

Family YMCA at Tarrytown School's Out! After School Care

Welcome to the Family YMCA at Tarrytown ("Y") School's Out! after school child care program. To ensure a smooth transition into the program, please follow the steps listed below to register your child:

1. Enclosed please find the registration forms, which are required for your child to attend. Please fill them out completely. In order to ensure a timely start date for your child please submit all forms as soon as possible. We cannot guarantee your desired start date if forms are received after August 15, 2011. NYS regulations mandate that all forms must be processed and on site prior to the start of the program. **Deadline for September Registration is August 15, 2011.**
2. A \$150 NON-REFUNDABLE deposit is due with your completed forms to secure the placement for your child. \$100 will be applied to your first months tuition. After August 1st full tuition is due with your completed forms with an additional \$50 non-refundable registration fee.
3. Once you have submitted your paperwork contact Susan Barak, (914) 631-4807, susanb@ymcattarrytown.org to confirm the receipt of your child's paperwork and start date.
4. Contact your child's school in writing and inform them that your child is participating in the YMCA after school program. Please specify which days your child will be attending the program.
5. Please carefully read over and sign the Parent Handbook which details information regarding our policies.

Enclosed:

Parent Handbook
Registration Forms
Homework Form
Payment Information
Medical Form

Y SCHOOL AGETM
We build strong kids, strong families, strong communities.

**Not Enclosed but MUST be submitted is a copy of your child's
immunization record prior to their start date.**

(914) 631-4807

Schools Out! Program Pre-Registration 2011-2012

Child's Name: _____

Address _____

City _____ State _____ Zip _____

Parents Name _____

Telephone _____ E-Mail _____

Tentative Start Date: _____ Child's DOB: _____ Age at Start Program: _____

Program: *Please check*

_____ Morse (1st & 2nd Graders)

_____ Washington Irving (3rd - 5th Graders)

Days: Number of Days _____

Please circle desired days. 2 Days Minimum

Monday Tuesday Wednesday Thursday Friday

Please Circle

Are you currently a YMCA Family Member? YES, YMCA ID # 01 - _____ - _____

NO

Would you like to become a Family Member of the YMCA and save 10% per month on your childcare fees? _____

If yes, please speak to a Members Service Desk Representative who would be happy to assist you.

Are you currently receiving or have applied for Financial Assistance? _____

If yes, please include a copy of your award letter with this form. Your registration cannot be processed unless we receive the award letter.

Are you interested in volunteering at the YMCA? *Please Circle* YES NO

How did you hear about our program? _____

Family YMCA at Tarrytown * School's Out! Tarrytown

Program Fees: If your child/ren qualifies for the free or reduced lunch program at your school please submit your letter of approval from the school district with your registration forms. The discounted rates below will be applied to your account upon receipt of the approval letter from the school district.

School's Out! Rate		School's Out! Reduced Lunch Rate		School's Out! Free Lunch Rate	
# of Days	Cost	# of Days	Cost	# of Days	Cost
5	\$391.00	5	\$235.00	5	\$156.00
4	\$327.00	4	\$196.00	4	\$131.00
3	\$281.00	3	\$169.00	3	\$112.00
2	\$223.00	2	\$134.00	2	\$89.00

Registration Information: A \$150 Non-Refundable registration fee is due at the time of registration. \$100 of the non-refundable fee will go towards your first month's payment.

Family members of the Family YMCA at Tarrytown will receive a 10% discount.



Financial Assistance Applications are available at the YMCA office or online at: www.ymcatarrytown.org

Family YMCA at Tarrytown, 62 Main Street, Tarrytown, NY 10591, (914) 631-4807

**SCHOOL'S OUT! REGISTRATION FORM
2011 – 2012**

Please Print Clearly

Start Date: _____	School/Grade _____
Child's Name: _____	
Date of Birth _____ Age _____ Sex _____	
Address _____ Apt _____	
City _____ State _____ Zip _____	
Home Telephone: _____	
E-mail Address: _____	
<i>Important for parent Communication</i>	
What days will your child be attending the program? (Please Check)	
Mon _____ Tue _____ Wed _____ Thurs _____ Fri _____	
Any Known Allergies: _____	
Family Information: <i>Who does the child live with?</i> ___ Mom ___ Dad ___ Guardian	
Mother's Name: _____	Cell Phone # _____
Occupation: _____	Work # _____
Father's Name: _____	Cell Phone # _____
Occupation: _____	Work # _____
Guardian's Name: _____	Cell Phone # _____
Occupation: _____	Work # _____



Emergency Contacts: Persons to be notified in case of illness or accident. This must be someone other than you. We will try you first.

Name	Relationship	Phone #

Pick-Up Information: List all persons permitted to remove your child from the program: Mother: Y or N Father: Y or N (*Circle*)

Name	Relationship	Phone #

**Your child will not be released to anyone else unless you notify the YMCA by phone or in writing*

PLEASE READ AND SIGN BACK

Child's Name: _____

Parent Statement of Understanding

I, the undersigned, give permission for my child to participate in all activities planned for the days my child attends the Family YMCA at Tarrytown After School Care Program. I give my child permission to participate in supervised out-of-facility trips, including walking trips.

I understand that my child will not be able to participate in the program until I have turned in a signed physical examination. The exam must have been taken within twelve months and all immunizations must be up-to-date.

In case of an emergency, I understand that every effort will be made to contact parents or guardians of my child. In the event that I can not be reached, I hereby give permission to the physician selected by the YMCA staff to care for my child.

I hereby give my consent to the Family YMCA at Tarrytown, and to such other person(s) as the Family YMCA at Tarrytown may designate, to use my name, voice, statements, and portrait or picture (motion or still) for advertising purposes, for purposes of trade, or for any lawful purpose whatever, in any media now known or hereafter developed.

I understand that I am not to leave my child at the YMCA or After School Care ("ASC") program site unless a YMCA ASC Staff is there to receive and supervise my child.

I understand that my child will not be able to leave the program with an unauthorized person. Any person authorized to pick up my child must be listed on the registration form, or must be arranged separately with the Director of the program.

I understand that if any person arrives 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.

I understand that state law requires the YMCA to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I accept full responsibility for my child's use of YMCA programs and will not hold the Family YMCA at Tarrytown at fault for any loss and/or personal injury that may be sustained by my child.

I have read and fully understand the statement above and the policies detailed in the Parent Handbook.

Parent's Name

Parent's Signature

Date

Family YMCA at Tarrytown

School's Out! Homework Policy

The YMCA will follow the guidelines listed below for the completion of homework during our program hours. Children will not continue to work on assignments if the child is frustrated or cannot grasp a concept that he/she was working on; parents will be apprised of this issue at pick-up.

If a child is unable to complete their homework in the allotted time frame, she/he will complete the assignment at home. While we acknowledge that homework is very important for a child's education, it is equally important to spend time playing and engaging in recreational activities.

1ST Grade Homework: 30 Minutes

Throughout the year homework may be assigned occasionally to develop a sense of responsibility in the students, to include families in the learning experience, and to provide skill practice when appropriate. Reading on a regular basis, either by or to the student, is expected.

2ND Grade Homework: 45 Minutes

During the school year, homework will be assigned as an application and extension of concepts taught in class. Children should spend from 15 to 30 minutes each day on these assignments depending on their individual ability. In addition, daily reading for a minimum of 15 minutes at home is encouraged.

3RD Grade Homework : 1 Hour

It is recommended that homework be given four nights a week for approximately thirty to forty-five minutes. Homework need not only be a review of material covered during the day; it may include projects, reports, and other activities to be completed in a specified amount of time. Independent silent reading is recommended for at least an additional fifteen minutes each evening.

4TH GRADE Homework 1.25 Hour

Assignments normally are given four days per week and require thirty to forty-five minutes to complete. In addition students are expected to complete twenty minutes of independent daily at home reading.

5TH- 6th GRADE Homework: 1.5 Hours

The fifth/sixth grade teachers assign homework regularly on Monday through Thursday nights, and occasionally over a weekend. Daily homework assignments are designed to take approximately one hour to complete. In addition, students must budget their time to complete long-term assignments, i.e. monthly book reports, research reports.

Family YMCA at Tarrytown

**PARENT/CHILD HOMEWORK
RESPONSE FORM**

Child's Name: _____

Parents Statement: _____ My child does NOT have to do his/her homework while at the YMCA program.
_____ My child must start his/her homework at the YMCA program.
_____ My child can choose whether or not to do their homework.

1) Please explain any difficulties your child may have doing homework. For example, does he or she rush and make too many errors, or forget to do it all.

2) Are there any subjects that your child needs particular help in? Have there been any successful means of helping in these subjects?

3) Are there any "homework routines" that your child's teacher has informed you about (for example, spelling test on Fridays)? Did the teacher send home anything about homework and due dates?

PLEASE WRITE BELOW ANY ADDITIONAL INFORMATION THAT MAY HELP US TO HELP YOUR CHILD WITH HOMEWORK.

Child's Signature

(Can be printed but must done by the child)

Parent's Signature

Date



Dear School's Out Parents,

Welcome to the School's Out! Program. Please follow the payment procedures listed below.

Deposit: A \$150 non-refundable registration fee is due at the time of registration in order to secure the placement of your child in the program. \$100 will be applied to your first month's tuition. Any registrations received after Aug 15th must include the entire monthly tuition plus an additional \$50 registration fee.

1) Fees are due on a monthly basis. Payments are due by the 1st of each month. A \$20.00 late fee will be charged for any payment received after the first of the month.

2) Please make checks payable to the YMCA. Payments can be mailed to the attention of **Lesa Dalton** at the Family YMCA at Tarrytown, 62 Main Street, Tarrytown, NY 10591.

**There will be a \$30.00 service charge for all returned checks. Two bounced checks will terminate your check writing privileges.*

3) Payment can also be made by credit card. Attached you will find a credit card draft form. This form authorizes the YMCA to charge your credit card each month. We accept Master Card, Visa and American Express. We DO NOT accept Debit Cards.

4) Payments can also be made by money order.

**Any payments that are delinquent for two months will immediately be sent to our collection agency.*

5) Any changes to your child's monthly schedule must be requested in writing or via telephone (914) 631-4807, ext 24, nicoleb@ymcatarrytown.org to Nicole Bernardone, Childcare Director on or before the 15th of each month. Any changes thereafter are subject to availability and/or may incur additional charges.

FAQ:

Why are the fees the same for the months when the program only runs for 3 weeks instead of four due to school breaks?

Answer:

Over 90% of the children in the program attend from September through June. In order to streamline the process for parents and the "Y" budget: the annual cost of the program is spread evenly over the 10 months. This is how we arrive at our monthly fee.

Thank You,

Lesa Dalton
Director of Human Resources & Administration
lesad@ymcatarrytown.org
(914) 631-4807, ext 18



Please Print

Family YMCA at Tarrytown

62- Main Street
Tarrytown, New York 10591
Ph: 914-631-4807 • Fax: 914-631-4841
www.ymcatarrytown.org

We build strong kids, strong families, strong communities.

Credit Card Monthly Payment Childcare/School Age

Child's Name: _____ Membership # _____
(Office USE only)

Parents Name: _____

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

Authorization to Charge: I hereby give authorization to the Family YMCA at Tarrytown to use my charge account number for monthly payments towards my child's participation in either childcare or school age programs. The charge will take place during the **first week of every month**. Should any preauthorized charge not be honored by appropriate authorization code, then it is understood that said payment is to be made by me. I understand that if my credit card is declined for the second time my child will be dismissed from the program.

Cancellation of Program: If I choose to change the number of days or remove my child from the program I understand that I must send in an updated version of this form to the Program Director to ensure that I will not be charged. Request must be made before the 15th of the month. Any changes thereafter are subject to availability and/or may incur additional charges.

Status Changes: It is your responsibility to inform the Family YMCA at Tarrytown of any changes in your account status or address information.

Credit Card Information

I _____ will be charged for the care of my child who is enrolled in
Credit Card Owner

the _____ program.

Please Circle: VISA MasterCard AMEX
WE DO NOT ACCEPT DEBIT CARDS

Account Number _____ Exp Date _____

Signature of Credit Card Holder: _____

Today's Date: _____

Family YMCA at Tarrytown
School's Out! Parent Handbook

The School's Out! After School Care program strives to create an atmosphere where children can socialize, prosper, learn and enjoy themselves in a safe, constructive environment. The Family YMCA at Tarrytown School's Out! is a state licensed after school childcare program dedicated to strengthening both individual and family life. The constantly evolving role of women in America and the changing shape of the American family evidenced by families in which both parents work and the increasing number of single parent families, have led to a sharp rise in the need for professional child care services. The Family YMCA at Tarrytown is committed to the provision of quality, affordable childcare. Programming is not merely custodial or recreational, but provides daily activities and relationships that offer children the opportunity to more fully develop physically, socially, emotionally and intellectually.

*The YMCA School's Out! program will conform to the district school calendar. **On scheduled half days, School's Out! will extend its hours at no additional charge to parents.** On scheduled full day holidays and vacation breaks during the school year, the Y will offer Day Long and Vacation "camps" for students. **Additional fees and prior registration are required for Day Long and Vacation camps.** As always, the Family YMCA at Tarrytown is committing to providing continuous quality care for your children throughout the school year.*

Tuition and Payment Schedule

Fees are due on a monthly basis. Make checks payable to the Family YMCA at Tarrytown. Payments can be mailed to the Family YMCA at Tarrytown, 62 Main Street, Tarrytown, NY 10591 by the 1st of the month. Please address to the attention of Lesa Dalton. **There is a \$30.00 service charge for all returned checks. There is a \$20.00 late fee charged to payments received after the 1st of the month.**

Financial Assistance

The YMCA provides the highest quality care to all children, regardless of their socio-economic background. Within the available resources of the Family YMCA at Tarrytown, and according to our mission, we will provide services for any economically eligible student who desires to participate in YMCA programs.

Income-qualified families should to apply for DSS services through NYS and if additional support is needed you may apply for a YMCA Scholarship. Scholarships are awarded based on the family's demonstrated ability to pay and the YMCA's ability to fund the subsidy. It is our intent that all individuals contribute toward the membership and/or program fee.

Full deposit is required to secure placement for your child. Participants who have applied but have not been awarded a scholarship before the child begins the program are required to pay full price until the scholarship becomes effective. The scholarship is then applied to future payments of the program. We will not adjust previous payments.

**Contact for DSS scholarship: Arlene Leuzzi, Childcare Council, 914-761-3456
Contact for YMCA scholarship: Melissa Weaver, 914-631-4807, ext 14**

Sites

Tarrytown: Grades Pre-K -5th, John Paulding, Morse, Washington Irving, YMCA

(Tarrytown Programs: Number of days at a particular Site is subject to change)

Elmsford: Grades K-6th, Grady Elementary School

Briarcliff Manor: Grades K-5th, Todd Elementary School

Hours

School's Out! Child Care will begin when school dismissal begins. The program will end at 6:30 pm. Parents are welcome to pick up their children at any time during the afternoon. A late fee of \$1.00 per minute per child will be charged for every minute after 6:30 PM. You will be billed for the late charge. Parents will be allowed a onetime grace period. You may reach us by phone with unexpected delays.

Days of Operation

The Family YMCA at Tarrytown's School's Out! After School Care program will follow the School District calendar. The program is open every school day and on the days that the schools are closed, the YMCA will offer day longs and vacation camps at an additional fee. The Y's commitment to parents is to provide programs for their children during the school year whenever school is closed. The fees and registration for daylong programs and vacation camps are separate from the School's Out! program, however, all scheduled and emergency early dismissals are included in the School's Out! program fees. When extreme weather threatens the safety of the children, parents, and/or staff during the afternoon, or when other emergency conditions exist, we will ask that you pick up your child as soon as possible.

OFFICIAL HOLIDAYS (All Programs Closed)

Labor Day
Columbus Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (early closure)
Christmas Day
New Years Eve (early closure)
New Years Day
Memorial Day

Attendance

Within the first 15 minutes of arrival to the program, attendance is taken. If a child is absent without prior notification, the parent/guardian will be contacted immediately as well as the school the child attends. If you pick your child up from school for early dismissal, please notify the Site Supervisor. If your child is not coming on a regular day, please notify the Site Supervisor. **We do not deduct days missed from the program fee and cannot substitute days for those missed. When you enroll, you are reserving the time, space, staff and supplies for your child, whether or not your child attends. We do not substitute missed days for other days.**

Illness

A sick child should be kept at home both for his/her own sake and that of others. Watery, oozing, itchy eyes may be symptoms of conjunctivitis, which is extremely contagious. Children with these symptoms must be seen by a physician and can only return to the program with a doctor's note authorizing return. All children who have had a fever must be fever free for 24 hours before they may return to the program. If a child arrives at the program with any of the above symptoms, the Site Supervisor has the authority to ask the parent or guardian to pick the child up. Please inform us about the nature of any illness, especially if it is a communicable disease.

Emergency Health Care

Our sites are staffed with at least one person certified in CPR and First Aid. Should your child become injured or sick to a degree beyond that covered by first aid, every effort will be made to contact you, and if you are not able to be contacted, your emergency contact will be called. If the injury is one where time becomes critical, we will call an ambulance and send one staff person to the hospital with your child. Continued efforts to contact you will be made. All emergency cases will be taken to the nearest hospital. For problems or injuries that may wait for medical attention, we will await your decision on a specific course of action.

Medication Administration

The YMCA "School's Out" Program will not administer any medication.

Dismissal-Sign Out

Every child must be signed out of the School's Out! Program. Parents/Guardians/Siblings must come in to the program and sign out the child. Staff will ask for ID until they recognize those regularly responsible for pick up. For siblings that are minors, previous arrangements have to be made with the Site Supervisor for pick-up. We will not dismiss a child to a minor unless an arrangement has been made. (Office of Children and Family services Regulation 414.8(g).)

Late Pick-Up

There will be a fifteen-minute one-time only grace period allowed, after which a **\$20.00 fee** will be assessed for every fifteen minutes you are late. Excessive lateness is unacceptable and can result in your child's dismissal from the program.

Snack

Parents should provide their child with a snack every day. The YMCA will provide a snack for those who forget or do not have one.

Activities

We understand the children have had a long day and may just want to socialize with friends or run around to blow off steam. School's Out! follows the mood of the children. The aim of School's Out! is be "loosely structured." Each day, children have the opportunity to choose from a variety of activities including the arts, organized games, large and small motor activities, dramatic and outdoor play.

Enrichment Classes

Some of our sites have the option to participate in an enrichment class. If your site hosts enrichment programs please remember to register with your child's Site Supervisor. Further details about Enrichment Selections and Classes will be distributed throughout the year.

Community Service

All of our sites participate in a minimum of one community service project per year. The exact nature of the project changes each year and is determined by the staff and the children of the program. If you have any suggestions please speak to your child's Site Supervisor.

Extra Curricular Activities

Every school runs various activities during the after school hours. If your child chooses to participate in another activity while enrolled in the YMCA School's Out! after school program, be sure to let the Site Supervisor know about the activity, day(s) scheduled, time duration, and location. You must also make all arrangements to ensure the child moves safely from one program to another. If your child is attending any classes off site, we recommend that your child not enroll in the Y program on that day. **Washington Irving Students ONLY:** If your child is staying after school at WI for sports, chorus, orchestra, band, Y Theatre rehearsals, etc., there is usually a late bus that can drop your child off at the YMCA. You must confirm all late bus arrangements with TUFSD Transportation Department. You must also notify the child's Site

Supervisor, so we know when to expect your child. We do not offer additional pick-up service at WI after the daily 2:10 pick-up.

Missed Days & Extra Days

School's Out! does not issue refunds for sick days. If your child misses his or her scheduled day, that day is lost. **Due to strict Child/Staff Ratios we are unable to accept children for make-up days.**

Staff

The Family YMCA at Tarrytown's School's Out! is licensed by New York State. We adhere to all current rules and regulations. Each staff member is finger printed and submits a central clearance form. These forms are run through several clearance checks by the New York State Office of Children and Family Services. The YMCA also runs staff through a state-of-the art background check which checks for all criminal and/or sexual abuse records in the country, state and county.

All Staff must obtain a minimum of fifteen hours of training during each school year. The YMCA is committed to providing the highest quality child care possible. Each site is staffed with one site supervisor and group leaders, and a minimum staff to child ratio of 1:10 will be maintained at all times at all locations.

Babysitting Policy

The Family YMCA at Tarrytown's School's Out Staff are prohibited from babysitting any child they are caring for in our program. If we are notified that a staff person has babysat for a member of our program they will be immediately terminated.

Security

Safety is our top priority. Entry to the school will be monitored. This allows us control over the flow of traffic through the school building. Please come in and sign your child out. Do not send anyone who is not listed on your form to pick up your child. We will ask anyone we do not know to see ID before releasing your child.

Homework

We provide a quiet time and place in which children are encouraged to do their homework. Please read attached Homework Policy.

Open Door

The School's Out! Program has an open door policy, which welcomes and encourages parents/guardians to visit the site at any time to observe or participate in activities.

Parent Advisory Committee

Parental involvement is essential to a successful program. The P.A.C. offers parents the opportunity to play an integral part of the program. The council provides ongoing communication between staff and parents. Please see the Site Supervisor if you are interested.

Required Health Documentation

Upon registration, you must secure a copy of your child's most recent physical and immunization record to be submitted before your child can start the program.

Taxes

The YMCA does not provide a monthly receipt for child care expenses. A year end summary will be provided at your request. Our tax identification number is 13-1740516.

Personal Property

The YMCA discourages children from bringing personal items from home but there may be occasions when children are asked to bring an item from home for show-n-tell. This item

must be pre-approved by the child's Site Supervisor and appropriate to bring to school. Please remember to label all items. Small video game devices are not permitted at YMCA Sites. *The YMCA is not responsible for the personal property of children.*

Cell Phones

While we know that parents rely on cell phones as a connection to their children they also are a distraction in our programs. We ask that cell phones be used minimally by the children. Acceptable cell phone use is a phone call that they arrived safely to the program and then the phone gets put away. Parents can contact their children through the site's cell phone as needed but please limit the use directly to your child. Excessive use or abuse of the cell phone will not be tolerated and the child may be asked to leave the cell phone in his/her bag or not allowed to bring it to the program.

School's Out! Program Rules

Consequences

Clear and consistent guidelines are presented to children so that they are aware of their responsibilities and can be held accountable for their behavior. Children whose needs, abilities and values vary are treated in such a way that recognizes these differences. We encourage children to develop self-control and handle conflicts in a peaceful and effective way. Discipline will be administered as soon as possible and will be consistent with the severity of the problem. Should there be an infraction of the rules, the following consequences will occur:

Verbal warning is given: Explain why behavior is inappropriate.

Time Out: This is a time to refocus and redirect.

Verbal communication between Program Director and parent.

Parent conference with Director, followed by a written summary of meeting.

If inappropriate behavior continues, program suspension for one week.

Prolonged disruptive and unacceptable behavior will result in the dismissal from the program.

Any child that does not respond to the consequences and/or leaves the group and/or is verbally or physically abusive toward the staff may be suspended from the program for a period of time fitting the severity of the incident. Any child that is disruptive to the point that interferes with the daily operation of the program may be asked to leave the program permanently.

It is the School's Out! program's goal to educate the students. Inappropriate behavior is seen as a chance to educate a student about appropriate behavior. In some rare cases, children are quite aware of appropriate actions and knowingly choose inappropriate behavior. It is our belief that children need to be aware of their role within their community and if their actions take away from the community, they will be asked to give something back to their community. The assignment follows natural consequences. **Example:** A student writing on desks will be asked to clean the desks, a student acting inappropriately in the gym will be asked to take a break from the activity and reflect on their behavior, etc.

The School's Out! Program will not tolerate any parent reprimanding, punishing or verbally threatening any child on our premises. If there is a problem, you will be asked to leave immediately. The safety of all the children in our care is our first priority.

Rewards

At the School's Out! program we feel it is just as important to reward positive behavior as it is to correct negative behavior. We try to "catch them being good" and acknowledge the behavior with

a positive word, a smile, or perhaps a small reward. Don't be surprised if we stop you in the middle of pick-up to tell you something wonderful your child has accomplished. Please feel free to work it the other way as well, we are always interested in hearing great stories about our students. You can also brag in our newsletter; call, fax, mail or e-mail stories.

Please cut and submit with Registration Forms

Parent Handbook Acknowledgement

I _____ of _____
Parent/Guardian Child

have read the Family YMCA at Tarrytown's, School's Out! Handbook.

Parent/Guardian Signature

Date