

Parent/Guardian Handbook

School's Out, Inc.
239 Delaware Avenue
Delmar, NY 12054
(518) 439-9300
www.schoolsoutinc.org

All policies and procedures are subject to change.

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Mission Statement

Established in 1983, School's Out, Inc. is a community based, non-profit organization dedicated to providing safe, reliable, quality, and convenient care to complement elementary education within the Bethlehem Central School District.

School's Out, Inc. supports families with trained and caring staff who develop and implement programs which build children's interests, social skills, self-confidence, and creativity. School's Out, Inc. will continue to provide the highest quality of care through programs and address the changing needs of the parents/guardians and the community of the Bethlehem School District. This will include strengthening relationships and partnerships with the community and the school district while maintaining organizational autonomy and financial viability.

School's Out, Inc. will be known for:

- its diverse, consistent, and enriched educational and recreational opportunities
- providing access to technological resources
- talented, competent, and dedicated staff
- programs that are fun for children

The Beginning of School's Out, Inc.

Parent/guardians, have you ever wondered how School's Out, Inc. began in the first place? To quote Marty DeLaney, former School's Out, Inc. founder and parent/guardian, here is what happened…

"Early in 1982, after being a stay-at-home mom for 5 years, I went back to work part-time and found myself talking to parent/guardians at the Hamagrael Elementary School about the difficult balancing act of after school care. The names that come to mind right now; Nancy Ray, Bonnie Cohen, Christopher Smith and Pam Siegal, among others, helped me formulate an idea to bring to Principal Joe Schaefer.

If we could find space in the community, the parent/guardian group would create an afterschool care program busing children to a central location for an enrichment program. We all agreed that we wanted it to be what we referred to as the "Helderberg Workshop" of after school care; not a babysitting service, but enrichment, outdoor play, and snacks. Our vision is unchanged to this day, and I know we became role models for other towns shaping similar programs.

Right from the start, Principal Joe Shaefer was amazing! He went to bat for us with Superintendent Lawrence Zinn. Joe suggested we recruit expert volunteers from the community to form a Board of Directors for personnel issues, insurance, health and safety, activities, policies, procedures. We used to meet in my living room in the evening, with various little ones running underfoot. Many in the group were flying by the seat of their pants; we had a vision, but only each other to motivate us to get it going.

Our research into other communities showed no other after care programs. In fact, the name we chose came from the title of a magazine article, "What Happens When School's Out and

Nobody's Home?". The whole process took almost a year, and as I think back on it now, it was like having another baby! Dr. Zinn was not inclined to support the effort at first, thinking that Bethlehem parent/guardians had little need for such a program. I remember the edge in his voice whenever he answered my phone calls; he no doubt hoped the stumbling blocks would make us give up and drift away.

I know that Principal Joe Schaefer would eventually become a hero, by helping us convince the school board how much need there really was. Most of us were working part-time and getting home anywhere from 20 to 90 minutes after the school bus dropped our children off. Since the term, "latch-key kid" had a negative connotation; some of us even hid the fact that our children reached the front door before we did!

At one especially memorable School Board meeting, we were given a list of at least a dozen requirements that had to be met before any further talks could take place. A big hurdle was the busing situation, as well as how to handle contingency situations. We surprised Dr. Zinn and ourselves when we got it all together, and it was as a team that we went forward from there!

The First United Methodist Church was very helpful in getting us started, letting us share space with their Sunday school classes and installing separate phone lines in the building. Our first Director, Terry Pullman, also donated much of her time during those early months, shopping for bargains and recruiting more help.

When the program opened in the Fall of 1983, there was still doubt in the minds of many bus drivers and school secretaries as to how this would all work out. Moreover, there were no licensing guidelines for after school care in the early 1980's, so the following years brought much work for Board Members to get us licensed.

Nevertheless, with luck and hard work, the program began to flourish. As one of the founding parent/guardians, I often spoke to groups in other communities-and soon, we became known as pioneers in the field. By the springs of 1987, we even had a call from the producers of "The Phil Donahue Show" who were doing a show about alternatives to "latchkey" care. They heard about School's Out and I ended up as a member of the panel on his show along with my 8 and 10-year-old daughters.

It has been gratifying to watch School's Out grow and add new and exciting services. The number of families now served is astounding…we envisioned a big program, but no one really knew just how big it would be 30 plus years later!"

Many thanks to Marty DeLaney, who is the past President of Bethlehem's Chamber of Commerce, for taking the time to write this. We thought the story was memorable and knew our parent/guardians would be interested in hearing how School's Out began! Thank you to our former predecessors and parent/guardians who with vision and hard work, made School's Out,inc. a reality.

Dr. Leslie Loomis and Dr. Michael Tebanno, who are now the retired Superintendents of the Bethlehem Central School District, have been very supportive of School's Out! We are very grateful for their collaboration and encouragement of the program during their tenure. Dr. Thomas Douglas, the immediate past Superintendent of the Bethlehem School District, was very supportive of School's Out, Inc. and we enjoy working with the current superintendent, Jody Monroe.

Thank you to all the Board Members and parent/guardian committees through the years that have contributed to School's Out Inc.

School's Out Inc. is proud to have served the Bethlehem Community for over 40 years!

What is School's Out, Inc.

School's Out, Inc. (SOI) is a nonprofit organization which operates before and after school childcare programs during the school year for children who reside in the Bethlehem School District in grades Kindergarten through Fifth. The school year programming also includes childcare programs for scheduled half and full days. SOI also offers a full day summer program for children who are entering grades first through sixth.

SOI does not discriminate based on race, color, national origin, citizenship, religion, creed, sex/gender (including pregnancy), age, physical or mental disability, marital or familial status, domestic violence or victim status, military service or veteran status, sexual orientation, gender identity and expression, genetic predisposition or carrier status, immigration status or any other category protected by federal, state, or local laws.

If a child requires or has daily access to an aide in the classroom, parent/guardians must provide an aide for safe participation in the before/after school and full/half day programs. The child must be able to independently care for themselves (i.e., feed themselves, toilet themselves, independently communicate). SOI will make every effort to accommodate every child. Please notify SOI at the time of registration if your child has special needs to help us plan for your child.

SOI is required to maintain a minimum ratio of one (1) staff person for every ten (10) children under the age of ten (10) years. For children over the age of ten (10), the required ratio is one (1) staff person for every fifteen (15) children. Children unable to independently work within these mandated ratios may be unable to continue in the program.

SOI is not licensed for drop-in care. SOI cannot allow children to use a program (before and/or after school) in which they are not enrolled on a consistent basis.

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

Open Door Policy

SOI has an open-door policy by which parents/guardians may observe any SOI program. All visitors must sign the Visitor Log Sheet.

Confidentiality/Release of Records

Information contained in your child's file is privileged and confidential. It will not be released to anyone other than parents/legal guardians without the written consent of a parent/legal guardian unless required by law. Authorized representatives from NYS OCFS, including the Healthcare Consultant, have the right to review all records upon request. Records will need to be produced on demand at the request of Child Protective Services (CPS).

We will share the child's file (which includes enrollment information, attendance records, behavior and injury report, etc.) with all parents or legal guardians that are listed and have

electronically signed the enrollment form upon request, unless we have a court order on file prohibiting us from doing so. If you wish to prohibit a parent from accessing or editing your child's file, we must have a valid court order or custody agreement that clearly defines what each parent is permitted or prohibited from doing.

Before and After School Programs

The before and after school programs are in the cafeterias of the five Bethlehem Elementary Schools; Eagle, Elsmere, Glenmont, Hamagrael, and Slingerlands, as well as the SOI Enrichment Center located at 239 Delaware Avenue in Delmar. The before school program operates from 7:30am to the start of the school day. The afterschool program operates from school day dismissal to 6:00pm. Private school children are enrolled at the Enrichment Center. Parents of private school children and children with special needs from other district schools (BOCES) must inform the school and the bus transporting your child that drop off begins at 3:30pm.

Below is an example of a typical schedule for the before and after school programs;

Before School Program

- 7:30am – 8:00am: Open – Parents/Guardians sign children in. Children wash hands and sign up for activities, SOI staff completes daily health check, children do homework, reading, music, board games, manipulatives, creative art
- 8:00am – 9:00am: Rotation of grades Kindergarten to Second (2) and Third (3) to Fifth (5) through activities.
    - 8:00am – 8:45am: Activity time – Planned special interest centers chosen by each child including arts and crafts, science, cooking, etc. Special themes are posted every week.
    - 8:45am – 9:00am: Homework/Quiet time, wash hands.
- 9:00am – 9:15am: Clean up, attendance, news of the day, group games. Children are dismissed by grade when the bell rings.

After School Program

- 3:00pm – 4:00pm: Children and buses arrive, children sign up for activities, attendance, wash hands, staff completes daily health check, news of the day, homework, music, choice of games, and activities both indoors and out. Snacks and drink are served after children wash hands.
- 4:00pm – 5:30pm: Rotation of grades Kindergarten to Second (2) and Third (3) to Fifth (5) through activities.
    - 4:00pm –5:30pm: Activities– Planned special interest centers chosen by each child including arts and crafts, science, cooking, etc. Special themes are posted every week.
    - 5:30pm- 6:00 pm Homework/Quiet Time, wash hands, clean up

Throughout the school year all SOI sites will involve the children in community service projects such as collections for the local food pantry, humane society, cards to the troops, veterans, and senior citizens. The SOI sites will also have celebrations with input from the children such as carnivals and talent shows.

Identifying SOI Staff

SOI employees will wear a nametag, which will include their name and title.

SOI Staff Training

All SOI staff are required to complete 15 hours of training per year about school age child care topics. Training is provided by New York State Network for Youth Success, Brightside Up, formerly The Capital District Child Care Coordinating Council, the Professional Development Program, Rockefeller College, SUNY Albany, Center for Autism and Related Disabilities, American Red Cross, and Epilepsy Foundation. Further, SOI annually reviews its training programs and adds additional providers as needed.

Parent Communication

Families will be given a site tour by the site staff on the first day of the program.

Information regarding enrollment for all SOI programs and any other pertinent information will be emailed/texted to parent/guardian and is available on the SOI website; www.schoolsoutinc.org . Please contact the SOI Office at 518-439-9300 or SOI@schoolsoutinc.org for paper copies.

Parents/Guardians may request a conference with SOI staff at any time it is deemed necessary.

SOI will send out weekly e-mail announcements each Friday with important updates and upcoming events.

Enrollment in Before and After School Programs

Children are enrolled in before and after school programs; 5 days. Children who are enrolled can be assigned to their child's elementary school site or SOI Enrichment Center.

Parent/guardians will be asked to complete the SOI registration packet which includes forms required by the Office of Children and Family Services (OCFS). Parent/guardians may be asked to complete additional forms annually as required by OCFS. Also, required at the time of application for children entering grades K through 5, is a non-refundable, annual $50.00 family registration fee. Current enrollment at a school site does not guarantee future enrollment at a school site.

Full Day & Half Day Program

SOI follows the Bethlehem School District calendar and provides child care programs on many days the school is closed. Approximately one (1) month prior to the full or half day program days, registration link with special activities will be emailed to all currently enrolled families and is available on the SOI website; www.schoolsoutinc.org . Parent/guardian may complete the form on-line and submit it electronically.

Half day programs hours are typically 11:45am to 6:00pm.

Full day programs hours are 7:30am to 6:00pm. Special activities and/or field trips are planned by the SOI Site Managers. Full day programs are held at the Enrichment Center, 239

Delaware Ave. Delmar, NY 12054. Half day programs are held at various schools and Enrichment Center.

SOI reserves the right to cancel a full or half day program if there is not sufficient enrollment: in that event a refund would be given.

Any outstanding payments must be reconciled prior to participation in any of the full and half day programs.

Refunds will not be issued for absences or customer cancellations for full/half day and summer programs after deadline dates. Deadline dates will be listed on registration forms.

SOI reserves the right to cancel or change field trips and /or activities.

For both half and full day programs, an SOI confirmation, including a list of what children need to bring will be emailed prior to the program day. SOI provides snacks with a drink. Children must bring their own lunch and drink for both full and half day programs, lunch will not be provided by SOI.

Private School Children

There is an additional $10.00 charge for private schoolchildren on days when the Bethlehem School District has early dismissal for scheduled half days.

Parents/guardians of children attending private school also must complete the full and half day program registration form. A SOI site assignment for the half and full day program will be emailed the week before the program is scheduled which will include where the SOI site is located and what children need to bring. SOI provides snacks with a drink. Children must bring their own lunch and drink for both programs; lunch will not be provided by SOI.

Special Needs Program

SOI offers a Family Support Program for children with special needs to be included in the SOI before and after school programs. SOI staff will work with the parent/guardian in setting goals for the child.

If a child requires or has daily access to an aide in the classroom, the parent/guardian must provide an aide for safe participation in the before and/or after school and full/half day programs.

There is additional information available regarding resources for families with special needs children through the Office of People with Developmental Disabilities (OPWDD); https://opwdd.ny.gov/welcome-front-door/home .

Our goal is for the child with special needs to be totally included socially with their peers and have fun while participating in the School's Out Inc. program!

Full Day Summer Program

The full day summer program is Monday to Friday from 7:30am to 5:45pm.

Full day summer program registration link is emailed to currently enrolled families in Spring of each year. They are also on the SOI website; www.schoolsoutinc.org. The summer program is located at the Enrichment Center and is open to rising first (1) – sixth (6) grade children. A non-refundable registration fee of $25.00 will be charged per family per summer.

The summer program has weekly themes and activities. SOI reserves the right to cancel or change field trips and /or activities.

SOI provides a morning and afternoon snack with a drink. Children must bring their own lunch and drink; lunch will not be provided by SOI.

Any outstanding payments must be reconciled prior to participation in summer programs. No refunds for drops made after the deadline date.

Tuition

Tuition will be billed monthly for the school year programs (before and after school and full/half day programs) and weekly for the full day summer program. Invoices will be sent via email.

Tuition for school year programs is due by the first of the month and a 5% late charge will be assessed on the 11th and 30th of month if payment is not received.

The tuition for the half and full day programs and a signed registration form must be submitted to SOI office to reserve a space. Registration is accepted on a first come, first serve basis, SOI is limited by facilities and staff.

SOI reserves the right to cancel a full or half day program if there is not sufficient enrollment: in that event a refund would be given.

Refunds will not be issued for absences or customer cancellations for full/half day and summer programs after deadline dates. Deadline dates will be listed on registration forms.

If SOI programs are closed, no tuition refunds will be issued.

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

Fees are outlined on Appendix A Tuition Fees. Tuition fees are voted on yearly by the SOI Board of Directors.

SOI accepts at the main office at 239 Delaware Avenue, tuition payment by:

- Credit Card: MasterCard, Visa, Discover
- Tuition Express Auto Pay
- MyProcare.com
- Cash
- Check

Financial Assistance

If you need help paying for childcare, the NYS Child Care Assistance Program (CCAP) has changed its eligibility requirements and helps families pay for some or all of the costs associated with child care. In New York State, eligibility for the Child Care Assistance Program (CCAP) requires a gross household income at or below 85% of the State Median Income (SMI). Annual gross income limits by family size (effective through May 31, 2027) are **$60,576.10** for a family of 1, **$79,214.90** for 2, **$97,853.70** for 3, and **$116,492.50**. Please click on the link for more information and eligibility requirements: Help Paying for Child Care | Division of Child Care Services | Office of Children and Family Services (ny.gov)

Albany County Department of Social Services Child Care Subsidy Unit can be reached at **(518) 447-7435 or** by email at DSSCCSU@albanycountyny.gov.

Parents/Guardians will need to provide SOI with the name and contact information of their case worker upon enrollment. An authorization letter (provider notice of authorization/schedule) and all required forms from Albany County must be received by SOI prior to a child attending any SOI program. Parents/Guardians will be responsible for any unpaid tuition and will be invoiced the following month.

Late Pick Up

The program closes promptly at 6:00 pm during the school year and 5:45 pm during the summer programs. Parents of children who remain past 6:00 pm (or 5:45 pm in the summer) will be charged $1.00 per minute. Parents must sign the late pick-up form upon their arrival at the program. The overtime will be determined by the School's Out clock. Parents will be billed for late charges. If a child is left at program one hour after closing time and parents and emergency contacts cannot be reached the local authorities will be contacted. Continuous lateness may result in termination of enrollment in all programs.

Transportation

Parents/guardians must arrange for their children's transportation to the before school program and from the after-school program. Should a child be required to leave the program early, parents/guardians are responsible for arranging transportation. Children can be released only to adults authorized by their parent/guardian in writing. No call in alternate adults to pick up your child will be accepted unless they are listed as an emergency pick-up on the registration form. Under no circumstances may staff transport children.

The Bethlehem School District transports children from the SOI Enrichment Center to their schools at the end of the before school program and in the afternoon from the school to the SOI Enrichment Center for the after-school program.

SOI is not responsible for childcare arrangements outside of SOI's regular hours of operation. If a parent/guardian requests that a SOI staff member transport their child to or from a SOI site, the parent/guardian and the requested SOI staff member must complete a Waiver of Liability form and submit to the SOI Executive Director.

Arrival and Pick-up Procedures

For both the before and after school programs, only parents/guardians or designated adults will be allowed to sign children in or out from the program. If a person other than the designated adults 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 and per NYS regulations, identification will be requested (driver's license or photo ID) at the time of pick-up. SOI asks that parents/guardians please inform the designated adults who are listed as pick-ups or emergency contacts of this policy.

Children who are signed up for extracurricular activities at their school and the SOI site is the elementary cafeteria, children must check into the SOI program first with the Site Manager. SOI must have a signed permission slip from the parent/guardian in advance of the activity. Children who are enrolled at the Enrichment Center and attend extracurricular school functions, must be picked up immediately after the activity. They cannot join the SOI program in the school cafeteria as they are not registered at the site and there is no emergency information on premise for the child.

If the SOI program is being held in a different location or the children are outside, a note will be left at their regular SOI site indicating where they are. Name to face attendance is taken when the children are lined up to go out and back to the SOI site as well as every fifteen (15) minutes in between. If children are attending intramurals at the elementary school and are assigned to that SOI elementary school site, a SOI staff member will be assigned by the Site Manager to meet the children so that they may be escorted back to the SOI program.

Impaired Parent/Guardian

If the SOI staff reasonably believe that a parent/guardian arriving to pick up a child is under the influence of alcohol/drugs and the SOI staff are concerned for the safety of the child, the parent/guardian will be required to provide alternative transportation for the child. While SOI employees cannot hold a child against the parents or guardians wishes, in the event that SOI staff reasonably believe the parent or guardian to be under the influence of alcohol, drugs and are concerned for the safety of the child, if the parent or guardian refuses to arrange for alternative transportation, the SOI staff, as mandated reporters, will be obligated to make report to authorities (the police and New York State Child Abuse Hotline).

School Delays, Early Dismissals and Closings

In the event of Bethlehem School District delays, early dismissals, or closings, SOI will be listed on all the major television and radio stations.

When the Bethlehem School District is closed, all SOI programs are closed.

When the Bethlehem School District has any delay in the morning, SOI before school program is closed.

When the Bethlehem School District dismisses early or cancels afterschool activities, SOI after school program will be closed.

Program Safety

Supervision and Attendance:

School's Out, Inc.is required to maintain a minimum ratio of one staff person for every ten children under the age of ten years. For children over the age of ten, the required ratio is one staff person for every fifteen children. Site Managers will assign staff members to activities and areas keeping these ratios in mind. The total group size for any activity cannot exceed twenty children, per regulations. This includes snack, gym, outside, etc.

Checking attendance accurately and supervising the children are key to the success and quality of our program. It is our primary responsibility to ensure that the children in the program are safe and supervised at all times. Though Site Managers oversee their individual sites, each staff member is still responsible for knowing how many children are at the site and where they are at all times.

SOI staff will conduct a name to face attendance (each name called individually and matched with the child) at least every 15 minutes during program.

When leaving and returning to the program space (this includes inside program space, playground, gym, library, homework club, field trips…) staff will conduct name to face attendance (each name called individually and matched with the child) at least every 15 minutes.

Staff will do a name to face attendance (including but not limited to)

- At the end of AM program
- At the start of the PM program
- Staff are required to update name to face attendance lists as children arrive and depart
- from separate program areas

SOI staff is responsible for ensuring the daily wellness checks are accurately completed each day and filled out in pen. Per NYS Regulations, each child will receive a daily wellness check. Each child will receive one of the following: (w) well, (s) sick or (o) for other. If sick (s) or other (o), document specifics in medical or behavior log. Daily wellness check reports will be available on Thursday of the following week.

Evacuation and Shelter In Place Drills

Evacuation drills will be conducted at least once per month in the before and afterschool programs. Drills will be practiced from both the primary and secondary exits, so staff and children are aware of where to go during an emergency evacuation.

Shelter in place drills will be conducted twice each year in the before and afterschool programs. Shelter in place is a response to an emergency that creates a situation when it is safer to remain in the building rather than evacuate. Examples of shelter in place situations are severe weather conditions, extreme temperatures (cold or hot), a public disturbance that escalated to violent acts, chemical or biological spill, rabid animal sighting.

The SOI staff will prepare the children for the drill by discussing the reason for the drill, reviewing instructions, procedures and what to expect in case of an actual emergency. Parents and school personnel will be notified in advance of the drills.

Dress Code

Children must come to any SOI program with the appropriate dress for indoor and outdoor activities. Please label all clothing and belongings with the child's name. Outdoor activities will be incorporated into the program on a regular basis except during inclement weather. The decision to play outdoors will be made by the SOI Site Managers and Program Supervisor.

Breakfast and Afternoon Snack

Children may bring their own breakfast to the before school program. SOI staff will provide a comfortable place for the children to eat. If it is available, children can participate in their school breakfast program at their elementary school.

SOI provides a scheduled afternoon snack for the afterschool program. A monthly menu is posted on schoolsoutinc.org and the parent board at each SOI site. If the menu for the day changes for whatever reason, the SOI staff will write in the substitute food on the menu. Children are welcome to bring their own snack.

SOI keeps a list of children who have special dietary requirements. Parents/Guardians must 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.

Homework

SOI Site Managers strive to provide a quiet homework area dependent upon what space is available during the before and after school programs. SOI staff cannot provide private tutoring for homework. However, SOI does offer a Homework Contract which is signed by the parent/guardian and the child, agreeing that the child will try to work on their homework a certain amount of time each day. Please contact your SOI Site Manager for more information.

Personal Possessions

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

All items not permitted in the elementary schools will not be allowed in the School's Out Inc. programs. School's Out Inc. is not responsible for lost, stolen or damaged items.

Medication Administration

SOI will not be responsible for administering medication to any children enrolled in any SOI program. SOI is not responsible for the transportation or storage of any medication. Children cannot carry or bring in medication to any SOI program. All medications must be stored at home. Parents/guardians/family members are welcome to administer medications at any SOI site.

Notwithstanding the above, immediate emergency medications, that are properly labeled and given to the SOI MAT certified staff with the Doctor and Parent/Guardian Consent Form completed, can be administered only by the SOI MAT certified Staff such as asthma inhalers or EpiPen for bee sting or food allergies. If emergency medications are located at a child's daily SOI site, parent/guardians are responsible for picking them up, bringing them to the full or half day program site, and returning them to their daily SOI site.

In order for SOI Staff to administer medications, SOI Staff must complete ten (10) hours of training and receive a Medication Administration Certificate from New York State. Parents/guardians will be notified immediately if a child is found with unauthorized medications. If a child requires medication and there is no MAT certified staff available, parents will be notified that they are responsible for their child's medication.

Allergy and Anaphylaxis Policy

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.

Documents
Any child with a known allergy will have the following documents on file when applicable:
o NYS OCFS form 7006 - Individual Health Care Plan for a Child with Special Healthcare Needs or approved equivalent

o NYS OCFS form 6029- Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent

o NYS OCFS form 7002 – Medication Consent Form or approved equivalent
o NYS OCFS form 7004 – Medication Log

These forms will be completed by the child's parents 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.
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.

Each program has non-specific patient epinephrine auto injectors. An SOI staff may use a non-specific epinephrine auto-injector without a patient-specific prescription, for the emergency treatment of a child appearing to experience anaphylactic symptoms. Those children with patient specific prescriptions will not be administered the non-specific epinephrine auto injectors unless directed by emergency personnel.

Strategies to Reduce the Risk of Exposure to Allergic Triggers
Each classroom will have a discreet 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.

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.

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.

Absences

Please email your child's SOI site if your child will not be attending the SOI PM program. It is imperative that the parent/guardian contact SOI regarding a child's absence or SOI will search for them. Site contact information can be found in Appendix C.

When SOI is not notified of a child's absence, the SOI staff will start a search for the child by phoning the parent/guardian, emergency contacts, and the Bethlehem School District Bus Garage until the child is located. After three (3) incidents of searching, SOI will apply a $15.00 charge for each additional occurrence. Continuous non-compliance could result in termination from the SOI program.

Illness and Daily Health Check

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.

Any child who arrives with signs of illness will not be accepted into any SOI program. Any child sent home from school is not eligible to return and attend the afterschool program at their SOI site.

Criteria for exclusion of children who are ill:

- The child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash;
- Fever:
    - Temperature above 101 F orally, or 100 F or higher taken axillary (armpit) AND accompanied by behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea, breathing difficulty, or cough).
- Diarrhea:
    - If the diarrhea is causing soiled pants or clothing.
    - Blood or mucous in the stools not explained by dietary change, medication, or hard stools.
    - Confirmed medical diagnosis of salmonella, E. coli, or Shigella infection, until cleared by the child's health care provider to return to the program.
- Vomiting more that two times in the previous 24 hours unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.
- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.

Please see Health Care Plan for additional exclusions.

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 full or half day 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. An SOI staff 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.

Serious Incident Policy

In the event of a serious (death, incident, injury, condition, communicable disease or transportation to a hospital) our staff are required to take prompt and immediate action as follows:

- Notify the child's parent/guardian.

- Report the incident to OCFS Registrar and notify them of the incident. If it is after hours, you will need to leave a message and call again in the morning.
- Report incident to Statewide Central Register of Child Abuse and Maltreatment (800-635-1522)
    - If the report is taken, follow directions that are given to you and write down the information that is given to you. An LDSS-2221A form must be filled out and submitted within 48 hours.
    - If the report is not taken, complete the Incident Report with all the information about the incident.
- Notify Program Supervisor or Executive Director

OCFS Regulations 414.15(b)(14)(ii)

The program must immediately notify the parent and Office upon learning of the following events involving a child which occurred while the child was in care at the program or was being transported by the program:

(i)death,
(ii) serious incident,
(iii) serious injury,
(iv) serious condition,
(v) communicable disease,
(vi) transportation to a hospital

414.10 (c) In accordance with the provisions of sections 413 and 415 of the Social Services Law, school-age child care program staff must immediately report any suspected incidents of child abuse or maltreatment concerning a child receiving child care to the Statewide Central Register of Child Abuse and Maltreatment or cause such a report to be made when such staff have reasonable cause to suspect that a child coming before them in their capacity as school-age child care program workers is an abused or maltreated child.
This must be done in the following manner:

(1) school age child care program staff must personally make, or cause to be made, an immediate report to the Statewide Central Register of Child Abuse and Maltreatment by telephone, followed by a written report within 48 hours, in the form and manner prescribed by the Office, to the child protective service of the social services district in the county in which the child resides.

(2) After making the initial report, the reporting staff person must immediately notify the director or registrant of the school age child care program that the report was made.

Internet Access Acceptable Use Policy

School's Out, Inc. believes accessing data on the Internet is a useful skill for lifelong learning. The goal in providing Internet access to the children at School's Out, Inc. is to facilitate

communications in support of research and education. School's Out, Inc. grants permission to use this system for educational purposes only. The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. School's Out, Inc. reserves the right to read, print, delete, store, or use any transmission on this system at its discretion. Users hereby waive any right of privacy regarding information/messages sent or received by them on this system. The administration, faculty, and staff of
School's Out, Inc. may deny, revoke, or suspend specific user access.

School's Out, Inc. procedures for gaining access privileges to the Internet*:*

1. Children will receive access after School's Out, Inc. receives the Acknowledgment of Internet Acceptable Use Policy that has been signed by the parent/guardian consenting to abide by the Internet Access Acceptable Use Policy.
2. Children may use the Internet only if approved by School's Out, Inc. staff.
3. Any financial charges incurred by the child while using the Internet are the child's full responsibility and he/she will be held accountable for payment.
4. Inappropriate use of access privileges may result in disciplinary action or access restrictions or cancellation of privileges by School's Out, Inc.
5. Parents/guardians may request cancellation of access privileges by contacting School's Out, Inc.

Internet User Terms and Conditions

1. The use of the Internet accessed from or using School's Out, Inc. property must be in support of education and research and consistent with the educational objectives of School's Out, Inc. Transmission of any material in violation of any federal or state regulation is prohibited, including, but not limited to copyrighted material, threatening, violent obscene commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.
2. The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges.
3. Internet users are to abide by the rules of network etiquette, including, but not limited, to:
   a. Vulgarity or other inappropriate language is unacceptable.
   b. Promotion of, or solicitation for, illegal activities is strictly forbidden.
   c. Do not reveal any personal information such as your address or phone number nor that of other children at School's Out, Inc.
4. Upon prior approval, social media maybe used for educational purposes. "Social Media" is defined as Internet based media including but not limited to wikis, podcasts, RSS feeds, blogs, and sites using digital images, and video, Twitter, Facebook, YouTube, and other social media websites.
5. Through the use of filtering software, to the extent possible School's Out, Inc. intends to restrict Internet access to websites and sources that have been evaluated by School's Out, Inc. and approved for use by children at School's Out, Inc. However, even with the filtering software, families should be aware that children may find ways to access other materials via the Internet. While School's Out, Inc. will take reasonable precautions to supervise the child's use of the Internet, School's Out, Inc. cannot reasonably prevent all inappropriate uses, including access to objectional materials and communications with persons outside of School's Out, Inc. in violation of School's Out, Inc. policies. School's Out, Inc. makes no warranties of any kind, whether expressed or implied, for the Internet service nor is it responsible for any damages you suffer from Internet use,

including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. School's Out, Inc. denies any responsibility for the accuracy or quality of information obtained through Internet.

6. Prohibited Conduct:
    1. Cyberbullying
    2. Accessing, uploading, downloading or distributing pornographic, obscene, or Sexually explicit material.
    3. Vandalizing the account or data of another user.
    4. Sharing personal user ID or password.
    5. By-passing the internet filtering system.
    6. Disrupting or damaging equipment or software.

This document is not intended to encompass all activities of our users and should not be considered all-inclusive of appropriate or inappropriate activities.

Acknowledgment of School's Out, Inc. Internet Acceptable Use

The purpose of this policy is to ensure all children and parents/guardians understand the guidelines that must be followed to gain internet access. Participants will have a maximum of 15 minutes at a time of internet and computer use. Staff will monitor time and will redirect children to other activities once their time limit has been met. The program will utilize the internet and computer access throughout the year to promote the building of skills with technology. These activities could include, but are not limited to:
- Power Point Presentations
- Microsoft Word Software
- Graphic software
- Building websites
- Navigation of websites
- Search engines

All children must understand and will follow the above Internet user rules. Children also understand the result of breaking these rules may be the loss of access to the Internet provided by School's Out, Inc.

Parents/guardians must have read the Internet Access Acceptable Use Policy and User Policy and understand that this access is designed for educational purposes. Parents/guardians must recognize it is impossible for School's Out, Inc. to restrict access to all controversial materials and agree to not hold School's Out, Inc. or its employees responsible for materials my son/daughter acquires on the Internet.

Modifications to Enrollment/Records

Withdrawal

A two (2) week written notice to SOI is required should any parent/guardians decide to withdraw their child from the before and/or after school programs or change their schedule for any reason. Failure to provide sufficient notice will result in billing for that period.

Enrollment Changes Approval for requested schedule changes will depend upon space availability. Only one (1) change per school year is free of charge. Each additional change will cost $10.00.

Parent/guardians may make a maximum of three (3) requests for additional days not normally scheduled during the school year if space is available.

All requests should be sent directly to the SOI office soi@schoolsoutinc.org

Updating Records
It is important that parents update their child's information when any change occurs (i.e. phone numbers, addresses, pick up authorization or medical information). Any changes can be made in My Procare.

Respect for SOI Staff, Other Students, and Property

SOI asks that all children have respect for SOI staff, other SOI students, SOI property and/or equipment, and the Bethlehem School District grounds and property. This includes following all rules and policies set by SOI on the proper use of certain property and/or equipment. In instances of a child showing repeated disregard or disrespect for property and/or equipment, the parent/guardian will be notified immediately, and appropriate consequences will be taken.

Written Behavior Reports

After three written (3) behavior reports for failure by a child to respect SOI staff, other students, SOI property and/or equipment, or the Bethlehem School District grounds or property, the SOI Executive Director will have the option of removing the child from the program.

Removal from Any SOI Programs

SOI reserves the right to remove a child from a program with a two (2) week advance notice to the family. However, if it is determined that the child's continued presence in the program jeopardizes the health, welfare, and safety of other children and/or SOI staff, SOI reserves the right to terminate all services immediately. Reasons for the immediate removal of a child from a program includes, but is not limited to:

- Inappropriate behavior by a child, parent/guardian, or other family member
- 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/guardian will be notified that the child must be picked up as soon as possible, or within 30 minutes. The child may not be permitted to return to the program the following day. If severe behavior continues upon return to the program, a suspension of up to five (5) days may be issued. Continued severe behavior may result in termination of services.

Any parent/guardian/guardian demonstrating inappropriate behavior or misconduct toward the SOI staff and/or other children enrolled in the program may result in the parent/guardian

being banned from the location, in which case, SOI will either require alternate pick-up arrangements or removal from the program.

Child Abuse and Maltreatment/Mandatory Reporting

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 at each SOI site and can be accessed at www.ocfs.ny.gov . Any suspected cases can also be reported to the New York State Child Compliant Hotline, (800) 732-5207.

Information regarding mandated reporting can be found in New York Social Services Law, Article 6, Title 6, Section 413; https://www.nysenate.gov/legislation/laws/SOS/413.

Parent Resources

NYS OCFS Family Guide:
https://ocfs.ny.gov/programs/childcare/families/

PHOTO RELEASE

School's Out, Inc. reserves the right to take photographs of SOI enrolled children for promotional purposes, unless you indicate otherwise. Please email soi@schoolsoutinc.org, if you do not want photos taken of your child.

Questions/Comments

Any parents/guardians that have questions or comments, please feel free to reach out to your Site Manager. You can also call the Program Supervisor, who directly oversees all the SOI sites, or the SOI Executive Director at (518) 439-9300.

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!

Appendix A

Tuition Fees for 2026-2027

Non-Refundable Registration: $50.00/family

Program	1st Child	Additional child
Before School Program (5 days/week)	$176.00/month	$158.00/month
After School Program (5 days/week)	$284.00/month	$256.00/month
Before and After School Program (5 days/week)	$441.00/month	$394.00/month
Full Day Program	$59.00/day	$53.00/day
Half Day Program	$45.00/day	$40.50/day
Summer Program (Non-refundable registration $25.00/family)	$295.00/week	$265.50/week

Discount for 2 or more children

Veterans Discount: 10% discount on tuition with proof of service

Additional Fees:

- Tuition late fee: 5% of tuition payment is not received by 11th of the month and additional 5% if payment is not received by the 30th of the month.
- Late pick up fee: $1.00/minute past program end time
- Returned check/auto pay decline fee: $35.00/occurrence
- Two (2) separate payment accounts for one (1) child fee: $10.00/month
- Search fee after three (3) occurrences: $15.00/occurrence
- Schedule change fee after one (1) schedule change: $10.00/change

Appendix B

Main Office
239 Delaware Avenue
Delmar, NY 12054
Phone: (518)439-9300
Email: soi@schoolsoutinc.org

Executive Director
Jayne Maloney
Email: jmaloney@schoolsoutinc.org

Program Supervisor
Mandy Kirk
Email: mkirk@schoolsoutinc.org

Accounting Clerk
Debbie Hartnagel
Email: dhartnagel@schoolsoutinc.org

- **Enrichment Center – EC**

239 Delaware Avenue
Delmar, NY 12054
Phone: (518) 478-9298
Cell: (518) 935-0620
Email: enrichmentcenter@schoolsoutinc.org
Drop Off/Pick Up Location: Families enter using the doors directly in front of the building.

- **Eagle Elementary School Site – EAG**

27 Van Dyke Road
Delmar, NY 12054
Phone: (518) 439-0195
Cell: (518) 935-5301
Email: eagle@schoolsoutinc.org
Drop Off/Pick Up Location: Families enter using the door that goes directly into the cafeteria located on the right side of the building.

- **Elsmere Elementary School Site – ELS**

247 Delaware Avenue
Delmar, NY 12054
Phone: (518) 478-0897

Cell: (518) 935-5137
Email: elsmere@schoolsoutinc.org
Drop Off/Pick Up Location: Families enter the front of the building, using the left set of doors.

❖ **Glenmont Elementary School Site – GLE**
328 Route 9W
Glenmont, NY 12077
Phone: (518) 463-1063
Cell: (518) 935-7666
Email: glenmont@schoolsoutinc.org
Drop Off/Pick Up Location: Families enter on the left side of the building, using the door that goes directly into the cafeteria. (Parking in fire lanes is prohibited)

❖ **Hamagrael Elementary School Site – HAM**
1 McGuffey Lane
Delmar, NY 12054
Phone: (518) 439-6025
Cell: (518) 935-8102
Email: hamagrael@schoolsoutinc.org
Drop Off/Pick Up Location: Families enter using side door that goes directly into the cafeteria.

❖ **Slingerlands Elementary School Site – SLI**
25 Union Avenue
Delmar, NY 12054
Phone: (518) 478-9517
Cell: (518) 935-8192
Email: slingerlands@schoolsoutinc.org
Drop Off/Pick Up Location: Families enter using the door in the rear of the building, that goes directly into the cafeteria-please do not drive up the blacktop path. (Parking in the bus lanes is prohibited)