



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**LEARN – GROW – THRIVE**

**GLOW YMCA  
BEFORE & AFTER SCHOOL ENRICHMENT**



**GENESEE YMCA SITES**

**2023-2024 SCHOOL YEAR  
HANDBOOK**



Dear BASE Families,

Welcome to the YMCA's Before & After School Enrichment (BASE)! We are very excited for the opportunity to help your child learn and grow in our program. Before & After School Enrichment is based on the mission and four core values of the YMCA – *Caring, Honesty, Respect, and Responsibility*. We are committed to helping instill Character Development principles in your child: Emotion Management, Empathy, Personal Development, Relationship Building, and Responsibility. Our certified, friendly, and experienced staff provide a safe and caring environment where your child will have opportunities to make new friends, participate in fun activities, learn new things, and build unforgettable memories! Our program offers homework help, arts & crafts, science experiments, enrichment activities, active play, and much more! We want your child to feel safe and comfortable, and to know that if they are looking to have a good time, engage in fun activities, and relax with some awesome friends, the YMCA Before & After School Enrichment is where it's at!

This handbook has important information that you will need to know to prepare your child and yourself for the BASE program. We kindly ask that you take the time to look over the handbook and the content carefully. The information you provide is required from the YMCA, New York State Office of Children and Family Services, and your child's school district. Remember, the more information you provide for us, the better we can care for your child and their specific needs (if any). All information acquired is confidential and used for providing your child with a safe and nurturing environment. Please be aware that all necessary forms are located in our registration packet and need to be filled out completely. The packet must then be returned to the YMCA: 209 E. Main Street, Batavia, NY 14020, before your child will be able to begin attending YMCA Before & After School Enrichment, **please do not drop off forms or payment to the school**. All registration is processed at the YMCA. By signing the registration packet, you agree to the standards, rules, and regulations that accompany this handbook.

If you have any questions, please feel free to contact us. Thank you ahead of time for your cooperation. We truly look forward to working with your families!

Sincerely,  
The YMCA BASE Team

<b>GENESEE COUNTY CONTACT INFORMATION</b>
Alexander, Elba, Jackson, John Kennedy, Pembroke Primary, YMCA Site
<b>Nikki Ravalieri</b> Childcare Director
209 East Main St. Batavia, NY 14020
(585)344-1664
nraliere@glowymca.org

<b>LEROY &amp; LIVINGSTON COUNTY CONTACT INFORMATION</b>
Cal-Mum, Geneseo, LeRoy, York
<b>Jay Cisco</b> Youth Development Director
209 East Main St. Batavia, NY 14020
(585)344-1664
jcisco@glowymca.org



## GLOW YMCA Handbook

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Before & After School Enrichment

### **Statement of Purpose**

The purpose of the **GLOW YMCA** Before & After School Enrichment is to provide quality care in a safe and supportive environment that encourages the physical, emotional, intellectual, and social growth of children while supporting and strengthening families.

### **Licensing/Registration Agency**

The GLOW YMCA's Before & After School Enrichment is licensed through the New York State Office of Children and Families Services (OCFS) and Child Care Council (CCC). If you would like to contact OCFS for sites in Genesee County, you may do so at (716)847-3828 or [www.ocfs.state.ny.us](http://www.ocfs.state.ny.us). If you would like to contact CCC for sites in Livingston County, you may do so at (585)346-6050.

### **Goals and Objectives**

The GLOW YMCA Before & After School Enrichment promotes the character values of caring, honesty, respect, and responsibility. The program will meet the needs of children at each stage of development by creating an environment that is structured but also encourages independence, self-confidence, cooperation, teamwork, and self-control among the children who participate. The daily schedule allows for a wide range of developmentally appropriate activities, balanced with active and quiet times. It also provides opportunities for children to pursue interests and develop individual abilities.

### **Program Philosophy**

The YMCA's Before & After School Enrichment philosophy is to deliver a program in a positive environment of safety, support, and care that will allow children the opportunity to relax and participate in a variety of fun and exciting, health conscience and age-appropriate activities!

### **Staff Philosophy**

We believe that the success of our program is in the quality of our staff. Our staff members are hired based on their experience with childcare, education, character, talents, and interpersonal skills. All staff, under NYS OCFS standards, have been fingerprinted and must pass a criminal background check and medical clearance. Child Abuse Prevention training, first aid, and CPR as well as at least 15 hours of childcare training, is mandated for all BASE employees by the GLOW YMCA.

### **Enrollment Criteria**

YMCA Before & After School Enrichment is open to all families regardless of race, gender, religious affiliation, cultural heritage, financial status, political beliefs, national origin, disability, marital status, or sexual orientation. Registration is first offered to existing participants, then opened to the general public. Enrollment capacities are dictated by local and state regulations.

### **Forms**

After reading the Handbook, the Registration Packet must be filled out and returned **before** your child may attend Before & After School Enrichment. A \$50 deposit fee is due at the time of registration and will be applied toward the first month of tuition. The deposit is non-refundable. In addition, the Handbook must be read in its entirety, by signing the Registration Packet, you agree to the standards, rules, and regulations that accompany this handbook.

### **Transportation**

If your child is being bussed from a school location to a YMCA location or vice-versa, you will need to fill out a transportation form through your child's School District (applicable to Batavia and Pembroke). **Transportation forms take 3-5 business days to process and must be turned in to the School District.**

Transportation requests are granted at the discretion of the school district.

- **BATAVIA:** Transportation forms can be located on the Batavia City School District Website under "District Information > Business Office > Transportation Information and Forms." For further information on Transportation, please contact the Business Office at (585) 343-2480, ext.1002
  - Due to BCSD distance guidelines, Middle School Students are not eligible for bussing between the Batavia YMCA and the Middle School.
  - If a student is not eligible for bussing, the YMCA will not allow students to walk from the YMCA to the School.

- **PEMBROKE:** Transportation forms can be located on the Pembroke Central School District

Website under "Departments > Transportation > Transportation Form." For further information on Transportation, please contact the Bus Garage (585) 599-4525, ext. 2971

### **Pick-up Authorization**

Prior to the child's enrollment in BASE, the guardian must complete a pick-up authorization form (in the Registration Packet). Please know that guardians are welcome to visit the program during operation hours at any time. No child will be released to anyone under the age of sixteen. Guardians or designated persons picking up children must provide photo identification. If your child is to be picked up by someone other than an authorized person, you must notify the Site Director in advance in writing. For your child's safety, children are not allowed to leave without staff authorization. Sign-in and sign-out sheets will be used daily. They contain the date, child's name, a signature for your child's pick-up, sign-in and out times, and a health check. Every visitor who enters the program must also sign in and out of the visitor's log.

### **Registration Changes**

Any changes in pick-up authorization, address, work or phone numbers, emergency contacts, etc., need to be given to the Site Director as soon as possible. If you are changing your child's scheduled days, or withdrawing from the program, notice must be given by the 15<sup>th</sup> of the month by contacting the Program Director listed in the beginning of this handbook. Billing will be adjusted beginning the 1st of the following month. Advanced notice is required to adjust staff-to-child ratio requirements.

### **Financial Information**

**No returned fees or credits are issued except for documented extended medical reasons.** Monthly payments are not reduced for any scheduled holidays or closures due to weather. Payments are required to be set on monthly auto-draft from a checking account or debit/credit card unless other arrangements are made through the Program Director.

### **Payment Policy**

Fees are based on the full 180-day school year and then divided into 10 equal monthly payments through auto-draft. Holidays and days off are already factored into the monthly fee. This means that months that have a vacation will not be further reduced as those days are not included in the 180-day school year calendar. All fees must be paid in full by the 1st of each month prior to service. If your payment is not received by the 1st or a charge is declined/returned, a courtesy call will be made informing you of the past due payment. If a new payment is not received by the 5<sup>th</sup> you will forfeit your child's enrollment in the program until the payment is received and a \$35 late fee will be processed. Late fees will accrue monthly until payment is made.

### **Donations**

Any games, puzzles, books, arts and crafts supply donations are always welcome. Please make sure that these items would be appropriate for all ages in the program.

### **Confidentiality of Records**

All information in your child's record is privileged and confidential and will not be released without your written consent.

### **DSS Subsidy**

The YMCA accepts DSS subsidy as payment. To register: including a completed registration packet, your caseworker must send us provider information with guardian payment amount if applicable. DSS payments to the YMCA are based on hours attended, if a family does not attend the minimum hours to reach the monthly payment, the family will be responsible for the remaining amount. For example, if monthly costs are \$100 and you only attend to meet \$60 a month, the family will be responsible for the remaining \$40. If you are reserving a childcare slot, we ask that you respect this by using it. Extensive absences may result in the termination of your childcare contract.

### **Financial Assistance**

The GLOW YMCA Scholarship Assistance policy states that no person will be denied membership or program participation solely because of inability to pay fees. Scholarship Assistance applications are available at all GLOW YMCA locations and on our website. Scholarship assistance is granted based on the available resources of the YMCA. Additionally, you may contact the NYS Department of Social Services to determine if your family qualifies for assistance and reduced rates for School Aged Child Care.

### **Hours and Activities**

The program runs from the first day of school to the last day of school. BASE offers before-school care (not offered at Elba, Cal-Mum, or Geneseo), which begins at 6:30AM, and after-school care from school dismissal until 6:00PM. On School District scheduled ½ days, we will offer programming. If the half day falls on your child's normal day of attendance, we will assume that they will be in program with us that day. This year you do not need to pre-register for half-days however if you do not need the half-day care, please let you're your Site Coordinator know so that we can open the space up for another child. If the half day falls on a day your child does NOT normally attend, you can request to register your child for that day (if space allows) for an additional fee.

### **Inclement Weather Policy**

Weather conditions may alter program schedules.

- If school is closed or closes early due to weather, power outage, etc., there will be no BASE Program.
- If all after-school activities are canceled, it is the guardians' responsibility to pick up their child no later than 5:00PM. The Site Director/Supervisor will contact families in the event of a severe weather-related emergency.

### **Attendance**

We are responsible for all registered children each day. Guardians or an emergency contact will be notified if the child does not arrive at the program without previous notice being given.

- If your child will be absent from Before & After School Enrichment, please contact the Site Director/Supervisor as soon as possible to report the absence so this information can be relayed to the appropriate staff members.
- Children must be signed out by a guardian/authorized contact daily. Pickup contacts must be over the age of 16.
- If at any time someone other than the person designated on your release form is picking up your child, it is necessary to revise your pick-up authorization form with staff.

### **Snack**

Due to potential cross-contamination and allergies, guardians are asked to pack a snack daily for their child. (2 if your child is in Before School & After School Enrichment) Please be sure to list and communicate to staff any food allergies your child may have.

### **Personal Belongings**

We take pride in our ability to provide your child with a variety of activities that entertain and challenge. Bringing personal belongings to the program is based on your own judgment. **Please be aware if any personal belongings are lost or stolen from your child during the program, it will not be the YMCA's responsibility to replace it.**

### **Clothing**

Children at **YMCA** Before & After School Enrichment are active, so please be sure they are wearing clothes that are comfortable and appropriate. The **YMCA** is not responsible for lost or damaged clothing. Please also keep in mind that children will have the opportunity to go outside, so please prepare them for the appropriate weather conditions. BASE will follow the Child Care Weather Watch Indicator (Located at the program site) –**Socks and sneakers should be worn and a labeled water bottle should be packed daily.**

### **Health Policy**

Each child must have an up-to-date Before & After School Enrichment Information Form on file (in the Registration Packet). Children who become ill or are suspected of having a communicable disease may not remain in the program. They will be isolated from the other children and a guardian or emergency contact will be notified and asked to pick up their child immediately. The attached guidelines with relevance to illness have been arranged and will be followed unless your physician states in writing that your child may attend. (Please see attachment)

### **Medication Policy**

YMCA Before & After School Enrichment is not licensed to administer medications. All medications are required to be managed at home prior to or after the program or through the school nurse during the school day. Please contact the school nurse to discuss a plan to manage medications for your child if applicable.

### **Late Pick-up Policy**

On certain occasions when a guardian must be late, the YMCA has established these firm policies:

- Guardians must call the Site Director/Supervisor to let them know what time they can be expected to arrive or to inform them of alternate transportation arrangements that have been made.
- If a guardian is more than 5 minutes late, and no call has been made to inform the staff of why someone is not there to pick up their child, a fee of \$1 every minute (beginning at 6:01 pm) will be charged. If this incident occurs, the staff on site will make the Program Director aware of the late pick-up, and a fee will be charged to your account. Please make the payment in the same manner as paying a bill.
- If the YMCA does not receive a phone call prior to the guardian being late, the following procedures will be immediately implemented:
  - A staff member will attempt to contact the child's guardian(s).
  - If contact cannot be made, a staff member will call the individuals listed on your child's registration packet for emergency contacts until someone is reached.
  - As required by the Office of Children and Family Services, if one hour passes with no contact being made by either the child's guardian(s) or emergency contacts, a call will be placed to YMCA administration, Child Protective Services, the School District Administration and the local police to establish what further arrangements are necessary.
  - Continuous late pick-ups may result in suspension and/or termination from YMCA BASE.

### **Termination Policy**

When the health, welfare, and safety of other children is at stake, the YMCA reserves the right to terminate childcare services immediately. Possible reasons for the termination of a child from services include, but are not limited to the following:

- Inappropriate behavior considered to be harmful to your child, staff, or other program participants
- Violence of any kind
- Incident reports resulting from inappropriate behavior
- Overdue Fees

If you have any questions or concerns about any of the information provided within this handbook, please contact the Program Director listed in the beginning of this handbook.

# Code of Conduct

Please discuss the following segment with your child

## Children's Responsibilities

Children need to be responsible for:

- Being respectful, honest, and caring to other program participants and staff
- Learning to take responsibility for their own actions
- Respecting the rules that are established for and by them during the program
- Controlling their emotions and behavior so that their actions and decisions do not negatively affect others
- Being respectful to equipment or property which does not belong to them
- Always remaining with staff members and notifying staff if they need to go to another area

## Children's Rights

YMCA Staff are responsible for ensuring that children enrolled in the BASE program:

- Have a safe and reliable environment free of hazards
- Have their ideas and feelings heard and respected
- Have discipline that is fair, equal, and respectful of them
- Have activities that allow participants to express their ability as they explore and discover while developing to their fullest potential
- Have a right to voice their opinion and have input on activities offered
- Are treated in a caring, honest, respectful, and responsible manner

## Child Care Policies

While participating in the program, please be certain that both you and your child are completely familiar with these policies.

These policies are put in place to assure the protection and safety of your child. The Director of the BASE program, upon notification to the guardian, may suspend or terminate a child from all activities and participation in the program for the following types of conduct:

- Leaving the program premises without permission, or going into unauthorized areas
- Use of foul language or rudeness to staff or other participants
- Defacing the YMCA facility, school property, or field trip facilities
- Engaging in fighting as a means of solving a problem
- Bringing or using illegal substances
- Stealing or defacing another child's property purposefully
- Intentionally injuring another child
- Refusing to remain with the group during outings
- Refusing to follow check-in and out procedures

## Discipline

All participants must follow the "Site Rules" that have been established by and agreed to between the staff and participants. If any of these rules are broken while the child is under the YMCA's care, the following procedure will be followed. One or more steps of the discipline process may be omitted due to the severity of a behavior violation, to be determined by the Program Director

1. Reminder/Verbal Warning/Redirection
2. Talk through the problem with the child to dialogue alternative solutions to the problem
3. Cool Down/Break
4. If behavior continues, establish behavior management plan with guardian and child with guardian solutions
5. Write a report, have it signed by the guardian, for unsafe behavioral incidents, the document may also be shared with school administration if appropriate
6. Three behavioral reports may constitute a suspension or expulsion from the program (note in this situation, no refund for the unused days in the month will be issue)

# **Attachment B**

## **Level of Illness**

Any child who exhibits the following symptoms cannot attend the program, or will be immediately sent home to protect other participants and staff if symptoms appear while the child is at program:

- A suspected or diagnosed communicable disease as defined by the New York State Department of Health, until evaluated and approved for inclusion by a health care provider to participate in the program
- A fever that reaches 100oF or higher orally, auxiliary (underarm), or aural (in the ear)
- Sudden change in symptoms – stiff neck, rash, unusual irritability, poor feeding, vomiting, or excessive crying
- Looking or acting very ill and quickly deteriorating
- Neck pain when the child’s head is moved or touched
- A stiff neck or severe headache accompanied by illness
- A first-time seizure
- Acting unusual or confused
- Unequal pupils
- A blood-red or purple rash made up of pinhead-sized spots or bruises that are not associated with an injury
- A rash of hives or welts that appears and spreads quickly
- Breathing intensely enough to cause the child to cease play, talking, crying, or consume anything
- A severe stomach ache that causes the child to double up and scream
- A stomach ache without vomiting or diarrhea after a recent injury, blow to the abdomen or hard fall
- Stool that is black or blood-mixed
- The cease of urination within an 8-hour period, accompanied by dry mouth, no tears or sunken eyes
- Continuous clear drainage from the nose after a hard blow to the head
- Suspected case of lice
- A note from the child’s doctor or school nurse must be presented to a staff member prior to the child’s return to the program

Adapted from *Preparing for Illness: A Joint Responsibility for Parents and Caregivers, 4<sup>th</sup> Edition* from National Association for the Education of Young Children