

VALLEY-SHORE YMCA Y SCHOOL AGE™

We build strong kids, strong families, strong communities.

THE FOLLOWING SCHOOL'S OUT/ALL DAY PROGRAMS ARE AVAILABLE FROM 7AM TO 6PM at The Valley-Shore YMCA in Westbrook - no programs will be held at the schools during these dates: (A minimum of 10 children must be enrolled)

Monday, October 12th	Columbus Day
Monday, December 28th	Holiday Recess
Tuesday, December 29th	Holiday Recess
Wednesday, December 30th	Holiday Recess
Monday, January 18th	Martin Luther King Day
Monday, February 15th	Winter Recess
Tuesday, February 16th	Winter Recess
Wednesday, February 17th	Winter Recess
Thursday, February 18th	Winter Recess
Friday, February 19th	Winter Recess
Monday, April 12th	Spring Recess
Tuesday, April 13th	Spring Recess
Wednesday, April 14th	Spring Recess
Thursday, April 15th	Spring Recess
Friday, April 16th	Spring Recess

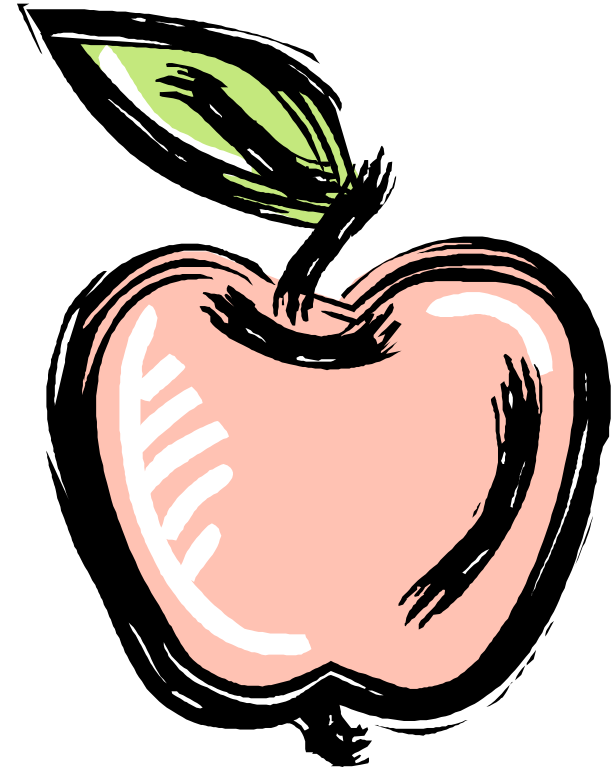
REGISTRATION FORMS FOR THESE PROGRAMS WILL BE AT THE YMCA AND AT THE PROGRAM SITES APPROXIMATELY 3 WEEKS PRIOR TO PROGRAM.

Please note: As of press time the Spring Recess for Westbrook Schools is scheduled for April 5-April 8, 2010. Site location and coverage is TBD.



The Valley-Shore YMCA
201 Spencer Plains Road
P.O. Box 694
Westbrook, CT 06498
(860) 399-9622
www.vsymca.org

2009-2010 Parent Handbook



VALLEY-SHORE YMCA Y SCHOOL AGE™

We build strong kids, strong families, strong communities.

Welcome!

The Valley-Shore YMCA School Age Program welcomes you and your child to an exciting 2009/2010-school year! Our caregivers have planned a fun and enjoyable program and we are glad to have you with us.

Our goal is to provide a safe, warm and nurturing environment where school age children develop to their fullest potential. Our School Age Program is an age-appropriate quality care program licensed by the State of Connecticut, which exists to meet the needs of parents when they cannot be with their children.

Please read the following information carefully and save it for future reference. If you have any additional questions, please do not hesitate to call The YMCA, at 860-399-9622.

Eligibility

This program is open to children who attend the schools where our licensed programs are located. Registration for these programs is processed at the Valley-Shore YMCA in Westbrook. A registration fee of \$25.00 per child is required and is non-refundable and non-transferable. Each child must be a Full Privilege Valley-Shore YMCA Member or pay a \$60.00 Program Participant Membership each school year. Memberships are non-refundable and non-transferable.

PLEASE UPDATE INFORMATION RELATING TO HOME OR WORK ADDRESSES AND TELEPHONE NUMBERS BY MAIL TO THE SCHOOL AGE PROGRAM DIRECTOR, VALLEY-SHORE YMCA, AND P.O. BOX 694, WESTBROOK, CT 06498. THIS IS NECESSARY TO ENSURE YOUR CHILD'S SAFETY.

Enrollment

Children must be enrolled in Before School, After Kindergarten or After School for at least **two** days per week. **NO EXCEPTIONS WILL BE MADE.** We do not accept any unregistered children for "walk-in" child-care. Children must be toilet trained. If there is anything we should know about your child to enable us to provide better service, please indicate this on the appropriate section of the registration form.

Children enrolled in Before School must be escorted to YMCA by adult caregivers and signed in no earlier than 7AM. This is necessary to ensure your child's safety and provides a time for you to communicate with staff. Please do not drop your child off in front of school.

Required Forms

- **Pick-Up Form**

Children must be picked up promptly from After Kindergarten or After School to avoid a late fee of \$10.00 for the first 10 minutes then \$ 1.00 per minute thereafter. If you are continually late in picking up your child, we reserve the right to request that another person on the pick-up list pick up your child. Parents must call caregivers at the program site in advance if someone on the pick-up list other than a parent is picking up their child. There are answering machines at each program site allowing parents to leave messages for caregivers at anytime. Only the people on your child's pick-up list will be allowed to remove your child from the program. Caregivers will request a form of photo identification from persons they are unfamiliar with. Valley-Shore YMCA employees/volunteers are not allowed to be on any child's pick-up list. You may add or delete people from your child's pick-up list during the school year. Please do so at the program site with one of our caregivers or at the YMCA School Age Program office. You must date and initial all changes. Written notes or phone calls will not be accepted as permission to add or delete people from your child's pick-up list. Please note: YMCA caregivers are not responsible for policing custodial disputes

- **Emergency Medical Care Form**

YMCA caregivers will attend to minor cuts and bruises. If emergency medical care is needed, 911 will be called and a parent or emergency contact will be called immediately. If the caregiver is unable to reach a parent or emergency contact, the designated physician will be notified. Emergency contacts must also be listed on the pick-up list.

CONTROLLED SUBSTANCE POLICY

In the event a child's parent/guardian or other authorized person arrives to pick up a child from the YMCA, and appears to be under the influence of a controlled substance the following steps will be taken:

1. The parent/guardian will be asked to call another person on the pick-up list or caregiver will offer to make the call for them. If the authorized person picking up the child is not the parent or guardian the caregiver will call the parent or guardian immediately.
2. If the authorized person refuses to call or if another person is not available, the Director will offer to drive the parent/guardian or other authorized person and the child home in the YMCA vehicle. If they refuse -
3. The parent/guardian or other authorized person will be told that the State Police will be called and alerted that he/she appears to be under the influence of a controlled substance.
4. If the parent/guardian or other authorized person leaves with the child and refuses to cooperate with the requests stated above, the State Police will be notified of the situation and destination if known.

COMPLAINT PROCEDURE

If you wish to register a complaint, you may speak to a caregiver or contact the School Age Program Director. If the complaint is not resolved, you may contact the State of Connecticut Department of Health.

QUESTIONS, CONCERNS, OR SUGGESTIONS

The purpose of this handbook is to promote understanding of our program and its policies. If you have any questions, concerns, or suggestions, you may call the School Age Program Director or use the Suggestion Box and Evaluation Forms at the program site or the YMCA. Our caregivers are committed to providing you and your child with the best possible service. Together we can ensure a safe and healthy environment for children between school and home.

DONATIONS

Our School Age Program would greatly appreciate donations of new or used toys, paper, books, craft materials, clothing, computers, and dorm size refrigerators. Please call the School Age Program Director, at 860-399-9622. Thank You!



CLOTHING

Children should bring sneakers to the program. They should be allowed to play without fear of being reprimanded for getting their clothes soiled. Please exercise good judgment about weather conditions and the need for additional clothing such as sweaters, long pants, jackets, etc. Hats, gloves and boots are required on winter days. When picking up your child, please reinforce our efforts to have children bring all of their belongings home. Our caregivers are not responsible for lost belongings.

TOYS

Your child is welcome to bring a toy from home to the program with the understanding that we do not accept any responsibility if the toy is lost or broken. The program does NOT allow Game boys, guns, knives, violent items, video games, trading cards, walkmans, or boom boxes. Children may not exchange or borrow toys from each other. If a child takes another child's toy home this may result in disciplinary measures.

SNACKS

Each day, the afternoon programs will provide milk or juice and a nutritious snack. Please notify our caregivers if your child has any food allergies. Please educate your child about his/her allergies. Our caregivers will remind children, but are not responsible for monitoring children's allergies. Please check our posted snack menus and substitute a snack from home as necessary. Crackers are always available as an alternative snack.

ILLNESS

Please Do Not Send Sick Children to the Program! We reserve the right to refuse children who are ill. Parents will be contacted if our caregivers feel that a child should be sent home due to illness. If a parent cannot be reached, our caregivers will call a person on the pick-up list.

DISCIPLINE

The School Age Program is a place for children to have fun, but we expect caring, respectful, honest and responsible behavior from your child. If needed, our caregivers will use positive methods in disciplining children. If a child is out of control, our caregivers will remove the child from the activity and he/she will be given time to regain control while separated from the group. The child will always be in sight of our caregivers and never left alone. Our caregivers will never use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstance. If a child's behavior consistently requires attention from our caregivers, which takes away from other children, you will be notified. We reserve the right to suspend a child's participation in the program temporarily or permanently due to discipline problems. Intentionally causing injury to another child, or leaving the caregiver's supervision will result in temporary suspension. If your child's participation is temporarily suspended, you will continue to be responsible for payment for the original scheduled days. After three suspensions your child will be removed from the program.

Parents are asked to *sign-off* on our discipline policy within our registration package. Please call the YMCA if you have any questions regarding our Discipline Policy.



- **Health Record Form**
A copy of your child's schedule of immunizations and date and result of last physical examination is required. This information must be current within three years.
- **Administration of Medication Policy**
Please review this policy carefully. It is advised that parents arrange for their child to be given medication by the school nurse prior to attending the School Age Program. Parents of children who require administration of medication on early dismissal days and during "School's Out! /All Day Programs" must contact The School Age Program Director, at the Valley-Shore YMCA, at least two weeks in advance.

ALL REQUIRED FORMS MUST BE DATED AND SIGNED BY PARENTS OR GUARDIANS AND SUBMITTED TO THE VALLEY-SHORE YMCA IN WESTBROOK AT LEAST ONE WEEK PRIOR TO A CHILD'S FIRST DAY IN THE PROGRAM.

Enrollment may be terminated upon:

- Written request of parent, two weeks prior to date of termination;
- Director's request in extreme cases if a child experiences serious social, emotional or behavioral difficulties;
- Non-payment of fees;
- Inclusion of false information on the Registration Form.

HOURS OF OPERATION/LOCATION/ PHONE NUMBERS/DAILY FEES

ALL PROGRAM SITES HAVE 24-HOUR ANSWERING MACHINES FOR YOUR CONVENIENCE!

The Valley-Shore YMCA		(860) 399-9622
CLINTON - Lewin G. Joel, Jr. School (860) 575-7852		
7AM - 8:30AM	Before School	\$ 7.25
3PM - 6PM*	After School	\$12.50*
CLINTON- Abraham Pierson School (860) 227-6458		
2:30PM-6PM*	After School	\$13.50*
WESTBROOK - Daisy Ingraham School (860) 399-4084		
7AM - 8:30AM	Before School	\$ 7.25 (860) 575-4107
12:30PM - 3PM*	After Kindergarten	\$12.50*
3PM - 6PM*	After School	\$12.50*
OLD SAYBROOK - Kathleen E. Goodwin School (860) 388-6417		
7AM - 8:45AM	Before School	\$ 7.25
3PM - 6PM*	After School	\$12.50*
OLD SAYBROOK - Old Saybrook Middle School (860) 395-1422		
2:30PM - 6PM*	After School	\$ 13.50*
CHESTER - Chester Elementary School (860) 575-8368		
3:00PM - 6PM*	After School	\$ 12.50*
DEEP RIVER- Deep River Elementary School (860) 304-7313		
2:45PM-6:00 PM*	After School	\$ 12.50*

*Coverage for half days start upon the early dismissal time at your school (please check with the school and the school's calendar for dates and times). **New for the 09-10 School Year:** An additional \$10 fee will be charged for all scheduled half days or early dismissal days.

PAYMENT/ATTENDANCE

Payment can be brought directly to or mailed to the Valley-Shore YMCA, P.O. Box 694, Westbrook, CT 06498. Checks can also be dropped at any of the sites. Please save your canceled check or receipt for proof of payment in the event a payment is posted incorrectly. Personal computer records will not be accepted as proof of payment. Monthly bills will be sent to the sites detailing weekly amounts due. You may choose to pay weekly or monthly. Payments are due Friday two weeks in advance. A late fee of \$ 25 will be charged for payments not received by the due date. Accounts more than two weeks past due could result in your child being removed from the program.

Financial assistance is available based on family need. Please contact the YMCA for details.

If your child needs to attend the program on a day and time that is not a regular scheduled day or time, he/she may attend as a "drop-in" for the regular fee plus an additional fee of \$3.00 only if space allows and advance notice is given by calling our caregivers at the program site. Please include this payment with your next scheduled payment. Requests of receipts for employment reimbursements must be made in writing to Debe Allen, Valley -Shore YMCA: P.O. Box 694, Westbrook, CT 06498 and a self-addressed, stamped envelope must be provided.

PAYMENT IS DUE REGARDLESS OF ATTENDANCE. Children kept home on a physician's written advice due to illness for five consecutive days are exempt from this policy. Please notify our caregivers by calling the program site as early as possible if your child will not attend the program due to illness or change of plans. This is necessary to ensure your child's safety. If you do not inform the site of your child's absence, it can take an hour or more to track him/her down, thereby taking time away from the children who are present.

Any temporary changes to the original schedule which affect the days of the week that your child will attend must be made in writing and given to our caregivers at the program site. It is critical to your child's safety that our caregivers know when to expect your child to attend the program. Keep in mind that you will be charged according to the original schedule, even if your child attends fewer days.

Any permanent changes to your child's original schedule must be in writing and given to our caregivers at the program site and to the School Age Program Assistant Director at the Valley-Shore YMCA at least two weeks prior to change, otherwise you will continue to be charged based upon the original schedule. A fee of \$10 will be charged for excessive permanent scheduling changes.

Notice of withdrawal of your child from the program must be made in writing and given to our caregivers at the program site AND to the School Age Program Assistant Director at the Valley-Shore YMCA at least two weeks prior to the date of withdrawal; otherwise you will continue to be charged. If you withdraw your child from the program for more than three weeks and then wish to re-register, you will be charged another \$25 registration fee.

If an early dismissal day falls on a registered scheduled day for your child, we will provide a program for the full time and you will be charged for this day regardless of your child's attendance. *Coverage for half days start upon the early dismissal time at your school (please check with the school and the school's calendar for dates and times). **New for the 09-10 School Year:** An additional \$10 fee will be charged for all scheduled half days or early dismissal days.

SCHOOL'S OUT!-ALL DAY PROGRAMS

All Day Programs will be held from 7AM - 6PM at the Valley-Shore YMCA for a fee of \$35 per day on most single day holidays and during vacation weeks. (See schedule below)

Your child must be escorted to the All Day Program caregivers and must be signed in.

Sign out procedures require photo ID and name listed on pick up form.

NO EXCEPTIONS WILL BE MADE.

All Day Programs require separate registration and payment, which must be made at the YMCA by the established deadline, noted on the registration form. These forms will be available at each site approximately three weeks in advance.

No "drop-ins" are accepted during All Day Programs. There will be an additional fee of \$5.00 for each day

registered for after the established deadline. The multi-child discount does not apply for All Day Programs. No refunds will be given for non-attendance. Ten or more children must be pre-registered and pre-paid by the established deadline in order to provide the program. If an All Day Program is not held due to low enrollment, your pre-payment will be used toward unpaid or future charges.

ALL DAY PROGRAMS ARE NOT HELD WHEN SCHOOL IS CLOSED DUE TO SNOWSTORMS OR ON THE FOLLOWING DATES - You will need to make other arrangements for day care for your child on these dates.

9/07/09 -Labor Day

10/09/09 -Professional Development Day (Chester & Deep River)

11/11/09- Veteran's Day (Chester & Deep River)

11/25/09 - Thanksgiving Holiday (Goodwin & OSMS)

11/26/09 -Thanksgiving Holiday

11/27/09 -Thanksgiving Holiday

12/24/09 -Holiday Recess

12/25/09 -Holiday Recess

12/31/09 -Holiday Recess

01/01/10- New Year's Day

1/15/08-Professional Development Day (Daisy)

03/30/2010-Professional Development Day (Daisy)

04/01/10- Professional Development Day (Goodwin, OSMS)

04/02/10- Good Friday

05/07/10-Professional Development Day (Chester & Deep River)

05/31/10 -Memorial Day

EARLY CLOSINGS DUE TO SNOW STORMS

Decisions regarding early closings of programs due to storms will be made by the Valley- Shore YMCA CEO based upon the severity of each storm and could vary from storm to storm. Parents will be called if programs are closed early. If parents cannot be reached, a person from the child's pick-up list will be called. You must have local people on your child's pick-up list. Please arrange for early pick-up for everyone's safety.

If school is canceled due to weather for the day the YMCA does not run a program that day. Should you be scheduled to attend and have paid for a day that is cancelled you will be given a "system credit" for that day.

ACTIVITIES

Children are encouraged to choose from a variety of activities including arts and crafts, games, outdoor play, gym games, free play and quiet time. The need for some children to relax and unwind, read, do homework or converse with a friend is recognized and supported by our caregivers.

Our caregivers provide the opportunity and space for children to do their homework but are not responsible for monitoring studies. It is the responsibility of parents to encourage their children to do homework at the School Age Program.

If children participate in after school activities outside of our program such as Brownies, Boy Scouts, soccer, basketball, softball, etc., it is the parent's responsibility to list a person on their child's pick-up list who will bring their child to and from the activity. If this cannot be arranged, a note must be given to our staff at the site that states that the parent gives their child permission to go to and from our program by themselves to the activity and that the YMCA is not responsible for their child until he/she returns to our program. Our caregivers will not be available to escort children to and from other after school activities.