

**PARENT HANDBOOK  
2017-2018**



**BEFORE & AFTER SCHOOL PROGRAM**

**GILLAM-GRANT COMMUNITY CENTER**

6966 W. Bergen Road

Bergen, NY 14416

(585)494-1621

# Gillam-Grant Community Center

## Before & After School Program

### PROGRAM BACKGROUND

In a growing number of families, either both parents, or a single parent must work. Their school age children often need supervision before and after school.

The family's well being can be supported when parents know their children are well cared for. Our enrichment programs are designed to meet this need with a conveniently located, well-staffed site. The Center is located across the street from the Byron-Bergen school with bussing provided by the district. Students have access to our Learning Center, playground equipment, educational programming, and computer use.

### MISSION STATEMENT

It is our promise to provide a safe and secure environment for parents to leave their children before and after school. We will do our very best to treat all students equally and provide programming that will benefit the children educationally, emotionally, socially, and physically.

### GOALS

- To provide a supervised program for school age children, Pre-K through 8th grade.
- To provide a program at a convenient location and at a reasonable cost.
- To provide care at convenient times for working parents.
- To provide programs which are safe, fun, educational and developmentally appropriate for school age children.
- To provide time for physical activities both indoor and outdoor.

### EXPECTATIONS FOR BEFORE & AFTER SCHOOL CHILD CARE

1. Programs must be self sustaining. A minimum number of participants are needed to offset costs for the programs to run.
2. Fees must be paid promptly in advance on the first day of the work week.
3. Each child enrolled must have a current application form providing insurance information and medical release information on file with the program site director before attending the program.
4. Participants are expected to follow all established rules in the program.
5. 24 hour notice is requested for short notice attendance.
6. Please call the center to let us know if your child will not attend on a day we would expect them or when they are absent from school.

## PROGRAM DESCRIPTION

### Hours of Operation:

Monday-Friday: 6:30 am– 8:30 am before school

3:30 pm-6:00 pm after school

Holidays and Superintendent Days: 6:30am-6:00pm (based upon minimum enrollment being met)

Half-days or Early Release Days: School release time-6:00 pm

\*GGCC must be listed as emergency release destination in child's school records for your child to be bussed here instead of home.

### Programming:

1. There is a variety of daily activities available:

A balance between self-directed as well as adult directed activities

Quiet areas are offered in all areas used in the program

Free choice activities to promote independence, self-reliance, and self esteem

Board games, cards, computers, book corner, Wii, ping pong, Makerspace

An instructor directed activity to help children learn to listen, follow directions, and to solve problems

Crafts, smartboard , cooking

A group activity to enhance the socialization skills of children

2. Each child will have the opportunity daily, to participate in outdoor activities as long as there is not hazardous weather code in affect.

## FACILITY

The program provides adequate floor space for students in addition to space for materials and equipment in each area and interest center. Locations for the programs may be the community room, dining room, preschool room, or playground. The Gillam-Grant Community Center and grounds is a SMOKE FREE ZONE. No employee is permitted to smoke while on the job.

## SNACK

A snack with juice, milk or water is provided for each child every morning and afternoon and on full/half days off.

## HAND WASHING

All children will be required to wash their hands upon arrival to the facility, before eating snack and when they come in from outdoor play. Children will also be encouraged to wash hands as needed throughout the day.

## MEDICATION ADMINISTRATION

Staff members have been trained in the NYS MAT program (Medicine Administration Program). No medication, including acetaminophen will be given to any child without the parent's written consent. Should it be necessary for your child to receive medication at the Before & After School Program, the procedure below should be followed:

1. The Parent must complete the Medication Administration Consent Form.
2. Medicine must be brought in the original container.
3. The child's name must be on the container.
4. The parents must provide concise written directions for administration of medication.
5. A physician consent form must be provided.
6. The staff will document any medication given. Over the counter medications must be accompanied by a written statement from the doctor regarding purpose, dosage, and dates to be given.

## ILLNESS OF CHILDREN

The children will be observed as they arrive at GGCC. If a student has any of the following symptoms, he/she will be isolated from the other students until a parent is contacted to pick him/her up.

1. Suspected signs of communicable disease/parasites.
2. Continuous nausea or diarrhea.
3. Constant cough or difficulty breathing; complaints of a sore throat or chest discomfort.
4. Discharge from ears or eyes, inflamed tissue around the eyes or ears.
5. Any visible rash or skin sore with suspicion of communicable nature.
6. Temperature of more than 100 degrees Fahrenheit.
7. Continuing headaches and general malaise.

## EMERGENCY AND SAFETY PROCEDURES

Any accident or injury will be documented on an incident report form. Parents will be asked to sign this form in the event that their child has been injured while in attendance of the program. If immediate medical attention is needed the parent or guardian will be notified. Our staff has current CPR/First Aid certification. All staff is trained in safety and emergency procedures. Regular inspections are to be conducted by the staff of the grounds, facilities, and equipment to eliminate potential hazards. Emergency procedures and phone numbers are posted for staff to follow. First Aid supplies will be stocked and accessible to the staff in the event of an emergency.

## PLAN FOR EMERGENCIES

In case of an emergency, if staff should have to leave a group; a site volunteer will be responsible for taking over that group. Other Gillam-Grant employees, high school community service workers, or parent volunteers are examples of these.

#### CHILDREN WITH CHRONIC HEALTH CONDITIONS

Staff, child, parents, and a health consultant will meet to design specific procedures needed to meet the needs of the individual.

#### REPORTING CHILD ABUSE

In cases where the staff suspects child abuse or neglect, they are required by law to report the incident to Genesee County Social Services.

#### POLICY FOR SPECIAL NEEDS CHILDREN

Programs are non discriminatory to children with special needs. The facility is handicap accessible and will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program.

#### PLAN FOR SUPERVISING CHILDREN

The director will make staff assignments pertaining to supervision of groups.

#### SPECIAL CIRCUMSTANCES

When special care of children is needed due to outside circumstances, we ask that the parents inform the staff. Special circumstances may pertain to special eating problems, death, separation, crisis, etc.

#### STAFF COMMUNICATION WITH INDIVIDUAL FAMILIES

Staff members are responsible for seeing that communication is carried out between parents and staff to ensure that parents are aware of their child's performance in the program. Staff/family conferences may be set up in order to discuss problems or ways to improve a child's progress.

#### WAYS TO KEEP FAMILY INFORMED ABOUT THE PROGRAM

Our program has a Family Information center where activities, updates, receipts, and changes are posted. (Bulletin board inside doorway.)

Families are encouraged to take an active part in their child's care. By keeping open lines of communications with the staff and director, parents can help promote the well being of their child.

#### DONATIONS

New or gently used toys, games, puzzles or arts & crafts supply donations are always welcome.

#### EMERGENCY CLOSING POLICY

In the event of an emergency in which the before or after school program must close, the supervisor will text or call all parents. A time for closing will be set, and parents will be contacted to come and pick up their children. Please keep in mind the safety of the staff and come as quickly as possible.

## INCLEMENT WEATHER POLICY

If school is closed, Kid Zone will not operate.

If school is delayed, Kid Zone will also be delayed for the same amount of time.

\*\*Special circumstances can be discussed with the morning or afternoon supervisor.

If school is in session and dismissed early, the after school program will operate. Your child's school record must list us as an emergency drop off however.

## DROP OFF / PICK UP / RELEASING FROM THE PROGRAM

The Kid Zone program requires that each child be signed in and out by an adult. Children who are not being signed in and out can be terminated. Anyone not known to the staff will be asked for a photo ID, before children will be released into their care. Children will not be released to anyone who is not pre-approved by the children's parents or legal guardian on the Pick Up Authorization form.

If your child is not picked up at closing time, the following procedures will be taken:

Contact parents or emergency contacts.

A late fee of \$10.00 per every 15 minutes after 6:00 pm is due at pickup.

In the event that no one can be reached after thirty minutes, the staff/director will then contact the Sheriff's department and they in turn, will contact the department of social services. A social worker will be sent to the site to pick up the child, and the director will then be asked to file a report.

## COSTS

Because our programs are self-supporting, parent fees are the only source of income therefore we require weekly payments. Salaries, supplies, and snacks are dependent on the parents' prompt payment. Fees must be paid in advance on the first day of the school week. A \$5.00 per day late fee will be added for all late payments. You may pay weekly, bi-weekly or monthly in advance. Cash, checks, credit cards, and debit cards are accepted. We do **not** offer credit for snow days or absences.

If accounts are not cleared by Friday, the child is not allowed to return to the program until the account is fully settled. If payment is habitually paid after the first day of the school week, the child may be dismissed from the program. All parents who commit to Kid Zone services by signing up on special days such as teacher workdays, holidays, superintendent days, or half-days and the child does not attend still must pay the fee. Operation on special days is based on parental request and the minimum number of participants are registered to operate on these days. Parents need to prepare bagged lunches unless other arrangements have been made.

## ENROLLMENT

The site director will make the decision regarding facility capacity. If the program is at capacity, you will be placed on a waiting list and registered when space becomes available. Please make sure that all contact information is kept current so the site director can notify you of available space.

## BEHAVIOR/DISCIPLINE

Children are expected to comply with **ALL** Gillam-Grant Community Center rules and regulations. Appropriate behavior and language are expected of students at all times. No child will be permitted to use physical force or violence toward another student or staff member. These expectations apply whether the student is on site or at an alternative location. Discipline will be handled by the staff members and site director. Corporal punishment is not permitted as a means of discipline in the childcare program. Basic discipline techniques will include: talking to the child about the problem, redirection, removal of the child from the group, limiting privileges, and time out. Parents who are contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior.

## SUSPENSION / DISMISSAL

Suspension will occur at anytime a child's behavior is determined to be detrimental to his/her own well-being or the well-being of others in the program. **FIGHTING** will lead to automatic suspension. The director will determine the number of days a child will be suspended from the Kid Zone program. Suspension will also occur if the child is constantly disrespectful to staff members. A child may be dismissed from the program if the parent is continually late with payment and habitually late picking the child up after the scheduled closing time.

## RESPECT FOR STAFF MEMBERS

Parents are expected to show respect for all staff members of Gillam-Grant at all times. If problems arise, parents need to make an appointment to discuss the problems with the site director in a respectable manner. Any parent who is verbally abusive to any staff member will be asked to take their child out of the childcare facility immediately with no refund given.

## DISCIPLINE POLICY

We understand that children will be children; however, intentionally hurting other children will not be permitted. We ask that parents work with us in dealing with these problems.

1st Offense: Child is given time out and a warning

2nd Offense: Child is given time out, written up, and the problem is discussed with the parent. Parents are told suspension will result the next time.

3rd Offense: Child is written up and suspended for one day

4th Offense: Two days suspension

5th Offense: Five days suspension, parents and children **MUST** meet with the site director before reentering the program.

## KID ZONE PERKS

**We partner with the Learning Center! Registered Kid Zone students receive free or half price on Learning Center afterschool programming and receive a price break on days attending the Homework Help program and Kid Zone.**

**KID ZONE (BEFORE & AFTER SCHOOL)  
PROGRAM FEES 2016-2017**

**Before School Care OR After School**

FULL TIME      \$47 M / per wk   \$49 NM / per wk  
\$10.00 discount per wk for each additional FT child, same family  
\$14 additional for half days off of school per child  
\$19 additional for full days off of school per child

PART TIME      \$13 per day -- \$7 per each additional family member  
(Must have registration on file and pre-notification)  
\$23 per half day off from school (\$17 per additional child)  
\$28 per full day off from school (\$22 per additional child)

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**Before School AND After School**

FULL TIME      \$85 M / per wk   \$89 NM / per wk  
\$15.00 discount per wk for each additional FT child, same family  
\$14 additional for half days off of school per child  
\$19 additional for full days off of school per child

PART TIME      \$23 per day -- \$17 per each additional family member  
(Must have registration on file)  
\$23 per half day off from school (\$17 per additional child)  
\$28 per full day off from school (\$22 per additional child)

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LATE FEES      \$5.00 per day for late weekly payments  
\$10.00 per every 15 minutes late after 6:00 pm.  
**Fee must be included in weekly payment or day of late pick-up.**





# Gillam– Grant Community Center Before & After School

## Program

2017-2018 Registration

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Boy/Girl: \_\_\_\_\_

Before School

After School

Both

Full Time

Part time -Days Needed: M T W TH F

Anticipated Drop Off Time (before school) \_\_\_\_\_ Anticipated Pick Up Time (after school) \_\_\_\_\_

### Parents/Guardians:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Emergency Contacts (other than above):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_



ADDITIONAL INFORMATION YOU WOULD LIKE US TO HAVE:

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**MEDICAL INFORMATION**

Check if applicable and give approximate dates:

<p>History of:</p> <p>_____ Ear Infections</p> <p>_____ Rheumatic Fever</p> <p>_____ Convulsions</p> <p>_____ Diabetes</p> <p>_____ Behavior</p> <p>_____ ADD/ADHD</p>	<p>Allergies:</p> <p>_____ Hay Fever</p> <p>_____ Ivy Poisoning</p> <p>_____ Insect Stings</p> <p>_____ Penicillin</p> <p>_____ Other Drugs/FOODS</p> <p>_____ Other</p>	<p>Diseases:</p> <p>_____ Chicken Pox</p> <p>_____ Measles</p> <p>_____ German Measles</p> <p>_____ Mumps</p> <p>_____ Asthma</p> <p>_____ Other</p>
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Operations or serious injuries: \_\_\_\_\_

Chronic or recurring illness: \_\_\_\_\_

Other Diseases or details: \_\_\_\_\_

Any activity restrictions: \_\_\_\_\_

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**PHYSICIAN INFORMATION**

Physician Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Insurance Policy Name \_\_\_\_\_ Policy # \_\_\_\_\_

**PARENT/GUARDIAN AUTHORIZATION:** This registration and health history is true to the best of my knowledge, and the person herein described has permission to engage in all prescribed center activities, except as noted by me. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by Gillam-Grant Community Center, to secure proper treatment for, and to order injections, anesthesia or surgery for my child as named on the registration form.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release:** I/We the parent(s) or guardian(s) of the child named on the reverse side of this form, who is enrolling in the Kid Zone After School Program, give my approval for his/her participation in activities related to this program. I/We do further, hereby release, indemnify, and hold harmless the Gillam-Grant Community Center, the instructors, teachers, and the Byron-Bergen Central School District. In case of injury, all claims will be hereby waived against the above mentioned.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PARENT HANDBOOK 2017-18 SIGNATURE PAGE

PLEASE RETURN THIS PAGE WITH KID ZONE REGISTRATION FORM. THANK YOU!

I have read the attached **Parent and Student Handbook**. I understand the rules, payment expectations and policies.

Student Name: \_\_\_\_\_

Parent Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

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

## GENERAL PICTURE/VIDEO RELEASE

I, \_\_\_\_\_, myself or parent/guardian of the minor child listed above, do give permission for our picture and/or video participating in Gillam-Grant Community Center (GGCC) activities be used to display, promote and publicize GGCC. I confirm that I have the right to give permission for myself or my child without restriction or commitment to other parties, and that GGCC has no financial commitment or obligation to me or my child as a result of this agreement, I expressly release and indemnify GGCC from any and all claims known and unknown arising out of or in and way connected to the above-granted uses and representations. I have read the foregoing and understand and agree to the terms and stipulations as shown above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## DISMISSAL PERMISSION LIST

Please list all individuals who have your permission to pick up your child in your absence. Please notify these individuals that they will be required to provide photo identification to Center personnel. Phone permission to release to anyone not on this list will only be allowed in extreme situations.

<u>NAME(S)</u>	<u>PHONE NUMBER(S)</u>	<u>RELATIONSHIP TO CHILD</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____