

# UNITED METHODIST CHURCH OF QUEENSBURY

## BEFORE & AFTER SCHOOL CHILD CARE

### QUMC KIDZ SCHOOL AGED CHILD-CARE (SAC)

#### **PROGRAM PHILOSOPHY**

QUMC Kidz SAC provides an open and nurturing setting while offering a secure structured environment. We feel that before and after a day at school children need the opportunity for freedom and personal initiative but within predetermined guidelines.

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

New York State Office of Children and Family Services (OCFS) and its regulations license this childcare program every four years. These regulations require staff to take frequent training in various topics concerning childcare including principles of childhood development, nutrition, and health needs, childcare program development, safety and security, business management, child abuse and maltreatment identification and prevention, statutes and regulations pertaining to childcare, child abuse and maltreatment, and adverse childhood experiences. It also requires that the staff be mandated reporters of child abuse and maltreatment. We provide childcare for children in grades K-5<sup>th</sup> grade. New York State OCFS will make unannounced visits to observe our program and monitor adherence to New York State childcare regulations.

In addition, the Staff Parish Children's Council Committee of this facility governs the School Age Care program. Any situations that affect the childcare program are discussed with this committee for further advisement and decision-making.

We offer a variety of indoor/outdoor 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 if it is appropriate for all the ages of the children in the program. Electronic devices will NOT be permitted, such as I-pads, cell phones, electronic games, cameras, MP3 players, Internet devices, etc. without the permission of the Director or Assistant Director. Chromebooks needed for homework by the fifth graders are permitted.

Forms needed for enrollment: a completed registration request form signed by both parents and legal guardian of the child, a physical exam form including immunization records, \*NY OCFS Individual Health Care Plan for a Child with Special Health Care Needs and/or an Individual Allergy & Anaphylaxis Emergency Plan (\*only for children with ADHS, Autism, and/or allergies), signed authorization for photographic imagery of your child, a parent/child health screening one-time attestation form, as well as a nonrefundable registration fee.

Any further reference to School Age Care will be noted as SAC.

## **DAYS OF OPERATION**

Our program follows the Queensbury School District calendar. When school classes are in session, we are open.

- **Monday – Friday:** Morning session: 7:00 – 9:00 a.m.  
Afternoon session: 2:30 – 5:30 p.m.
- **Half Days:** On scheduled half-day conference days as seen on the Queensbury school calendar, we will not be open if less than 20 children sign up for childcare on these days. A signup sheet will be available 2 weeks prior to the half days. These half days are optional for those that need childcare on these days. Half-day rates will be included on the general information sheet. Children will be cared for between time of half day school 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.
- The half-day fee is nonrefundable if you cancel within 24 hours of the day.
- If Queensbury School has a delayed opening (as indicated as a one-hour late arrival on the school calendar), we will be open on that morning at our regular opening time of 7:00 a.m. until the opening of school that day. Any children that do not normally come in the mornings that may need this morning coverage will be able to attend on an availability basis only. The Director or Assistant Director will provide the final confirmation if these children may attend that morning. PM only students will incur additional fees if attending this 1-hour late arrival session.

## **WEATHER DELAYS**

Morning delays due to inclement weather we will open at 7:30 a.m., and afternoon session will be open regular hours. Note that transportation may be an unexpected issue for staff as well as for families during inclement weather so they may be late in opening at 7:30 a.m.

## **UNSCHEDULED EARLY DISMISSAL**

Should there be an unscheduled early dismissal from school due to an emergency evacuation or other unforeseen circumstance/severe weather, we will be open until 3 p.m. If the situation affects our program as well, we will call you for immediate pick up of your child.

## **WE ARE NOT OPEN**

- Snow Days (Credit will not be issued for a snow day or a delay)
- Superintendent Days
- School Vacations-including summer
- School Holiday closings
- Any school closing or delay can be found on the local radio stations or television channels 6, 10 and 13. Queensbury schools also have an app that can be downloaded to your smart phone with alerts on school closings and delays

It is always good forethought to have an alternative childcare provider as a backup. Should your child be sick or school and QUMC Kidz SAC is not open, you will have a plan in place.

## TUITION/FEES

Tuition is charged at a monthly rate. The fee remains constant regardless of the child's attendance, such as for illness, after school programs, etc. Full and part-time enrollment as well as varied schedules are offered. Part time and varied schedule tuition fees are calculated on a prorated basis according to amount of childcare time needed. Any additional hours that your child attends beyond their scheduled hours will be billed to your account at an hourly rate.

Any expenses incurred by the church, due to returned checks or other bank fees that may arise will be billed to your account.

A discount will apply for siblings. The same rate will apply for additional siblings as for the second child.

Those children who need childcare on a limited basis will be charged a flat rate for a minimum of ten hours per month per child, whether they are used or not. Any childcare provided beyond the ten hours in a month will be billed an hourly rate. No discount will apply to siblings attending on a limited basis and paying for a minimum of ten hours per month. There is no sharing of hours between children for minimum hours.

Tuition payment is due one month prior, for example, October tuition is due by September 1st. To secure all tuition payments and accurate recording of your payments please pay for tuition with a credit card, cash, personal check, money order, or bank check made payable to QUMC. If you pay in cash, you must hand it directly to the Director or Assistant Director and be given a receipt. DO NOT leave cash loose or in an envelope in the Director's office. Other forms of payment should be put in an envelope and placed in the basket in the Director's office OR mailed to the church with Attention: School Age Care. Please do not hand payments to staff members.

### Late tuition

Tuition payments not received by the due date will incur a \$25 late fee and will be billed to your account. Accounts in arrears for one month will be subject to review by the Children's Council Committee of United Methodist Church Queensbury and can result in the dismissal of your child from the program. Arrangements can be made with the Director for special circumstances.

### Divided payments

In situations where payment will be divided between parents/legal guardians, the signature on the registration request form indicates the responsible party that will ensure payment.

### Assistance with payment

For assistance with payment of childcare tuition you can contact the Warren County Day Care Unit. We are a participant in their childcare assistance program and will accept payment of tuition from them. Dependent on their financial review, there may be a parent fee that will be due each week to our program. The program is set up to assist families with childcare if the parent is working or in school during our operating hours and needs childcare in order to go to work or school.

If you have officially been denied assistance from the Warren County Day Care Unit our program may be able to offer some assistance, no guarantees, with payment for childcare. A scholarship application supplied by this program would need to be completed for review.

For those receiving Warren County Day Care assistance it is your responsibility to turn in all necessary paperwork to the Day care Unit on time. In failing to do so may result in the parent /legal guardian having to pay the full tuition fee. If the parent fee is not paid within one week your child is at risk of being terminated from our program immediately.

### Change in schedule

To amend your child's schedule of attendance, please convey all changes in writing to the Director. Changes requiring new timeslots will be based on availability, additionally changes may affect the amount of tuition you will pay.

**If you plan to leave the program**, we will need a *two-week written notice*. All fees are to be paid up to that two-week date of exit.

### 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. However, 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 by the staff as well as by your child so that both understand that you are on your way to pick them up. A late fee will be charged for any pickup 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 incident.

## **TRANSPORTATION**

Children will be transported to and from the Queensbury Elementary School and the William H. Barton Intermediate School by the Queensbury School District bus system. Parents or legal guardians need to follow school procedures in making this request from the school district transportation department. 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. SAC will not transport to and from school.

**\*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. Failure to notify us will result in a fee being charged.**

If the children go on a field trip while in attendance at SAC hours you will receive written notice of our form of transportation and a permission slip to sign, such as use of Glens Falls Transit or private bus transport.

### Late bus

If your child stays after school for an activity, it is **essential that you notify the SAC program** that your child will be taking the East late bus at 3:45 p.m. or 4:45 p.m. or if you are picking them up at school. The late bus from the school will only drop your child off on Aviation Road in front of the church or at our back door. One of our staff members will meet them at the bus.

## **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. You will need to enter a pass code to enter the secure childcare wing. Children should not be allowed to know or enter the pass code. Remember this is for the security of our children. If someone other than the usual people who drop off or pick up, do not give them the pass code. They can push the button for the ring system, and we will gladly check their identification and let them in if they are on the pickup list, you have given us.

Attendance will be taken by the caregivers as the children arrive in both the Before and After School sessions. **If your child will be absent from the program, please call and notify us.** You may leave a message on our answering machine if necessary but please do not send an email regarding this.

**If your child will not be attending the after-school session as per their scheduled days, you MUST call us and speak to a staff member or leave a message (NO EMAILS please) that they will not be attending. If you do not inform us your child will not be attending, you will be charged a fee after the second infraction and for each additional infraction.**

**\*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.** This could be considered neglect.

If the child's parents are separated or divorced a copy of the custody agreement will need to be kept on file with the 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.

#### 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. **For safety reasons, children must not be sent in from the car on their own or left unattended in the halls or outside the building.**

#### 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.** No one under 18 years old can pick up your child.

The New York State Child Care Regulations state, "no child can be released from the school-age childcare 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."

If someone other than a parent or legal guardian will be picking up your child regularly, all information must be on file with the Director and Assistant Director, 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 picture identification and must be at least 18(eighteen) years old. Please notify any adult who will be picking up your child about this so that they carry it on their person.

### **EMERGENCY DRILLS**

According to the NYS Office of Children and Family Services regulations it is necessary to practice for fire, evacuation, lock down and shelter in place drills. We do monthly fire drills, and two evacuation and shelter in place drills yearly.

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. Possible locations that we would take the children are Queensbury Middle or High schools or to Our Lady of Annunciation Church next door. Please know that we will try to contact you via phone or a note on the back church door regarding our change in location, but that may not always be feasible. The drop off and pick up procedure will remain the same during an emergency.

In some situations, it may be necessary to remain on-site while taking special precautions to ensure the safety of all persons. This may include keeping children in care beyond normal program hours, or the short-term restriction of movement in or out of the premises. This may incur an additional fee.

If school closes early due to the weather, we close at 3 p.m. Please plan your traveling time accordingly. If school does not close early, we ask that you try to pick up your child sooner than schedule so that staff can get home safely. There will be an additional fee if your child stays beyond their schedule amount of time for that day.

## **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 to pick up the child. If they cannot be reached, a call will be made to a person designated on the registration form as an emergency contact. **Children should not be attending SAC 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.** They should be fever and symptom free and/or on antibiotic therapy for 24 hours before returning.

In the event your child becomes injured, the adult staff will provide immediate first aid. If wound care is needed the area will be cleansed with soap and water or a dilute solution of hydrogen peroxide and water, then covered with a sterile covering. If the situation warrants, your child will be sent to the hospital for emergency care.

An incident report will be completed regarding the incident and will be recorded in your child's SAC record.

Please provide a note from your child's physician if your child has restrictions to activities as well as a follow up note stating that they may resume said activities.

## **ALLERGIES/MEDICAL EMERGENCIES**

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, triggers to symptoms and any necessary treatments. This program can only administer emergency medications. It is required by law that if your child has any allergies (including seasonal and/or medicine) the Individual Health Care Plan for a Child with Special Health Care Needs and an Individual Allergy & Anaphylaxis Plan must be completed and signed by the parent/guardian and the child's physician in order to attend any program under the NYS OCFS regulations.

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 other pertinent information.** However, the staff will secure emergency medical care when necessary. In the event a child is taken to the hospital, we will notify you or another emergency contact on your list so that you/they may meet your child at the Emergency Room. An incident report will be completed regarding the incident and will be recorded in your child's SAC record and NYS OCFS will be notified.

## **MEDICATIONS**

Please indicate to our staff in writing if your child is taking any medications. During the year some of these may change or new ones may be added. It is important for your child's health and safety for the staff to be watchful of possible changes in symptoms, behaviors, reactions, or any untoward effects.

We know that having a child with a life-threatening allergy or asthma can be a concern for parents and the need for emergency medication administration may be a necessity while your child is in our care. Only staff trained in

emergency medication administration will be allowed to administer the medication. They will also be trained in CPR and First Aid. Staff **cannot** administer regular daily medications.

The only medications that may be administered are Epinephrine auto injector, Benadryl (diphenhydramine), asthma metered dose inhaler with or without a spacer, and nebulizer treatments. Benadryl (diphenhydramine) may be administered when a physician or health care provider's orders state that Benadryl (diphenhydramine) must be administered in combination with the epinephrine auto injector. The staff will call 911 when an epinephrine auto injector is used. When an inhaler or nebulizer is used for asthma in an emergency, the staff will call 911 if your child's breathing does not return to normal function after its use.

**These medications can only be administered on an emergency basis and not for routine administration. Each medication must have a written medication consent form completed by your child's health care provider that includes a physician, nurse practitioner (NP), or physician's assistant (PA).** This is to include the child's name, allergies, name of medication, dose of medication, the time it should be administered and the route of administration and any special information that would be beneficial to the safe care of your child. This order is valid for six months if the child is under 5 years old or for one year if they are over 5 years old and may be reordered as necessary.

Prescription medications must be in their original container and contain a prescription label. Over the counter medications must be in their original container and labeled with the child's name. The parent must provide the administering tool to be used to give liquid medication (dosing spoon, medication syringe, eye dropper or medication cup), a pill crusher, a spacer, or nebulizing equipment. They must also be labeled with the child's name. All medications and administering tools are child specific and cannot be used for other children. Medication will be kept in the child's backpack, within proximity and eyesight of the teacher in the classroom and out of reach of the other children. The backpack will accompany the child wherever they go on these premises. It will be up to you to speak with the school regarding carrying the medication on the bus and obtaining their permission to do so. This may require any paperwork that they would request. All paperwork given to SAC will remain with the program.

It will be necessary for you to speak with the Director, or another person trained to give the emergency medications prior to the program's acceptance of the medications to ensure that we have all pertinent and current information regarding your child's illness and that paperwork, medication orders and medication are complete and correct. We are unable to administer medications until the parent provides us with instructions and all necessary paperwork is complete. The parent/guardian must approve, in writing, the administration of the medication as prescribed by the health care provider and keep medications current.

When the medication is expired or empty, the container and any remaining medication will be returned to the parent for disposal.

## **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, hats, 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 requires shoes with gripping soles that 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 are not allowed for playground play. If your 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 are greatly appreciated.

Hats are not to be worn while inside. Clothing should cover the abdomen, dresses at least to fingertip length, no plunging necklines, and no clothing with vulgar language or inappropriate images. If your daughter is wearing a dress or skirt, please send a pair of shorts/leggings for her to wear under the dress or skirt. If clothing is inappropriate, we will have clothing on hand that your child may use. If your child soils their clothes while in care, we may loan them some clothes to wear. It is appreciated if you would please wash them and return to us.

## **NUTRITION**

We provide a nutritious daily after school snack. If your child has any food allergies, please let us know when the child enters the program. If the number of food allergies is extensive or are a danger to your child's health that would require emergency treatment, you may be asked to supply snack for your child. We try to discourage any children 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 Director/Assistant Director before sending any food.

## **BEHAVIOR AND DISCIPLINE**

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 and 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 at any time without refund.

Inappropriate language and any 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 a conference appointment. Conferences regarding your child may be done on an impromptu basis or a scheduled appointment.

## **CHILD ABUSE/NEGLECT**

The United Methodist Church of Queensbury's SAC 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 but not limited to verbal or physical abuse as well as 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 Director. The 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 Director, the parent or legal guardian should speak with the Children’s Council Committee. The Children’s Council Committee 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 Staff Parish Relations Committee should be contacted if you are unable to resolve your concern or grievance with the Director.
4. Parent or legal guardian is always welcome, at any time, to go directly to the church pastor.

**SPECIAL SITUATIONS**

To protect the children in our care we have developed policies dealing with security in the event of special circumstances for 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. Also, if the parent behavior warrants, police will be called.
2. **Custody arrangements:** court orders specifying terms will need to be kept on file with the 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.

Revised April 2022

**CONTACTS**

Director	Kristín Ricciardelli	518-798-8206
Assistant Director	TBA	518-798-8206
Staff Parish Relations Committee	Laura Morris	518-793-9728
Reverend of UMCQ	Pastor Steve Smith <i>Until 6/30/22</i> Pastor Chris Jewell <i>Starts 7/01/22</i>	518-793-9728