



Fletcher

After School Program

at Milton J. Fletcher Elementary School

Student Enrollment Application

2019 – 2020

Please complete the entire packet; missing information will delay processing.

A registration fee of \$10.00 per child is due upon submission of this application packet.

Make check payable to: YWCA

(Non-refundable registration fee)

eliminating racism
empowering women
ywca

Fletcher After School Program

301 Cole Ave. Jamestown, NY 14701

P 716.338.6226

E fletchadvantage@jpsny.org

ywca.org

jamestownafterschool.org



YWCA Fletcher After School Program Enrollment Form 2019 – 2020

Child's Full Name:

Address: _____ City: _____ State: _____ Zip: _____

Date Of Birth: ____/____/____ Grade: K I 2 3 4 5 6 7 8

Age: _____ Gender: _____ Male _____ Female _____

Ethnicity/Race: Caucasian/White African American Hispanic Asian Pacific Islander American Indian Alaskan Native Other: _____

With whom does the child live: Mother Father Grandparent(s) Guardian(s) Program Used as Child Care While Parents Working: YES NO

Child's Primary Language English: Yes No _____ Homeroom Teacher: _____
If No, please indicate child's primary language.

Please circle what days your child will attend, a minimum of three days per week required:

Monday

Tuesday

Wednesday

Thursday

Friday

Mother/Guardian Name:

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Employer: _____

Do you want access to our online parent portal?
YES **NO**
(Email address is required to have parent portal)

Father/Guardian Name:

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Employer: _____

Do you want access to our online parent portal?
YES **NO**
(Email address is required to have parent portal)

Authorization For Pickup/Release & Enrollment:

I understand that my child must be picked up by 6:00pm daily. I hereby authorize the YWCA After School Program to release my child from the program to the individuals listed on the emergency contact list included in this enrollment packet. Authorized adults listed on the emergency contact list should be prepared to show photo ID.

If my child is not picked up by 6:00pm and I cannot be reached, I authorize the program to contact the emergency contacts listed in this packet to arrange for the safe pickup of my child. I understand that if within fifteen (15) minutes of the close of the program my child has not been picked up and an emergency contact hasn't been reached, the program will contact the proper authorities at their discretion.

I hereby give my permission for my child to be dismissed from the YWCA After School Program as I have indicated above. I waive any liability against the Jamestown Young Women's Christian Association (YWCA) it's officers, directors, trustees, agents, servants, and employees, that they shall not be liable for any occurred bodily injury to my child once my child has been signed out by a parent, guardian, other authorized adult. I understand that program staff cannot release my child to anyone not listed on this enrollment form as a parent/guardian or emergency contact without my written permission, and anyone authorized to pick-up my child must be at least 14 years old with photo ID. In the event of inclement weather, I understand that program staff will exercise reasonable judgement in the release, which may include attempting to arrange for other transportation home for my child by authorized adults with my permission. In the event that I do not arrive to pick-up my child by 6:00pm, I authorize the YWCA After School Program to attempt to contact any/all parent/guardians and/or authorized emergency contacts to arrange for safe travel home. If no one can be reached to secure transport home for my child I understand that the program will follow the "Child Not Picked-Up Procedure" as outlined in the parent/student handbook.

My signature below serves as an authorization to enroll my child in the YWCA After School Program, and I understand that the submission of this form to the program indicates my desire for my child to be enrolled in the program. I further understand that the submission of this form obligates me to pay the yearly \$10.00 registration fee and any/all tuition fees associated with my child's enrollment and/or attendance in the program. I attest that all the information contained herein is accurate and true.

Parent/Guardian Printed Name

Signature of Parent/Guardian

____/____/____
Date

Emergency Contacts:

Persons NOT parents, MUST have at least one non-parental contact!

Emergency Contact Information:

| | | | |
|---------------------|--|------------------------------|-------------------------|
| 1. Full Name: _____ | | Relationship To Child: _____ | |
| Address: _____ | | City: _____ | State: _____ Zip: _____ |
| Home Phone: _____ | | Work Phone: _____ | Cell Phone: _____ |
| 2. Full Name: _____ | | Relationship To Child: _____ | |
| Address: _____ | | City: _____ | State: _____ Zip: _____ |
| Home Phone: _____ | | Work Phone: _____ | Cell Phone: _____ |
| 3. Full Name: _____ | | Relationship To Child: _____ | |
| Address: _____ | | City: _____ | State: _____ Zip: _____ |
| Home Phone: _____ | | Work Phone: _____ | Cell Phone: _____ |
| 4. Full Name: _____ | | Relationship To Child: _____ | |
| Address: _____ | | City: _____ | State: _____ Zip: _____ |
| Home Phone: _____ | | Work Phone: _____ | Cell Phone: _____ |

I hereby authorize the above listed individuals to be contacted for any reason regarding the well-being and/or safety of my child, and in the event that my child is not picked up by 6:00pm. These individuals are also authorized to pick up my child at any time during program hours unless I revoke such permission in writing to the program.

Parent/Guardian Printed Name_____
Signature of Parent/Guardian_____/_____/_____
Date**Medical Information:**

My Child's Physician is: _____ Phone: _____

My Child's Dentist is: _____ Phone: _____

1. My child takes medication(s): **Yes** No **If YES** (please include medication name, dosage, and dosage time): _____2. Chronic / reoccurring illnesses, medical conditions, or environmental allergies: **Yes** No **Explain:** _____3. Dietary allergies or restrictions: **Yes** No **Explain** (MUST provide supporting documentation from a physician): _____4. Medical devices, implants, or other medically necessary items: **Yes** No **Explain:** _____

** Please note. The YWCA After School Program does NOT administer any medications! **

Insurance Information:

Carrier / Insurance Company: _____

Policy / Group Number: _____

** A copy of a valid insurance card **must** be submitted to the Site Coordinator for our records **

Policies Acknowledgements:

I understand that I am required to pay an annual (school year Sept. – June) registration fee in the amount of \$10.00 per child, prior to my child being able to attend the After School Program. I understand this fee is non-refundable.

I understand that I am required to provide copies of any/all court related documents pertaining to my child. I understand without official court documents on file with the program, the program can only uphold the requests of any parent/guardian to the extent the law allows.

I understand that I must notify my child's teacher when I enroll my child in the After School Program, and of which days my child will be attending the program. I must notify the Site Coordinator and my child's teacher before 1:30pm if my child will not attend the after school program that day.

I understand that I **must** attend a Parent Orientation meeting scheduled at the beginning of each program year, and that my child's participation in the program is contingent on the completion of the orientation. If my child's start date is after the parent orientation has been held, I understand I am required to complete a parent conference with the Site Coordinator within the first 3 weeks of my child's start date in order for my child to remain in the program.

I understand that as a parent/guardian, involvement in the after school program is **expected** and I will make every effort to attend family events and special functions scheduled throughout the year.

I understand that I, the below signed Parent/Guardian, give my permission for my herein named child to walk unsupervised from the activity he/she is participating in to the sign-out desk when I arrive to pick him/her up, as per the supervision waiver on file with the New York State Office of Children and Family Services.

I understand that the after school program operates on full days of school only and that my child must be picked up by 6:00pm each day. I understand that I am responsible for making suitable alternative child care arrangements when the After School Program is not available to my child.

I understand that acceptable behavior is a condition of my child's enrollment in the program, that my child must follow the rules, policies and procedures set out in the YWCA Student & Parent Handbook, and that he/she will be subject to consequences detailed under Discipline Action Guidelines.

I hereby give permission for my child's medical and academic records for the September 2018—June 2019 school year to be made available to the YWCA After School Program by Jamestown Public Schools from this date forward until I revoke my authorized permission in writing to the YWCA.

I give permission for my child to travel by bus from YWCA After School Program on supervised field trips with a signed permission slip.

I give my permission for my child to travel on foot while properly supervised by After School Program staff to nearby locations within a reasonable distance of the school building as determined by the Site Coordinator without my written permission. I understand these will be called "walking field trips" and may happen unannounced.

I give permission for my child's likeness and/or photo and/or video and/or name to be used in program promotions by YWCA Jamestown and/or Chautauqua Striders and/or Jamestown Public Schools.

I give permission for my child to view videos and/or audio/visual materials deemed appropriate by program administration that are rated G, PG, and PG-13 for purposes of enrichment and/or recreation.

I understand the program expectation for attendance is for my child to attend one activity session each day they are registered. I also understand that my child's spot in the program may be terminated if the minimum attendance is not met. I understand that if I choose for my child to attend less than five days each week, I must specify the days my child will attend and that he/she may attend only on those days.

I understand the fee for attending program is outlined in the Finance Agreement portion of this enrollment application, siblings attending the same school are free. (This policy is subject to change without notice)

I understand that financial responsibility exists regardless of my child's attendance. I understand fees are based on enrollment, not attendance and there are no adjustments made for non-attendance.

I understand that payments are due the last program day of the week for the following week. A late fee of \$10.00 will be assessed if not paid by the following Wednesday. I understand that I must pay for all days indicated on enrollment form, and/or maintain payment for minimum required days per week to keep my child enrolled (unless fewer days are available due to school calendar). There will be no refunds or credits issued for days missed. If enrolled, that child's slot is reserved and the program is staffed accordingly and parents/guardians are still required to pay. If payments are two weeks late, my child will be removed from program.

I understand that NSF checks and a \$25 bank fee must be paid within 3 days once the parent is notified. I understand that if there is a second NSF check I will be required to pay in cash, money order or cashier's check until further notice.

I understand that failure to make payments may result in my account being sent to a collection agency, and that my account will be subject to additional fees for which I am responsible for if my account is sent to a collection agency. I further understand that the YWCA will not issue a refund for less than \$10.00 if I am owed a refund, amounts less than \$10.00 will remain on my account and if unused will be considered a donation to the YWCA at the end of the current school year.

I understand that a violation of any YWCA After School Program policies on my part or on the part of my child may result in termination from program.

I understand that all policies contained in this enrollment packet, and in the Parent/Student Handbook are subject to change without notice.

I understand that the After School Program is not a solely academic program, and therefore the YWCA and/or Chautauqua Striders does not guarantee that homework will be completed while my child is in the After School Program. I understand that the After School Program requires all students to attend Striders activity at least once weekly, and that more sessions will be made available to those children who need the additional support.

I understand that failure to make payment will result in any awarded discounts, credits, or scholarships being revoked and therefore my account will be charged the full rate of daily tuition for the time period in question as well as any additional late fees or collection fees.

I give permission to the YWCA After School Program staff to communicate with Jamestown Public Schools Personnel (teachers, principals, guidance officers, nurse, administration, etc...) on behalf of my child, and for said communications to be permissible in any format (phone, email, in-person, etc...) as deemed necessary.

I understand that the attached FERPA form provided by Jamestown Public Schools is optional, and that it is not required to be signed for my child to be eligible to participate. However, I understand that if I choose not to sign the FERPA form, I will be required to provide hard copies of specific documentation regarding my child before he/she can attend the program (ie. Medical exam report, immunization records, etc...) as deemed necessary in accordance with YWCA policies and NYS OCFS Regulations part 414.

The YWCA is committed to providing equal enrichment opportunities to all children enrolled, and maintains a strict policy prohibiting unlawful discrimination. No qualified student shall, on the basis of disability, race, religion, color, sex, national origin, or ability to pay, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under YWCA After School Programs.

Child's Full Name:

My signature below indicates my acceptance of the policies stated herein on this page, and will uphold those policies to the best of my abilities as a condition of my child's enrollment in the program.

Parent/Guardian Printed Name

Signature of Parent/Guardian

/ /
Date

Financial Responsibility Contract:

How do you intend to pay for YWCA After School Program? (Please Check One)

- ☐ Parent Pay. I, the parent/guardian, will pay for this After School Program at the rates outlined herein.
- ☐ DHHS/DSS. Choose One: ☐ I already have an open case with DHHS, and my co-pay is: \$_____. I will add the YWCA [School] After School Program to my case.
☐ I intend to apply to DHHS, and will make full rate on-time payments until my case is evaluated by DHHS, and YWCA is notified of the case.
- ☐ Pre-Paid Scholarship from external source. I have received an award letter from the funding source, and a copy of that letter is attached.

The following is a contract between the YWCA After School Program and the financially responsible parent/guardian of the herein listed child, to provide licensed child care services in the form of After School Program, in accordance with the terms and conditions outlined in this document and the Parent/Student Handbook.

Fees & Rates:

- I agree to pay a rate of \$8.00 per day my child is enrolled in the program, regardless of their attendance.
- I agree to pay for a minimum of three days per week, every week my child is enrolled until withdrawal.
- I agree that this rate may be subject to change without notice.
- I agree to make on time payments at a rate of \$8.00 per day until any tuition assistance applications are completed and approved, or until a childcare subsidy case is approved and verified by the YWCA if any are submitted.

Program Hours:

- 3:00pm – 6:00pm following the schedule published by the YWCA.

Payment Agreement:

- I agree to make payment in full regardless of my child(ren)'s attendance, for a **minimum** of three days per week.
- I agree to make payment on a weekly basis, with all payments made by the last program day of the week for the following week. This is generally on Fridays, with payment being due for the following week at that time.
- I understand a late fee will be charged in the amount of \$10.00 per week that my payment is late, for each week my account is delinquent. I acknowledge that late fees will be applied at the time the due date of the missed payment(s), and will accrue on each following week thereafter until the balance is paid or the account is turned over to a collection agency.
- I understand that if my account is more than two weeks delinquent, my child(ren)'s spot in the program will be terminated and my account will continue to accrue late payment fees until my account is paid in full or turned over to a collections agency.
- I understand that if my account is delinquent, the YWCA will turn over my account to a collection agency, at an additional charge for which I am responsible.
- I understand that any outstanding balance will prevent the enrollment of any child(ren) in any After School program within the Jamestown Public Schools District in my name or any other parent/guardian name listed on my child(ren)'s enrollment form until the delinquent balance is paid in full.
- I understand that my name and my child's name may be shared with partnering agencies for purposes of ensuring services are not rendered at partnering agencies until any balance due is satisfied.
- I understand that it is my responsibility to collect and retain the provided receipt for all payments I make to the program.
- I agree to the conditions of the late pick-up policy as outlined in the Parent/Student Handbook, and will pay any/all late pick-up fees.
- I agree to be held liable for all payments due for past services rendered to my child(ren) in the event that a clerical error is made, childcare subsidy case changes, or any other circumstance deemed reasonable by the YWCA.
- I agree to all terms and conditions outlined in the Parent/Student Handbook regarding payments, late fees, late pick-up fees, and the policies regarding scholarships.
- Failure to make payment, or excessive late payments may result in the revocation of any awarded discounts, credits, or scholarships. If revocation occurs, the scholarship is lost for the remainder of the school year, and all past due and future payment would be due at full daily rate.

Forms of Payment:

- I understand that the following payment methods are accepted for payment of program fees:
 - Check - must be made payable to: **YWCA**.
 - Credit Cards. (accepted at each program site, and processed at no additional fee)
 - Online Payments: Payment accepted online through our parent portal, registration info available from the program coordinator
 - Cash is only accepted in exact change. (If exact change is not provided, remaining amount will be applied to future payments due)

My signature below signifies my financial responsibility for the herein named child, and acknowledges that I will be held financially responsible to YWCA Jamestown for the services of After School Program. My information below indicates my acknowledgement that I accept all terms and conditions outlined in this document and the Parent/Student Handbook.

I acknowledge that the information below will be used by the YWCA to maintain financial accounting for my child in this program, and may be used in the collections process should my account become delinquent.

Child's Full Name: _____

*** REQUIRED - Primary Financially Responsible Parent/Guardian:**

Parent/Guardian Printed Name

Parent/Guardian **Social Security Number (REQUIRED)**

Parent/Guardian Date of Birth

Parent/Guardian Signature

Date

Contract For Care:

This document shall stand as a binding contract between YWCA After School Program and the parent/guardians lawfully responsible for the herein named child. The following terms and conditions shall stand henceforth until the parent/guardian withdraws the child from the program, or the program is no longer made available to the child for any reason. It is hereby the responsibility of the parent/guardian to obtain and review a copy of the parent/student handbook from the program Site Coordinator at the required orientation session, and/or at the request of the parent/guardian and/or online at www.jamestownafterschool.org.

1. Attendance:

Funding for this program is provided in cooperation with a variety of funding sources and parent fees. The cost for attending is outlined in the Financial Responsibility Contract included in this packet. Each additional sibling enrolled in the same school will be free (this policy is subject to change without notice). Children must enroll and attend the program a minimum of 3 days per week, but may attend more days each week if enrolled as such. If the child is enrolled less than 5 days a week, you must specify the days that he/she will attend and he/she may only attend on those days. Please check with your program Site Coordinator as to what time the first activity session is scheduled to end if you plan to pick up your child before 6:00 pm. Children who do not attend at least one full activity session on a regular basis (90% minimum) run the risk of losing their registration in the program due to our funding source and their attendance requirements.

2. Financial Responsibility:

I acknowledge that financial responsibility for my child's attendance in this program is my responsibility, and I agree to pay the charges for program regardless of my child's attendance, based upon the days I have indicated my child will attend in this enrollment packet. I agree that I will pay for a minimum of three days per week, unless the program is closed on days in which my child would normally attend, and in those cases I will pay for the days my child is scheduled to attend. I agree to make timely weekly payments, or will make other approved payment arrangements with the Site Coordinator prior to the due date. I assume financial responsibility for any outstanding balance owed on my child's account, even after care has ended, and agree to remit payment to the YWCA or program site as soon as possible after my child is removed from the program no matter the reason for removal. I further acknowledge that any outstanding balance will prevent me enrolling any child in any other After School Program throughout the Jamestown City School District until the balance and any fees are paid in full. I understand that any outstanding balance due, my herein named child's information, and my information will be shared with other After School Program partner organizations for purposes of ensuring that families with outstanding debts cannot be enrolled in any other programs until balances are paid.

3. Parental Expectations:

I understand that as the parent/guardian of a child in this program, I have responsibilities and expectations to which I am expected to conform to. I understand that I am expected to participate in Family Nights/Events that are hosted by the program, and that my participation is counted upon to help the program maintain their parental involvement requirements with their funding organization. I understand that I am obligated to attend a mandatory parent/guardian orientation session within the first three weeks of my child's enrollment in the program, and that failure to complete the required orientation session will result in the termination of care until the orientation can be completed. I understand that it is also expected that I will uphold all the policies outlined in this enrollment packet and in the Parent/Student Handbook. I acknowledge that I am responsible to address any and all behavior concerns that the Site Coordinator may express in an effort to maintain the highest safety conditions in the program for all concerned participants.

4. Alternative Care Arrangements:

I understand that I am responsible to make suitable arrangements for alternative care for my child when my child is unable to attend the program, or when the program is not available to my child. I understand that in the event of cancellation of After School activities by Jamestown City School District, I will be contacted by After School staff via a variety of communication methods to make suitable arrangements for the safe dismissal of my child; however After School staff will remain with any/all children until all children have been safely dismissed. I take full responsibility for making appropriate arrangements for alternative care of my child when the After School Program is not available as care for my child, regardless of the reason care is not available (ie. Parent/guardian removal, discipline removal, cancellation by JPS, etc).

5. Parental Consent:

I hereby give my permission for my child to participate in the YWCA After School Program and, to the best of my knowledge, my child has no physical conditions which will make it dangerous for him/her to participate in YWCA sponsored activities. I also waive any liability against the Jamestown Young Women's Christian Association (YWCA) it's officers, directors, trustees, agents, servants, and employees, that they shall not be liable for any occurred bodily injury to my child while my child is practicing for, or participating in, any contest or exhibition of an athletic or sports nature sponsored by the YWCA, or in any activities as a part of the YWCA After School Programs. I agree and support that students are expected to follow program rules and regulations for the health, safety, and rights of all participants. I understand that program staff will exercise a reasonable amount of discipline to enforce these rules and that parents will be notified and expected to take home any child who infringes on the rights of others. In the event that I cannot be reached in an emergency, I hereby give my permission for my child to be transported to the nearest hospital by ambulance and to the physician selected by the Site Coordinator to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery for my child as named herein.

Child's Full Name:

I agree to all terms and conditions enclosed herein this contract, and herein this enrollment packet as a whole. My signature below binds me to these terms, and I solely and fully accept the responsibility of those obligations in their entirety.

Parent/Guardian Printed Name

Signature of Parent/Guardian

Date

**Parent or Guardian Consent for
Partner Access to Student Records
2019 – 2020**

I consent to the release of my child's education records by the Jamestown City School District to the partner agency contact person designated below. I understand that the partner organization may use these records to identify and assign services to my child, to monitor my child's progress and academic success in school, and/or to evaluate the organization's own programs and services. I understand that an employee of the partner organization may be permitted to access these records only for students registered in their program, and only to the extent necessary to perform his or her assigned duties, however these records must otherwise remain confidential and will not be released to any other individual or organization. I also consent to the release of partner agency records about my child to the Jamestown City School District to help the district provide better educational services to my child.

I authorize the release of my child's records to the follow agency:

Organization/Agency: **YWCA Fletcher After School Program and/or Chautauqua Striders**

Program Coordinator – Fletcher After School Program and/or

Contact Person: **Shane A. Monroe – YWCA and/or Stacey Tanner – Chautauqua Striders**

fletchadvantage@jpsny.org

716.338.6226

shane.a.monroe@jpsny.org

716.217.5684

Contact Email & Phone: **stacey@chautauqua-striders.org**

716.489.3482

Email

Phone

I consent to the release of the education records selected below, to be shared with the designated contact person specified above. I understand that any of the following records may be shared, as deemed necessary or appropriate by the principal of my child's school:

- demographic information, including race/ethnicity or participation in special programs (IEP/504/ELL)
- immunization and medical information
- attendance records
- course grades/report card
- upcoming & missed assignments, as provided by my child's teacher(s)

I further understand that:

- Provision of this consent is voluntary, and is not required for my child to participate in the agency program.
- This consent will take effect upon the date of my signature and will remain valid through June 30, 2020.
- I may revoke this consent at any time by sending a written request to the principal of my child's school.

By signing this consent agreement, I agree that I have read and understood the above. I further acknowledge that I am legally able to authorize the release of my child's education records to the specified agency.

By signing this consent agreement, I agree that I have read and understand the above. I further acknowledge that I am legally able to authorize the release of my child's education records to the specified agency.

Parent/Guardian Name (PRINT)

Student Name (PRINT)

Parent/Guardian Signature

Date

School of Enrollment

Parent/Guardian Email Address

Phone Number

Grade Level

Student Date of Birth

School Use Only:

Approved By: _____

Date: _____

Student ID #: _____

The organization listed above must return this form to the Main Office of the school of enrollment of the student whose records may be requested for review. The building principal of each school will determine the manner by which student educational records are to be released to the agency contact person listed above.

21st Century Program Evaluation Consent

The afterschool program that your child attends will be evaluated each year in an effort to ensure the quality of the program, demonstrating to New York State and the U.S. Government that after-school programs contribute to the well being of our children.

Specifically, the goal of New York State is to know if program participants are gaining positive youth development skills, self-confidence, engagement in school, life skills, positive choices, and positive core values.

With your signed permission, your child will be asked to complete a brief survey regarding their opinion of the program and how attending the program has affected them. All responses are anonymous and confidential. The survey will include questions about the program as a whole, your child's feelings about the program, questions regarding self-esteem, and personal behaviors. The purpose of these questions is to help determine if participants may have changed as a result of attending the program.

Your child's participation is voluntary. Your child is free to refuse participation or skip questions. Participation in the survey is not required, nor does it affect program attendance in a positive or negative way.

Your child's name will not appear on any survey form or report, as all responses are confidential. The only exceptions to confidentiality exists in accordance with the laws requiring us to file a report with the appropriate agencies if a child discloses reasons to suspect risk of suicide, homicide, child abuse, or child neglect.

If you have any questions about this survey, your child's rights, or if you wish to have a copy of this survey, please contact Amanda Gesing the 21st Century Grants Director for Jamestown Public Schools at (716) 483-4313.

I, the below signed parent/guardian of the below named child participant, have read and understand the above survey evaluation description. I agree that for any questions or concerns I have regarding this consent for participation in the 21st Century Evaluation and its surveys, I have requested and received a satisfactory explanation.

I further agree to have my child participate in the evaluation of the 21st Grant as administrated by Jamestown Public Schools for the duration of the grant period ending June 30, 2022.

I understand that my child's privacy will be protected because my child's responses cannot be traced to my child.

Child's Full Name: _____

Parent/Guardian Printed Name

Signature of Parent/Guardian

Date

Parent & Student Handbook Policies:

Program Operations:

- The After School Programs are school-aged childcare programs licensed by the New York State Office of Children and Family Services (OCFS).
- The After School Programs follow the JPS calendar. The After School Program does NOT operate on snow-days, holidays, or during the summer.
- The After School Programs offer a wide variety of activities that are researched, planned, and based on the interest and developmental stages of the students, with input from parents, students, and teachers.
- Funding for our programs are provided by grants from the New York State Office of Children and Family Services Advantage After School Programs Grant, 21st Century Learning Centers Grant, and parent fees.

Weather / Emergency Closings:

The decision to close schools and/or delay school opening is at the discretion of Jamestown Public Schools and those decisions will be announced as deemed necessary by Jamestown Public Schools.

- The After School Program will **NOT** operate if school is **cancelled** ("Snow Day") by Jamestown Public Schools.
 - Appropriate proration or credit will be applied to those affected accounts.
 - Delayed openings will not effect the programs operation, the program will operate as usual.
- The After School Program will **NOT** operate if Jamestown Public Schools cancels after school activities.
 - If after school activities are cancelled, parents/guardians will receive communication from Jamestown Public Schools regarding the cancellation, and from the After School program in a variety of methods.
 - In this event, all children **MUST BE PRICKED UP BY 3:30pm!**
 - When after school activities are cancelled the appropriate proration or credit will be applied to all affected accounts. However, the account for any child not picked up by 3:30pm will be charged the full day tuition fees as per the finance agreement **PLUS** the appropriate late fees for arrival after the designated time as is outlined in the Late Pickup Policy section of this handbook.
 - Staff will remain on site and the program will remain open with limited access to activities until 3:30pm.
 - In the event that a child is not picked up by 3:30pm, and no parental contact has been made, the situation will be treated as a "Child not picked up" and emergency contacts will be contacted to arrange safe transport home. Should attempts to reach emergency contact be unsuccessful, the appropriate authorities will be notified.

Who Are the Staff Members:

- Each program has a Site Coordinator, who is responsible for operations and supervision of the site, staff, and participants.
- Program Leaders (line staff) work directly with children in care, modeling and encouraging appropriate behaviors in a positive and constructive environment.
- Program Leaders plan and implement activities suitable for the age, abilities, and learning styles of the children in care.
- All staff reports to the YWCA Director of After School Programs.
- All staff are hired and trained in accordance with the New York State Office of Children and Family Services Regulations Part 414.
- Each staff member receives a minimum of 15 hours of training per year, including Mandated Reporting, Foundations of Health & Safety, CPR, and First Aid.
 - There is at least one staff member on-site during all operating hours that is certified in CPR and First Aid, as per NYS OCFS regulations.
- All staff must pass criminal background checks in accordance with NYS OCFS Regulations.
- The Site Coordinator is available during program hours, and during the school day to meet with parents, guardians, and the community. We encourage all parents/guardians to stop by and visit our programs anytime during regular program hours.
- We do not permit the hiring of parents/guardians, or other close family relatives, to work at the same site where a child of the family attends. Instead we will require the applicant to work at a different site location / program.

Food Service:

- An afternoon snack is provided daily by Jamestown Public Schools in accordance with the USDA Federal Snack Program, which is in compliance with the Child and Adult Care Food Program (CACFP) meal patterns as per NYS OCFS requirements.
 - The menu provided by JPS Food Service Office is available online, and may be subject to change.
 - The menu can be found at: www2.jamestownpublicschools.org
- **No substitutions can be accommodated.** If your child needs an alternate snack for any reason it is not the responsibility of the program or JPS to provide the alternative snack.
- All programs have written permission from Jamestown Public Schools Food Service Dept. guaranteeing access to stored food supplies located at each building for usage during a declared local or national emergency in the event that student and staff are sheltering-in-place and are unable to leave.

Refunds:

- **No refunds shall be issued for \$20.00 or less.**
- Any credit on account for \$20.00 or less will be considered a donation to the program at the time of withdrawal, end of service, or end of school year – depending on the situation.

Program Fees/Tuition:

- **A yearly registration fee of \$10.00 per child must be paid in full prior to any child starting the program.** This fee is assessed at the time of the child's enrollment, and covers the duration of one school year (September to June).
 - This yearly registration fee is non-refundable.
- **FINANCIAL RESPONSIBILITY EXISTS REGARDLESS OF THE CHILD'S ATTENDANCE.**
- A fee of \$4.00 per day, per family, **with a minimum of 3 days per week required** at Jefferson and Washington program sites.
- A fee of \$8.00 per day, per family, **with a minimum of 3 days per week required** at Bush and Fletcher program sites.
- Payments are accepted in the forms of cash, checks, credit card, or by registering with us for an online account via our parent portal
 - Checks must be made payable to: YWCA.
 - **Please Note:** Cash is only accepted in exact change. We will NOT make change for cash payments made for more than the amount due. Any change due will automatically be applied to a future balance due.
- Payments are due the last program day of the week for the following week (typically Fridays).
- It is the responsibility of the payer to collect and maintain the provided receipt for their records.

- A late fee of \$10.00 will be assessed if payment is not on time, for each missed payment date.
- Late arrival fee - please see Pick Up / Late Pick Up Policy in this handbook.
- End of Year Payment **MUST** be satisfied by the first Friday of June.
 - Invoices will be made available for each account with amounts due prior to due date.
 - Late fees will apply after the first Friday of June.
- Any account more than two (2) weeks delinquent will result in the termination of services and the account may be sent to a collection agency at the discretion of the YWCA.
 - Those accounts will be charged all late fees, and a minimum of \$25.00 Bad Debt Collection fees.
 - Any account sent to collections and is receiving a discounted rate for siblings, scholarship, or both will lose those discounts, and the account will be charged at full rate for all children attending for the delinquent time.
- The YWCA reserves the right to take legal action against any account for which unpaid tuition exists, which may include all herein listed fees and any legal fees the YWCA incurs as a result of attempts to collect.
- Accounts that become regularly delinquent (have a history of delinquency) may be required to use Automated Payments as deemed necessary by the YWCA.
 - Automated Payments will require the payer to sign up online, and authorize the YWCA to collect weekly tuition directly from a checking / savings account, or a credit card associated with your online parent portal.
 - These accounts may also be subject to loss of any / all discounts, scholarships, or tuition assistance.
- Accounts receiving DSS subsidy are required to make payment to the YWCA and its programs for any amounts billed to DSS that DSS fails to or refuses to pay for any reason. These payments will be subject to due dates and late fees just as regular parents fees are. Parent/Guardians are responsible for any amounts billed to DSS that are not paid on their behalf.
- Accounts that are two (2) weeks or more delinquent in payment will not qualify for any half-day programs as offered by the YWCA at our Elementary After School Program sites until the account is satisfied, regardless of ability to pay for the half-day program.

Bounced Checks:

- A fee of \$25.00 for all bounced checks will be charged to your account. The fee and the amount of the bounced check must be paid within three (3) days of notification.
- **1st & 2nd Bounced Check:** If we receive a returned check from our bank for a payment you made, you will be invoiced for the original amount of the check plus a \$25.00 bank fee.
 - The payment of the invoiced amount (original check plus fees) will be due within three (3) days of notification. We can redeposit your check with your approval, plus \$25.00 cash or a cash payment can be made for invoice amount plus \$25.00.
- **3rd Bounced Check:** The same applies as above; however, we will not re-submit the original check, nor will we accept another check for payment.
 - All payments will need to be made by cash, money order, cashier's check, credit card, or online payment plus the \$25.00 bounced check fee within the three (3) days.
 - Check payments will not be accepted for six (6) months on this account. Cash, money order, cashier's check, credit card, or online will be the **only** acceptable payment.
- **4th Bounced Check:** After six (6) months, check payments will be accepted.
 - If we receive another returned check from our bank, you will no longer be able to pay on your account with checks.

Tuition Assistance:

- Tuition assistance is available for those who qualify.
 - Qualified families **must first** apply to DSS for assistance, if denied then tuition assistance may be issued once the required paperwork is submitted and approved.
- No family that qualifies for DSS assistance with a family pay portion lower than weekly program fees may receive tuition assistance (scholarships); they must take their available assistance from DSS.
- Tuition assistance is **not guaranteed, and can be revoked at any time**.
 - Revocation can occur if the account becomes delinquent. If revocation of scholarship or sibling discounts occurs the revocations remains in effect for the remainder of the school year.
- All tuition assistance requests will be process and determined by the Site Coordinator on a case-by-case basis according to predetermined criteria.
- Any scholarships or tuition assistance made available to families from a source other than the YWCA may be subject to the policies set forth by that funding source.
 - Changes to funding source policy are out of YWCA control, and compliance will be expected from all parties.

Withdrawal From Program:

- Notice must be provided to the Site Coordinator at least five (5) days in advance of the desired withdrawal date. **Written notice is required.**
- Failure to notify the Site Coordinator of desired withdrawal will result in an additional two (2) weeks of tuition to be billed to the account from the last date of attendance.
- At the time of withdrawal, any account credit for \$20.00 or less will be considered a donation to the program, as in accordance with our Refund Policy stated herein.
- At the time of withdrawal, any balance due, if any, will be due immediately to avoid late fees. Failure to make payment will result in the account going to collections in accordance with our policy stated herein.

DSS Regulations:

- Illness & other absences: **A maximum of twelve (12) days** will be allowed in a consecutive three-month time period, as defined by DSS.
- Any absences in excess of three (3) consecutive days requires approval from your childcare case manager before we, the provider, can receive payment from the Department of Social Services.
 - If your case manager does not approve the sick days, the amount due will be charged to your personal account (making you responsible for payment). Attendance verification is remitted to DSS each month.
- The YWCA and case manager have the right to request a physician's excuse.
- If your child/children miss three (3) consecutive days, you will be **required** to have a doctor's excuse to return (no exceptions). You must notify the Site Coordinator, if your child/children will not be attending on their contracted day.
- Vacation will NOT be paid by Social Services.
 - Anyone who wishes to take their child/children out due to vacation must
 - 1) Give a two-week written notice.
 - 2) Pay a 25% holding fee (of full rate) according to your child's contract prior to leaving on vacation.
- Two exceptions:
 - If your place of work closes the door for shut-down, your caseworker will give written permission stating they will cover your 25% holding fee.
 - This occurrence can happen only one time per year.
 - **A letter from your employer is required and MUST be on company letterhead.**
- DSS does not pay for maternity leave.

- You must temporarily withdraw from the program (six weeks).
 - Upon return, if we have a slot open, your childcare will continue as previous assuming all paperwork is still current according to state regulations.
- If you should lose your job, you need to have your job search time approved by DSS in order to continue to have care.
 - You must notify the Site Coordinator that you have lost your job and whether or not you have been approved for job search care. If the job search time is not approved your child will be withdrawn from the program. To return after being withdrawn from the program, you must reopen your case with DSS and call us to see if we have any openings. Paperwork must still be current according to state regulations.
- **Reminder: You will be responsible financially for any tuition not covered by DSS, for any reason.**
- Co-payments are due prior to the week of care. If your payment is not paid by Wednesday, the week of actual care, childcare will be denied Thursday and your Case Manager will be notified. At that time your voucher will be cancelled. All late fees will apply as indicated in this handbook and the account can be sent to collections for non-payment.

Parent Conduct:

- A child and/or family may be dismissed from the After School Program in the event that a parent or guardian conducts himself or herself in a way deemed inappropriate while on school and/or YWCA property. Adults are expected to model the desired behaviors and language that is expected of the children in care.
- Profanity, threats, or disruptive behavior will not be tolerated, and may result in the removal of the child and/or family from the program(s) if multiple children are enrolled at various sites.
- Parent, Guardians, or other Caregivers that appear to under the influence of drugs or alcohol will be encouraged to allow the program to help them make other suitable and safe arrangements for transportation home.
 - Those that refuse to cooperate and insist on removing the child from the program should note that the program will notify the proper emergency authorities with all available information, and will also be required to place a call the State Central Registry / Child Protective Services as per NYS OCFS regulations.

Parent Participation:

- The YWCA After School Programs encourage parents to participate! Parents are encouraged and welcomed to visit the program anytime the program is in operation.
- A variety of opportunities exist for parents to participate:
 - Attend the required orientation session, once yearly.
 - Volunteer in the program – reading stories, assisting in crafts/games, assisting with planning of special events, etc.
 - Share their profession or special skills with the participants.
 - Making donations of materials, games, or other relevant items to the program.
 - Attending all family nights / events.
 - Participate in the Parent Advisory Board at the program.
- Please see your Site Coordinator for more information on volunteering.

School Sponsored Events / Clubs / Detention:

- The YWCA After School Programs will not be held responsible for participants who are attending school-sponsored events, clubs, or in detention until the child signs into the program.
- The program will not be responsible if the child does not report to the program after the school based event is over.
- Participants wishing to attend a club or event after they have signed into the program must have written permission from the parent/guardian to sign out and attend the indicated club/event.

Release of Information:

- The YWCA will maintain confidentiality of information. Certain information may be shared with partnering agencies as is permitted by permission provided in the enrollment packet:
 - FERPA – to and from Jamestown Public Schools and their personnel.
 - Shared information with partnering agencies
 - For evaluation purposes.
 - The limited release of information to non-custodial parents and other individuals listed on the enrollment form.

Pick Up / Late Pickup Policy:

- All parents/guardians are required to pickup and/or make arrangements for any child that is reported by the program to the parent/guardian within thirty (30) minutes of the initial contact.
 - This may include a sick child, or child who has been asked to leave for discipline reasons, and if not picked up within the thirty (30) minute window, the staff will contact emergency services, and report the case to the State Central Registry as per NYS OCFS mandated reporter policies.
- In the event that a child is not picked up or released from care by 6:00pm, the Site Coordinator will phone the parent/guardian, and/or any other contacts listed. If the child is not picked up within fifteen (15) minutes of the initial attempt to contact the parent/guardians the program will contact the proper emergency authorities.
 - Staff are required to contact the State Central Registry to report the case as per mandated reporter policies with NYS OCFS (see Safety & Security).
- **If a child is not picked up by 6:00pm, an automatic late arrival fee of \$5.00 will be charged to the account, plus \$1.00 per minute late fee for every minute past 6:00pm.**
 - The above late policy applies to half-days operated by the program, with the pickup time being 5:30pm and all policies applying as written above after 5:30pm.
- Late arrival times, used to calculate the late fees are based on the time noted by the program when the parent arrives, regardless of the time parents observe. The time observed on the program/school clock will be used to calculate the late fees.
- Excessive, repeated, or habitual late pick-ups may result in the termination of services.

Year-End Tax Statements:

- **It is the responsibility of the payer to collect and maintain the provided receipt for all payments made for their records.**
- The YWCA will provide a yearly tax statement to accounts in good standings no later than January 31st.
 - Yearly statements for accounts in good standings will be available at the program site for pickup, and a parent/guardian will be required to sign for the statement.
 - Yearly tax statements for inactive accounts in good standings will be made available at the site where the child last attended, available for pickup where a parent/guardian will be required to sign for the statement.

- If an inactive account is eligible to receive a tax statement, but is inactive and a mailed statement is requested a self-addressed, stamped envelope must be provided as the program will not incur the costs of mailing.
- If there is a past due balance on an account, a year-end tax statement can be requested from the YWCA and/or the program site **after payment of the past due balance is satisfied.**
 - If the account balance is not satisfied, no statement will be provided.
- The tax statement will be provided in the name of the primary financially responsible party as listed on the Finance Agreement at the time of enrollment.
- Requests for duplicate statements must be made to the Site Coordinator, and will incur a \$3.00 fee for each duplicate statement which must be paid at the time the statement is provided.
- Year-end tax statements may be mailed upon request, with a parent/guardian self-addressed, stamped envelope provided to the YWCA. The program will not incur the costs of mailing statements.
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Attendance:

- Grant funding requires regular and consistent attendance.
- **Children MUST enroll to attend at least 3 days per week.**
 - If your child is enrolled less than 5 days per week, you must specify the days he/she will attend and he/she may only attend on those days. If attendance drops below these requirements, the participant(s) may be removed from the program.
- If your child will not be attending due to other obligations, please notify the Site Coordinator before 2:00pm.
- Parents/Guardians **MUST** attend a parent orientation meeting or participate in a web based orientation within two (2) weeks of your child's enrollment as per NYS OCFS requirements.
- If a child will no longer be attending the After School Program, the program must be notified immediately in writing so that the child can be removed from the roster.
- Failure to notify the program in writing of a child's removal will result in the child being automatically removed after two (2) consecutive weeks of no attendance, and the appropriate fees charged to the account (please see Program Fee/Tuition section).

Tutoring & Homework Help:

- Chautauqua Striders, Inc. provides homework help in the YWCA After School Programs to assist and encourage, but will not force children to do homework.
- Chautauqua Striders, Inc. provides approximately two (2) hours daily for homework help and academic assistance at each site location.
- **All students are required to attend at least one session per week;** this is in accordance with our grant funding requirements and YWCA best practices.
- Tutoring is available Monday – Thursdays only.
- The After School Program and Chautauqua Striders, Inc. **DOES NOT** guarantee that homework will be completed while in the program. Any remaining homework will need to be worked on at home.
- We encourage parents to discuss homework obligations with their child(ren) every day.
- Chautauqua Striders tutors stay in contact with teachers to help provide support for students who are attending the program.

Liability:

- Enrollment in the YWCA After School Program waives any liability against the Jamestown Young Women's Christian Association (YWCA) it's officers, directors, trustees, agents, servants, and employees, that they shall not be liable for any occurred bodily injury to any child while the child is practicing for, or participating in, any contest or exhibition of an athletic or sports nature sponsored by the YWCA, or in any activities as a part of the YWCA After School Programs.

Health Insurance:

- The YWCA After School Programs do not provide accident insurance covering participants.
- Proof of valid insurance for each child in care **must** be provided to the Site Coordinator at the time of enrollment.
 - A valid insurance card must be presented to the Site Coordinator so a copy can be placed in the child's file.
 - Or the enrolling adult must include a copy of the card(s) with the enrollment packet.

Facility Use / Program Environment:

- The program is usually held on school grounds. Field trips require parent/guardian permission.
 - However some "walking field trips" may occur as authorized on the child's enrollment application.
- Dress code is the same as the school dress code, although certain activities require special dress (such as a swimsuit).
- If a parent/guardian needs to speak with their child they can call the program. Under **no** circumstance should you attempt to contact your child directly.
- **NO child is permitted to have a cell phone during program hours.**
 - Bush: (716) 338-3827
 - Fletcher: (716) 338-6226
 - Jefferson: (716) 338-3829
 - Washington: (716) 338-3830
- Valuables should be left at home, or stored responsibly by the child. The program is not responsible for damaged or lost valuables.
- The school provides rooms and equipment for programs usage. Students and staff alike are responsible for putting equipment away and cleaning areas appropriately.
- The school and program promote open communication by holding regular Parent Advisory meetings. Parents/guardians are encouraged to attend and provide input regarding the program.
- **For reason of program security and privacy, no child is permitted to use, or carry on their person any personal electronic devices, including a cell phone.**

Medication:

- The YWCA After School Programs **DO NOT** administer any medications to children.
- **NO children are allowed to carry their own medication, prescription or over-the-counter; and are not permitted to administer any medications.**
 - Please consult with the Site Coordinator regarding your child's specific situation.

Court, Custody, & Visitation Orders:

- Copies of court, custody, visitation orders, and divorce decrees **must** be provided directly.
- Changes to any documents provided to the program should be updated as soon as possible.
- Failure to provide the program with copies of the court documents will prevent the program from upholding parental wishes beyond the extent the law allows.

Health:

- If your child appears to be ill, they will be sent home in accordance with the OCFS Health Care Plan.
- Please keep all emergency contact information up to date.
 - Updating contact information with your child's school **DOES NOT** update it with our programs. You must update our program separately.
- A child needing medication is strongly encouraged to take it before or after the program, as the program is not authorized to administer medications.
- In accordance with the Health Care Plan, staff will contact the parent/guardian of any child who is sick, becomes ill, or is injured while at the After School Program to make arrangements for the child.
- An ill or injured child will be given first aid and offered a quiet area to wait until picked up by parent/guardian.
 - We require a parent/guardian to pick-up their child within thirty (30) minutes of being notified.
- Any child with a temperature of 101°F or higher, vomiting, diarrhea, or a contagious illness **MUST** go home.
- If a child is seriously ill, the staff will contact parents/guardians and emergency services if needed. Emergency care permissions are authorized on the program registration form.
- The Health Care Plan is available to any parent/ guardian for review upon request.
- The After School Program has a no-live lice policy.
 - If the school notifies the Site Coordinator that a student has live lice, he/she will **not** be allowed to attend the program until live lice are confirmed to be gone.
 - If staff at the program observes live lice the parent/guardian will be notified and the child will be required to be picked up immediately.
 - Children will not be permitted to attend the program again until live lice are no longer present.
- Parents/guardians are required to pickup or arrange for safe pickup of their child within thirty (30) minutes of notification by the program.
 - This may include a sick child, or child who has been asked to leave for discipline reasons.
 - If not picked up within the thirty (30) minute window, the staff will contact the appropriate emergency authorities as needed.

Communication:

- In the event a parent / guardian should need to contact a child in the After School Program while the program is in operation, a parent / guardian may call the program the child attends to speak with the child.
- However this option should only be used in the event of an **emergency**.
- Programs can be contacted as follows:
 - Bush: (716) 338-3827
 - Fletcher: (716) 338-6226
 - Jefferson: (716) 338-3829
 - Washington: (716) 338-3830

Cell Phone Policy:

- Program staff will convey messages to participants when deemed **necessary**, but it is not permissible for participants to use a phone during program hours.
- Personal cell phones and other electronic devices (ie: "smart watch") are **NOT** permitted to be used or **CARRIED** on their person by any child while in the After School Program.
 - If a student has a device, it should be stored in their backpack, cubbies, or left with an adult until dismissal.
 - All cell phones and other electronics are to be **POWERED OFF** and stored during program hours.
- If a student is found using a personal cell phone or other electronic device during program hours it will be **immediately confiscated**.
 - Any student devices that are confiscated will be held by program administration until the student is either picked-up by an authorized adult, or until a parent can come to retrieve the device.
- **NO confiscated device will be returned to any student!**

Safety & Security:

- Parents/guardians **MUST** inform the program site coordinator immediately if any contact information, such as phone numbers, change.
 - Updating contact information with your child's school **DOES NOT** update it with our programs. You must update our program separately.
- The manner in which the student is released and the departure time is designated on the enrollment form.
 - Special circumstances must be provided in writing to the program, and in certain situations may need to be accompanied by written court orders.
- All students **MUST** sign in and out of the program with an adult or authorized pickup person.
 - At all programs, a staff member will sign in students.
 - Authorized persons listed on the enrollment form may pick up any student, or a student at Jefferson / Washington may sign-out his/herself based on information provided by parent/guardian on the enrollment form.
- At the Bush & Fletcher programs, students are NOT permitted to sign themselves out, and **MUST** be picked up by an authorized adult everyday before 6:00pm.
- **Authorized adults should be prepared to show photo I.D. to pick up a child, and be at least 16 years old.**
- Once a student has signed-out, the After School Program staff is no longer responsible in any way for the child.
- Visitors are considered to be anyone other than After School Program staff.
 - Visitors are required to sign in and out at the front desk and are given a visitors pass they **MUST** wear while in program.
- Emergency exit routes are posted near each door. Fire drills and fires safety inspections are conducted on a monthly basis.
- Shelter-in-place drills are conducted twice yearly. Parents will be notified prior to the drill occurring.
- If a child abuse is suspected, as mandated reporters, staff will take appropriate action.
- If a parent/guardian suspects their child has been abused or maltreated, call 1-800-342-3720.
- For the safety and security of all, program participants are **NOT** permitted to make communication with individuals outside the program (including parents/guardians) via any communication method.
 - Including phone calls, text messages, emails, instant messages, and other electronic communications. All communication with outside individuals **MUST** come from the program representative working the sign-out desk or the Site Coordinator.
- **Please DO NOT attempt to contact your child directly!**

Surveillance:

- Security / surveillance cameras are in operation at all Jamestown Public School locations and YWCA locations. They are operational during the After School Program hours. Cameras are located in all public, non-private areas. Footage is secure and confidential. Footage may be used on an as needed basis to confirm facts when an incident may have happened in the view of a camera.

- Due to privacy and confidentiality, camera footage cannot be shared with anyone that is not a program representative, including parents/guardians.

Evacuation Locations:

- All YWCA After School Programs have dedicated relocation sites where the program will relocate to in the event that the school site is no longer safe.
- The relocation sites are as follows:
 - Bush:**
Camp Street United Methodist Church
110 Sanford Drive
 - Fletcher:**
Kidder Church
Corner of Cole Ave. & Hazzard St.
 - Jefferson:**
Allen Park Ice Arena
Elizabeth Ave. & W. Virginia Blvd.
 - Washington:**
C.C. Ring Elementary School
333 Buffalo St.
- **ALL programs **secondary** relocation site is the YWCA Jamestown building at 401 N. Main St. Please call (716) 488-2237 for more information.**
- In the event of ANY emergency, please refrain from calling the program cell phone as this will cause confusion. Please wait for the program to communicate with you.

Gifts to Program:

- The YWCA After School Programs are non-profit, and any gifts/donations to the program are tax deductible. Our programs are in constant need of supplies and equipment. We typically need art/craft supplies, board games, sporting equipment, and various other materials. Please consider donating to our programs. All donations will be acknowledged with a letter from our organization recognizing your donations.

Bus Procedure:

- Students **MUST** obey staff and bus drivers.
- Attendance is taken each time students get on and off of the bus.
- Staff and students are to make sure the bus is clean at all times.
- Loud talking, foul or abusive language, standing in the aisles, or sitting on seat backs is prohibited.
- Hanging or throwing items out of bus windows is prohibited.
- No food or drink is permitted on the bus, unless approved by the Site Coordinator and bus driver.

Discipline Expectations:

- Participants are expected to abide by all school rules and regulations while in the After School Program, in addition to the After School Program rules and regulations.
- The YWCA After School Programs provides students with guidelines that will foster positive behavior and help students to grow into responsible adults.
- Students are expected to follow ALL rules and regulations for health, safety, and rights of all program participants. Please remind your child(ren) that it is important to follow the rules.
- Program staff will exercise a reasonable amount of discipline to enforce these rules.
- The Site Coordinator, YWCA Director of After School Programs, YWCA Executive Director, School Principal, and/or JPS Administrative personnel will handle discipline as needed.
- Health and safety of all students is our number one priority, inappropriate physical contact will not be tolerated and will result in immediate suspension or termination from the program.
 - In addition the YWCA and Site Coordinator reserve the right to suspend or expel any student who does not follow the rules or is disrespectful to staff members or other students. In the event that a student is suspended from the program, parents/guardians will be expected to **pick up their child from the program immediately (within thirty minutes of notification).**

Behavior Policy:

- The inappropriate physical contact policy and behavior action guidelines are based on the understanding that a certain level of order is necessary if the program is to function effectively, and the students are to thrive.
- Students are constantly making choices about whether they will positively or negatively contribute to a situation. The staff believes that students can and will make good choices if they are given the opportunity and support. The staff also believes that it is important to hold students accountable for the decisions they make.

Inappropriate Physical Contact:

- If a student commits any physical act towards another student, staff member, or themselves, and/or commits any other serious offense, it can result in an automatic minimum three-day suspension or total expulsion from the program. The length of time a student is suspended is at the discretion of the Site Coordinator. It will depend on the severity of the act, and the number of write-ups a student already has.
- **We have a Zero Tolerance policy regarding inappropriate physical contact!**

Unsanctioned Child Care:

- The YWCA does **NOT** permit our employees to provide childcare outside of the facility for participants of our programs while employed by the YWCA. **No exceptions.**
- The YWCA does **NOT** take responsibility for the actions of our staff when they are not on duty for the YWCA, and does not acknowledge their skills or abilities outside of our licensed care facilities, and further will not be held responsible for their actions outside of the YWCA.

Parent & Child Requests:

- We will make all efforts to accommodate requests made by parent or child that are reasonable and possible in our programs. However, our available space, resources, staff, funding, and other factors that may influence the decision made by the Site Coordinator.
- The program staff or Site Coordinator may alter child activity schedules in the best interest of the child and program as a whole. Children will be expected to follow any schedule changes set forth by staff.

- Requests for children to be sequestered from certain staff will **not** be accommodated under any circumstance.
- Requests to sequester a child from another child will be dealt with on a case-by-case basis, and determined by the Site Coordinator.
- **Decisions made by Site Coordinator are final.**

Vacation / Long-Term Absences:

- With **written** notice of vacation / long-term absence (three (3) days or more), the YWCA will provide a fifty percent (50%) discount on tuition costs for the duration of the absence.
- In order to qualify for the discounted rate, all criteria below must be met:
 - The YWCA receives written notice two (2) weeks prior to the absence notifying of the intended absence.
 - The discounted rate is paid **prior** to the first day of the absence.
 - All balances due on the account are paid in full, including the discounted rate for the absence.
- Failure to satisfy any criteria for the discounted rate will result in the absences to be billed at full tuition rate, and be subject to all late fees as detailed herein.

Loss of Utilities:

- In the event the After School Programs loses power, water, or other vital utilities, the After School Program will wait **no more** than thirty (30) minutes after the loss of the utility to contact parents for the early release of the child into the care of the parent/guardian or other authorized adult.
- In the event that utilities are not restored within the thirty (30) minutes waiting period, the program will begin the process to contact all parent, guardians, or emergency contacts to attempt to arrange for safe transport home for each child in care.
 - In the event that the program has to dismiss children early, all accounts will be charged as per the contract for care, and charged a regular day tuition rate because the child was in attendance.
 - Remember: Financial responsibility exists regardless of attendance.

Behavior Action Guidelines:

* Not all situations are equal, and in some situations these guidelines may be dismissed for the immediate actions deemed best at the time by staff in that situation. Decisions made by the program regarding behavior are final.

Step 1 – Verbal Communication:

- Three attempts are made to redirect a child to make better choices, or self-direct themselves to better choices.

Step 2 – Documentation:

- When the situation dictates, or when multiple infractions occur, staff members will document these occurrences on Discipline Reports and/or on an Incident Report.
- When serious incidents of misbehavior or chronic misbehavior occur a discipline report will be issued, and a phone call to the child's parent/guardian will occur.
- When three discipline reports are filed for the same child, regarding the same behavior, the Site Coordinator may issue a suspension of 1 to 5 days.

- All discipline and/or incident reports will be filed in the child's file on record at the program site, and may have a copy filed with the YWCA Director of After School Programs.

Step 3 – Parent Conferences:

- Children whose behaviors or frequency and intensity of behaviors cause staff members to spend an inordinate amount of time disciplining the child will lead to a required parent conference. The goal of the conference is to make the parent aware of the situations and the child's behaviors, and how these behaviors are impacting the safety and overall experience of the child and their peers. The conference should help the program secure the assistance of the parents/guardians in coping with the situation, and to help the program determine the most effective way to help the child.
- Upon completion of a parent conference a definitive strategy of intervention and corrective behavior plan will be developed by the Site Coordinator, along with a timeline with the assistance of the parent/guardian. This guide will be used to help the child make better choices and be a successful participant of the program.
- If a parent/guardian does not attend the scheduled parent conference, the child will not be permitted to attend the program until the conference can be held.

Step 4 – Suspensions / Expulsions:

- In the event that a child commits a serve infraction, or violates the Zero Tolerance policy on physical aggression, the child will be immediately suspended or expelled from the program.
- The After School Program reserves the right to suspend or expel any child who is a danger to themselves or other participants of the program. This may also include if a child willingly leaves the supervised sight of a staff member, is an extreme behavior concern, or has injured any other participants or staff.
- Suspensions or expulsions may occur at the discretion of the Site Coordinator or Director without a parent conference depending on the severity of the situation.
- All policies regarding discipline are at the discretion of the Site Coordinator, Director, and OR Executive Director without notice of change or implementation. All decisions of the program administration are final, and cannot be appealed.

Program Rules:

- It is the **expectation** that parents/guardians are reviewing the rules with their child on a regular basis, and help the program to enforce the rules with support from parents/guardians.

Be Respectful
Be Safe
Be Responsible
Be Active
Have Fun!

Disclaimer: All policies and procedures contained herein are subject to change without notice, and all decisions made by the Site Coordinator, YWCA Director of After School Programs, YWCA Executive Director, other YWCA administrative staff, and/or Board of Directors are final and cannot be appealed. Future revision of this handbook takes effect upon the adoption of said policies by the YWCA, and automatically replaces current and past handbooks.

Revised: January 3, 2019

PARENT & STUDENT HANDBOOK POLICIES AGREEMENT:

I, the undersigned party, represent the indicated child in care and have read the contents of this enrollment application; agreeing to all policies and procedures stated herein, and understand that this agreement will cover any revisions, additions, or changes published henceforth, and I agree to those alterations at their time of publish by the YWCA.

My signature below serves as my indication of agreement of the terms herein, and that all information contained is truthful and accurate.

Parent/Guardian Printed Name

Signature of Parent/Guardian

Date

SUPERVISION WAIVER:

I authorize permission for the herein named child to walk **unsupervised** from the activity he/she is participating in to the sign-out desk when I arrive to pick him/her up as per the supervision waiver on file with the New York State Office of Children and Family Services.

Parent/Guardian Printed Name

Signature of Parent/Guardian

Date

**** Without this waiver signed, the adult picking up the child will be required to sign-in, obtain a visitor's badge, and retrieve the child from their activity location.**

ENROLLMENT SHARE WAIVER:

I authorize permission for the herein named child's information contained herein this enrollment packet to be shared with partnering agencies for purposes of allowing the child to participate in the partnering agencies services.

Parent/Guardian Printed Name

Signature of Parent/Guardian

Date