUST HAVE THEIR CELL PHONES WITH THEM FOR EMERGENCY PURPOSES; IT WILL BE STORED IN A ZIPLOC BAG WITH THEIR NAME AND KEPT WITH THE PROGRAM SUPERVISOR.**

## **DAILY COMMUNICATION**

The Watervliet Civic Center Recreation Program will maintain a Parent Information Board at Program to keep parents informed of daily events and activities throughout the school year. **THE INFORMATION BOARD WILL BE IN VIEW FOR PARENTS TO SEE.**

## **SIGN IN & SIGN OUT POLICY**

**ALL CHILDREN, UPK - 5th GRADE MUST BE SIGNED IN AND OUT EACH DAY AT THE MAIN ENTRANCE OF THE WATERVLIET ELEMENTARY SCHOOL. 6th GRADE STUDENTS WILL BE SIGNED IN BY A DESIGNATED WCC STAFF MEMBER WHEN ARRIVING BY BUS FROM WHS. ALL PARENTS/GUARDIANS OR DESIGNATED INDIVIDUALS LISTED ON THE PROGRAM APPLICATION (WHO ARE OVER THE AGE OF 16) MUST SIGN THEIR CHILD IN EACH MORNING AND OUT EACH AFTERNOON. CIVIC CENTER STAFF MEMBERS HAVE THE RIGHT TO ASK FOR PHOTO IDENTIFICATION FROM ALL INDIVIDUALS. THE WATERVLIET CITY SCHOOL DISTRICT IS CONDUCTING A COVID-19 SCREENING ATTESTATION PROCESS TO HELP PREVENT THE POTENTIAL RISK OF EXPOSURE AND WILL HELP THE DISTRICT TAKE PRECAUTIONARY MEASURES TO PROTECT YOU AND EVERYONE IN THE FACILITY. THE DISTRICT IS REQUESTING PARENTS COMPLETE THIS SCREENING EVERYDAY PRIOR TO THEIR CHILD ENTERING THE BUILDING. BASED ON YOUR RESPONSE, YOU WILL BE INFORMED IF YOUR CHILD CAN ENTER. DESIGNATED STAFF WITH THE WATERVLIET CIVIC CENTER WILL ALSO IMPLEMENT A MANDATORY DAILY HEALTH CHECK (WHICH INCLUDES A SCREENING PROCESS, QUESTIONNAIRE, APPEARANCE AND TEMPERATURE CHECK) FOR ALL STAFF AND CHILDREN ENTERING THE PROGRAM WITHIN THE BUILDING. PERSONS WHO HAVE A TEMPERATURE OF 100 DEGREES (FROM CDC GUIDELINES AND NYS DOH) OR ABOVE OR SHOW OTHER SIGNS OF ILLNESS WILL NOT BE PERMITTED TO ENTER THE PROGRAM WITHIN THE BUILDING.**

**PARENTS/GUARDIANS ARE ENCOURAGED TO BE ON THE ALERT FOR SIGNS OF ILLNESS IN THEIR CHILDREN AND TO KEEP THEM HOME WHEN THEY ARE SICK.**

**THE MAIN ENTRANCE OF THE WATERVLIET ELEMENTARY SCHOOL BUILDING WILL BE DESIGNATED FOR DROP OFF AND PICK UP OF CHILDREN ENROLLED IN THE PROGRAM. IT IS MANDATORY THAT WE PUT IN PLACE PROCEDURES TO ALLOW FOR STRICT 6FT. DISTANCE BETWEEN CHILDREN, PARENTS AND STAFF. DESIGNATED STAFF WILL RECEIVE THE CHILD FROM THEIR PARENT/GUARDIAN AFTER THEIR DAILY HEALTH CHECK AT THE BEGINNING OF THE MORNING PROGRAM, WITH THE EXCEPTION OF 6th GRADE, AND BRING THE CHILD OUT TO THEIR PARENT AT THE END OF THE AFTER SCHOOL PROGRAM. ALL CHILDREN, PARENTS AND STAFF MUST WEAR FACIAL COVERINGS DURING DROP AND PICK UP TIMES. STAFF AND CHILDREN ENROLLED IN PROGRAM MUST ALSO WEAR FACIAL COVERINGS AT ALL TIMES WHEN INTERACTING, REGARDLESS OF DISTANCE. STAFF AND CHILDREN MAY USE THEIR OWN ACCEPTABLE FACIAL COVERINGS DURING PROGRAM. FACIAL COVERINGS WILL BE PROVIDED BY THE CIVIC CENTER IF NEEDED.**

**WHEN MAKING A PAYMENT, PLEASE PUT THE PAYMENT IN AN ENVELOPE WITH THE CHILD'S NAME ON IT. A DESIGNATED STAFF MEMBER, AT THE MAIN ENTRANCE TO WES WILL TAKE THE PAYMENTS. A RECEIPT WILL BE GIVEN WHEN YOUR CHILD IS PICKED UP OR THE FOLLOWING MORNING.**

**STAFF AND CHILDREN MUST PERFORM PROPER HAND HYGIENE, WASHING WITH SOAP & WATER IMMEDIATELY UPON ENTERING THE PROGRAM.**

**HAND WASHING/HYGIENE AND CLEANING/DISINFECTION**

**THE CIVIC CENTER MUST ALSO ADHERE TO HYGIENE, CLEANING AND DISINFECTION REQUIREMENTS FROM THE CDC AND DOH AND MAINTAIN LOGS ON SITE THAT DOCUMENT DATE, TIME AND SCOPE OF CLEANING AND DISINFECTION.**

**HAND HYGIENE STATIONS WILL BE PROVIDED AND MAINTAINED THROUGHOUT COMMON AREAS WITHIN THE PROGRAM.**

**HANDWASHING WITH SOAP, RUNNING WATER, AND DISPOSABLE PAPER TOWELS; ALCOHOL-BASED HAND SANITIZER CONTAINING 60% OR MORE ALCOHOL FOR AREAS WHERE HANDWASHING IS NOT AVAILABLE/PRACTICAL.**

**STAFF AND CHILDREN WILL PRACTICE HEALTHY HYGIENE IN THE FOLLOWING INSTANCES:**

- **UPON ARRIVAL**
- **BETWEEN ALL PROGRAM ACTIVITIES**
- **AFTER USING THE RESTROOM**
- **BEFORE AND AFTER EATING**
- **BEFORE DEPARTING FROM THE PROGRAM**

### **EXTRA CLOTHING**

**ACCIDENTS HAPPEN...ENROLLED CHILDREN SHOULD HAVE MULTIPLE CHANGES OF CLOTHES ON HAND IN THE PROGRAM (STORED IN THEIR BACKPACKS). SOILED CLOTHING WILL BE PLACED IN A PLASTIC BAG AND SENT HOME FOR LAUNDERING.**

### **ENROLLMENT**

**THE PROGRAM OPERATES ON A FIRST COME FIRST SERVE BASIS. ENROLLMENT WILL BE LIMITED. IF YOUR CHILD DOES NOT ATTEND THE PROGRAM ON A REGULAR BASIS THE WATERVLIEET CIVIC CENTER RESERVES THE RIGHT TO TERMINATE SERVICE FOR A CHILD ON THE WAITING LIST.**

**AS STATED BY NYSDOH, THE GROUP SIZE OF CHILDREN MUST AND WILL BE LIMITED TO NO MORE THAN 15 CHILDREN (NOT INCLUDING STAFF ASSIGNED TO THE GROUP), WHILE COMPLYING WITH THE SPECIFIC RATIO STANDARDS. STAFF AND CHILDREN**

**GROUPINGS WILL BE STATIC AS POSSIBLE BY HAVING THE SAME GROUP OF CHILDREN STAY WITH THE SAME STAFF WHENEVER AND WHEREVER POSSIBLE.**

**APPROPRIATE CLEANING AND DISINFECTION SUPPLIES WILL BE PROVIDED FOR STAFF TO USE FOR SHARED AND FREQUENTLY TOUCHED SURFACES (DOORS, TABLES, CHAIRS, TOYS, ART SUPPLIES, COMPUTERS, ETC.) AND WILL USE THESE SUPPLIES BEFORE/AFTER USE OF THESE SURFACES, FOLLOWED BY HAND HYGIENE.**

### **CELL PHONES**

**IT IS RECOMMENDED THAT CHILDREN LEAVE THEIR CELL PHONES AND OTHER ELECTRONIC DEVICES AT HOME. WE UNDERSTAND MANY PARENTS PREFER THEIR CHILD BE EQUIPPED WITH A CELL PHONE IN CASE OF AN EMERGENCY. ALL CELL PHONES WILL BE KEPT IN THE CHILD'S BOOKBAG. IF YOUR CHILD MUST HAVE THEIR CELL PHONE WITH THEM FOR EMERGENCY PURPOSES, IT WILL BE KEPT IN A PLASTIC BAG, WITH THE PROGRAM SUPERVISOR. IF USED, THE CELL PHONE WILL BE CLEANED AFTER USE AND THE CHILD'S HANDS WILL BE CLEANED.**

**EMERGENCY PLAN FOR A CHILD/STAFF WHO BECOME ILL  
THE WATERVLIT CIVIC CENTER MUST PROHIBIT CHILDREN, STAFF AND VISITORS FROM ENTERING THE PROGRAM IF THEY ARE SHOWING SYMPTOMS OF ILLNESS.**

**THERE WILL BE A DESIGNATED AREA IN THE PROGRAM IF A CHILD/STAFF BECOME ILL DURING PROGRAM HOURS. IF A CHILD DOES BECOME ILL, PARENTS WILL BE CALLED TO PICK THEIR CHILD UP. THERE WILL DESIGNATED STAFF WHO WILL STAY WITH THE CHILD UNTIL THE PARENT HAS ARRIVED. THE CIVIC CENTER MUST NOTIFY STATE AND LOCAL HEALTH DEPARTMENTS AND COOPERATE WITH CONTACT TRACINGS, NOTIFY POTENTIAL PEOPLE IN CONTACT WHILE PROVIDING CONFIDENTIALITY. WITH**

**THE HELP OF HEALTH OFFICIALS, WE CAN DETERMINE THE NEXT COURSE OF ACTION IF NEEDED.**

**MISCELLANEOUS INFORMATION**

**ALL STAFF WILL BE TRAINED ON APPLICABLE PRECAUTIONS/POLICIES IN THE STATE'S GUIDELINES. STAFF WILL ALSO BE TRAINED ON HOW TO SUPPORT CHILDREN'S DEVELOPMENT OF GOOD PUBLIC HEALTH BEHAVIORS AND SOCIAL INTERACTION PRACTICES IN CROWDED SETTINGS TO PREVENT THE SPREAD OF COVID-19.**

**SIGNAGE WILL BE POSTED INSIDE AND OUTSIDE OF THE PROGRAM WITHIN BUILDING TO REMIND INDIVIDUALS TO FOLLOW PROPER HYGIENE, SOCIAL DISTANCING RULES, APPROPRIATE FACE COVERING USE, AND CLEANING AND DISINFECTING PROTOCOLS.**

**IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE DON'T HESITATE TO CONTACT**

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**PROGRAM COORDINATOR**

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