

TOWN OF SMITHTOWN
SCHOOL AGE CHILD CARE PROGRAM

2020 - 2021

PARENT HANDBOOK



WHERE QUALITY CHILD CARE IS NOT EXPENSIVE....

IT'S PRICELESS!

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PROGRAM DESCRIPTION:

The Town of Smithtown School Age Child Care Program operates a before and after school child care program for students in grades Kindergarten through fifth grade in all elementary schools in Smithtown School District. In Kings Park School District the program is offered to children in grades Kindergarten through fifth grade. The School Age Child Care Program is intended to support families who have an on-going need for supervision of their child before and/or after school by providing an affordable quality child care program in a safe, caring and nurturing environment.

The School Age Child Care Program is a self-sustaining program sponsored by the Town of Smithtown and offered to families in the community as a cooperative effort between the Town and the School Districts. The School Age Child Care Program is registered through the New York State Office of Children & Family Services and the Bureau of Early Childhood Services. It has been designated as a Before and After School Child Care service for working families.

Smithtown Central School District: Your child must attend one of the following schools, transportation is not provided. Accomsett, Dogwood, Mills Pond, Mt. Pleasant, Smithtown, St. James or Tackan.

Kings Park School District: Your child must attend one of the following schools: Fort Salonga, Parkview, and RJO. The program is held at Parkview, Ft. Salonga and RJO with the exception of the morning program for Parkview and Fort Salonga, which is held at RJO. The Kings Park School District will provide transportation from RJO to the child's respective school in time for classes.

The School Age Child Care staff consists of Certified and trained Teachers and Teacher Assistants. Children participate in age appropriate arts & crafts, a large motor activity, free play/choice time (which consists of board games, card games, building blocks, etc.), quiet time is available to allow for silent activities, (which consists of homework, reading, puzzles, etc.), and a daily nutritious snack is offered. Weather permitting, outside activities will be offered on a daily basis. Please make sure that your child/children are dressed properly.

Children will be provided with a blend of self-initiated, group-initiated and staff-initiated activities that are intellectually stimulating, and which foster self-reliance and social responsibility.

PROGRAM AVAILABILITY:

Registration is held in the Spring for the upcoming school year. Registration paperwork can be sent to any family of a Kindergarten through 5th Grade Student registered and attending classes in Smithtown or Kings Park Schools.

All registration paperwork must be returned by mail to: Town of Smithtown, SACC, 7 New York Avenue, Smithtown, NY 11787 Attn: Maureen Fiorello. It is strongly recommended that you return the registration paperwork immediately. Registration is "mail in" only, no in-person registration or drop-offs will be accepted. Please note: Your application may be returned to you if you fail to complete the application in its entirety. Enrollment is on a first come, first served basis subject to staffing and capacity limits. When necessary, children will be placed on a wait list until staffing and/or space issues are resolved. The staff child ratio is 1 to 10. Ratios will be adjusted according to guidance from New York State Office of Children and Family Services related to COVID-19. After September 30th, 2020, registration paperwork will be accepted in person.

If your completed registration paperwork is received after August 15th 2020, (Assuming program and staff availability) your child would begin the program the first FULL week of school. Should you submit paperwork after the first day of school, the child's start date will be determined by the date completed paperwork is submitted to the SACC office. No new enrollees will be accepted with a start date later than April 1st, 2021.

The School Age Child Care Program operates in conjunction with your school district's calendar. The first day of school for Smithtown Schools is Friday, September 11th and the first day of school for Kings Park is Tuesday, September 8th. Smithtown Schools last day of the program is tentatively scheduled for June 25, 2021. The Smithtown School District has tentatively scheduled their Parent/Teacher Conference Days for December 2nd, December 3rd and March 10th are half days of school and there is no school. Kings Park dates are to be announced. Registered families will receive information regarding Parent/Teacher Conference half days at a later date. Alternate childcare arrangements will need to be made for snow emergencies.

Reminder Calendars:

Calendars will be distributed at the SACC site. Reminder calendars are currently provided as a courtesy- it is your responsibility to be sure that payments are made in a timely fashion whether or not a calendar is received.

Please retain copies of your reminder calendars for tax purposes. Year-end statements are not issued or provided. SACC Federal Tax ID # is 11- 6001937.

Payments:

All payments are due on the first day of each month, however you have until the 7th of the month before a \$35.00 late fee will be charged to your account. Please make checks payable to: SACC. Payment should be mailed or brought directly to the Town of Smithtown School Age Child Care, 7 New York Avenue, Smithtown, NY 11787, Attention: Maureen Fiorello. There is a mail slot in the door. Automatic monthly payments can be set up with your bank's online banking system, once your child has been accepted into this program. No payments will be accepted at the school. In order to prevent crediting delay, please be sure to address the envelope correctly, include the name of the school on the check, and indicate the child's last name if different.

Important Information regarding your payment: When you provide a check, you authorize us either to use information from your check to make a one-time electronic funds transfer from your account or to process this transaction as a check. When we use your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day your payment is received, and you may not receive your check back from your financial institution.

All accounts must be paid in full including late fees in order to register for the 2021/2022 school year.

Late Fees:

Should your monthly payment be received after the 7th of the month, there will be a \$35.00 late payment charged to your account. Post-dated checks will not be accepted. Also, checks returned by the bank are not re-deposited. Checks are returned or destroyed and it is expected that individuals will submit a replacement check or money order. A \$45.00 fee will be charged for any returned check. After a 2nd returned check, future payments must be made by cash or money order. Any family entering the second month of non-payment, or who has not made acceptable financial arrangements with the Director, will

have their child removed from the program and their account referred for collection. The SACC program will pursue through whatever legal means necessary, full restitution for services provided. Any financial arrangements must be made directly with the Director.

Tuition Reimbursement:

Any reimbursement requests must be submitted in writing (mailed, faxed or emailed) to the School Age Child Care Office. Notification must include date, child/children's name and parent signature. The following wording must be used "I, parent's name, am requesting a refund for services paid for and not received for the SACC Program at, name of school". A form letter titled, "SACC Schedule Change Form" can be downloaded from our website. In order to receive a refund, requests must be received NO LATER than July 15, 2021. There will be NO REFUNDS after that date.

Late Pick-Up:

If a parent anticipates being late, he/she must contact a person from their authorized pick-up list to assure the child is picked up no later than their scheduled pick-up time (6:00 or 6:30 p.m.). Should a child remain at the program 15 minutes after their scheduled pick-up time, an authorized person will be contacted. You will be charged \$1.00 per minute late fee for the first 15 minutes, and \$2.00 per minute thereafter. Time is determined by school clock. Should any child remain at the program after 6:45 p.m (if you are a 6:00 pick-up) and after 7:15 p.m (if you are a 6:30 pick-up) the police will be contacted and the child reported abandoned.

Also, please remember that if you receive a discount for consistent, early pick-up (4:30 p.m.) and do not abide by that agreement, you will be charged \$1.00 per minute for the first 15 minutes, thereafter you will be charged \$2.00 for every minute late.

Please note: for both early pick-up (4:30 p.m.) and regular pick-ups (6:00 or 6:30 p.m.), as per the signed contract, there will be a maximum of three (3) late pick-ups allowed per year for which you will be billed. Once a family reaches the limit, we expect you to make alternate arrangements regarding pick-up and you will lose your discount for the remainder of the school year, or we will be forced to dismiss your child from the program.

P.M. Session only: Should your child attend school during the day, but for any reason not attend p.m. care, it is your responsibility to contact the school directly, and specifically ask to leave a message notifying the School Age Child Care Staff of your child's absence. Failure to notify SACC may result in your child/children being removed from the bus line and sent to SACC as scheduled. For your child's safety, you should also send a dated note to the classroom teacher to give to the SACC Staff. On the first day of school, a note should be sent to the classroom teacher, informing him/her of your child's SACC schedule.

Authorized Pick-Up:

Upon registration, each family must list at least two local authorized and emergency pick-up contacts (other than the parents). It is your responsibility to keep these phone numbers and the authorized pick-up list current. We suggest listing as many people as possible to avoid any last minute requests. This is also required for before and after school clubs/programs. Any additions/deletions must be submitted in writing (mailed, faxed or emailed) to the School Age Child Care Office, a minimum of 48 hours in advance. Notes at the program site will not be accepted. Staff are NOT permitted to release your child to any person not on the authorized pick-up list. The person must be 18 years of age or older to pick up your child. Written notification must include name of school, child/children's name, contact person with phone numbers and parent's signature. Proper Identification may be required. A form letter can be

downloaded from our website: www.smithtownny.gov. (Click on Town Departments, click on School Age Child Care and then click on Other Forms); or you can email your request to schoolagechildcare@smithtownny.gov, (a minimum of 48 hours in advance).

Your child may be released to either parent. It is the parent's responsibility to submit any court documentation to the SACC office. Be aware court documents are destroyed at the end of the school year. New forms must be submitted yearly. Be advised that according to NYS OCFS parents cannot be denied access to any records pertaining to their child.

If any person attempts to sign out a child that appears to be impaired, the staff will call the Suffolk County Police for assistance.

Sign In/Out Policy:

Programs open at either 7:00 a.m. (if needed for an additional fee) or 7:30 a.m. and operates until school begins. Under no circumstances should any child be dropped off prior to 7:00 a.m. According to N.Y.S. Regulations, an authorized adult, 18 years or older, must escort and sign children in and out each and every day. Proper Identification may be required. The program ends promptly at 6:00 p.m, however, we now offer a 6:30 p.m. pick-up (if needed for an additional fee). Please arrive by 5:55 p.m. for 6:00 pick-up and 6:25 p.m. for a 6:30 pick-up. No child will be released from SACC unsupervised; the responsible adult must sign the child in and out of the program daily and must leave the program area immediately. Please adhere to the school's policies on parking in designated areas and entering and exiting the building.

Schedule Changes:

Parents are encouraged to carefully select a schedule that most closely fits their needs. We will reserve specific days for your child to attend the SACC program as per your request. The selected days of the week will remain the same throughout the school year regardless of holidays and school closures. There are no make-up days, refunds or credits for absences or school closings. To withdraw your child from the program or for any changes in the registration status, written notification must be mailed, faxed or emailed to the School Age Child Care Office no later than the 15th of each month, to take effect on the 1st day of the following month. You will also be responsible for the tuition within that time period. Please note that any changes that need to be made for September only, must be received by our office in writing no later than August 1st. Written notification must include the date, name of school, child/children's name, child/children's last day they will be attending the program or days they will be withdrawing from, reason for withdrawal and parent's signature. A form letter can be downloaded from our website.

If you would like to add additional days and the space is available, we will make every effort to accommodate you and your account will be adjusted accordingly. Written notification must be sent to the School Age Child Care Office including the date, name of school, child/children's name, additional days you would like your child/children to attend the program, effective date and parent's signature. A form letter can be downloaded from our website.

Refer to the 2020-2021 Monthly Fee Schedule for all fees pertaining to this program. The \$140.00 Per Family Non-Refundable Registration Fee should be included in with your registration paperwork. September's tuition is due no later than August 1st 2020. This is a self-sustaining program. In order to remain self-sustaining it is imperative that tuition be paid on time. Fees are based upon the total number of days school is scheduled to be open then divided into 10 equal monthly payments. Scheduled School Closings, Holidays and weekends are not included in the calculations.

If your child/children is/are withdrawn completely from the program, adhering to SACC policy guidelines, and need to re-enroll within the same school year (based upon availability), a \$25.00 per family re-enrollment fee will be charged.

If you have indicated on the contract that you participate in a flexible spending account, a flex payment statement will be mailed to your home monthly. If you should require a duplicate Flex Spending, Dependent Care Program Statement OR any additional documents requested including ones previously provided to you a \$7.00 fee per document will be charged. Please allow a minimum of 7 days from the time we receive your written request and payment.

In the event that you decide to participate in a flex spending account and have not indicated that on the original contract, you need to notify us in writing. A \$7.00 fee per statement will be charged for any statements needed prior to notification.

Snacks:

The snacks should not be used as a substitute for your child/children's meals, i.e., breakfast. Outside snacks are not permitted, unless your child has documented food allergies/dietary restrictions and it is noted on the medical form from the pediatrician. If that is the case, arrangements must be made with the Director before the child can begin the program. Please note: snacks are offered at different times depending on the program site.

INCLEMENT WEATHER POLICY:

The SACC Program operates in conjunction with your school district's calendar and the Emergency School Closing Procedures. Outlined below is the Inclement Weather Policy for the School Age Child Care Program:

When there is a 2 hour delayed school opening, SACC AM will not operate but SACC PM will.

When School has an early dismissal due to inclement weather, SACC PM will not operate. Your school district's Automated Calling System will be activated. Unless you make other arrangements directly with your child's school, your child will be sent home on their bus.

When School is dismissed at regular time and after school activities are cancelled, SACC will not operate. Your child will be sent home unless you contact the school directly. Again, your school district's Automated Calling System will be activated. It is requested that parents not telephone the SACC Office when weather is bad. Too many calls tie up vital phone lines, making it much more difficult to keep everything running smoothly.

SACC will not operate when School is closed for the day due to inclement weather.

To obtain Emergency School Closing Procedures, Delayed Openings and Early Dismissal information, view the Smithtown Central School District's Website: www.smithtown.k12.ny.us or the Kings Park School District's Website: www.kpcsd.k12.ny.us.

The following radio and television stations also broadcast this information:

WALK (1370 AM, 97.5 FM), **WBLI** (106.1 FM), **NEWS 12**- Channel 12, **FIOS 1**.

BEHAVIOR MANAGEMENT:

The Town of Smithtown provides this program as a service for the working parents/guardians of children who are enrolled in the Smithtown and Kings Park schools. This program utilizes a similar code of conduct as your child's school. Electronic devices of any kind including cell phones are not permitted. Please have children refrain from bringing in toys/games from home. If they do have toys/games from home they must stay in backpacks during program hours. It is a high quality program that was designed to allow parents peace of mind while their children are supervised and involved in age appropriate activities. However, it must be an appropriate setting for the child. Basic rules will be set forth to the children on the first day of school, and children will be offered the opportunity to participate in the creation of these rules. All children enrolled in the program must be able to abide by the rules set forth to the group and participate in a group setting. Independent toileting is a requirement. Consistent one on one supervision is not provided. Problem solving techniques are offered in an effort to help each child develop self-control. Redirection is an effective tool and is used regularly in guiding children's behavior. Behavior Management will be administered in such a way as to help each child develop self-control and assume responsibility for his or her actions. Clear and consistent rules and limits appropriate to the ages and development of the children in care are utilized. Please be advised that appropriate behavior is a requirement for continued enrollment in the Program, and determination of appropriate behavior shall be within the discretion of Maureen Fiorello, Director.

If the child is having difficulty adjusting to the SACC Program, a conference can be arranged between the Parent/Guardian and the staff.

Behavior Management must be administered and supervised by the School Age Child Care Staff. Age appropriate consequences will be administered should inappropriate behavior occur. Any form of corporal punishment is prohibited. Any inappropriate behavior will be brought to the attention of the Parent/Guardian by the staff and every attempt will be made to first discuss disciplinary action with them unless the severity of the behavior warrants immediate action. It is expected that the Parent/Guardian will inform the child that he/she must cooperate with the staff in regard to the rules and regulations. If participants, or those individuals responsible for a participant, do not comply with the rules and regulations of the program, the participant will be ultimately dismissed. Only staff are permitted to provide discipline and guidance techniques for children. It is the policy of this program that parents are not permitted to interact with any child in this program other than their own.

The staff will fully document any inappropriate behavior and actions taken. This may include a conference between the Director and Parent/Guardian, and follow-up as necessary. Should the inappropriate behavior continue, or the infraction is severe; it is the policy of this program to then suspend the child for the equivalent of 3 days. If inappropriate behavior continues after suspension, it is the policy of the Program to then dismiss the participant.

HEALTH CARE & GUIDELINES:

SACC requires our Medical Form(s) to be submitted before your child/children can begin this program. This form must to be completed and signed by a medical professional, other than a relative. Please note: a physical is not required if performed within the past 2 years; information can be taken from existing medical records. It is your responsibility to be sure all questions are answered correctly, especially if your child/children has any food/medication allergies, or any medical or developmental conditions requiring special attention. Please also be sure that the medical form is both signed and stamped at the bottom. Should your child have a prescription for an epi-pen or an asthma inhaler there is a separate form for each that needs to be filled out and signed by the parent and a medical professional. This program is not able to dispense Benadryl. The required medical form(s) can be downloaded from our website. It is the parent's responsibility to provide School Age Child Care staff

with prescriptions ie: Inhaler, Epi-Pen's in the original containers with child's name on the label. The parent will ensure that the prescriptions are updated and not expired. Child cannot attend if medication is expiration.

SACC is a well-child program; it is not designed to care for sick children. Your child cannot attend the SACC Program if they are ill. The School Age Child Care Program will adhere to the guidance set forth by New York State Office of Children and Family Services related to COVID-19 which includes daily temperature checks. All children in attendance need to be well enough to participate in all activities provided.

Policies involving a health emergency are as follows: Each child will be greeted by the teacher upon arrival to the SACC Program and a daily observation will be made to determine if there is any indication of illness, injury, abuse or maltreatment. Any illness or injury will be documented.

Should your child arrive ill at the SACC Program, or become ill after arrival, every effort will be made to remove your child from the group and to make them as comfortable as possible. A parent/guardian will be contacted to arrange removal of the child from the SACC Program. Depending on the time of day, the school nurse may be contacted. When appropriate, or should the school nurse not be available, the proper professionals will be contacted for assistance.

Current Contacts:

It is your responsibility to be sure that current contact information is on file at the School Age Child Care Office. If a parent cannot be reached, the authorized/emergency contacts will be called.

Medication:

Currently, the School Age Child Care Program is only able to dispense an epi-pen and an asthma inhaler, no other medications (including Benadryl). Should that change at any point in the future you will be notified. The School Age Child Care Program may serve snacks manufactured in a facility that produces nuts. The School Age Child Care Program cannot guarantee that nuts will not be brought into the program. It is the parent's responsibility to provide the School Age Child Care Staff with epi-pens/inhalers in the original containers with the child's name on the label. The parents will ensure that the epi-pen/inhaler are kept up to date and replaced prior to any expiration dates that occur during the school year. The parent will instruct the School Age Child Care Staff on the use of the epi-pen/inhaler. Forms are valid for one year from date signed. Children are not able to attend the program if medication is expired or not in the original labeled container.

It is your responsibility to notify the SACC staff in writing of any treatment or medication your child received at home or at school at any time throughout the school year.

The following criteria define when a child is too ill to attend or to remain in the SACC Program. The child should not return to SACC until 24 hours after treatment has been initiated or symptoms subside. Please refer to this guideline if you are unsure as to whether your child should attend.

- A suspected or diagnosed communicable disease as defined by the NY State Department of Health until evaluated and approved for inclusion by a health care provider to participate in the program.
- An illness that prevents the child from participating in activities.
- An illness resulting in greater need for care than the SACC staff can provide.

- A temperature above 101° F which is accompanied by a behavior change; stiff neck, rash, unusual irritability, poor eating, vomiting or excessive crying.
- Looking or acting very ill or getting worse quickly.
- Persistent, frequent cough that interferes with child's activities.
- Diarrhea or vomiting until 24 hours after symptoms subside.
- Rash with a fever or behavior changes.
- Chicken Pox
- Strep throat until 24 hours after treatment has been initiated.
- Impetigo until 24 hours after treatment has been initiated.
- Ringworm
- Scabies/Head Lice
- Conjunctivitis/ Pink Eye
- Whooping Cough
- Lethargy (more tired than usual)
- Difficulty breathing
- Persistent abdominal pain

If illness or injury is severe, the teacher is instructed to call 911 for emergency services. The teacher must accompany the injured child in the ambulance and bring the child's registration application, which lists medical information and parent authorization for medical treatment. If staffing ratios are affected, a substitute will be called in immediately.

The SACC Program is equipped with First Aid Kits, the contents of which are:

| | |
|--------------------------|---------------------------|
| First Aid Guide | Alcohol Pads |
| Antiseptic Towelettes | Adhesive Bandages Plastic |
| Cold Pack | Finger Tip Bandages |
| Gloves | Knuckle Bandages |
| Non-Adherent Pads 2"x 3" | Scissors |
| Tape | Triangular Bandage |
| Tweezers | |

The teacher or designated employee will be in charge of checking the first aid kit at the end of each week and replacing used or expired contents.

If your child/children are excused from participating in physical education class or recess in school due to injury or illness and have a physician's note, please contact the SACC Director to discuss what accommodation can be made for your child/children while attending the program. A copy of the physician's note also needs to be sent to the SACC Office.

SAFETY:

No pets of any kind are allowed into the School Age Child Care facility.

Children not enrolled in the program are not permitted to participate in any activities of the program.

Unless otherwise informed by the Director of the School Age Child Care, access to participants is permitted only to staff and those individuals indicated by the registering parent or guardian as authorized to remove the child from SACC Program. The lawful parents or guardians of a prospective or current participant may observe the SACC Program. Such observation must be done at a mutually convenient time with the staff. Arrangements can be made through the Director. Such individuals will

be given the opportunity to review the employee policies and procedures or to speak with the staff regarding the program. The lawful parent or guardian may have unlimited access to the child providing the adult complies with the program's policies and procedures and access is during the child's regularly scheduled attendance time frame. Names of participants enrolled in the program are confidential. No child will be released from the program to any person other than a parent, guardian, lawful custodian or person designated in writing by the registering adult. If there is any question concerning the adult attempting to remove the child, the child will not be released and every attempt will be made to contact the supervising parent. It is the responsibility of the registering parent to be sure that all contact numbers are current. If necessary, the Suffolk County Police Department will be contacted. All SACC Staff are mandated reporters, which means they MUST report any suspected incidents of child abuse, or maltreatment of any child enrolled in the program to the Statewide Central Register of Child Abuse and Maltreatment or cause such a report to be made. Should staff have reasonable cause to suspect that a child in the program is an abused or maltreated child, the person who suspects the incident must call and report the suspected child abuse or maltreatment. The person who suspects the incident MUST then report the information to the Director.

The Town of Smithtown School Age Child Care Program adheres to all the screening requirements for child day care programs licensed by the Office of Children and Family Services. All Teachers and Teacher Assistants employed by the School Age Child Care Program who will have regular and substantial contact with the children will be required to complete the Office of Children and Family Services Statewide Central Register Database Check Form. No staff person will be permitted to be alone with children until cleared.

Evacuation Procedures:

The staff will develop, discuss and practice building evacuation routes and procedures. To accomplish this, fire drills will be conducted, and recorded, on a regular basis. At the beginning of the year, the staff will develop a written evacuation plan using the information posted at the SACC site (means of egress etc.) and plans for fire drills. Each evacuation must be followed by a roll call of participants.

Should an evacuation be necessary, your child/children will be brought to the locations listed below and you will be contacted. This information is provided assuming that all below mentioned sites would be active SACC Programs. Should new locations be added, sites will be posted in this handbook and/or on our website.

| <u>SMITHTOWN SCHOOLS</u> | <u>PRIMARY EVACUATION SITE</u> | <u>SECONDARY EVACUATION SITE</u> |
|----------------------------------|---------------------------------------|---|
| Accompsett Elementary | Main entrance of Acc. Inter. | Main entrance of SM High School |
| Dogwood Elementary | Main playground | Kindergarten Playground |
| Mills Pond Elementary | Nursing Home | Fairfield Community |
| Mt. Pleasant Elementary | Firehouse Sub Station | Playground |
| St. James Elementary | Main Firehouse | Head of the Harbor Police Station |
| Smithtown Elementary | Main Playground | Kindergarten Playground |
| Tackan Elementary | Beginning of main entrance | Rear Playground |
| | | |
| <u>KINGS PARK SCHOOLS</u> | <u>PRIMARY EVACUATION SITE</u> | <u>SECONDARY EVACUATION SITE</u> |
| Ft. Salonga Elementary | Main Playground | Driveway of Sunken Mead. Rd |
| Parkview Elementary | Cy Donnelly Park | Playground |
| RJO | St. Joseph's Church | William T Rogers Middle School |

Should there be any changes to the above, you will be notified.