



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



SARATOGA REGIONAL YMCA

# BEFORE & AFTER- SCHOOL PROGRAM

## PARENT HANDBOOK

518-583-9622 | [WWW.SRYMCA.ORG](http://WWW.SRYMCA.ORG)

Dear BASE Parents,

On behalf of our entire staff, I would like to thank you for allowing the Saratoga Regional YMCA to be part of your child's before and after school care. Our goal is to provide a quality experience to the families in our community. We strive to ensure that you and your child will have a positive experience and build long-lasting relationships.

The key to our success is our well-trained and caring staff who love to work with children as well as strong communication with families. Please take a few moments to read through this guide with your child. It will help familiarize you and your child with our policies and procedures as well as explain details about payments, daily schedules, and more.

We look forward to welcoming you and your child, and continuing to build strong, quality experiences in our BASE (Before and after school enrichment) program.

Sincerely,

Theresa Cooper  
Executive Director of Child Care Services  
Theresa.cooper@srymca.org  
518-583-9622 ext. 155

# MISSION AND OBJECTIVES

## Saratoga Regional YMCA Mission Statement:

We are a charitable association that is dedicated to building a healthy spirit, mind, and body for all.

## Goals & Objectives:

Our cause is for youth development, healthy living and social responsibility. As part of the YMCA, our Before and After School Enrichment (BASE) programs reflect these goals and are designed to help our students grow physically, mentally, and spiritually within a fun environment. Well-trained youth development staff act as a catalyst for development in your child as they lead them in fun, enriching, and challenging activities.

## Our Core Values:

### **CARING**

Students should treat others as they would like to be treated. Stand up for others, as opposed to bullying and teasing.

Students should be conscious of each other and work together.

Physical contact should only be welcome, and never in an angry, aggressive, or threatening manner.

### **HONESTY**

Be a good sport and play by the rules.

Accept consequences for actions.

Respect the property of the YMCA and all others—no theft or destructive behavior.

## **RESPECT**

Students will listen to counselors and follow all rules at all times. Students will only use kind and loving words and language.

## **RESPONSIBILITY**

Students should strive to maintain a positive attitude.

Students will conduct themselves appropriately at all times.

Students will leave all areas that we use clean, if not cleaner, than it was found. Each student should strive to lead others by example.

# **REGISTRATION POLICIES**

## **Registration**

Registration is accepted on a first-come, first-serve basis. You can register online beginning April 12, 2021. You must register for the entire school year.

## **Registration Fee**

The registration fee must be paid at the time of registration for all participants. This fee is non-refundable and non-transferable. It is the cost of your first month of care and is applied to your first month.

## **10 Month Registration**

You are required to register for all 10 months of the BASE program. If you need care for a shorter duration, please contact the Executive Director for Child Care Services prior to

registration. Anyone registered for less than the full 10 months of care who has not obtained prior authorization will be dropped to the waiting list.

## Level and Location of Care

At the time of registration, you will need to select your level and location of care. We offer 3 levels of care: AM (7am-school day start), PM (school dismissal-6pm), or AM&PM. We currently operate programs at the following locations:

### **SARATOGA SPRINGS BRANCH:**

- Saratoga Springs YMCA, 290 West Avenue (serving all Saratoga Springs schools)
- Caroline Street Elementary
- Dorothy Nolan Elementary
- Greenfield Elementary
- Lake Avenue Elementary
- Geyser Road Elementary \*(anticipated opening fall 2021)

### **WILTON BRANCH:**

- Wilton YMCA, 20 Old Gick Rd (Serving all Saratoga Springs schools)

### **MALTA BRANCH:**

- Milton Terrace Elementary (servicing all Ballston Spa schools)
- Wood Road Elementary

### **BATTENKILL BRANCH:**

- Greenwich Primary School (PM only)
- Cambridge Elementary School

In Battenkill, we offer the opportunity for part week spots, if available. Those spots must be Tuesday/ Thursday or Monday/Wednesday/Friday and require pre-approval from the Executive Director for Child Care Services prior to registration.

## **CORINTH BRANCH**

- Corinth Elementary School

## **Financial Assistance**

The Saratoga YMCA is a charitable organization and is proud to offer financial assistance. Applications for youth in need can be obtained at the front desk of any of our branches. Please note that financial assistance applications must be received 30 days in advance of draft date in order to be applied. financial assistance cannot be back-dated. In addition, awards are only valid for one school year, and you must re-apply each school year.

## **Cancellation/Change Policy**

Two week's written notice is required for all cancelations or changes to current registration. If canceling, one month's fee is forfeited as a fee for cancelation regardless of notice given. We will do our best to accommodate changes to current registrations, but changes are based on availability of space. Refund requests must be submitted in writing to the Executive Director for Child Care Services, and will be rewarded only for medical reasons or relocation.

Withdrawal from BASE does not impact your membership. If you need to cancel or change your membership, please contact your branch's member services team directly.

## **Waiting Lists**

In the event that space at one of our sites fills, please add your child to the waiting list by going through the registration process. We admit children from the waiting list based on the date they are added to it. We will contact you should space become available.

## Absences

Fees will not be prorated based on attendance. If your child does not attend the program, you will not be credited or refunded.

# PAYMENTS AND LATE FEES

## B.A.S.E. Monthly Fees (Vary by branch)

### Membership Maintenance

You are required to maintain an active membership to participate in the BASE program.

### Amount Due at Registration

One month's fee is due at the time of registration. This amount will vary depending on your membership and level of care needed. This payment is your payment for your first month of care.

### Payments

The registration fee must be paid in full at the time of registration. Automatic withdrawals from a checking account, savings account, debit card or credit card are required for each month's payment. The withdrawals will be made 30 days before the month of care.

## Late Fees

A \$20 late fee will be imposed on all payments made after the payment due date. Returned payments are subject to fees charged to the YMCA by the bank.

## Dismissal for Non-Payment

Payments are due in full on the payment date. Should your payment not go through for any reason, you will be contacted by the Executive Director for Child Care Services, or a BASE Sr Childcare Coordinator. Should your account fall 2 months behind in payments, your child will no longer be able to attend the BASE program until fees are paid, but we will hold their spot. Should your account fall 3 months behind in payments, your child will be dismissed from the program. Your account will need to be brought up to date before registering for any future YMCA programs.

# CHECK IN/CHECK OUT

## Check-In/Drop- Off:

Children may be dropped off at the site at which they are registered by a parent/guardian beginning at 7am. Every child must be escorted to the check-in desk by an adult and signed in — children may not sign themselves in! The check-in desk will remain staffed until school opening.

## Check-Out/Pick Up:

Parents/Guardians or authorized pick-up persons should be prepared to provide a photo ID upon request when picking up. All authorized pick-up persons must be listed on your child's registration as either parents/guardians or emergency contacts. Should you need

to add or remove someone from your child's list, please speak with your site supervisor to make those changes. Any one-time pick up requests must be made in writing.

All children must be picked up by 6pm.

### **Busing:**

Parents of children enrolled at our Saratoga Springs branch must call the Saratoga Springs City Schools Transportation Department to arrange busing for their children to the appropriate school. These arrangements must be made BEFORE your child starts in the program.

### **Late Pick Up:**

Out of respect for our staff, please notify us if you anticipate being late by calling your site's phone number. A late fee of \$10 for every five minutes, per child, will be strictly enforced the first time anyone picks up after 6:05pm, and 6:00pm thereafter (\$10 fee for first 6:05 pick-up, \$20 for 6:11, \$30 for 6:16, etc.). You risk dismissal of your child from the program if you fail to pay the late pickup fee and/or you are late picking up your child three times. Traffic is not a valid excuse for a late pickup. Have alternate plans ready in the event you cannot pick your child up on time. If children are not picked up by 7:00pm, police will be called and custody of the children will be handed over to authorities.

### **Participation in Other Y Programs:**

Offered at the YMCA branches only. If your child is enrolled in another Y program (swim lessons, sports, etc.), please notify us at least one week before that program begins. A Y staff member (not a staff of the BASE program) will escort your child to the ancillary program and bring them back. If you plan to pick up your child from that program, please make those arrangements with your site supervisor.

## Participation in School Programs:

Offered at school sites only. If your child is participating in a program at their school (clubs, student council, etc.), they or school staff must escort themselves to and from that program. Y staff cannot leave our program to escort students.

## Activities at BASE:

Kids in our B.A.S.E. program participate in a variety of activities. We offer active and quiet play each day. We offer arts and crafts, science/STEAM, gym and active play, outdoor time (weather permitting), and more.

## CATCH Curriculum:

This year we are excited to continue the CATCH program to encourage healthy eating and physical activity at all of our sites.

# HEALTH & SAFETY

## ACCIDENT AND INCIDENT REPORTS

An accident report is written when someone has been hurt or has had an accident. Incident reports are written when a Y rule is broken or to address other behavior issues. Parents will be shown the originals and be asked to sign them. You can request a copy of the form if you would like one. Unless it is an emergency, AM parents will be notified of accidents and incidents the following morning and afternoon parents will be notified at the time of pick-up.

## FOOTWEAR

Sneakers or closed-toe shoes are required at all times. Please send sneakers with your child each day. If they do not have proper footwear, they will not be allowed to participate in all program activities.

## OVER-THE-COUNTER AND PRESCRIBED MEDICATIONS AND DISPENSING

The Saratoga Regional YMCA BASE program **only distributes emergency medication.** (Epi-pen, inhaler).

All medication must be kept in original container bearing the pharmacy label, which shows: - The date filled

- The prescribing practitioner
  - The name of the medication
  - Directions for use
  - Any cautionary statements for prescription (as required by law)
- We will also need: Doctor's note with directions of how the medication is to be dispensed (the doctor's note and the prescription bottles must match) AND parent note authorizing permission to follow the prescribed directions. Please contact us to obtain the proper forms.

## PERMISSION TO SEEK MEDICAL TREATMENT

At the time of your online registration, you authorize waivers that include a medical release, giving us permission to seek medical treatment for your child in case of an emergency. Please update this form as necessary with any changes in home, work, or medical phone numbers.

## SICK CHILDREN IN PROGRAM

If children become sick while in program, we will contact you immediately. "Sick" children are those with fevers, vomiting/diarrhea, or other ailments/complaints that do not improve within 30 minutes.

In the afternoons, we encourage parents to pick up as soon as possible and will make every effort to keep kids comfortable in the meantime.

In the morning, sick children at schools will be sent to the school nurse. If the school nurse is not available, parents will be called to pick up prior to the start of school.

Sick children at the branches must board the bus to school. Please do not send children to program when they are contagious and may infect other children.

## Should we need to continue with COVID protocol, those guidelines are as follows:

### BASE COVID GUIDELINES

- **Drop off and pick up protocol.**

- Arrival and dismissal will take place outside of program space
- Parents will be asked to check-in child(ren) as a single adult only with their children. Please do not have multiple adults/parents dropping off. Please allot additional time as we will have one health screening station.
- Your child will have their temperature checked, and you will be asked a series of COVID related questions. Your child's temperature, and your attestation to the COVID questions, will be recorded.
- If any child has symptoms of COVID 19, you must answer "YES" to any COVID screening questions, and/or your child has a temperature of 100.0 or higher, they will not be permitted to enter.
- Staff will make a visual inspection of the child/ren for signs of illness.
- Staff reserves the right to not admit any child they believe to be ill.
- Once they are cleared, you will sign your child in.
- Teachers will escort your child into the building
- If there are multiple families in line waiting to drop off, we ask that you maintain 6 feet between you to support physical distancing guidelines

- All children are required to sanitize their hands before entering the building, and will wash his/her hands with soap and running water upon entering the classroom, before and after snack, after using the toilet, and when coming in from outdoor play.
- **Mask/face covering**
  - Masks will be required by all parents at drop off/pick up.
  - Masks will be required by all YMCA staff.
  - Children are required to wear masks at all times, unless they are eating. If a child needs a mask break, he/she should notify a teacher, who will establish a safe zone for them to step aside, take a mask break, re-mask, and return to their activity.
- **How we will be physically distancing children?**
  - Where enrollment exceeds 15, we have arranged students in cohorts of no more than 15 children (most are at 10). Those cohorts do not mix or play together throughout the program day.
  - Outdoor instruction will be provided where physical space allows
  - Playgrounds will be utilized on a rotating basis.
  - Hands will be sanitized upon entering and exiting the playground.
- **Our Cleaning Procedures.**
  - We have provided each teacher with their own individual cleaning supplies with disinfecting and sanitizing products.
  - Each group of 10 will have their own most commonly used art supplies. Other art supplies will be disinfected at least daily.
  - Shared materials will be disinfected before and after each use.
  - Hand sanitizer will be provided throughout the day, as well as upon entry to the program each morning.
  - Staff will disinfect high-touch surfaces multiple times daily. Tables will be sanitized before and after each cohort rotation.
  - Individual baskets will continue to be used to store personal items. Those will be disinfected daily.

- Hand sanitizer will be provided throughout the day, as well as upon entry to the program each morning and afternoon.
- **Will the playground be open?**
  - Yes, if the school allows, and the same guidelines follow.

It will be used by groups of 15 or less at a time on a rotating schedule. Children will be asked to sanitize hands upon entering and exiting the playground to prevent the spread of germs on touch surfaces. Children will be required to wash hands with soap and running water upon re-entry to the classroom.

## EMERGENCY SITUATIONS

In case of life-threatening emergencies, a member of our staff will immediately call 911, administer First Aid and/ or CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contacts will be notified. If transportation to the hospital is needed, a staff member will accompany your child in the ambulance and will stay with him/her until you arrive.

## CHILD PROTECTION TESTIMONIAL

### **THE FOLLOWING INFORMATION IS IMPORTANT FOR THE SAFETY AND PROTECTION OF YOUR CHILD.**

1. The Saratoga Regional YMCA staff and volunteers are not allowed to babysit or transport BASE participants at any time outside of the YMCA program. Immediate disciplinary action will be taken by the SRYMCA toward staff and volunteers if a violation is discovered.

2. It is understood that I, the parent/guardian, am not to leave any child under the age of 10 at the SRYMCA or program site unless a SRYMCA staff or volunteer is there to receive and supervise my child.

3. Children should not receive excessive gifts (e.g., TV, video games, jewelry) from SRYMCA staff or volunteers. It is understood that I, the parent or guardian, should report this to a supervisor if it occurs.

4. It is understood that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child, including older sibling or other relatives, must be 18 years of age and listed with the SRYMCA. Any other arrangements must be made by calling the SRYMCA office to inform them of a change.

5. It is understood that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.

6. It is understood that I can help ensure my child's safety by taking an active interest in his/her SRYMCA experience. I too will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships.

7. It is understood that the SRYMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

## **HEALTHY EATING AND PHYSICAL ACTIVITY (H.E.P.A.)**

In addition to the implementation of the CATCH program, the following standards uphold our commitment to healthy eating and physical activity (H.E.P.A.)

**FAMILY ENGAGEMENT** It is our goal to involve the whole family in our Healthy Eating and Physical Activity education. Keep your eyes open for opportunities to join in on the fun.

**FOCUS ON LOW SUGAR BEVERAGES** We will always have water available for our participants at any point during their time with us. Water is provided as the primary drink. Children should attend BASE with a refillable water bottle daily. We may occasionally serve low fat and unflavored milk or 100% juice low in sugar.

**HEALTHY SNACKS** We will serve a fruit or vegetable at each snack when refrigeration is available. Canned fruit will only be served in its own juice, 100% juice or water. We will not serve items that have been fried or par-fried or foods containing "Trans Fats". Finally, we will only serve whole grain alternatives when available. We are committed to sitting down for snack/lunch and serving family style, giving participants and staff a chance to sit together and enjoy conversation. BASE serves PM snack only. If your child requires a snack in the morning, please send a nut free snack with them.

**SCREEN TIME** It is our goal to eliminate any screen time during your child's participation in our program.

**PHYSICAL ACTIVITY** BASE is a very active program. Your child will participate in moderate to vigorous activity outside or in the gym, when weather permits, throughout the day. All participants will be encouraged to participate.

**WHAT WE DISCOURAGE** We ask all families to refrain from packing fried foods and foods high in sugar and saturated fats, such as chips, cookies, gummies, fried chicken nuggets, etc. This also extends to all sugar-sweetened beverages, such as sodas, non-100% juices and energy drinks. We will be happy to provide ideas for snacks and lunches upon request.

## **LICENSING AND POLICIES**

### **Licensing**

The YMCA's Before and After School Enrichment programs are licensed through the New York State Office of Children and Family Services. Current licenses, compliance histories, and all other required documentation are available at each site. To access the regulations governing school age childcare programs, please visit the OCFS website at <https://ocfs.ny.gov/main/>

## Groups and Ages

Whenever possible, we will break children into groups with others close to their own age/grade level. However, due to staff/child ratios and availability of space, we are not always able to do so. Please be aware that your child will interact with others of different ages/grades. Rest assured, our staff are trained on how to foster positive interactions in diverse groups of students.

## Electronics Policy:

At no time are students allowed to use personal electronic devices of any kind—anything with an on/off switch is not allowed. The only exception is when students are using electronics for homework (must be approved by the site supervisor). Our electronics policy is designed to:

- Encourage your children to spend more time outdoors or in active play
- Promote socialization between students
- Remove the divide between "the haves and the have-nots"
- Reduce the stress associated with the damage to and theft of electronics
- Give your children a much-needed break from the world of technology
- Allow your children to fully embrace and "plug into" the connections they make with others as they "unplug" from their electronics
- Ensure that your children are not exposed to age-inappropriate material

- Ensure that your children cannot post their program photos on the internet  
The YMCA will not be responsible, for any reason, for the loss or damage to any electronic equipment.

## Expulsion Policy

Our philosophy when it comes to expulsions is Safety First. The Saratoga Regional YMCA is committed to the inclusion of children from all backgrounds and personality types. However, if a child's behavior poses a threat to themselves, other children, staff, or anyone else, they may be expelled from the program with or without notice. Please see the Code of Conduct for more details on unacceptable behaviors. If you have concerns about your child, please speak with the Executive Director for Child Care Services prior to registering. If your child is expelled from the program, you are not entitled to a refund of any fees or payments.

## Nut Free Policy

Please remember that we are a NUT FREE program and ask that you do not send your child with any nut products or products processed with other nut products. Please check all food labels before sending them to BASE. If you are using an alternative to peanut butter, such as sun butter or soy butter, please be sure to clearly label the food as such. If we are unable to clearly identify this difference, we will assume that the product contains nuts and will continue to follow our policy.

HOW WE KEEP BASE NUT FREE READING LABELS: Some manufacturers clearly state if a product has peanuts or nuts in it, while for other manufacturers it is not clearly stated. PLEASE READ THE LABELS each time you purchase. Do not purchase items with the allergy and ingredient alert such as:

"May Contain Peanut or Tree Nuts"

"Processed on shared equipment with Peanuts or Tree Nuts" "Manufactured in a plant with Peanut or Tree Nuts" "Contains Peanut or Tree Nut Ingredients"

Thank you for taking the time to read the labels! Your diligence is keeping an allergic child safe in BASE. We are happy to provide a list of nut free alternatives.

WHAT HAPPENS WHEN NUT PRODUCTS ARE BROUGHT TO BASE? When the children arrive to the snack table, if they choose to consume a personal food item, they must sit and wait for a staff member to check for NUT PRODUCTS. Once their food is cleared they will be able to enjoy their snack. If a NUT PRODUCT is discovered the child has an option to not eat the item and opt for a BASE provided snack.

### **Social Media/Photo & Video Policy**

The use of social media to post photos, videos, updates, or other information pertaining to children is an individual decision made by parents/guardians. We ask that families respect this by not posting any material of anyone else's children without the express consent of their parent/guardian. Please educate your children about this policy as well.

From time to time, the YMCA uses photo/video and other material captured during programming for promotional or informational purposes. If you wish for your child's likeness to be excluded from these materials, please contact the Executive Director for Child Care Services before your child starts attending BASE.

### **Policy on Interaction Between Staff and Participants**

It is YMCA policy that our staff not interact with program participants outside of the program. This means that YMCA staff are not allowed to babysit, spend time with (digitally or physically), or transport children in our programs. The only exception is when a prior relationship between staff and families exists. If you suspect that a Y employee may be violating this policy, please speak with your site supervisor or contact the Executive Director for Child Care Services immediately.

### **Staff Training & Qualifications**

According to NYS OCFS licensing, all staff must complete 30 hours of training during their first 2 years of employment, 15 of which must occur in their first 90 days of work.

The YMCA meets and exceeds this expectation with all staff. Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. They explore techniques of how to better interact with children and build others' self-esteem and confidence. Their training also includes recognizing and reporting child abuse/understanding the consequences of abuse and CPR/First Aid.

## CPR/First Aid

NYS OCFS requires each site to staff at least one person with current CPR/First Aid during all program hours. The YMCA's policy is that all employee's complete CPR/First Aid within their first 90 days of employment.

## Ratios

We maintain strict 10:1 student: staff ratios at all times. At no time are children left without supervision or in unsafe numbers for the number of staff present.

## Special Needs

The YMCA is committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best experience for your child, and ask that prior to registration, you consult with the Executive Director for Child Care Services regarding any special needs of your child. We will work to provide reasonable accommodations upon request. Inclusion information for children with special needs must be provided at the time of registration. Accommodation decisions will be made by the Executive Director for Child Care Services.

## Medical Treatment

Due to the fact that there are some medical treatments and procedures that legally the YMCA staff is not trained to perform, children will be enrolled on an individual basis. We

will make every attempt to serve all children. Please speak with the Executive Director for Child Care Services prior to registration.

## Bathroom Procedures

No child is ever left alone and no child is ever alone with a staff member. All participants take trips to the bathroom in groups escorted by staff. Specific bathroom procedures vary depending on the site. Site supervisors can provide more information upon request. Bathrooms are inspected for safety by staff.

## Stuff from Home

All toys, games, electronics, trading cards, and other non-necessary items are prohibited. Electronics, toys, and other personal items can create conflict and unnecessary stress when they are lost or broken. Better safe than sorry! Any items discovered by staff will be confiscated and returned at the end of the day. The YMCA is not responsible for lost, broken, or stolen items. The YMCA reserves the right to search participants' property.

# COMMUNICATION

## Communicating with the YMCA Staff

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. Please see site-specific pages and the last page of this handbook for contact information for our leadership staff. It is recommended that you inform us of changes happening in your family and at home so that we can properly respond to your child. We will treat this information with the utmost confidence.

## Newsletters

Every month, you will receive a newsletter by email if you have provided your contact information. Newsletters provide valuable information regarding staff updates, program registration dates, etc.

## Sick Students

Should your child become sick during our program, our staff will contact you immediately. For the AM program, sick children still in program at the start of the school day will be sent to the school nurse/put on the bus. Please note that we cannot keep children past the end of programming.

## In the event of an evacuation:

Staff will carry the student contact information binder with them in order to begin contacting parents as soon as is feasible. They will also contact staff at the Saratoga YMCA so that they can begin calling parents as well. You will be notified via phone call to your call first number or email, so please be sure this information is accurate at the time of registration. Your evacuation sites are listed on pages 19-24.

# NO SCHOOL AND DELAYS

## School Days Out

School Days Out is offered on most weekdays that Saratoga Springs City Schools are not in session. School Days Out is offered at the Saratoga Springs YMCA. You MUST register separately and pay a separate fee for School Days Out. We will offer care on the following days:

- September 16, 2021-- Yom Kippur
- October 11, 2021--Columbus Day
- November 2, 2021--Superintendent's Conference Day
- November 11, 2021--Veteran's Day
- December 27, 28, 29, 30, 2021 --Holiday Recess
- February 21-25, 2022--Mid-Winter Recess
- April 15, 2022-- Good Friday
- April 18-22, 2022--Spring Recess
- June 20, 2022---Juneteenth

### Scheduled Delays, Early Dismissals, and Half Days \*\*indented further than rest of doc above

When Saratoga Springs City Schools schedule delays, early dismissals, and half days, care will be provided at the site at which you are registered for the extra duration. Morning delays are available only for students who are registered for AM care. Afternoon releases are available only for students who are registered for PM care.

For Greenwich, Cambridge, Corinth, and Malta, care will be provided when we have the ability to do so. Please speak with your site supervisor to determine availability.

### Unscheduled Delays and Early Dismissals

1. Corinth and Cambridge are cancelled
2. Saratoga Springs Schools attend the Saratoga Springs Branch and will be bused to school from the Y. Care begins at 7 am

3. Malta will mirror the school delay (2 hour delay means the program opens 2 hours late at 9)
4. Greenwich does not run an AM program.

## Snow Days

1. If Saratoga Springs Schools has a snow day then all affected districts can register to attend at either the Wilton or Saratoga Springs branches
2. Dorothy Nolan, Cambridge, Corinth, Greenfield, and Greenwich participants can register to attend at the Wilton Y
3. Lake Ave, Caroline Street, Malta, Geysler, and Division Street participants should register to attend the Saratoga Springs Y
  - a. They should bring weather-appropriate clothing (if possible)
  - b. They should also bring a peanut free lunch
  - c. Care runs from 730 am to 6 pm
  - d. If the district turns the snow day into a remote learning day, your child should also bring:
    - a. Chromebook or other device
    - b. Headphones
    - c. Assignment sheet

All BASE students can attend Snow Days. There is a \$10 charge for children enrolled in both AM&PM BASE, and a \$20 charge per child for any child in AM only or PM only care.

Please note that the licensed space at our branches does have a maximum capacity. If that capacity is met we will not be able to accept more students, regardless of their registration status.

# STUDENT CODE OF CONDUCT

Our programs strive to meet the needs of all children without ignoring the demands of any individual within the boundaries of set guidelines and rules. The YMCA School Age Child Development programs have established rules, consequences and a zero-tolerance policy on specific behaviors. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

## YMCA Rules

- Keep hands, feet, body and objects to yourself.
- Show respect to staff, others and self.
- Speak for yourself, not others.
- Do not willfully destroy YMCA property.
- Do not go anywhere without a YMCA staff person.
- Always clean up after activities.
- Have fun!

## YMCA Consequences

- Verbal warning.
- Re-direction to another activity.
- Time away without activities.
- Parent notification at pick up time.
- Meeting with parent and behavior contract created.
- Notice of Suspension (1 Day), next day of care, without refund. \*
- Notice of suspension (3 Days), next 3 days of care, without refund. \*
- Conference with Executive Director for Child Care Services/Parent/Student. \*
- Removal from program.\*
- Due to the seriousness of the behavior any step can be taken at any time.
- \*These steps are only taken with the consent of and consultation with the Executive Director for Child Care Services

## Zero Tolerance

- Inflicting or threatening to inflict physical harm on another individual.
- Verbal threats or language that may cause emotional harm to another individual, including bullying.
- Destruction of property or threats to destroy property.
- Possession of a weapon, controlled substance, or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Child does not stay within the boundaries of the program (runs out of the program).

The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund. This decision is made at the sole discretion of the Executive Director for Child Care Services.

## Bullying

The YMCA recognizes bullying as a serious problem with the potential to cause long-term emotional, mental, and/or physical harm to children. We have adopted the following understanding of bullying for our school-age programs. Please discuss this with your children.

When someone says or does something unintentionally hurtful and they do it once, that's rude. When someone says or does something intentionally hurtful and they do it once, that's mean.

When someone says or does something intentionally hurtful and they keep doing it, even after you ask them to stop or show them that you're upset, that's bullying.

The YMCA does not label children as bullies. "Bullying" refers to behavior and does not identify any individual.

## Positive Reinforcement

We believe in the use of positive reinforcement to encourage following our rules, as well as going above and beyond by modeling our core values through behavior. Staff are trained in methods to use positive reinforcement with our students. These may include a site Marble Jar, Y-Bucks reward program, or other methods. Please speak with your site supervisor about the specific methods they implement

# ADULT CODE OF CONDUCT

## Adult Code of Conduct

The following guidelines have been created to protect all children and families in our care.

- Communicate with your site supervisor and/or staff daily as needed.
- Give detailed information to the site supervisor if custody situations arise.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety
- Please refrain from distracting staff who are responsible for actively supervising students at the time.
- Do not confront any staff in a threatening manner.
- Do not confront children from other families and do not interact with students you do not know.
- Using profanity in the presence of a child is strongly discouraged and violates YMCA policy.
- Report all concerns to program leadership, rather than children.
- People must not smoke, use tobacco products, E Cigs, or Vape Pens, etc. at the YMCA, on the premises, on the playground, in transportation vehicles or during field trips. Schools have the same policy.
- Consumption and/or possession of alcohol in any form are strictly prohibited by the YMCA. Controlled substances/medications must be accompanied by a written

doctor's prescription. People must not be under the influence of or impaired by alcohol or controlled substances in the presence of students and staff.

- Children will not be released to parents, guardians, or other authorized adults if the YMCA staff feels as though the individual is consuming, under the influence of, or impaired by alcohol or a controlled substance, or is otherwise a danger to their child. If someone in this condition removes their child from the program, staff will call 911.
- In the event of threatening behavior towards a YMCA staff member or child, 911 will be called.

## Consequences of Violations of the Code of Conduct

Any violations of this Code of Conduct by parents or other adults will be handled by the Executive Director for Child Care Services, and consequences will be at their discretion. Penalties may include verbal warning, parent exclusion from all activities, and student's removal from our program.

## FAQ'S

**Does my child need to bring anything to the program that they don't bring to school?**

The only items that children need for BASE are sneakers/tennis shoes, and a snack if they need it.

**Do I need to send a snack?** We provide an afternoon snack—usually a fruit or vegetable or healthy snack food. If your child needs something to eat in the morning or something extra in the afternoon, please send it with them. Please adhere to our Nut Free Policy.

**I have a concern about the bus ride to/from school. Do I need to speak with you?** You are welcome to speak with us about concerns regarding the bus. However, children are in school district custody while on buses and issues should be formally addressed with them.

**I don't want my child to interact with children much older or younger than them. Is this the right program for them?** Because of our space, licensing, and staff limitations, it is almost inevitable that children interact with those in other grades/ages. However, children are supervised at all times by our staff, and we adapt programming to fit the needs of children of varying abilities. We also split up when it is possible.

**Can my child buy breakfast at school?** Yes. Kids in programs at their school sites can buy breakfast in the mornings. You may also wish to send your child with their breakfast. Please refer to Nut Free Policy.

**What if my child gets sick?** If a child is sick, we contact parents immediately and do our best to keep them comfortable. In the afternoons, we encourage parents to pick their ill child up as soon as possible. In the mornings, we will send them to the school nurse when he/she is available. If they are enrolled at one of our branches, they must board the bus to school. Staff cannot stay at the branches to care for an ill child. If staff feels it is necessary, they will call ahead to the school to alert them.

**Will YMCA staff communicate openly with my child's teacher, school psychologist, principal, or other school staff?** Generally not. At all times we adhere to laws and regulations concerning child and family confidentiality. Unless parents/guardians give us express written permission, we do not discuss anything about the children in our care. The only exception is in protection of the child's welfare, and when appropriate you would also be notified (for example, we would tell a child's teacher if the child hit their head in our program so they could watch them throughout the day).

**Will my child receive one-on-one homework help or tutoring?** Generally not. We provide time and quiet space to complete homework, and staff answer questions as students

have them. However, because of our staff: student ratios, each staff is responsible for multiple children. Also, it is strict YMCA policy that no staff is ever left alone with a child.

**My family gets along well with one of the staff at our site. Can they babysit for us?**

Unfortunately, not. All staff are expected to adhere to YMCA policy, which forbids interaction between staff and program participants outside of programming, for both the staff's and children's protection. If a prior relationship exists, however, that is an exception.

**Can my child bring toys from home? What about electronics?** From time to time, some site supervisors will allow toys from home in programming, usually as an incentive for positive behavior. However, in general we ask that items from home be left in bags while in our program. Electronics—including cell phones—are never allowed to be used in program. We are screen free! If your child carries a phone, please instruct them to leave it in their bag. If staff see a child on their phone, it will be confiscated. The YMCA is not responsible for any items that are lost or stolen, or broken and under NO CIRCUMSTANCES will reimburse or lost, stolen, or broken items.

## **CAROLINE STREET**

### **Program Location**

The Caroline Street program operates primarily in the gymnasium. In the afternoon, students come in at 3:00. Our doorbell is located at the side entrance closest to the cafeteria (left side of the building).

### **Sample Daily Schedule**

7:00am—Drop off begins; free play

7:45am—Students may choose from a quiet activity or gym games

8:50am—Clean up to transition to the school day

9:10am—Children are dismissed

3:00pm—Bell rings, students walk to Gym to check in

3:15pm—Cohort games and bathrooms to wash hands

3:25pm—Snack and free play

3:45pm—Students may choose from a quiet activity or creative play

4:15pm—CATCH or other YMCA afterschool programming

5:00pm—Free play

6:00pm—Program ends

### Site Phone Number

518-894-1328

### Site Supervisor

The Caroline Street site supervisor is Adam Park.

### Location for Snow Days and Unscheduled Delays/Early Releases

Caroline Street students should report to the Saratoga Springs YMCA, Stewarts Childcare entrance, for all snow days, unscheduled delays, and early releases.

**Walking Evacuation Location:** Lake Avenue School

**Evacuation Location:** Saratoga YMCA (290 West Ave.)

**\*\*When shelter in place drills are planned, parents will be notified**

# **DOROTHY NOLAN**

Program Location

The Dorothy Nolan program operates primarily in the cafeteria, and all drop-off and pick-up is in the cafeteria. Please use the first set of doors by the rider loop. We have a doorbell available.

### Sample Daily Schedule

7:00am—Drop off begins; free play

7:45am—Students may choose from a quiet activity or gym games

8:55am—Students needing breakfast at school are given that option \

9:10am—Bell rings, dismissal to school

3:10pm—Bell rings, students walk to cafeteria to check in, wash hands

3:15pm—Snack and free play

3:30pm—Students may choose from a quiet activity or gym games

4:15pm—CATCH or other YMCA afterschool programming

5:00pm—Free play

6:00pm—Program ends

### Site Phone Number

518-248-8592

### Site Supervisor

The Dorothy Nolan site supervisor is Ben Osborn.

### Location for Snow Days and Unscheduled Delays/Early Releases

Dorothy Nolan students should report to the Wilton YMCA preschool classrooms for all snow days. Unscheduled delays, and early releases will be held at the Saratoga Regional YMCA.

**Walking Evacuation Location:** Gavin Park

**Secondary Evacuation Location:** Wilton YMCA (20 Old Gick Rd.)

**\*\*When shelter in place drills are planned, parents will be notified**

# **GREENFIELD ELEMENTARY**

## **Program Location**

The Greenfield program operates primarily in the cafeteria and classroom. We also use the gymnasium when it is available for active play. For morning care, drop-off is in the cafeteria. For afternoon care, drop off is in the cafeteria. Please use cafeteria side entrance.

## **Sample Daily Schedule**

7:00am—Drop off begins; free play

8:00am—Craft or STEM activity

8:30am— Students may choose from a quiet activity or gym games (when gym is available)

9:10 am—Students are dismissed

3:05pm—Bell rings, students walk to cafeteria to check in and wash hands

3:15pm —Snack and free play

3:45pm—Outside when possible, if not working on a craft or STEM activity

4:15pm—CATCH or other YMCA afterschool programming

5:00pm—Free play

6:00pm—Program ends

For Snow Days: Greenfield students should register for the Wilton YMCA for all snow days. Unscheduled delays and early releases will be at the Saratoga Regional YMCA.

## Site Supervisor

The Greenfield site supervisor is Jordan Johnson.

**Walking Evacuation Location:** Saint Joseph's Catholic Church; 3159 NY-9N, Greenfield Center, NY, 12833

**Secondary Evacuation Location:** Saratoga Springs YMCA (290 West Ave.)

**\*\*When shelter in place drills are planned, parents will be notified**

# LAKE AVENUE

## Program Location

The Lake Avenue program operates primarily in the cafeteria. We also utilize the gymnasium next door when available for active play. To access the program, use the entrance on Marion Avenue across from a yellow house, near the basketball courts.

## Sample Daily Schedule

7:00am—Drop off begins; free play

7:45am—Students may choose from a quiet activity or gym games

8:55am—Students needing breakfast at school are given that option

9:10am—Bell rings, dismissal to school

3:10pm—Bell rings, students walk to cafeteria to check in

3:15pm—Circle games and bathrooms to wash hands

3:25pm—Snack and free play

3:45pm—Students may choose from a quiet activity or gym games

4:15pm—CATCH or other YMCA afterschool programming

5:00pm—Free play

6:00pm—Program ends

## Site Phone Number

518-248-8072

## Site Supervisor

The Lake Avenue site supervisor is Rachael Rejiester.

## Location for Snow Days and Unscheduled Delays/Early Releases

Lake Avenue students should report to the Saratoga Springs YMCA, Stewarts Childcare entrance, for all snow days, unscheduled delays, and early releases.

**Walking Evacuation Location:** Caroline Street School

**Secondary Evacuation Location:** Saratoga YMCA (290 West Ave.)

**\*\*When shelter in place drills are planned, parents will be notified**

# SARATOGA SPRINGS YMCA

## Program Location

The Saratoga Springs YMCA program operates in the Stewarts Childcare Center at the branch. We use classrooms as well as the gymnasium.

## Sample Daily Schedule

7:00am—Drop off begins; free play in classrooms

8:30am—All students move to gymnasium

9:00am—Greenfield and Dorothy Nolan students line up for bus

9:15am—Lake Avenue, Caroline Street, and Geyser Road students line up for bus

\*\*\*Subject to change based on Transportation department

9:30am—Division Street students line up for bus

2:25-2:55pm—Maple Ave. Middle School students arrive

3:35pm—Division Street students arrive

3:40pm—Geyser Road students arrive

3:44pm—Caroline Street students arrive

3:53pm—Lake Avenue students arrive

4:07pm—Dorothy Nolan students arrive

4:15pm—Greenfield students arrive

Ongoing during arrivals—Snack and free play in classrooms

3:45pm—Students may choose from a quiet activity or will join their group in the gym for games

4:30pm—CATCH or other YMCA afterschool programming

5:30pm—Free play

6:00pm—Program ends

Please note that bus departure/arrival times are approximate and based on bus drivers. Please allow a reasonable window for drop-off and pick-up to accommodate early or late buses.

### Absences

Please notify us if your child will not be attending program. Otherwise, we make every effort to call families of absent program participants each day.

### Site Supervisor

The Saratoga YMCA site supervisor is Andrea Stangle.

**Location for Snow Days and Unscheduled Delays/Early Releases:** West Ave students continue to report to the Saratoga Springs YMCA, Stewarts Childcare entrance, for all snow days, unscheduled delays, and early releases.

**Walking Evacuation Location:** Saratoga Springs High School

**Secondary Evacuation Location:** Wilton YMCA (20 Old Gick Rd.)

**\*\*When shelter in place drills are planned, parents will be notified**

## **Geyser Rd Elementary- NEW PROGRAM!**

Anticipated opening fall 2021. Addendum with additional information to be distributed at a later date.

**Wilton YMCA-** Anticipated re-opening fall 2021. Addendum with additional information to be distributed at a later date.

## **Corinth Elementary**

### **Program Location**

The Corinth BASE program operates in the Corinth Elementary School cafeteria.

### **Sample Daily Schedule**

7:00am—Drop off begins; free play or quiet activity  
8:20am—Students line up to be checked in to school

2:30 pm—Y Students are dismissed to the YMCA BASE program  
2:45 pm—Snack and free play  
3:00pm—Homework and quiet activities  
3:30pm— Group lesson or activity  
4:00pm—Gym or outside activity  
5:00pm—Free play  
6:00pm—Program ends

### Absences

Please notify us if your child will not be attending program. Otherwise, we make every effort to call families of absent program participants each day.

### Site Phone Number

518-248-9607

### Site Supervisor

The Saratoga YMCA site supervisor is to be hired.

### Location for Snow Days and Unscheduled Delays/Early Releases

CorinthY students should register for care at the Wilton YMCA for all snow days. There is no care for unscheduled delays, and unscheduled early releases.

**Walking Evacuation Location:** Corinth Middle School (105 Oak St)

**Secondary Evacuation Location:** Stewart's Shop (265 Main Street)

**\*\*When shelter in place drills are planned, parents will be notified**

# Milton Terrace

## Program Location

The Milton Terrace site operates primarily out of the cafeteria with access to the gymnasium and playground. The sign in and out book will be located in the cafeteria. The doorbell to get into program will be located outside the first side door into the cafeteria.

## Sample Daily Schedule

7:00am—Drop off and free play

7:45am—Children participate in small group activities for gross motor; homework help center

8:50am—Children clean up; quiet time to relax and read

9:00am—Children are dismissed for school day

3:15pm—Children arrive in program; use bathrooms and wash hands

3:30pm—Snack served and free play

3:45pm—Small group centers; homework help

4:15pm—Groups move to gymnasium or playground (weather permitting); CATCH programming

5:15pm—Small group free play

6pm—Dismissal from program

## Site Phone Number

518-934-1491

## Site Supervisor

The Site Supervisor for Milton Terrace is Brandy Taylor

## Location for Snow Days and Unscheduled Delays/Early Releases

Milton Terrace students should report to the Saratoga Springs YMCA, Stewarts Childcare entrance, for all snow days, unscheduled delays, and early releases.

**Walking Evacuation Location:** Cornell Cooperative Extension

**Secondary Evacuation Location:** Ballston Spa Middle School.

**\*\*When shelter in place drills are planned, parents will be notified**

## **Wood Rd**

### **Program Location**

The Wood Road site operates primarily out of the cafeteria with access to the gymnasium and playground. The sign in and out book will be located in the cafeteria. The doorbell to get into program will be located outside the first side door into the cafeteria.

### **Site Supervisor**

To be hired

### **Site Phone Number**

518-934-1511

### **Site Address**

300 Wood Road  
Ballston Spa, NY 12020

### **Daily Schedule**

7:00am—Drop off and free play

7:45am—Children participate in small group activities for gross motor; homework help center

8:50am—Children clean up; quiet time to relax and read

9:00am—Children are dismissed for school day

3:15pm—Children arrive in program; use bathrooms and wash hands  
3:30pm—Snack served and free play  
3:45pm—Small group centers; homework help  
4:15pm—Groups move to gymnasium or playground (weather permitting); CATCH programming  
5:15pm—Small group free play  
6pm—Dismissal from program

**Walking Evacuation Location:** Saratoga County Municipal Offices

**Secondary Evacuation Location:** Ballston Spa High School

**\*\*When shelter in place drills are planned, parents will be notified**

# Cambridge Elementary

## Program Location

The Cambridge YMCA program operates in room 50 at Cambridge Elementary School

## Sample Daily Schedule

7:00am—Drop off begins; center play

7:20 am—Fitness

7:50 am- Center play

8:00 am- Dismissal

2:10 pm- Arrival; center play

2:30 pm --Art/ STEM projects

3:10pm—Outside play

4:10 pm—Snack

5:00 pm—Homework support/ board games

6:00pm—Program ends

### Site Supervisor

The Cambridge YMCA BASE site supervisor is Deb Blanchfield

### Site Phone Number

518-430-8811

### Location for Snow Days and Unscheduled Delays/Early Releases

Cambridge students can sign up for snow days at the Wilton YMCA. Snow day availability will be dependent on Saratoga Springs School District. Unscheduled early releases or delays will not be available at Cambridge.

**Walking Evacuation Location:** Cambridge Center School Transportation Office (58 S Park St)

**Secondary Evacuation Location:** St. Patricks Church (17 S Park St)

**\*\*When shelter in place drills are planned, parents will be notified**

## **Greenwich Primary School**

### Program Location

We are primarily in the cafeteria or the gym

### Daily Schedule

2:30 Dismissal

2:30-3:00 Snack and homework

3:00-6:00 Centers and gym or outside activities

### Site Supervisor

The Saratoga YMCA site supervisor is Skyler Gardephe-Besanceney

### Site Phone Number

518-226-2602

### Location for Snow Days and Unscheduled Delays/Early Releases

Greenwich students can sign up for snow days at the Wilton YMCA. Snow day availability will be dependent on Saratoga Springs School District. Unscheduled early releases will result in Greenwich BASE closing for the day.

**Walking Evacuation Location:** Greenwich District Office (10 Gray Ave)

**Secondary Evacuation Location:** Centenary Methodist Church (1 Gray Ave)

**\*\*When shelter in place drills are planned, parents will be notified**

## **CONTACT US:**

### Our Leadership Staff

You are welcome to speak with staff at drop-off, pick-up, or any other time (please speak with staff who are not actively engaged in supervising children). Please also feel free to contact your site leadership staff at any time.

#### **Theresa Cooper**

Executive Director for Child Care Services [theresa.cross@srymca.org](mailto:theresa.cross@srymca.org) 518-583-9622 ext. 155

#### **Karen Parlapiano**

West Avenue BASE, Caroline Street BASE, Geyser Rd BASE, Lake Ave BASE  
Sr. Child Care Coordinator [Karen.parlapiano@srymca.org](mailto:Karen.parlapiano@srymca.org)  
518-583-9622 x148

**Kate Therrien**

Milton Terrace BASE, Wood Rd BASE, Dorothy Nolan BASE, and Wilton BASE

Sr. Child Care Coordinator [kate.therrien@srymca.org](mailto:kate.therrien@srymca.org)

518-583-9622 x173

**Jennifer Haywood**

Corinth BASE, Greenfield BASE, Greenwich BASE, Cambridge BASE

Sr Child Care Coordinator [jennifer.haywood@srymca.org](mailto:jennifer.haywood@srymca.org)

**Site Supervisors:** information is on pages 19-24

