

UNITED METHODIST CHURCH OF QUEENSBURY

SCHOOL AGE CHILD CARE

PROGRAM PHILOSOPHY

We provide a setting which is open and nurturing while offering security and structure. We feel that before and after a day at school, children need the opportunity for freedom and personal initiative but within predetermined guidelines.

We offer a variety of activities and materials to enable the children to find constructive ways of expressing themselves and caring for others. In the afternoon there is a specific time for study and homework, when requested by the child or the parents or legal guardian, with adult supervision and help.

The daily schedule includes periods of active play, creative projects, socialization and homework. Children can make their own choices within the environment offered. Your child may also bring in activities or music to share with the other children as long as it is appropriate for all the ages of the children in the program.

This child care program is licensed by New York State and its regulations and licensing is renewed every two years. This license requires us to take frequent training in various topics concerning child care. It also requires that the staff are mandated reporters of child abuse and maltreatment.

The School Age Care program is governed by the Children's Council of this facility. Any situations that affect the child care program are discussed with this council for further advisement and decision making.

DAYS OF OPERATION

Our program follows the Queensbury School calendar. When school classes are in session, we are open. We provide child care for children in grades K-5th grade.

Monday – Friday 7-9 a.m. (morning session)

2:30 – 5:30 p.m. (afternoon session)

* Tuition is assessed for the number of hour slots the child is in attendance.

Half Days- On scheduled half day conference days, we will be open if at least ten children require child care and staffing permits.

Half day rates will be included on the general information sheet.

If we are open we hold "fun days"

Children will be cared for between time of dismissal and 5:30 p.m.

Parents or legal guardians will be responsible for sending lunch with their child.

We will provide an afternoon snack.

* If your child stays beyond the four hour additional half day hours and it exceeds their regularly scheduled hours, an hourly rate will be incurred.

Sign up for these days will be put out in sufficient time for you to plan your schedule.
*The half day fee is nonrefundable if you cancel within 24 hours of the day.

WE ARE NOT OPEN

Snow Days

Unscheduled early dismissals

Superintendent Days

Vacations-including summer

Holidays

Morning delays due to weather-morning session closed, afternoon session open

*Credit will not be issued for a snow day or a delay

Any school closing or delay can be found on the local radio stations or television channels 6, 10 and 13.

Exception-If Queensbury School has a delayed opening as indicated on their school calendar, (10/25/10, 12/10/10, and 3/28/11). we will be open on that morning at our regular opening time of 7 a.m. until the opening of school that morning. Any additional children that do not traditionally come in the mornings that may need this morning coverage will be able to attend on an availability basis only. The Administrative or Program Director will provide the final confirmation if these children may attend that morning. Payment for this additional time will be at the current hourly slot rate.

It is always a good forethought to have an alternative child care provider as a back-up. Should your child be sick or school and School Age Care is not open, you will have a plan in place.

FEES

Tuition is charged at a monthly rate with a ten hour per month minimum. **The fee remains constant for the time slot reserved at registration regardless of the child's attendance.** We charge only for the days we are in operation. A discount will apply for siblings. A discount does NOT apply to siblings attending on a limited basis and paying for a minimum of ten hours per month.

Any additional hours that your child attends beyond their scheduled hours will be charged to your account at an hourly rate.

In order to secure all tuition payments and accurate recording of your payments please pay for tuition with a personal check, money order, or bank check, made payable to QUMC. Payment is payable one month in advance. If you pay in cash you must hand it directly to the Administrative Director and be given a receipt. DO NOT leave cash loose or in an envelope in the Administrative Director's office. Your payment should be put in an envelope and placed in the basket in the office (room 1) OR mailed to the church c/o School Age Care. Please do not hand payments to staff members. Enclose a completed tuition payment coupon with your payment.

Late tuition

Tuition payments not received two weeks after the due date will be subject to written notice from the Administrative Director. A \$5.00 penalty fee will be incurred for late tuition payments received after the 15th of the month. Accounts in arrears for one month will be subject to review by the Children's Council and can result in the dismissal of your child from the program. Arrangements can be made by the Administrative Director for special circumstances.

Divided payments

In situations where payment will be divided between parents/legal guardian, the responsible party that will **ensure payment** will be indicated by the signature on the registration request form. They will also be responsible for any expenses incurred by the church, due to returned checks.

Assistance with payment

Should you feel you need assistance with payment of child care tuition you can contact the Warren County Day Care Unit. We are a participant in their child care assistance program and will accept payment of tuition from them. The program is set up to assist families with child care as long as the parent is working and need child care in order to go to work.

Change in schedule

If your child care needs change and you need to amend your child's schedule of attendance, please speak with the Administrative Director and convey this change in writing and discuss how this may change the amount of tuition. Please also notify the Administrative Director of any situations that may alter your ability to pay your outstanding balance on your account, such as a change in jobs, so that alternative payment arrangements may be made.

After 5:30 p.m. pickup

It is expected that your child will be picked up by 5:30 p.m. An occasional tardiness due to unforeseen circumstances is certainly understandable. Evening church activities begin shortly after this time so it is necessary for us to adequately close our program prior to the evening activities. A phone call to say that you will be late is appreciated as well as the comfort for your child that they understand that you are on your way to pick them up. A late fee will be charged for any pick up after 5:30 p.m. at the rate of **\$1.00/minute**, by our clock. This is to be paid within one week of the occurrence.

TRANSPORTATION

Children will be transported to and from the Queensbury Elementary School and the William H. Barton Intermediate School by the Queensbury School bus system. Parents or legal guardians need to follow school procedures in making this request. Children will be picked up and discharged in the church's rear parking lot and will be supervised by program personnel. You should notify the bus garage and your child's teacher that your child will be attending our program. School Age Care will not transport to and from school.

Late bus

If your child stays after school for an activity it is **essential that you notify the School Age Care program** that your child will be taking the 3:20 p.m. or 4:20 p.m. bus or if you are picking them up at school. The school bus system will only drop your child off on Aviation Road in front of the church if they are taking the late bus. One of our staff members will meet them at the bus.

***If your child goes home sick during the day or is picked up after school by you or others it is extremely important that you notify us.**

If the children go on a field trip during School Age Care hours of operation you will receive written notice of our form of transportation and a permission slip to sign.

DAILY ATTENDANCE PROCEDURES

Please park your car at the rear of the building and come in through the lower entrance facing the parking lot. All other doors to the building will be locked.

Dropping off

Parents or legal guardians using the Before school program MUST SIGN the child in, accompany the child to the coat station and then to their assigned room. **Children must not be sent in from the car on their own, or left unattended in the halls or outside the building.** While you are dropping off or picking up your child it is essential, that you **DO NOT LEAVE ANY UNATTENDED CHILD IN YOUR CAR, ESPECIALLY WITH THE CAR RUNNING.**

Picking up

Parents or legal guardians using the After school program, MUST SIGN their child out before leaving with their child. **Children are not allowed to sign themselves in or out.**

The New York State Child Care Regulations state that “no child can be released from the school-age child care program to any person other than his or her parent, or person currently designated in writing by such parent to receive the child, or any other person authorized by law to take custody of a child.”

***While you are dropping off or picking up your child it is essential, that you DO NOT LEAVE ANY UNATTENDED CHILD IN YOUR CAR, ESPECIALLY WITH THE CAR RUNNING.**

Attendance will be taken by the caregivers as the children arrive in both the Before and After School sessions. FOR ANY UNSCHEDULED ABSENCES FROM THE PROGRAM, IT IS EXTREMELY IMPORTANT THAT YOU NOTIFY US. IF YOUR CHILD IS ABSENT FROM THE AFTERNOON SESSION, STAFF MAY SPEND UP TO 45 MINUTES TRYING TO LOCATE YOUR CHILD. You may leave a message on our answering machine if necessary. You will be charged an additional fee for not notifying staff of non attendance in the afternoon after three occurrences.

If someone other than a parent or legal guardian will be picking up your child regularly, all information must be on file with the Administrative and Program Directors, and this person will be responsible for the above sign-out procedures. If a substitution is to be made for pick-up on a particular day, or in an emergency, the parent or legal guardian must call or provide a note with specific information. The adult picking up the child will be required to present a picture identification. Please notify any adult who will be picking up your child about this so that they carry it on their person. Without proper ID they will not be allowed to pick up your child.

If the child's parents are separated or divorced a copy of the custody agreement will need to be kept on file with the Administrative Director. Be sure to indicate authorized persons that may pick up your child. The parent signature on the registration request form will have the determining decision for any additional persons authorized to pick up the child. Please communicate with each other to determine who will need to be on the pick-up list.

In case of an emergency/fire drills

Should there be an emergency where we need to evacuate the building and it is deemed unsafe to remain on church property, we will move the children to another location. Our first choice is to go to the church of Our Lady of Annunciation, next door. Our next location would be the Queensbury Middle School or High School. Please know that we will try to contact you via phone or a note on the door regarding our change in location but that may not always be feasible. The sign in/out procedure will remain the same during an emergency.

CLOTHING

Children will have the opportunity to go outside as often as possible. We are big believers in fresh air and exercise. Please make sure your child has clothing appropriate for the weather, (boots, mittens, hats, snow pants for the cold weather, OR shorts and sunscreen, for warm weather. **To maintain safety for your child inside and outside we cannot allow flip flops for footwear.** The children are involved in play that need shoes with gripping soles and will stay on their feet. The playground has wood chips so it is best to wear sneakers or other closed shoes. Crocs are acceptable with use of socks and the back strap in place behind the ankle. Sandals also create a hazard. If you child does not have appropriate footwear they will have limited use of playground equipment and some activities. If you wish, please send in a pair of sneakers or other closed shoes for outside wear. We can keep them here for your child's use. You and your child's cooperation with this is greatly appreciated.

If your daughter is wearing a dress or skirt please send a pair of shorts for her to wear under the dress or skirt that she may wear for outdoor play.

SNACKS

We will provide a nutritious after school snack. If your child has any food allergies, please let us know when the child enters the program. If food allergies are extensive, you may be asked to supply snack for your child. We try to discourage any child from bringing their own snack on a regular basis. Due to allergies of other children, the parent or legal guardian must get permission from the Program Director before sending any food.

ALLERGIES

Please notify us of any allergies your child has and advise us promptly should new ones develop. It is important for you to familiarize us with any specific symptoms of allergic reactions and any necessary treatments.

MEDICATIONS

We will NOT administer any medications. Your child WILL NOT be allowed to self administer any medication while in our care. Should your child need medication while in our care, the parent or another qualified adult, other than School Age Care staff, will need to administer it.

ILLNESS

If a child becomes ill during the hours of operation, measures will be taken to keep the child comfortable until a parent or legal guardian arrives. At the discretion of the Program Director, the parent or legal guardian will be contacted. If they cannot be reached, a call will be made to a person designated on the registration form. **Children should not be attending School Age Care if they have a fever or contagious illness (e.g. pink eye, strep throat). If your child comes with any symptoms of an illness you will be called to pick up your child.**

In the event your child becomes injured, the adult staff will provide immediate first aid. If the situation warrants, your child will be sent to the hospital for emergency care accompanied by an adult staff member.

MEDICAL EMERGENCIES

In the event of a medical emergency, we will make every attempt to contact a parent or legal guardian. **This makes it vital that you notify us of any changes in your schedule, workplace, phone numbers and pertinent information.** However, the Program Director WILL secure emergency medical care when necessary. In the event a child is taken to the hospital, an adult staff member will go in the ambulance with the child and remain with the child until a parent or legal guardian arrives. Any incidents will be recorded in your child's SAC record.

DISCIPLINE

One goal of School Age Care is building self-discipline and encouraging concepts of self-worth. At the same time we need to ensure safety in the program setting.

Our discipline guidelines are designed and administered in a way to help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules and limits appropriate to the ages and development of the children in care. Limits are clearly defined. Through discussion, children are helped to understand these limits. Parents or legal guardians will receive a copy of the basic rules to talk over with their children.

If a child displays behavior that poses a risk to self or others or displays a repeated unacceptable behavior, a written report of the incident will be completed and shown to the parent for their signature. If we encounter an ongoing discipline problem and, with the parents or legal guardians, are unable to correct the situation, the child may be suspended or dismissed from the program. Hitting, kicking, biting, and inappropriate language or other behavior that could cause harm to staff or other children WILL NOT BE TOLERATED. If the behavior is severe, there will be immediate dismissal from the program.

PARENT CONFERENCES

Parents or legal guardians are always welcome to discuss issues relating to their children. If the issue is of a confidential nature or will require a significant amount of time, please make an appointment. We plan to schedule a conference with each family at the beginning of the year and again in the spring and/or as necessary.

CHILD ABUSE/NEGLECT

The United Methodist Church of Queensbury's School Age Care Program is a mandated reporting agency for child abuse and neglect and is required by law to report any suspected incidents of child abuse or maltreatment to the State Central Register of Child Abuse. This may include leaving unattended young children in the car.

PROCEDURES FOR HANDLING CONCERNS OR GRIEVANCES

In the event of a concern or grievance by a parent or legal guardian, the following steps should be followed:

1. The concern or grievance should be brought first to the Program Director. The Program Director will investigate the matter and try to reach a resolution. This resolution will be discussed with the parents or legal guardians.
2. If the parent or legal guardian is not satisfied with the way the matter has been handled, or if the concern or grievance involves the Program Director, the parent or legal

guardian should speak with the Administrative Director. The Administrative Director will investigate the matter and make every attempt to reconcile the differences to the satisfaction of the family and the staff.

3. The Chairperson of the Children's Council should be contacted if you are unable to resolve your concern or grievance with the Program or Administrative Director.
4. Parent or legal guardian is always welcome, at anytime, to go directly to the church pastor.

SPECIAL SITUATIONS

In order to protect the children in our care, we have developed policies dealing with the following potential problems:

1. Adult arriving in an intoxicated condition to pick up the child: we will try to persuade the adult to let us call a taxi or we may contact other persons on the approved pick up list to provide transport for the family. If the adult insists on taking the child, we will notify the police.
2. Custody arrangements with court orders specifying terms will need to be kept on file with the Administrative Director.
3. Failure of any approved adult to pick up the child: we will follow our written procedure for late pick-up and if unable to contact a parent or legal guardian or other persons designated on the registration form by 6:30 p.m. we will notify the local Department of Social Services or the local law enforcement agency.

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