

**Selden Centereach  
Youth Association's**

# **PARENT HANDBOOK**

**Before & After Care  
K-5 & Middle School Programs**

**Bicycle Path  
Eugene Auer Memorial  
Hawkins Path  
Holbrook  
Jericho  
New Lane  
North Coleman  
Oxhead Road  
Stagecoach  
Unity Drive**

**Middle Schools**  
**Dawnwood & Selden**

## **OUR MISSION**

**The mission of the Selden Centereach Youth Association is to offer youth of the Middle Country Central School District opportunities to develop socially, creatively, and educationally. Through structured workshops, counseling, tutoring, and recreation we aim to provide children with love, acceptance and encouragement in a safe drug and violence free environment.**

**SELDEN CENTERREACH YOUTH ASSOCIATION  
P.O.BOX 439 SELDEN, NY 11784  
OFFICE: 1515 MIDDLE COUNTRY ROAD  
SUITE 3 CENTERREACH, NY 11720  
(631) 732-2186 Fax: (631) 732-2187  
Web: [scyainfo.com](http://scyainfo.com)  
Email: [scya1@optonline.net](mailto:scya1@optonline.net)**

Welcome to the Selden Centereach Youth Association's Before and After School program. SCYA will host Before and Aftercare programs at all Kindergarten and Elementary Schools and the SCYA Fun & Learn Middle School Program at both Dawnwood & Selden schools.

In addition, we continue to offer residents Counseling, Tutoring, Recreation, and family support services such as our Helping Hand Food Pantry and Holiday Assistance programs.

We look forward to a wonderful year of watching your children grow and learn while providing families with peace of mind knowing that their children are in a safe, supervised environment when before and after school care is needed. Our program is registered with New York State and adheres to all requirements that accompany licensure.

This handbook has been prepared in order to provide parents and caregivers with basic information, and should answer some of the most frequently asked questions regarding our programs. Please review it carefully and don't hesitate to call if you have any further questions or comments after reading it.

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#### What can you Expect from us?

- Your child will be cared for in a safe, supportive environment
- You may address any concerns regarding your child or the program with the Site Supervisor at any time
- You will be notified of any concerns we may have regarding your child

#### What can we Expect from you?

- You will pay appropriate program fees, on time and in full
- You will keep the contact and health information regarding your child that we have on file up to date
- You will pick your child up from the aftercare program on Time
- You will not send your child to the program if they are exhibiting obvious signs of illness
- You will be receptive to any information or concerns we may have regarding your child, and be willing to work with us whenever necessary in order to ensure your child will be able to participate in our program.

### **Program Fees: K – 5 Programs**

Non-Refundable \$50 Per school year registration fee per child

*Rates: Using a completed Full monthly Calendar Only (Sibling Rates Available)*

Morning Care: \$9.00 per day 7am – start of school day

After Care: \$14.00 per day end of school day – 6pm

#### Sibling Rates Available

*Rates: Part-Time calendar (Sibling Rates Available)*

Morning Care: \$10.00 per day

After Care: \$18.00 per day

*Rates: As Needed (Sibling Rates Available)*

Morning Care: \$11.00 per day

After Care: 18.00 per day

# **\*ABSOLUTELY NO REFUNDS, DAY EXCHANGES, OR CREDITS FOR MISSED DAYS.**

A payment schedule and calendar is available from the SCYA office or at your Before or Aftercare site. Payments can be made at Before or Aftercare, the SCYA office, or by phone using a credit card. We accept checks, money orders, major credit/debit cards and NO American Express. Checks will no longer be accepted after the second returned check. Future payments must be made by money orders or credit cards/debit only.

**\$3 Convenience Credit Card Fee  
\$30 RETURN CHECK FEE**

## **Late Fees:**

- If your child is not picked up on time there will be a \$1.00 per minute late fee assessed.
- Full Time & Part Time Calendars should be completed prior to or on the the 15<sup>th</sup> of every month. Calendars made after the scheduled due date will be charged an additional \$20 late fee.
- Checks will no longer be accepted after the second returned check. Future payments must be made by money orders, credit cards only. No American Express cards please.
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## **Parent Notification/Emergency Contacts:**

- If your child has visible signs of illness while in the program (fever, vomiting, diarrhea, disorientation, dizziness, seizure) or is physically injured while in the program, the Site Supervisor or Point Person will attempt to contact parents/designated caregivers immediately by phone. If you cannot be reached, we will begin calling the names listed on your Emergency Contact Information provided when you registered you child. In the event emergency medical care is required, the staff will call an ambulance.
- *It is imperative that if you left us a cell phone number, your phone is turned on while your child is in our care. If you cannot receive calls because of your job you must leave us an alternate number where you can be reached.*
- Always keep your emergency information up to date. Be sure to inform your emergency contacts that you are using their names and providing us with their phone numbers. Please be mindful when selecting your emergency contacts and be sure to supply us with at least one local name and number.

***Medication: Parents must complete a written Medical Consent form if your child requires and Epi-pen, Benedryl or Inhaler. Your child will NOT be able to use our programs without these forms. Please return form to program site with necessary medication.***

- Our program is NOT certified to administer any medications other than an Epi-Pen, Benedryl or Inhaler to children, aside from topical over-the-counter products such as sunscreen, antibacterial ointment, hand sanitizer, bandages, cold packs, or insect repellent.
- Before any such products are administered, parents will be notified. Written permission to apply sunscreen, antibacterial ointment, or bug repellent, is required prior to application of such products.
- Permission forms are available upon registration.
- If your child has a medical condition which requires the administration of medication during the program in order for them to participate in the program, you must contact the SCYA office at (631)732-2186.
- Personal health information is protected and will be kept confidential.

## **Supervision**

- Each program will have a site supervisor and child care workers.
- The staff to student ratio will be 1:10 at all times, in order to comply with NYS licensing regulations.
- Parents will meet staff when they drop their children off in the morning, or pick them up in the afternoon.
- Sign out of child is required upon pick-up
- When more than 20 children are in attendance, students will be separated into groups so that no one group contains more than 20 students.

All staff in any Before or After School Youth Development program will be required to submit to the Selden Centereach Youth Association the following documents:

- Must request the NYS Justice Center to conduct a check on the SEL
- Statewide Central Register form
- Proof of fingerprint submission to Child Care Council
- Criminal history disclosure form
- Medical form indicating a negative tuberculin test result
- Resume with proof of qualifications and at least three references

All staff will also be required to attend training sessions on the following topics:

- Principles of child development
- Nutrition and health needs of children
- Child day care program development
- Safety and security procedures
- Business record maintenance and management
- Child abuse and maltreatment identification and prevention
- Statutes and regulations pertaining to child day care
- Statutes and regulations pertaining to child abuse and maltreatment

All staff will receive a minimum of 15 hours of training every two years; Site Supervisors/Directors will receive a minimum of 30 hours of training. Substitute staff or workers who work less than 20 hours per week will have their training requirements adjusted according to OCFS guidelines.

**\*\*All staff must have 2 hours of orientation with Emergency preparedness and Child Abuse state regulation and agency policy training**

*In addition to the above trainings, all of our staff are First Aid and CPR certified.*

Child care workers will be at least 16 years of age; no person under the age of 18 will be left alone to supervise a group of children at any time. Resumes listing qualifications and at least 3 references must be submitted to the Executive Director. Employees under the age of 18 will not be counted in the staff to student ratio formula used to determine staffing needs. Should you have any questions or concerns regarding the SCYA Before and Aftercare program you may speak directly with your program's Site Supervisor (see last page for phone number) or you may contact the agency at (631) 732-2186

## **Drop-off and Pick-up Procedures**

- Morning program students will be escorted into the program by parents.
- Parents will bring their children to the assigned location at their child's school.
- Please make sure you deliver your child to a program worker or supervisor and that they are made aware of your child's presence before you leave the building.
- Students may not be dropped off prior to 7:00 am.
- In the afternoon, all children being picked up from program must be signed out.
- Please be prepared to show ID upon picking your child up.
- Children will only be released to parents or those individuals designated by parents as approved pick-up people.
- This information will be on file at each site; if you send someone else to pick your child up from the program, and that person is not on file as an approved pick-up person, your child will not be released until you are reached and the pick-up person is confirmed by you.
- Please send in a note whenever children are being picked up by anyone other than pre-designated individuals, and please make your child aware of these changes whenever possible. We will not release children to adults whom they appear to not know, or whom they appear uncomfortable with or frightened of.

### **Custody Issues**

If there are any legal custody issues or stay away orders/order of protection in place that involve your child, you must make us aware of these issues as soon as possible and provide legal documentation

### **Program Schedule**

- We will have the use of outdoor play equipment/areas, so please dress your child accordingly, and plan for them to spend some time outdoors each day that the weather permits.
- In the morning program, parents will escort children to their designated drop-off location, where they will be met by program staff and signed in.
- Students will have the opportunity to play board games, card games, read, draw, color, catch up on homework, or play with other toys provided by the program.
- Some parents may wish to send their child with breakfast and have them eat it at the program. We will not provide breakfast for children; if you are in need of a breakfast program, please contact the school principal.
- Children will report to their classrooms upon the start of the school day
- In the afternoon program, children will report to their designated location in their building upon dismissal at the end of the school day. They will be signed in by staff and attendance will be taken.
- Students will have an opportunity for indoor play, including board games, card games, drawing, coloring, and other art projects, as well as outdoor play with appropriate play equipment. Some gym time will be scheduled as well. Parents or caregivers who are picking children up when children are playing outside will be directed to the playground area for signing children out.

### **Snack**

- Our program will provide a snack item and a drink (water or 100% juice) to students every day.
- Parents are welcome to send in snack items for their children to enjoy during designated snack times.
- Due to allergy concerns, we ask that you avoid peanut products. Children will not be permitted to share snack items, because of such allergy concerns.
- If your child has limitations on what items they are permitted to eat, please make sure both our staff and your child are aware of these limitations.

### **Communication**

- If you are running late or anticipate a change in pick-up, we ask that you contact our site supervisors as early as possible.
- Each program site will be in possession of a program-operated cellular phone at all times during the program and can be reached on this phone whenever the before or after care programs are in session.
- If you receive a voicemail message, it is because the supervisor is busy at the moment you are calling. They will return your call promptly.
- If you need to speak to someone at a time when the program is not in session, please call our office at (631) 732-2186
- For any questions and/or complaints please contact the site supervisor before going to the office
- The program director or site supervisors will contact you if the need arises, to discuss any issues involving your child's behavior or comfort level within the program. We strive for ongoing and open communication with parents and encourage you to contact us as soon as an issue arises.

### **Parent Observations**

Parents are welcome to observe the program in operation at any time. We prefer that a scheduled appointment be made, in order to maintain order and safety within the program. Please call the Selden Centereach Youth Association at (631) 732-2186 if you wish to schedule an observation.

### **Discipline**

The Selden Centereach Youth Association will work to promote the physical, emotional, and social well being of all children who participate in any programs we offer. To this end, staff will provide appropriate, proactive supervision and will encourage safe and appropriate interactions at all times. Students will be supported in their navigation of social relationships and will be guided in their interactions; staff will use redirection, encouragement, and positive reinforcement in order to shape positive behaviors.

All children are entitled to a fun and safe experience in our program. If a child's behavior does not permit them to participate with the rest of the group in our program's activities, they will be temporarily removed from the group and supervised until they are ready to rejoin the rest of the group.

Physical aggression toward other children or program employees will not be tolerated. Children will be removed from the group and supervised, and parents may be called to pick their child up early if the problem becomes serious enough to warrant their removal for the day. Longer-term suspensions are possible for recurring problems. Parents will be notified in writing, through an incident report form, by site supervisors whenever their child has been formally disciplined while in the program.

### **Fire Drills and Emergency Evacuation Drills**

Under NYS licensure regulations, our program is required to have an emergency evacuation plan and conduct regular fire drills. These will take place during both morning and afternoon programs.

### **MIDDLE SCHOOL PROGRAM QUICK GUIDE**

*This program is for students in grades 6-8 and is supported by a daily user fee of \$13.00*

- Program will not operate in the event of school closings
- Program ends at 6pm. There will be a fee of \$1 per minute after 6pm
- Students may visit program before registering. They must sign in the visitors log and supply an emergency contact number.
- All students participating in program must sign in and out
- Walkers must have a note signed by parent.
- *SCYA cannot contact families regarding early dismissals, or closings; please check the Middle Country School District Hot Line @ 631-285-8088 or District Web Site:*  
<http://www.middlecountry.k12.ny.us> News 12 Long Island, WALK (97.5) or WBLI (106.1)

### **K – 5 PROGRAM Quick Guide**

- There are no credits or refunds for scheduled days that your child does not attend.
- The program will not operate in the event of delayed openings or school closings
- Programs WILL operate with extended care in the event of an early dismissal UNLESS otherwise informed by the Middle Country School District or The Selden Centereach Youth Association
- There is an additional cost for extended care service. If you have your child ALREADY scheduled to use aftercare the day of an early dismissal due to inclement weather you have paid for the first three hours of care
- After the first 3 hours of care you will need to pay an additional \$6 per hour your child is in our care
- The program will run until 6:00pm and/or the last child in our care has left for the evening
- *SCYA cannot contact families during delayed openings, early dismissals, or closings; please check the Middle Country School District Hot Line @ 631-285-8088 or District Web Site:*  
<http://www.middlecountry.k12.ny.us> News 12 Long Island, WALK (97.5) or WBLI (106.1)
- Before care begins at 7am
- Aftercare ends at 6PM, a late fee of \$1 per minute will be incurred for parents arriving late.
- Calendars will not be accepted without payment
- All personal property must remain in your child's backpack. The B&A program is not responsible for lost items
- Children are given time for homework in Aftercare. Program Staff cannot provide one-on-one homework assistance. A Homework contract is required if you would like your child to do homework.

Kindergarten DOES NOT do homework during program.

### **AS NEEDED PARTICIPANTS**

***As Needed Participants are defined as those children who do not have a completed monthly calendar for AM or PM care or who are signed up for the Part-time calendar for AM or PM care***

- ❖ The daily fee for Morning or Aftercare will remain at the “**AS NEEDED**” rate regardless of “added” days. *Means that you don’t submit a calendar when required. No As needed participants can change after monthly calendars are required to be submitted.*
- ❖ 24 hour notice is strongly advised for scheduling “as needed” days and a note must be given to your child’s teacher for **PM Care ONLY**. If an emergency arises and 24 hour notice is not given you must contact the school office to notify them that your child must attend aftercare then you must call our agency to notify us. Leave message on answering machine.
- ❖ **SCYA IS NOT RESPONSIBLE FOR CHILDREN PUT ON THE BUS WHEN 24 HOUR NOTICE HAS NOT BEEN GIVEN TO THE AGENCY OR A NOTE WAS NOT SENT TO THE CHILD’S TEACHER BY THE PARENT.**

**TO SCHEDULE AN “AS NEEDED” DAY PLEASE CALL SCYA AT (631) 732-2186**

### **Instructions for Doing a Daily Health Check**

A daily health check occurs when the child arrives at the program and continues throughout the day.

Check the following while at the child’s level so you can interact with the child when talking with the parent:

1. Child’s behavior: is it typical or atypical for time of day and circumstances?
2. Child’s appearance:
  - Skin: pale, flushed, rash (feel the child’s skin by touching affectionately)
  - Eyes, nose, and mouth: note color; are they dry or is there discharge? Is child rubbing eye, nose, or mouth?
  - Hair: (in a lice outbreak look for nits)
  - Breathing: normal or different; cough
3. Check with the parent:
  - How did the child seem to feel or act at home?
  - Sleeping normally?
  - Eating/drinking normally? When was the last time child ate or drank?
  - Any unusual events?
  - Bowels and urine normal? When was the last time child used toilet or was changed?
  - Has the child received any medication or treatment?
4. Any evidence of illness or injury since the child was last participating in child care?
5. Any indications of child abuse or maltreatment?

Document any unusual findings.

**IMPORTANT PHONE NUMBERS**

Selden Centereach Youth Association: 631-732-2186

Child Care Council of Suffolk: 631-462-3503

**I HAVE RECEIVED THE SCYA  
K-5 BEFORE AND AFTER CARE  
& MIDDLE SCHOOL  
PROGRAM HANDBOOK**

Parent/Guardian: \_\_\_\_\_  
Print Name

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

**Please Print**

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

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