

## **Boys & Girls Club School Age Child Care Admission Agreement**

**Welcome to the Boys & Girls Club School Age Child Care Program** (to be referred to as “the program” in this packet), a service for **working parents and students**, operated by the Boys & Girls Club of Western Broome Family Center, a non-profit organization.

This program is registered with New York State Office of Child and Family Services Day Care Licensing Bureau, pursuant to Section 414, which defines regulations for school-age childcare. **The Boys & Girls Club of Western Broome Family Center will not discriminate** solely on the basis of race, gender, religion, current medical condition, national origin, or any other distinguishing characteristic.

**At time of registration (or immediately thereafter), you should receive:**

- 1) This Admission Agreement**, which is our contract of understanding with all parents/guardians of children involved in our school age child care program. A copy will be maintained in each child’s file signed by parents or guardian.
  
- 2) The following list of telephone numbers** you may need:

|  |                       |
|--|-----------------------|
| *Boys & Girls Club of Western Broome Family Center | <b>(607) 754-0225</b> |
| *Office of Children and Family Services            | <b>1-800-732-5207</b> |
| (Complaint or information)                         |                       |

**Boys & Girls Club Administrative Staff:**

Executive Director **(607) 785-2514**

Youth Development Administrator **(607) 754-0225**

**\*\*NYS OCFS Registered Facility #42262\*\***

**\*\*Federal Tax ID #16-1446907\*\***

*We ask that you please take the time to read through these materials carefully. Feel free to ask any questions that you may have. The Boys & Girls Club School Age Child Care staff is always available for your comments, questions, or suggestions.*

## **Admission Agreement**

6/17/2010

The Boys & Girls Club School Age Child Care program (to be referred to as “the program” or BGCSACC in this packet) is a service operated by the Boys & Girls Club of Western Broome Family Center, a non-profit organization. This program is intended for working parents and students, and is registered with the New York State Office of Child and Family Services Day Care Licensing Bureau, pursuant to Section 414, which defines regulations for all school-age childcare providers.

**1.) Admission Policy:** BGCSACC is a service offered to working parents and students **only**, and reserves the right to accept or deny admission to any child based upon our staff’s ability to provide adequate services which will meet the needs of each child enrolled. **Parents should meet with the director of the program to discuss their child’s specific needs** prior to submitting a registration packet. Within these limits, program availability is run on a first come, first serve basis with both pre-registration and pre-payment (first session of child care plus a current club membership) required. The Boys & Girls Club also holds a one-week probationary period for each child in order to help us determine whether or not our program can sufficiently meet the new client’s needs. **No child will be permitted to attend the program until the director has received the appropriate paperwork and accompanying payment.**

**2.) Philosophy:** To provide an atmosphere and staffing that is open, sensitive, and consistent. Our desire is to be a safe place in which the children can learn to be creative and respectful (to both peers and adults), as well as learning appropriate behavior in group settings and specialized programming skills that will enhance each child’s growth. The goal of our School Age Child Care program is to:

- Provide a safe and consistent environment and staffing
- Carefully conduct staff selection, hiring only individuals who can relate well to all age groups and who will exemplify the personal qualities that parents would want their children to emulate. All staff members have a mandatory background check.
- Provide opportunities for staff training in the areas of children’s growth and development processes, emotional and physical needs, and teaching/problem management skills
- Build self-esteem, self-awareness, pride, and expectations among youth involved in the program
- Offer love, warmth, acceptance, understanding, and encouragement at all times
- Encourage participation in developmentally appropriate activities using positive reinforcement
- Reinforce the principle that trial and error can be used as a learning tool
- Provide outlets for creativity and opportunities to demonstrate responsibility as well as task completion
- Offer a balance of physical and intellectual activities (group **and** individual)

**Children are grouped according to their age. Activities are designed to enhance individual growth as well as a sense of teamwork.**

The Boys & Girls Club of Western Broome Family Center **will not** discriminate on the basis of race, gender, religion, current medical condition, or national origin. See state regulation 414.4.

7/15/2010

3.) **Basic Services:** The School Age Child Care program will provide the following services.

a.) **Instructional Staff:** will be hired and carefully screened in accordance with NYS OCFS requirements.

b.) **Supervision:** BGCSACC will maintain a ratio of 1:10 for children ages 9 and younger, and 1:15 for children ages 10 through 12. At **no time** will children be left without competent supervision during their stay at the club.

c.) **Support Staff:** In order to ensure the safety and well being of the children involved in our program, all club staff render themselves “available as needed.”

d.) **Hours of Supervision:** \*BGCSACC staff is available at the club from 6:30 a.m. until 6:00 p.m. Mon. – Fri.

*\*Be sure to ask about our School Year School-Age Child Care Program.\**

e.) **Responsibility:** The Boys & Girls Club assumes full responsibility for all children enrolled in our program once they have arrived at the club. We will retain responsibility for the children from the point of arrival/sign-in until they are signed out of the program by an authorized parent/guardian or other designated representative, this person must be **at least 18 years of age**.

f.) **Enrichment Programs:** All children will participate in a high-energy program of both recreational and learning experiences, which are organized to be age-appropriate for each specific group of children involved. A balance of both active and quiet activities will be provided, with additional group and individual activities geared toward the emotional, social, physical, aesthetic, and personal growth of all our school-age children. The children receive a supervised free play time, organized activities, breakfast is offered. At 9 a.m. children are separated into groups and rotate to different activities.

✿ *Please ensure that your child is dressed properly for all our activities. We often go outside or play in the gym in our activities, so sneakers are preferable and we ask that girls not wear heeled dress shoes. It is also a good idea to have your girls wear a pair of shorts under all skirts so that they may play and remain modest at all times.*

g.) **Lunch & Snacks:** On full days-off school, lunch needs to be provided for your child. All children will also be furnished with an afternoon snack, which will meet the nutritional needs of the child as designated by the CACFP food program.

**Vending Machine Policy**– children may not visit the vending machine for snacks before 6:00 pm; children may not purchase soda or candy without a parent or guardian present; children may not use the crane machine without a parent or guardian present.

h.) **Enrichment Curriculum:** Our program works hard to promote culture and heritage, sports and adventure, leadership and community action, environmental awareness, self-esteem and confidence, and health consciousness through age appropriate workshops and activities. Children are encouraged to participate in other Boys & Girls Club activities such as swim lessons, gymnastics, soccer, etc. Additional fees may be required for some classes, however, many options are free of charge. Parents must notify SACC staff in writing if the program is being

held during SACC hours. Please pick up a seasonal bulletin from our main office for additional information.

A variety of classes and enrollment dates/times are available. Please inquire.

**4.) Health Care Plan:** Our complete health policy is posted and copies are available upon request.

**a.) Medication:** We are not able at this time to administer medications to children in the program. However we do have a waiver that allows us to administer an EpiPen or an Inhaler if necessary.

**b.) First Aid:** BGCSACC staff members are trained in first aid. Mandatory reports are filled out by staff members in all cases of injury or accident. Appropriate first-aid to an injured/ill child will be given, and a parent/guardian will be contacted as soon as possible if it is the judgement of the program staff that such immediate attention is necessary. In an emergency, our program staff will call an ambulance and a parent/guardian will be contacted immediately. When this action is taken, the parent/guardian will assume full financial responsibility. An approved first-aid kit is maintained on site. Club staff observes universal blood precautions in incidents that involve body fluids utilizing vinyl gloves. Permission for emergency treatment must appear in the child's file signed by parent or guardian; this must include emergency contact information.

**c.) Sanitation Policy:** The Club makes every effort to keep the building as clean as possible. All staff members are required to wear gloves while preparing and serving snacks. Children will never be allowed in any area that is determined to be unsafe by the director.

**d.) Staff Health Policy:** Club staff members are required to comply with regulated health standards and submit a medical release signed by a health care professional along with a completed mantoux test.

**e.) Illness:** Based upon the judgement of the program staff, a child appearing to be ill may be isolated from their age group and given the appropriate care until a parent is contacted and the parent, guardian, or designated representative comes to pick the child up. ***An immediate response is expected.*** Parents should not knowingly allow ill children to attend the program, out of consideration for the health of other participants and staff.

**f.) Exposure to Communicable Disease:** Parents/guardians are asked to please notify the program of their child's illness when it involves any type of communicable disease, which includes (but is not limited to): measles, chicken pox, head lice, ringworm, and pink eye. We will then attempt to warn other parents of exposure as well as provide information regarding symptoms to watch for, duration of illness, etc. Children with contagious conditions are also required to remain at home until the condition is no longer contagious and your child has been cleared to come back by a physician. A Doctor's note maybe be required at the director's discretion. Children taking antibiotics should stay home for a **full 24 hours** before returning to the program. Any child who becomes ill during a normal day's program will be taken to a designated area to rest under the supervision of staff until a parent/guardian can come to pick the child up. Your cooperation is expected for the safety of both your child and the others in the BGCSACC program. If contacted regarding your child, ***an immediate response is expected.*** Please refer to our health care plan for our complete list of illnesses and diseases and our complete health policy, which is posted and copies are available upon request.

All attempts will be made by our staff to notify parents/guardians of suspected exposure to any and all communicable diseases whenever we are made aware of them. Notices in such cases will be placed near the sign-out sheet and at the front desk of the main office.

**g.) Emergency Evacuation Procedures and Plan:** Our emergency evacuation plan is posted on the SFC bulletin board. Please take a moment to review the plan. In case of an emergency we will evacuate all children to the U-E football field. If this is not possible children will be escorted to the back exit and down the road. The director will contact parents in case of an emergency.

**h.) Special Needs:** Parents/guardians should consistently keep the director of the program informed of any special needs and/or circumstances regarding your child. This information will always be kept confidential. Records are kept that include each child’s history/pertinent medical information, parent’s work and emergency phone numbers, as well as daily attendance records.

**i.) Mandated Reporting:** School-Age Child Care providers must report any suspicion of child abuse or neglect to the State Central Register of Child Abuse and Maltreatment. Such action is required by **Part 414.10** of the New York State Dept. of Social Services. Mandated reporters hotline is 1-800-635-1522. Documentations of concerns, abuse, neglect or reports will be completed by a club staff member. This number is also posted on the parent’s board.

**5.) Payment Policy:**

*In accordance with the parent’s payment agreement, the following rules and regulations must be adhered to:*

**a.) Membership:** An annual **non-refundable** membership fee must be paid upon enrollment in the program. Parents are required to register for each new school year. **MEMBERSHIP MUST BE CURRENT IN ORDER TO REMAIN ELIGIBLE FOR THIS PROGRAM.** This applies to all levels of participation at the club (summer, holiday, or after-school care).

**b.) Payment Due Dates:** Payment for the first month of service is due upon registration. All future payments are due by the *first Friday of each month* – see the chart below. **For payments in delinquency of more than one month, the Boys & Girls Club reserves the right to discontinue childcare services until payment is made.** If services are discontinued due to overdue payments, the child’s spot is not held or guaranteed.

| <u>Month</u>   | <u>Last day for payment</u> |
|----------------|-----------------------------|
| September..... | Upon Registration           |
| October.....   | 1 <sup>st</sup>             |
| November.....  | 5 <sup>th</sup>             |
| December.....  | 3 <sup>rd</sup>             |
| January.....   | 7 <sup>th</sup>             |
| February.....  | 4 <sup>th</sup>             |
| March.....     | 4 <sup>th</sup>             |
| April.....     | 1 <sup>st</sup>             |
| May.....       | 6 <sup>th</sup>             |
| June.....      | 3 <sup>rd</sup>             |

**c.)\*Penalties and Late Charges:**

- **\$.25** will be charged for any personal phone calls. If you do not wish for your child to be able to make calls, please inform us in advance. *(fee may be waived at the discretion of the director/office)*
- **\$15.00** will be charged if payment due is not received by the date of service. (Payment schedule is located in the parent agreement.
- **\$5.00** fee will be charged for each additional ten minutes that a child has not been picked up on days for which the building closes early. This rule will take effect at precisely 6:00 p.m. on such days, so please watch for signs and refer to holiday schedules.
- **\$2.00** fee will be charged if ***you do not sign your child out of the program.*** (fee will be waved if child is participating in a program during/after SACC hours (i.e. gymnastics, swimming or boxing). Parent **MUST** put in writing that child is participating in a program.)

***\*Refunds will not be issued for any emergencies in which the Club closes. Additionally no refunds will be issued unless we are notified of their absence at least one week in advance.***

**d.) Destruction of Property**

Current retail will be charged for any balls intentionally kicked into the ceiling and/or willful destruction of Boys & Girls Club games, supplies, etc.

***Registration for our fall session begins in June. Membership fee (if not current) as well as payment for the first month of childcare will be due before participation can begin..***

**f.) Tax Information:** A \$5.00 bookkeeping fee will be charged to research accounts and for annual tax statements, which are given only upon request by a parent/guardian. Our **Federal Tax ID Number is 16-1446907**. The club will provide receipts for any and all program payments (weekly or otherwise), which we suggest you retain for tax purposes.

*Methods of payment include cash, checks (made payable to the Boys & Girls Club), VISA, MasterCard, or Discover. A fee of \$20.00 will be charged for any returned checks. Rates may change at any time with advance notice. Please pay attention to your personal fee. Thank you.*

**6.) Obligations of Parents/Guardians:**

**a.) Parent/Guardian Support and Involvement:** The Boys & Girls Club SACC program encourages the active involvement of parents/guardians in the development of their children. We welcome feedback and participation in the program as well as in all club activities. We also invite you to volunteer by teaching a cooking class, running a sewing class, monitoring cultural diversity exchanges, or by participation in club fund-raising efforts.

**c.) Parental Tardiness:** Parents who will be delayed in picking up their child as a result of working late and/or personal matters are expected to inform the club office. We will then notify your child, which will both relieve them from unnecessary stress and facilitate good communication between yourself and our staff.

**d.) Sign-Out:** The parent/guardian **only** is authorized to designate who may sign their child out of the program at the end of the day. Children will not be released to anyone other than the persons indicated unless written permission is sent on the day of pick up or verbal permission is given to the BGCSACC director, administrator, or office staff. Individuals designated to sign your child out **must be 18 years of age or older. If you do not sign your child out each day there will be a \$ 2.00 fee charged to your account per infraction.** When this individual arrives to pick up your child, he/she will be required to show some form of photo identification. Please make sure to inform these surrogates of our pick-up times as well as the building's closing hours. We also ask that you please call the director the day of pick-up so that they can inform the office and avoid any confusion or hassle. In order to properly enforce custody agreements, copies of the legal documents must be on file at the club. All information given is kept confidential and staff will be informed only on a "need to know" basis, so as to protect your child's safety.

**e.) Discipline Concerns:** Parents/guardians as well as siblings or other family members must refrain from reprimanding children (other than their own) while on the premises. Concerns regarding the other children in the program should be brought to the attention of the BGCSACC director or any available Boys & Girls Club program staff. Children will be disciplined using positive reinforcement. Children will be given time-outs if the staff member feels that it is appropriate, children will never be isolated unless they are a physical threat to themselves or others around them. In cases of repeated misbehavior or for major infractions children will be written up on a form that a parent or guardian must sign. If you ever have any behavior concerns please contact the program director.

- **Bullying (defined as intimidation of another student, threatening another student to obtain something from that student, constant belittling, slander, racial/gender/sexual orientation slurs, etc.)** will result in the following consequences:
  - ~ 1<sup>st</sup> Time – Your child will be sent home early.
  - ~ 2<sup>nd</sup> Time – Your child will be sent home early and suspended for the next day
  - ~ 3<sup>rd</sup> Time – Your child will be sent home early, suspended for one week and a parent conference will be held with the Youth Development Administrator at the Boys & Girls Club.
- **Physical Violence (pushing and shoving)** will result in the following consequences:
  - ~ 1<sup>st</sup> Time – Your child will be in “In-Club Suspension” (they can be with our program, they will be with their group but only allowed to read a book, write an essay on how to treat other people) for one day and parent is notified.
  - ~ If your child is placed in “In-Club Suspension” three times within a session, they will be suspended (out of club) for one day.
  - ~ If your child receives “In-Club Suspension” 3x within 2 sessions, will be a 1 week “Out-of-Club Suspension” and a parent conference with the Youth Development Administrator.
- **Physical Violence (biting, kicking, and any punch that is thrown, whether or not it connects)** will result in the following consequences:
  - ~ 1<sup>st</sup> Time – Your child will be sent home early and suspended the next day
  - ~ 2<sup>nd</sup> Time – Your child will be sent home early and suspended for a week
  - ~ 3<sup>rd</sup> Time – Your child will be sent home early, suspended for 2 weeks and a parent conference will be held with the Youth Development Administrator.
- **Theft** will result in the following consequences:
  - ~ 1<sup>st</sup> Time – Your child will be sent home early and suspended the next day
  - ~ 2<sup>nd</sup> Time – Your child will be sent home early and suspended for a week
  - ~ 3<sup>rd</sup> Time – Your child will be sent home early, suspended for 2 weeks and a parent conference will be held with the Youth Development Administrator.
- **Insubordination** (defined as swearing at a counselor, utter refusal to follow reasonable and appropriate instructions given to them by a counselor) will result in the following consequences: ***This is a safety issue.***
  - ~ 1<sup>st</sup> Time – Your child will be sent home early.
  - ~ 2<sup>nd</sup> Time – Your child will be sent home early and suspended for the next day
  - ~ 3<sup>rd</sup> Time – Your child will be sent home early, suspended for one week and a parent conference will be held with the Youth Development Administrator.

- **Inappropriate Touching** (this will be determined based on age and circumstances of the situation, but in its most basic would include any touching of another child on parts of the body that are most personal and private) will result in:
  - ~ 1<sup>st</sup> Time – Parent Conference with the Youth Development Administrator.

**Any Parent Conference could result in the termination of your child's enrollment in our program. This will be determined based upon circumstances of each situation including IEPs, age of the child, as well as your cooperation.**

**g.) Withdrawal/Termination from Program:** If for some reason you choose to withdraw your child from our program and or change the days that the child will be attending, we require that the parent/guardian please provide written notice to the main office, of withdrawal stating the reason for leaving and the dates in which the termination will take effect.

***This agreement may be terminated by the Boys & Girls Club if any one of the following occurs:***

- 1) The period of enrollment has expired.
- 2) Serious illness of the child which would prevent program attendance.
- 3) The parent/guardian of the child allow their account to be in excess of 2 weeks delinquent.
- 4) Failure of the parent/guardian to honor their obligations as listed in this agreement, as well as any regulation or policy changes instituted by the program.
- 5) Failure by the child to abide by either the BGCSFC or club rules. Repeated acts of inappropriate behavior will result in a conference with the child's parent/guardian, and may result in suspension or termination from the club and/or program)
- 6) It was determined by staff, through the mandatory probationary period, that the child's specific needs could not be met.

***When suspensions occur due to discipline, safety issues, concern for the reputation of the program, etc., the length of punishment will be determined by the BGCSACC director and will be proportional to the severity of the offense.***

## **7.) Transportation:**

***The Boys & Girls Club accepts responsibility for transporting BGCSACC children in their care for various field trips, provided that the following safety regulations are observed:***

- 1) Children board and exit the vehicle from the curbside only.
- 2) Children **are not** to enter a vehicle which is not properly identified as a Boys & Girls Club transport unit or vehicle indicated by BGCSACC staff (i.e. First Student bus) and should always be sure that they recognize and are familiar with the staff within the vehicle.
- 3) Only children registered with the BGCSACC program are allowed to ride in the Boys & Girls Club vehicle. Please inform your children that their friends/relatives **may not** ride with them.
- 4) All field trips are optional and the permission slip must be signed. All trips will be on children equipped vehicles.

***\*Children will never be left unattended on the vehicle, and a cell phone, fire extinguisher, and first-aid kit will always be readily available.***

**Bus transportation privileges may be suspended due to misconduct and/or disobedience toward procedure while on the vehicle. Parent/guardian notification will always be given, however, repeated offenses may mean dismissal from the BGCSACC program at the discretion of the director or the executive director of the Boys & Girls Club.**

**8.) Modification Clause:** This agreement may be modified whenever circumstances covered within the agreement change. Such modifications may only be made in writing and must be signed and dated by all parties involved in order to be both binding and effective. Verbal modifications are not binding under this agreement and will not be enforceable under any condition.

**9.) Photo Release:** The United Way and/or Boys & Girls Club Board of Directors may periodically request that we provide photos of our program and/or participants in order to help promote support for their annual campaign. We ask that parents please consider signing the photo release inside their child's registration packet for this purpose. No other use of these photos is intended. For publicity purposes, it is not unusual to have a media photographer present at various Boys & Girls Club events; however, we will make every effort to honor the requests of those who do not wish to have their children photographed.

**10.) Other:** The parties to this agreement are aware of the NYS Office of Child and Family Service's right to interview any child and program staff, as well as their authority to inspect and audit all records maintained by this program without securing the consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of a child, including all conditions that may indicate abuse or parental neglect. They are also authorized to have a licensed medical professional physically examine the child in any case of suspected abuse.

**12.) Building Policies:**

**a.) Personal Property:** The Boys & Girls Club and its staff will make every effort to safeguard personal belongings brought to the club, but will not be responsible for any items that are lost, stolen or damaged while left unattended. Please label all of your child's belongings before bringing them. No personal toys should be brought to the club.

**b.) Phone Calls:** Our phone lines are for business purposes, so we attempt to keep calls at a minimum. Any calls will cost 25 cents, unless it is deemed an emergency.

**c.) Visitors:** All visitors to the Boys & Girls Club SACC program during operating hours (excluding parents and guardians who are picking up the children) must sign-in and sign-out on the visitor's log. This is for the safety of the children.

*A copy of the NYS OCFS Child Care Regulations is always accessible to parents/guardians upon request.*