

## Admission Agreement

Revised 2/14/18

**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 licensed with the New York State Office of Child and Family Services, pursuant to Section 414, which defines regulations for all school-age childcare providers.

1.) **Admission Policy:** BGCSACC is a service offered to parents 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 month of child care plus a current club membership) required. The Boys & Girls Club also holds a one-month probationary period for each child in order to help us determine whether or not our program can sufficiently meet the client's needs. **No child will be permitted to attend the program until the Main Office has received the appropriate paperwork and accompanying payment has been made to the main office. There must be a 24 hour processing period between receipt of paperwork and starting date.**

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
- Positively mentor youth both academically and socially by
  - Building self-esteem, self-awareness, pride, and expectations among youth involved in the program
  - Offering 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.
  - Mistakes are opportunities to learn
- 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 whenever possible. There are large group activities in which all ages are combined. 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.

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. Including mandatory background checks. Individuals chosen will be able to relate well to multiple age groups and will exemplify personal qualities that are characteristic of positive role models. Staff will receive training each year that meets OCFS requirements in areas of growth and development processes, emotional and physical need, and teaching/problem solving skills.

**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:**

- **During all normal school days**, the site will provide childcare from **normal dismissal times until – 6:00 p.m. Monday through Friday.**
- **Parent/teacher conference days (half days)-** (according to the M-E/U-E calendar) will begin for the BGCSACC program **upon dismissal from school** until 6:00 p.m.
- For most **school holidays and recesses**, childcare will be offered from **7:00 a.m.–6:00 p.m. at the Club Site only.** These days require **pre-registration** and an additional fee of \$30.00/day.
  - A minimum of 10 children are not pre-registered as of three days prior to care then we will not be able to offer the child care program that day.
  - **Children must be picked up by 6:00 p.m. on these days, as Drop-in care will not be available after 4:30 p.m.**
- Whenever the U-E school **district is closed**, including all **snow days and emergencies**, the Boys & Girls Club SACC Programs will also be **closed.** Drop-in program is available from 10:00 a.m. -4:30 p.m. on these days unless the decision is made to close the building. \*Announcements will be posted on our Facebook Page and/or on media channels. **(Drop-in care will not be available after 4:30 p.m.)**

***\*Please make sure to ask about our Summer Fun Club for child care when school lets out!\****

**E.) Transportation:** The Boys & Girls Club of Western Broome buses children from AGM, GFJ and JFS to the Club for the SACC Program (only). UE School Buses drop off to the Club from CFJ and TJW. Transportation for Field Trips during the school year will be primarily provided by BGCWB Bus. Each trip regardless requires a signed permission slip for not only the trip but for transportation as well. On the permission slip, type of transportation will be indicated, whether it is BGCWB Bus, Walking or any other type of transportation.

**F.) Responsibility:** The Boys & Girls Club assumes full responsibility for all children enrolled in our program once they have arrived at the program, whether by means of a public school bus, the Boys & Girls Club vehicle, or a parent/guardian. 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 16 years of age (with photo ID).**

**G.) Enrichment Programs:** As a Boys & Girls Club we focus programming primarily in the 5 core areas of BGCA: Character & Leadership; Sports, Fitness & Recreation; the Arts; Health & Life Skills; Education & Career Development. **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 and a snack. A quiet place is provided for children needing to do homework and help is available.

**H.) After-School Snacks:** All children will be furnished with an after-school snack at the designated time and location, which will meet the nutritional needs of the child as designated by the CACFP food program. On holidays, the club will provide one morning and one afternoon snack. These snacks are not intended to be a substitute for meals, therefore, **parents MUST provide a lunch.**

**\*Lunches must be provided by a parent/guardian** for every school holiday or full day for which the child will be present. Please **DO NOT** send anything which would require use of the stove or microwave, soda or candy. We have emergency supplies available in case a lunch is forgotten, but a nominal \$1.00 fee will be charged for this service. *We will attempt to honor any dietary restrictions; but there is NO guarantee.*

**1.) 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, open swim and gym are free of charge with membership. 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 available for review. We are a well-child only facility. If your child has not attended school that day due to illness, they are not permitted to attend the afterschool program either. Also a full 24 hour period must elapse after your child is fever-free, and/or after your child last vomited before they may attend the afterschool program. A doctor's note is required after certain illnesses and with all injuries that required modified activities.

**5.) Emergency Evacuation Procedures and Plan:** Our emergency evacuation plan is posted on the SACC bulletin board. Please take a moment to review the plan. The director/Site Supervisor/staff will contact parents in cases of an emergency.

- BGCWB: We will relocate to the American Legion or Union Endicott High School
- CFJ: Relocates to Our Lady of Good Counsel
- Maine Memorial: Relocates to Maine Emergency Squad Inc or Frank's
- Homer Brink: Relocates to Jonathan's or Endwell Fire Department

**6.) Shelter-in-Place Plan: *If weather or other localized emergency becomes severe enough that we are directed by local officials to keep youth in care outside of program hours we will put in motion the following plan:***

- a. The Site Supervisors/SACC Director will notify all parents in a timely manner, using multiple phone #s (if necessary) and email (if one has been provided)
  - If we cannot reach a parent on our first attempt a message will be left to return our call
  - If we do not hear back from the parent within the hour we will try again periodically until we reach them.
- b. We will simultaneously have other staff meet with all the youth left in program to:
  - Reassure them that they are safe
  - Reassure them that their parents are being reached and reassured
  - Let them know what the plan is.
- c. Appropriate meals will be given to all youth present.
- d. Activities will be organized to keep youth occupied/distracted
- e. Youth who are frightened will be comforted appropriately
- f. Mats will be put down for youth to sleep on if the shelter-in-place extends into the night.
- g. Staff will stay in contact with parents periodically throughout the time of the weather emergency
- h. Shelter-in-place will end when local officials inform us that it is all clear.

**5.) 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.

**6.) 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 Office of Child and Family 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.

**7.) 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).

*Registration (including the emergency blue card) for our fall session begins at the middle of June. (Spots are NOT saved year to year.) Membership fee (if not current) as well as payment for the first month of childcare will be due before participation can begin.*

b.) **Payment Due Dates:** Payments will be paid monthly. Payment is due by the first Friday of the month in the billing cycle – see the chart below. **For payments in delinquency of more than one week, 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. **A late fee of \$20.00 will be added to your next monthly bill if payment is not made by the date indicated below.** Monthly payments include regular school days, and half days. Holiday care will be held at the club and require both pre-registration and a payment of \$30.00. Shortened months will be adjusted due to long school breaks.

<u>Month</u>	<u>Last Day for Payment</u>
September .....	Upon Registration
October .....	5th
November .....	2nd
December .....	7th
January .....	4th
February .....	1st
March .....	1st
April .....	5th
May .....	3rd
June .....	7th

*\*Please remember we are a not for profit organization; our ability to provide services for your children and our community depends in part of your prompt payment. Thank you.*

We will **NOT be accepting payments at our extension sites.** All payments must be mailed or brought directly to the main office at the main site where you registered your child. You may also call the Main Office and pay using a major credit card. **\*If you leave a payment at the Site and the Main Office does NOT receive it or receive it on time you are still responsible for payment and pay a late fee.**

c.) **DSS:** If your DSS case closes and your child(ren) continues in the program you are responsible for payment. Your child(ren) will not be allowed to continue or be re-enrolled until balance is paid or a payment plan is in place. **If you sign up for a full day and do not show up you are responsible for the full rate payment. No discounts are given. All DSS must attend a minimum of 3 days a week or pay out of pocket. We reserve the right to put you at PartTime if you are registered for FullTime.**

d.) **Child Absences:** We expect to be notified by 1:00 p.m. if your child will be absent on a particular day during the week or on a holiday for which they have been registered. For your child’s safety we need to know if it is necessary for the staff to make phone calls in order to determine the cause of absence for a child. We are required to keep accurate attendance records, so parent/guardian cooperation is essential. \*Holiday Care we should be notified the day before.

e.) **Refunds:** Refunds will be given for any pre-paid childcare services **only** with two weeks written notice **prior** to withdrawal from the program. The SACC director will evaluate long-term absences due to illness or other circumstances on a case-to-case basis. No refunds for holiday care will be given once a child has been registered, **unless notice of their absence is given at least one day in advance.**

**f.) Snow Days / School Closings:** Snow days and any other emergencies that result in early dismissal/cancellation of U-E district schools will also result in the cancellation of the BGCSACC program, due to the fact that we cannot ensure the availability of our staff under such circumstances. We are unable to provide childcare services without sufficient staffing. Therefore, early emergency dismissals will result in your child being sent home from school. **Parents are expected to be prepared with alternate arrangements for supervision of their child(ren) on such days.** Again, no refunds or credit will be given for any snow days or early dismissals, due to the infrequent nature of the event. (Off-site closings are sometimes dictated by the school. If the school district chooses to cancel afterschool activities, they may notify us that we must also close. We will notify parents as soon as possible if this happens.) \* Parents will then need to contact their child's school and let them know how their child will be getting home, whether by pick up or by bus.

**g.) Tax Information:** Annual tax statements, 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 you retain for tax purposes.

**h.) Late pick-ups:** During holiday periods, a late fee of \$10.00 per every ten minutes will be charged if you pick your child up after 6:00 p.m.

- After 6:30 p.m. during all holiday periods or at 7:30 p.m. during normal program periods, the staff may be required to notify Child Protective Services or the local police department if the parent/authorized individual expected to pick up the child cannot be contacted.
- Please phone if you have an emergency. It is your responsibility to keep informed as to club closings, the BGCSACC holiday schedule, U-E conference days, etc. These schedules are always available upon request. Please inquire.

***Methods of payment include cash, checks (made payable to the Boys & Girls Club), VISA, MasterCard, or Discover. A fee of \$25.00 will be charged for any returned checks. Rates may change at any time with notice. Please pay attention to your personal fee. Thank you.***

## **8.) 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 helping out with our major events or sharing a talent or skill you may have with the children or by participation in club fund-raising efforts.

**b.) Holidays, Vacations, Early Dismissals (non-weather related):** A parent/guardian or designated representative should inform the appropriate staff (office/program staff) of their child's arrival. **We do not assume that your child will be attending on such days, since you may be free to care for them at such times.** This procedure, as well as the daily sign-out of your child on our attendance sheet, is to be from the club. Parents are also responsible for notifying the school that their child is enrolled in our program on parent/teacher conference days. **\*DSS- if you/your child is signed up and is a no show you are responsible for the full cost of Holiday/Vacation Care costs.** \*A list of Full Days off from School following Union Endicott School District's Schedule, is attached at the end.

**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.) Parental Behavior:** Parents need to watch their language while in our building and around our children. Swearing or inappropriate conversations (i.e. any sexual content, partying, drinking, ect...) will **NOT** be tolerated. Threats made to staff will result to a call to the police and a report made. We reserve the right to revoke your

child's membership from our programs due to parental behavior. A meeting with the Executive Director, Youth Development Director and the SACC Director will be needed in order to re-enroll your child in any of our programs.

**e.) Drop-In Care:** As part of their Boys & Girls Club Membership, your child is eligible to participate in our traditional Drop-in program. If you chose to have your child come to the club **during holiday periods but do not wish to enroll them in child care those days, the Youth Division drop-in hours are 10:00 a.m. to 4:30 p.m.** Your child must be picked up promptly by 4:30 p.m. This program also operates on Saturdays from 12:00 to 4:00 p.m. October through May.

**f.) 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 is given to the BGCSACC director, Site Supervisor, and/or office staff. Individuals designated to sign your child out **must be 16 years of age or older. If your child is not signed out each day, there will be a \$5.00 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 and regulations and to sign the child(ren) out.

- 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. **Children may not be picked up at the bus stop** unless previous arrangements are made with the BGCSACC Director or Site Supervisor and it is your child's normal bus stop.
- Parent pick-up at extension sites (CFJ, Maine Memorial and Homer Brink) is to be **by 6:00 p.m. and no later.** If there is an emergency extenuating circumstance please call the Boys & Girls Club (607)754-0225 and we will get your message to the appropriate site, if you cannot get ahold of the Site Supervisor. Otherwise a **\$10.00 fee** will be charged for each additional 10 minutes that a child remains in care after the program closes.

**g.) 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 include (but is not limited to): measles, chicken pox, head lice, ringworm, flu 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. while NOT disclosing your child's identity. You are **not** permitted to send a child who has been absent from school (due to illness) to our program for the length of that day. Children who have vomited within a 24 hr. period may NOT be in program. 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 required at the director's discretion. Children taking antibiotics must 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 others in the BGCSACC program. If contacted regarding your child, **an immediate response is expected.**

**h.) 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.* We expect parents to model respect toward staff, youth and other parents especially in front of youth. Concerns regarding the other children in the program should be brought to the attention of the BGC SACC director or any available Boys & Girls Club program staff. We offer positive reinforcement for the children. 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. If your child is suspended, the child is not allowed at any of the Boys & Girls Club Programs for the designated amount of time. It will then be the responsibility of the parent/guardian's to find alternate care during the suspension.

**Discipline Policy** is as follows:

It is our first priority to maintain the safety of all children in our program. It is with this in mind that we have instituted the following policy regarding discipline:

- Violent behavior, sexually inappropriate behavior, theft and insubordination will not be tolerated.
- We reserve the right to ask you to pick up your child early due to any occurrence of these, with the possibility of an additional period of suspension.
- We reserve the right to schedule an appointment at any time to discuss whether or not we will be able to continue serving your child following any of these incidents.
- Behavioral issues will be discussed with parents/guardians and documented.
- Write-ups may lead to suspensions
  - Suspensions will increase in length upon subsequent suspensions.
- **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.)
- **Physical Violence** - pushing and shoving, biting, kicking, and any punch that is thrown, whether or not it connects
- **Theft** –the purposeful taking of someone else's belongings
- **Insubordination** - defined as swearing at a counselor, utter refusal to follow reasonable and appropriate instructions given to them by a counselor
- **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

**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.**

**i.) 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 provide written notice, to the office, of withdrawal, stating the reason for leaving and the dates in which the termination will take effect. If written notice is not received, you as the parent/guardian will continue to be held financially responsible for monthly payments.**

***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 allows their account to be in excess of 1 month 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 BGCSACC 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. Refunds are not offered in cases of suspension.***

**9.) Transportation: (The Boys & Girls Club would only need to transport your child in cases of Field Trips or attending the Afterschool Program at the Club from AGM or GFJ)**

**The Boys & Girls Club accepts responsibility for BGCSACC children in their care on a daily basis provided that the following safety regulations are observed:**

- 1) Children board and exit the vehicle from the curbside only.
- 2) Seatbelts are worn at all times while traveling in the Boys & Girls Club vehicle.
- 3) Children **are not** to enter a vehicle which is not properly identified as a Boys & Girls Club transport unit, and should always be sure that they recognize and are familiar with the staff within the vehicle.
- 4) 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.
- 5) All field trips are optional and a signed permission slip must be handed in to the program director. All trips will be on children equipped vehicles.
- 6) The bus driver will not use any cellular device while driving the bus.
- 7) The bus driver will meet all DOT and OCFS regulations required to transport children.

***\*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**

**10.) 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. Some potential uses for photographs taken are: the BGCWB website, the BGCWB Facebook page, Instagram account, brochures and flyers as well as other marketing items. 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 honor the requests of those who do not wish to have their children photographed.

**11.) 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 /Communication Devices/Tablets or Ipods :** Our phone lines are for business purposes, so we attempt to keep calls at a minimum. Cell phones are discouraged for youth in the SACC program and will be confiscated if they become a negative issue. However, we respect a parent's right and need to communicate with their child(ren).

**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.



**13.) 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.**

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

**The following is a list of Full Days off School in the Union-Endicott School District during which we will be offering care:**

(in bold are the days that UE and ME have in common)

- Emergency drill 15 minutes early → Oct
- **Superintendent's Conference Day → Oct 6**
- **Columbus Day → Oct 9**
- 2 Hour Early Dismissal → Nov 7
- **Veterans Day → Nov 10**
- K-12 Half Day → Nov 14
- K-5 Half Day → Nov 16
- **Thanksgiving Recess → Nov 22,23,24**
- K-5 Half Day → Nov 29
- K-5 Half Day → Dec 4
- **Winter Recess → Dec 25-Jan 1**
- **Martin Luther King Day → Jan 15**
- 2 Hour Early Dismissal → Jan 16
- **Mid Term Recess → Feb 16-19**
- K-12 Half Day → Mar 13
- **Superintendent's Conference Day → Mar 16**
- 2 Hour Early Dismissal → Mar20
- **Spring Recess → Mar 30 -Apr 6**
- **Memorial Day → May 25-28**
- Tentative Last Day → Jun22

**\*For FULL DAYS OFF you must SIGN UP for care at the Club with the Main Office and PAY AHEAD OF TIME.  
We do provide care for scheduled half days at no extra cost for youth enrolled in PM care.**