



Parent Handbook

## **Before School Program Schedule**

The Before School Program opens at 7:00 AM and provides care for the children until their buses pick them up. As the children arrive, they are free to choose a game to play, toys to play with, read books, engage in art, use the computers, engage in group activities and play, or eat breakfast. We do not provide breakfast, but you are more than welcome to send in a ready-to-eat breakfast with your child. Our before school time is loosely structured due to its short duration and the varied arrival times and bus pick-ups. As each bus pick-up time approaches, the children are instructed to clean up, wash their hands, gather their things, and a staff member then escorts them to their bus.

## **After School Program Schedule**

The After School Program begins as the children arrive by bus from their schools. A staff member meets them at the door to provide them immediate supervision and access to the building. After putting away their things, they are free to choose to play a game, play with toys, read books, engage in art, use the computers, or just relax and say hi to their friends. If you would like your child to complete their homework before engaging in recreational activities, please make us aware, and we will include them in the Homework Club.

The daily schedule is as follows:

- Arrival – 4:15 PM Arrive...Relax...Snack
- 4:15 PM Pow-wow
- 4:30 – 5:15 PM Homework Club
- 4:30 – 6:00 PM Outdoor or Indoor Group Games and Activities...Art Projects...Computer or iPad Time...Mini-classes...Free Time...Dramatic Play...Music...Exercise
- 6:00 PM End of Program

During much of the program time we will rotate through the planned activities in small groups in order to give the children a chance to choose what they want to do. Our schedule is kept flexible in order to accommodate the needs of the children.

## **Vacation Care Full Day Program**

These are days that school is scheduled to be closed, but we are open to provide care for your children from 7:00 AM – 5:30 PM. Vacation day fees are not included in the monthly tuition. The fee for each vacation day is \$45.00. Space is limited and reserved by full payment on a first-come first-served basis.

## **Winter, Spring and Summer Recess Camps**

During Winter, Spring and Summer Recess, we offer a full-day camp program from 7:00 AM – 5:30 PM. Camp fees are not included in the monthly tuition. The fee for Camp is \$200.00 per week. Space is limited and reserved on a first-come first-served basis. \$50.00 deposit per week is due upon registration and required to reserve a spot for Winter and Spring Camp, and the balance (\$150.00) is due two weeks prior to the first day of Camp. Camp can be registered week to week or for the entire summer. If you

choose to register week to week your spot is not guaranteed. You can also register daily at a rate of \$45.00 per day. You can register your child for Vacation Days and Camps by filling out a Vacation Care/Camp Registration form (available on the parent sign-in station) and submitting it with payment or deposit to the office. Registration forms will not be accepted without full payment for Vacation Days or required deposit for Camps. We do not offer Vacation Care of any kind on snow days. When South Colonie Schools are closed due to inclement weather and safety concerns, we are also closed. For a list of Vacation Care and Camp dates, please call the office or see our calendar or registration form.

### **Drop-Off and Pick-Up**

When you arrive to drop-off or pick-up your child, ring the bell at the downstairs entrance and a staff member will grant you access to the building. New York State regulations require that you sign your child in at the time you drop them off and sign them out at the time you pick them up. Please remember to do this, as it is important for us to comply with all childcare regulations. Please do not give permission to your children to sign themselves in/out, as this is also a violation of state regulations. Before School drop-off begins at 7:00 AM and closing time is 6:00 PM. For the safety of your child, until our staff members are familiar with you, you will be asked to show your ID when picking-up. Your child will only be released to you or to those listed by you on the pink registration form. Your child's safety is our priority. We feel that we can never be too careful regarding this issue. Please be patient if a staff member needs to ask you for your ID. When picking up your child from the outside playground area, please do not send them into the building alone to get their things while you wait in the car or outside. This is a direct and serious violation of New York State regulations, since in this case your child would be completely unattended while inside the building and you would not be able to sign your child out.

### **Late Pick-up**

If you are unable to pick your child up by 6:00 PM, please call us so we can let your child know you are safe and on your way. No child will ever be left unattended. We understand that once in a while, traffic is extra heavy or you may have an emergency that causes you to be late. However, if late pick-up is a repeated issue, a fee of \$1.00 per minute per child is charged beginning at 6:00 PM, and will be added to your next monthly invoice.

### **Communication**

If for any reason you need to contact us, or your child, at any time during the day, please feel free to call and we will assist you.

### **Snacks**

We are not equipped at this time to provide snacks or meals. During summer camp we will have pizza Friday for a small fee that you may choose to have your child participate in.

### **Behavior and Discipline**

Sometimes at Capital Church SAC, we may find it necessary to have a child take a break from a particular activity that may be causing them aggravation or stress. When a child's behavior is being disruptive to the group, they may be instructed to take a break and rejoin the group when they are feeling ready. The goal of this practice is to help children resolve such troubles by having them take a break from the

activity or circumstance that may be causing them distress. A staff member will talk with your child to try to uncover what the root of the problem may be and work to create resolution.

## **Four Strike Policy**

At Capital Church SAC, we take a Four Strike Policy approach to disciplinary action. If a child repeatedly exhibits unsafe or disruptive behavior, or displays such behaviors in a serious manner, the child will receive a formal warning and parents will receive written notification of such actions. If undesirable behavior is again displayed, they will receive strike #1, and so on. Accumulating four strikes will result in removal from the program. Parents will receive notification when a child is at risk of receiving a formal written warning. Please be assured that we will do everything we can to resolve behavior issues without resorting to warnings, strikes, suspension or expulsion. However, disciplinary action is sometimes necessary for the health and safety of all of the children, staff, and the program.

Disciplinary action may be taken for the following reasons:

- Hitting, shoving, scratching, or biting another child or staff member
- Habitual non-compliance with program rules
- Repetitive disruptive behavior
- Repeatedly disregarding staff instructions
- Violent outbursts
- Destruction of property
- Bullying

If a child is repeatedly displaying unsafe or otherwise undesirable behavior, they are issued a formal written warning. Parent will be notified by phone at the time of the incident and receive written notification of formal warning upon pick-up of the child.

If such behavior is again displayed, child receives strike #1: Parent is notified by phone that child needs to be picked up from the program, and upon pick-up, receives written notification detailing the issue. **Child is suspended for 1 day.**

If such behavior is again displayed, child receives strike #2: Parent is notified by phone that child needs to be picked up from the program, and upon pick-up, receives written notification detailing the issue. **Child is suspended for 3 days.**

If such behavior is again displayed, child receives strike #3: Parent is notified by phone that child needs to be picked up from the program, and upon pick-up, receives written notification detailing the issue. **Child is suspended for 5 days.**

If such behavior is again displayed, child receives 4<sup>th</sup> and final strike: Parent is notified by phone that child needs to be picked up from the program, and upon pick-up, receives written notification detailing the issue. **Child is not permitted to return to the program.**

**Please be aware and assured that we do everything we can to resolve all behavioral issues without resorting to suspension or expulsion.**

No refunds are given when a student is sent home, suspended or expelled due to behavioral issues. A child's strike record does not start over with a new school year. Capital Church SAC reserves the right to dismiss a child from the program at any time regardless of how many strikes have accumulated, and may do so if a child's behavior is disruptive to the program.

## **Illness or Injury**

Please do not bring sick children to the program. Due to public health regulations, if your child has any of the following symptoms, we cannot admit them to the program:

- Persistent cough
- Fever (100.0 or higher)
- Runny eyes or nose
- Vomiting
- Diarrhea
- Lethargy
- Complaints of pain

For the health and safety of everyone, your sick child is best recovering at home. If your child develops a fever, diarrhea, vomits, or is injured during program time, we will call you to pick them up. If a child needs to leave due to sickness, they may not return until their illness is fully resolved, at least 24 hours in the cases of fever, vomiting, or diarrhea. In cases involving contagious sicknesses, you must obtain a doctor's note before bringing your child back to the program.

## **Emergencies**

Our staff is trained in CPR, First Aid, and other life-saving skills. In case of an emergency, we will first call 911, you will also be notified immediately, and the proper medical steps will be taken to ensure the safety of your child. Please notify us upon enrollment if your child has any allergies or may require the use of an EPI pen due to a life-threatening allergy. Also, please notify us immediately if your child develops a new allergy of any kind.

## **Medication Administration**

Capital Church SAC staff members have completed the Medication Administration Training Course given by the Child Care Council. If your child needs to receive medication while in our care, a trained staff member will administer it to them. A Written Medical Consent Form must be filled out by your child's doctor for each medication they need, including EPI pens and inhalers.

## **Bad Weather**

If South Colonie School District is closed due to bad weather, for safety reasons, we are also closed. If school is delayed one hour, the Before School Program will also be delayed one hour, but the After School Program will maintain a normal schedule. If school is delayed two hours, Before School will be cancelled, but After School will maintain a normal schedule. If school is dismissed early, the After School Program will remain open for one hour past the adjusted dismissal times. If School District After School Activities are cancelled due to bad weather, Capital Church SAC will close at 4:00 PM. For closing information, check our Facebook Page, the local TV news channels and websites, or the South Colonie School District website. If the weather is deteriorating while your child is in our care, and we feel it is necessary to close for safety reasons, you will be notified by phone and will need to pick up your child.

## **What Your Child Should Wear**

It is important that a child wear comfortable clothing that is appropriate for a recreational environment. They will be participating in crafts, games, exercise and outdoor play. Many of the scheduled activities will be held outside, even in cold weather. Please dress your child accordingly.

## **Personal Belongings**

Please do not allow your child to bring large or valuable toys from home. Many children have the same toys, so please label all toys and belongings with a permanent marker. This will help limit the number of disagreements that may arise with other children. Trading of toys and/or trading cards is not allowed. We will do our best, but we cannot guarantee that their toys will not be lost, lent or traded. Capital Church SAC staff is not responsible for the things you allow your child to bring, nor are we able to retrieve them for you, or give you another family's personal information so that you may try to do so. If you have any reservations about allowing your child to bring their things to the program, please do not allow them to do so.

## **Electronics Policy**

DSs, PSPs, and other personal electronic games are allowed at Capital Church SAC. Children will be permitted 20-30 minute turns on their electronic devices. Only "EC", "E" and "E10" rated games are allowed. "T", "M" or "A" rated games will be taken by the staff and returned to you when you pick up your child. iPods are permitted as well, as long as they do operate on their own cell network. While your child is at Capital Church SAC, their iPod and phones may be used for games, but will not be connected to WiFi access.

If your child's device is password protected, our staff will need to be given the password so that they can access the device settings. A staff member will restrict music, movies, and shows to enable only those suitable for all ears. Social media sites, app purchases, and music or movie downloads will be disabled as well. In order for our staff to monitor the content of what is being watched and listened to, no headphones are allowed.

## **Homework Policy**

Homework Club is a staff-supervised, quiet time for 30 – 45 minutes every Monday – Thursday, during which the kids can study, read, and work on their homework. If this amount of time is not sufficient for your child to complete their work, they are welcome to continue working on their homework, however, they will be in the shared space in which other activities are taking place. Our staff is not able to tutor the children, but rather to provide the opportunity for them to complete their work. If your child needs their work checked for correctness or completion, please make sure you are doing so at home.

Occasionally, circumstances do not permit us to have Homework Club, but we do our best to make it happen. Please let us know if you would like your child to be a part of Homework Club.

## **Payments**

Monthly tuition payment is due by the 1<sup>st</sup> of each month. A late fee of \$10.00 will be assessed for all tuition payments received after the 5<sup>th</sup> of each month. If payment is not made by the 13<sup>th</sup> your child will be unable to attend care until your account is up to date. If you need to discuss your account please contact our book-keeper. In order to secure a spot for your child, full payment for Vacation Days is due upon registration. A \$50.00 deposit is due upon registration and required to reserve a spot for Winter or Spring Camp and the remaining balance is due two weeks prior to the date Camp begins. You may register for the entire summer or go week to week but payment is due prior to the week you will be attending. Your spot is not guaranteed if you choose to go week to week.

**If you have any questions or concerns regarding tuition, billing, program registration or payment issues please contact Christine at (757) 572-0268 or [christine@capitalchurchny.org](mailto:christine@capitalchurchny.org)**

**If you have any questions or concerns regarding our staff, the program, issues your child may be having, special needs your child may have, or discipline/behavior issues, please contact Jennifer at (518) 456-3022 or [Pastorjennifer@capitalchurchny.org](mailto:Pastorjennifer@capitalchurchny.org)**

I have read the entire parent handbook and agree to abide by its policies. My child's enrollment is contingent upon adhering to the policies.

Parent Signature \_\_\_\_\_

Director Signature \_\_\_\_\_

We look forward to partnering with you for to provide the greatest care possible for your child.