



SCHOOL'S OUT INC.

239 Delaware Ave, Delmar NY 12054

Enrichment Center contact # :(518) 935-0620(cell) or (518) 478-9298

<https://www.schoolsoutinc.org/>

FULL DAY SUMMER PROGRAM PARENT INFORMATION AND POLICIES 2024

July 1st-August 23rd

Program hours: Monday - Friday from 7:30 a.m. - 5:45 p.m.

School's Out, Inc. is a nonprofit organization which operates Before/After School Programs, Full/Half Day Vacation Care Programs, & Summer Programs for school-age children living within the Bethlehem Central School District. Our Full-Day Summer Program is available for children in the Capital District to attend. The policies below are subject to change during the year with a Board of Directors vote.

The summer program is located at our air-conditioned site at 239 Delaware Avenue Delmar, NY 12054.

Our programs are registered with the New York State Office of Children and Family Services (OCFS).

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ELIGIBILITY:

The Full Day Summer Program is eligible for children entering 1st grade through 6th grade. Children must be enrolled for a full week, Monday through Friday. Children may be enrolled as many weeks as the summer program operates, providing there is space available.

School's Out, Inc. does not discriminate based on race, color, religion, sex, national origin, or disability. However, if the extent of a child's disability requires additional staffing (or the child is assigned/shares an aide during the school day) the child will be unable to be enrolled unless special arrangements are made by their parents to obtain an aide. Each child entering the program, must be able to independently care for themselves (i.e., feed/ toilet themselves, independently communicate). SOI will make every effort to accommodate every child & parent. Please indicate on the Registration Form if your child has special needs, to help us plan for your child.

RATIOS:

School's Out, Inc. is required to maintain a minimum ratio of 1:10 under the age of 10 years old. The required ratio for children aged 10 & above is 1:15. When traveling, the ratios decrease to 1:5 for children aged 5-7 & 1:8 for children aged 7-10. Children unable to independently work within these mandated ratios may be unable to continue in the program.

APPLICATION AND FEES:

The weekly rate is \$295, plus a \$25 registration fee per family. The rate for July 4th week is \$236. We offer a 10% discount for siblings and veterans.

- The \$25 non-refundable registration fee per family is due upon registration.
- Your total tuition balance will be invoiced within a week of registration.
- May 17- 50% of total tuition is due.
- May 17- June 21- any drops during this time, a \$50.00 fee/per week per child is non-refundable & non-transferable.
- June 21- Full payment is due, no refunds or credits after this date.

**Any drops/ changes must be made via email to soi@schoolsoutsinc.org **

FINANCIAL ASSISTANCE

SOI is contracted with the Albany County Department of Social Services, who can provide financial assistance with before and/or after school programs.

HOW TO APPLY: To learn more about this program, ask questions regarding eligibility and services or to request an application please call the Albany County Department of Social Services Child Care Subsidy Unit at (518) 447-7435 or Email at DSSchildcaresubsidyunit@albanycounty.com. An application will be mailed to you and the process may be done entirely by mail.

A letter and all required forms from the department must be received by SOI prior to a child attending any SOI program.

All accounts must be current prior to participation in any of the SOI programs.

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If your child has been placed on a waitlist for any of the weeks, the SOI Team will be in touch.

COMMUNICATION:

Enrolled children will be given a tour of the facility by the site staff on the first day of the program.

Summer program information will be sent via e-mail/text & can be found on our website. All registered families will be given field trip updates, changes, or adjustments through either text, email & Procure message.

SOI employees are prohibited from engaging in phone, e-mail, internet, or communication on the web with any of our SOI enrolled children. This prohibition includes, but is not limited to:

- Exchanging cell phone numbers with SOI children.
- “Friending,” “Chatting,” or otherwise engaging with SOI children on electronic devices or online, including but not limited to, social media networks such as Facebook, Twitter, Instagram, Snap Chat, YouTube, blogs, or any other internet-based media.

LATE PICKUP:

The Full Day Summer Program closes promptly at 5:45 p.m. Parents whose children remain past 5:45 p.m. will be charged \$1.00 per minute. Parents must sign a late pickup sheet upon arrival at the program. The time will be determined by the School’s Out clock. Parents will be billed immediately. Continuous lateness will result in termination of enrollment in the program.

BEHAVIOR and DISCIPLINE:

Rules of Behavior:

Children who attend the School’s Out program are expected to follow these rules:

- Children and staff are to be treated with respect and courtesy.
- Show respect for building property and the property of others.
- Use acceptable language - no yelling, swearing or name calling.
- Fighting is not allowed; keep hands, feet and other objects to yourself.
- Walk in the building; running is only for the playground/ fields.
- Cooperate and follow directions from staff.

It is School’s Out, Inc.’s mission for each child to have a safe and enjoyable time at the program. To achieve this objective, reasonable limits for behavior must be established. These limits must be appropriate per the developmental level of the child and considering the health, safety & rights of the individual/group.

The purpose of discipline in the School’s Out, Inc. program is to change the child’s inappropriate behavior, not to punish the child.

After one behavior report and working with the family, if there is little improvement, the Director will ask the parents to withdraw their child for the safety of the other children enrolled. School’s Out follows the No Tolerance Policy of threats of violence, guns, bombs, etc. directed to the staff or other children and parents. **A child will be suspended from the program immediately for any acts of violence, verbal abuse or deliberate**

destruction of property or is deemed a safety concern.

PERSONAL POSSESSIONS

Electronics are prohibited when not part of a planned developmentally appropriate program activity per NYS regulations.

This includes: (i.e. I-Pads, cell-phones, handheld game systems.) at the summer program. School's Out, Inc. is not responsible for lost, stolen or damaged items.

DRESS:

Children should arrive at the program with appropriate casual dress for outdoor activities. Footwear should include socks and closed-toed shoes. Hat, sunglasses, and sweatshirt are encouraged. On swimming & water-play days, children will require a bathing suit, towel, and water shoes.

WHAT TO BRING:

Items to bring each day:

Bagged Lunch
Water bottle (labeled)
Closed-toe shoes
Sunscreen (labeled)
Sunglasses
Hat
Towel

Items to bring on water and swimming only:

Bathing suit & extra clothes for water play
Water Shoes
Reusable or plastic bag for wet items

Lost and Found:

Please check our lost and found located on the left side of the Enrichment Center on the shelf, please look for the label or ask a staff member. Items unclaimed by the end of the summer will be donated to a local charity.

REMOVAL:

School's Out, Inc. reserves the right to remove a child from a program providing a two-week notice to the family. However, if it is determined that the child's continued presence in the program jeopardizes the health, welfare & safety of other children or staff, School's Out, Inc. reserves the right to terminate childcare services immediately. Reasons for the immediate removal of a child from our program include, but are not limited to:

- Inappropriate behavior, by child or other family member, considered to be potentially harmful to children or staff

- Chronic tardiness at pick-up time
- Overdue fees

If a child exhibits behavior that is more severe such as fighting, verbal abuse, unprovoked physical altercations, endangering the welfare of others, assault, vandalism, running away from the program, hiding from staff, or leaving the program area without staff supervision, a parent/guardian will be notified that the child must be picked up within one-half (1/2) hour. If the child is not picked up within one-half (1/2) hour, the child will not be allowed to return to program the following day. If severe behavior continues upon return to the program, a suspension of up to 5 days may be issued. Continued severe behavior may result in termination of services.

Any parent/guardian demonstrating inappropriate behavior or misconduct towards the staff and/or program participants may result in the parent being banned from the location, in which case, we will either require alternate pick-up arrangements or the child(ren) will be removed from the program.

HEALTH POLICIES

HANDWASHING

According to CDC, washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you touch your eyes, nose & mouth with unwashed hands, prepare or eat food or drinks with unwashed hands, touch contaminated surfaces or objects and when you blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects.

The key times for handwashing include the following:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone at home who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** changing/cleaning up a child who has used the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching garbage

ILLNESS:

A daily health check occurs when the children arrive at any SOI program and continues throughout the day. Any unusual findings are entered into the medical log. If children in any SOI program are exposed to a communicable disease as described by the OCFS, this will be communicated in writing via the parent/guardian bulletin board at their SOI site or text or email.

Any child who arrives with signs of illness will not be accepted into any SOI program. These symptoms include a temperature of one hundred (100) degrees or more, vomiting, or more than one episode of diarrhea within a twenty-four (24) hour period. Children showing any of these symptoms

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while at a SOI program, will be isolated in a quiet area and parent/guardians or emergency contact will be notified to pick the child up immediately.

Any child who has a history of occasional bathroom accidents, must have a change of clothes at their SOI site and must bring them to any vacation programs.

INJURY AND MEDICAL EMERGENCIES

First Aid will be administered for minor injuries. All injuries and treatment given will be documented in the medical log.

In case of a severe incident, 911 will be called and parents/guardians/emergency contacts will be notified immediately. A SOI employee will accompany the child in the ambulance. The SOI Administrative Staff will call the parent/guardian the next day for updates on the child's condition.

MEDICATION:

School's Out, Inc. is not responsible for giving medicine to the children enrolled in School's Out programs. Family members are welcome to administer medication at the site.

Parents/guardians will notify the School's Out Site Office in advance if they choose to come to their child's site to administer medications during program hours.

School's Out, Inc. is not responsible for the administration and storage of medication. Children cannot carry or bring in medication to the School's Out Program. All medications need to be stored at home.

Notwithstanding the above, *immediate emergency medications (i.e. Epi-Pens, Inhalers, Insulin, etc.)* that are properly labeled/current can be administered by MAT Certified School's Out staff .

All Medication must be accompanied by a Written Medication Consent Form & Individual Health Care Plan.

- All medical paperwork must be up to date & valid.
- All EMERGENCY medication brought to program must match the physician's paperwork, be labeled with child's name in the original box/ including pharmacy label & is not expired.
- All medication & paperwork must be submitted/complete prior to starting program.

All Site-Managers are MAT Certified through NYS. Parents will be notified immediately if children are found with unauthorized medications.

ALLERGY AND ANAPHYLAXIS POLICY:

a.) *Anaphylaxis Prevention*

Upon enrollment and whenever there are changes, parents/guardians will be required to provide the program with up-to-date information regarding their child's medical conditions, including any allergies the child may have and any emergency medications prescribed for potential anaphylaxis. The parents/guardians will work in conjunction with the program and the child's physician to complete the documents required for any allergy that the child may have. These documents will guide all staff in the necessary actions to take during an allergic or anaphylactic reaction. The program will keep these documents and any emergency medications in a designated area known

to all staff members as outlined in the program's healthcare plan and will ask for updated paperwork when necessary.

b.) Documents

Any child with a known allergy will have the following documents on file when applicable:

- NYS OCFS form 7006 - Individual Health Care Plan for a Child with Special Healthcare Needs or approved equivalent
- NYS OCFS form 6029- Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent
- NYS OCFS form 7002 – Medication Consent Form or approved equivalent
- Special needs plan for a child with Asthma
- Special needs plan for a child with environmental or seasonal allergies

These forms will be completed by the child's parent/guardian in conjunction with the program and the child's physician. In the event of an anaphylactic reaction, staff will call 911 and follow the instructions outlined in these documents.

c.) Staff Training

- All staff members will be trained in the prevention, recognition and response to food and other allergic reactions and anaphylaxis upon hire and at least annually thereafter. In addition, at least one staff member will complete the required NYS training on allergies and anaphylaxis. Several staff will also maintain certifications in CPR & First Aid and medication administration. If a child with an allergy requires the administration of Epinephrine or other emergency medications, the parents will be required to train any staff member caring for that child on the administration of the prescribed medication.

d.) Strategies to Reduce the Risk of Exposure to Allergic Triggers

Each classroom will have a posting with a list of individual children's allergies that is visible to all staff and volunteers caring for the child. All staff will take steps to prevent exposure to a child's known allergy, including but not limited to reading food labels. Handwashing, cleaning, and all other regulations related to allergies and anaphylaxis as outlined in the OCFS Childcare Regulations will be followed by all staff and volunteers.

e.) Communication

Upon enrollment of a child with a known allergy, all staff and volunteers will be made aware of the child's allergy and associated medication needs, as well as ways to reduce the risk to exposure to said allergen. In addition, all parents and children will be made aware of any allergies in the classroom, as well actions being taken to reduce exposure. Confidentiality will be maintained when discussing any child's allergy with parents and other children.

f.) Annual Notification to Families

Families will be given a copy of the program's Allergy and Anaphylaxis Policy upon enrollment. This policy will be reviewed and updated annually. Families will receive an updated copy of this policy annually and whenever changes are made.

SUN SAFETY:

Parents are asked to bring in labeled sunscreen for their child. Staff will supervise children at scheduled times throughout the day to apply sunscreen. During registration parents grant permission for their child to carry and use sunscreen and/or use sunscreen supplied by SOI.

CHILD ABUSE & MALTREATMENT:

Under New York State law, all childcare workers are mandated to report any suspected cases of child abuse, including child endangerment, neglect, or maltreatment. Such cases will be reported to the New York Statewide Central Register of Child Abuse and Maltreatment. Any information regarding a suspected case of abuse will be treated with the highest degree of confidentiality.

New York State School Age Regulations are located on the Parent Board and can be accessed at ocfs.ny.gov. New York State Child Care Complaint Hotline – 800-732-5207.

ARRIVAL/PICK-UP OF CHILDREN:

Parents or designated pickups will be allowed to sign children in or out from the program. If a person other than the designated adults (16 years of age or above) specified on the registration form will be picking up your children, a written note from the parent is required.

For the protection of your children, identification will be requested (license or picture ID).

If program is being held outdoors, a note will be left notifying parents of the location. Attendance is taken prior to any transition to a new location & every 15 minutes thereafter. Formal buddy checks are conducted on each field trip. Buddy checks are held every 10 minutes on swim field trips & every 15 minutes on non-swim field trips.

School's Out, Inc. has universal playground safety rules for all sites. The schools have specific rules regarding the use of the playgrounds which School's Out, Inc. will enforce. Activities such as gymnastics, football and wrestling are prohibited unless a professional in the field are hired to teach these activities and are trained to "spot" children.

INEBRIATED PARENT:

Parents/guardians picking up children who the staff feels are under the influence of alcohol/drugs, will be asked to have alternative transportation for the child arranged or a taxicab may be called to take you and your child home. If the parent/guardian refuses to arrange for alternative transportation &/or the parent becomes violent, the childcare staff, as mandated reporters, will be obligated to make a report to authorities (the police and New York State Child Abuse Hotline). School's Out, Inc. employees cannot hold a child against the parents/guardians will.

SNACKS/LUNCH:

School's Out, Inc. will provide a healthy AM/PM snack, varying weekly. Water is always available. SOI keeps a list of children who have special dietary requirements. Parents/Guardians must up notify SOI immediately of any changes and/or new dietary requirements. Peanuts are avoided in the SOI snack menu, but many products may still contain trace amounts of peanuts.

A snack calendar is posted on site & available on the School's Out, Inc. website. Children are welcome to bring their own snack to the Summer Program and staff will provide a comfortable place for the children to eat.

Please ensure your child(ren) bring a healthy lunch and a drink every day.

ACTIVITIES:

Activities available to children enrolled may include:

- Arts & Crafts
- STEAM & Nature
- Water Activities
- Sports
- Reading
- Character-building/ Community Service
- Enrichments
- Teambuilding
- Health & Wellness
- Music
- Special Events & Outreach Programs
-

A Summer Program Calendar and weekly schedule is available to all enrolled families.

Rainy days: The program will provide an enriching day of activities when the weather outside is too rainy or hot.

FIELD TRIP:

Weather permitting, School's Out will travel weekly. Field trip arrivals & departures will vary. A monthly field trip calendar is available on-site & on the School's Out, Inc. website. Due to unforeseen circumstances or inclement weather, *trips may change or be cancelled without notice.*

Parents/guardians will be notified via email and text message of all changes made to the field trip calendar.

SWIMMING:

The children will be swimming in State licensed pools and parks with certified lifeguards. Children are allowed in chest deep water only. Each child will be paired with a buddy while swimming. Every 10 minutes a buddy check will be conducted. An orange program flag is the signal to remind the children that School's Out, Inc. is announcing buddy checks. At that time, all the children will come out of the water with their buddy and their group leader will take attendance. The group leader will record the buddy checks each time they are completed. Staff will be in the locker room to help children, if needed, before & after swimming. Walkie talkies will be used to communicate from various areas.

Parent permission is required on swim trips.

TRIP:

Elm Avenue Park –Bethlehem, NY
(www.townofbethlehem.org/247/Elm-Avenue-Park)

The town's largest park is located on Elm Avenue, one-fourth mile south of the Delmar bypass (Route 32). The park includes a pool complex, tennis/ basketball courts, pavilions, fitness trail, playing fields, volleyball courts, shuffleboard, and a playground.

Field trips are subject to change.

RESPECT FOR EQUIPMENT:

Children should respect School's Out, Inc. and District grounds and property including proper use of the computers, toys, games, etc.

STAFF:

Our trained and caring summer staff, who generally work at our school year programs throughout the year, are required to complete 15 hours of training per year on school-age childcare topics. All staff receive a site orientation with the Site Manager, including proper procedures for various situations as well as a safety tour of the site. SOI Site Managers are MAT certified and CPR/First Aid certified.

TRANSPORTATION:

Parents/guardians must arrange for their children's transportation to and from the Summer Program. Should a child be required to leave the program, parents/guardians are responsible for arranging transportation. Children can be released only to adults authorized by their parents/guardians in writing. Under **no** circumstances may staff transport children. Bethlehem Central School District buses will be transporting the children on all field trips.

MISC.:

SOI bears no responsibility for the activities of SOI employees outside of working hours, including any paid or unpaid services provided by employees to families of enrolled children by private arrangement.

QUESTIONS AND COMMENTS

Any parents/guardians that have any questions or comments, please feel free to contact the Program Supervisor, who directly oversees all the SOI sites, or the SOI Executive Director at (518) 439-9300. Both can be reached by main email at soi@schoolsoutinc.org.

SOI strives to do the best every day to provide exemplary services to our families and we thank you for sharing your most precious gift with us...your children!

JULY 2024

Weekly Theme	Monday	Tuesday	Wednesday	Thursday	Friday
<u>Week 1</u> Slide into Summer	7/1 Playground Scavenger Hunt	7/2 Patriotic Slime	7/3 Fourth of July Rockets	7/4 SOI Closed Happy Independence Day 	7/5 <u>Fun FriYAY!</u> Elm Ave Park Pool
<u>Week 2</u> Carnival	7/8 Carnival Games	7/9 Ferris Wheel STEM Challenge	7/10 Bubble Station	7/11 Roller Coaster Paper Sculpture	7/12 <u>Fun FriYAY!</u> Elm Ave Park Pool
<u>Week 3</u> Under the Sea	7/15 Ocean Life Fun	7/16 Saltwater Density Experiment	7/17 Outdoors Water Play	7/18 Ocean Slime	7/19 <u>Fun FriYAY!</u> Elm Ave Park Pool
<u>Week 4</u> Weird Science- Believe it or not	7/22 Creation Station	7/23 Weird and Wonderful Talent Contest	7/24 Weird and Wonderful Fancy Dress Day!	7/25 Believe it or Not – FUN FACTS	7/26 <u>Fun FriYAY!</u> Elm Ave Park Pool
<u>Week 5</u> Passport to Fun	7/29 Outdoor Obstacle Course	7/30 Giant Coloring	7/31 Duck, Duck Splash	8/1 Water Balloon Baseball	8/2 <u>Fun FriYAY!</u> Elm Ave Park Pool



SCHOOL'S OUT
Learning, fun and quality care
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*Subject to change *

AUGUST 2024



Weekly Theme	Monday	Tuesday	Wednesday	Thursday	Friday
Week 6 Robotics/Technology	8/5 Airplane Challenge	8/6 Balloon Powered Car Challenge	8/7 <u>Junkbots</u> : Robots with Recycled Materials	8/8 Build a Robot Hand	8/9 <u>Fun FriYAY!</u> Elm Ave Park Pool
Week 7 SOI's got Talent	8/12 Share Your Culture	8/13 Magic Show	8/14 Create Invitations	8/15 Talent Show	8/16 <u>Fun FriYAY!</u> Elm Ave Park Pool
Week 8 Imagination Land	8/19 Jimmy Neutron Project	8/20 Green Slime Day & Pin the <u>Tie</u> on SpongeBob!	8/21 Disney Karaoke	8/22 Create Your Own Theme Park	8/23 <u>Fun FriYAY!</u> Elm Ave Park Pool

*Subject to change *