

*SENSATIONAL KIDS
BEFORE/AFTER SCHOOL
PARENT'S HANDBOOK*



*85 DICKSON STREET
NEWBURGH, NEW YORK 12550*

Thank you for choosing The Sensational Kids Before/After School program. The Purpose of our program is to provide a fun warm environment that promotes healthy friendships, positive role models and an opportunity for each child to grow.

GENERAL INFORMATION

- Children eligible to participate in the Sensational Kids Before/After School program must be registered in elementary school.
- The Sensational Kids Program operates under a license from the Childcare Council of Orange County which oversees and regulates childcare programs. Among the requirements of the license are a full background check of all staff (including fingerprinting) and a long list of regulations designed to keep your child as safe as absolutely possible.
- A childcare regulation that you need to know about is before starting any program; all children are *required* to have a complete application on file including their medical history.
- The program follows the schools calendar of Newburgh Enlarged School District
- The program WILL try its best to run on any days that school are closed or dismissed early due to weather or emergencies. We do offer ½ day options for planned days
- If Newburgh district makes the decision to dismiss school early (early dismissal), the Sensational Kids Program staff will be at the facility to meet your child's bus and ask that you arrive to pick up as soon as possible. If your Newburgh district has a delayed opening, the staff will make every attempt to open the site to provide care for families.

FEE INFORMATION Please see registration packet for rates

Registration fee is waived if paperwork is complete before August 25th.

Pre-payment plan: save 10%. Pay your entire before/after school tuition in full by September 1st and take 10% off your total tuition.

We ask all parents to go over this code of conduct with enrolled children. We place a high importance on all students treating others in a positive, respectful way. We follow a progressive discipline philosophy and will bring the parent in early in the process.

Sensational Kids Program Code of Conduct

- Respect peers and their personal belongings by not picking on or making fun of others instigating verbal or physical fights going into and/or taking what does not belong to you.
- Understand that safety procedures are to be treated with utmost importance.
- Be respectful, honest and kind. Use positive language, be gracious competitors, show good sports etiquette and share
- Be considerate to others and to the environment by cleaning up after yourselves.
- Every child will respect their fellow peers and be considerate of their privacy
- In a group situation, please no talking while someone else is speaking, always raise your hand if you have something to contribute and use inside voices indoors.
- Follow the program staff directions, if you do not understand, ask questions!!!
- No violence, throwing things, rough housing, profanity or demeaning language.
- Carry out the philosophy of the Sensational Summer Camp which promotes respect and responsibility

Consequences of not following code

The Director will determine disciplinary action after staff report incidents. Consequences may include (1) a gentle reminder (2) a few minutes aside from group activity (3) call guardian and leave for the day (4) child will be removed from the program with no refund. Sensational Kids Program reserves the right to immediately dismiss any child from the program for extremely disruptive behavior, for behavior placing a student/staff safety in jeopardy or any violence. Examples include but are not limited to: (1) intentionally hurting another child (2) stealing (3) refusing to comply with a safety directive (4) violence, etc.

VISITOR RULES AND REGULATIONS

All visitors must sign in, state purpose of visit, time arrival and time leaving. No visitor is allowed to be alone with a child. No visitor can take a child from the site, unless we have approval from the parent and visitor is on child's form permitted to pick up information. Person must show identification.

ELIGIBILITY

Children eligible to participate in the program must be register in full day or afternoon Pre k to the sixth grade.

SCHOOL AND SNOW CLOSINGS

The Sensational Kids Program follows the Newburgh School District Calendar. Half days are not included in the monthly fees. If you are part of the program, half days will cost \$25. For those who are not part of the program will cost \$35.

If the district decides to have early dismissal, staff will be there to meet the busses and requests that families arrive to pick up children as soon as possible. For students who are part of the program or is registered in the early morning program, any 2 hour delay due to weather conditions that becomes a full day will not pay any extra fees. **In case of morning delay, staff will make every attempt to open on time.**

PROGRAM POLICIES

SNACKS

For the Sensational Kids BEFORE school program it is highly suggested that children bring in something nutritional to eat from home, or purchase breakfast from the school. For the After school program a snack will be provided.

DROP OFF AND PICK UP POLICY

Children may not arrive more than ten minutes early. We are not responsible for the supervision before the program starts. You are also expected to pick up your child on time. If you are going to be late call the program to notify us. A \$5 fee will be charged for every 5 minutes you're late.

This fee will be added to your monthly payment. More than three late pick-ups will be grounds for dismissal from the program.

If your child is still at the site 15 minutes after scheduled pick up time, staff will begin to make phone calls to your home or work. If parents are unable to be reached, the emergency contacts listed on your child's registration will be called. If still no contact is made, the local police will be called.

A designated adult must sign each child in for the before school program and out of the after school program each afternoon. Children will only be dismissed to parent or guardian or any other person that you state on the registration papers is allowed to pick up your child. Please **do not forget** to tell us of any new names that we need to add to your child's list. We will not dismiss your child with a person that is not included in the pick up list. We will ask for identification, as we deemed necessary so please inform those who are picking up your child to bring in their ID.

HOMEWORK POLICY

Children will be allowed 30 minutes to do homework by choice; they are expected to use their time wisely. After this time is finished children will move on to other activities. Parents are responsible for checking homework at home to make sure all work is finished. Fridays is no homework day. If your child has homework for the weekend they are responsible for communicating this with their parents and finishing it at home.

We will not work on homework on Fridays.

TOILETING

Children entering the program are to be toilet trained.

A staff member will accompany the children to the bathroom. Staff is not allowed to help the child while in the bathroom.

OUTDOORS POLICY

Children will participate in daily outdoor playtime. Weather permitting. Please make sure your child is dressed appropriately to play outside in cold weather.

Please have your child either wear or bring sneakers as sandals and boots are not safe while running and playing on outside equipment.

LEGAL ISSUES

By law the staff in the program is not allowed to keep a child from their natural parents. If your child is involved in custody battle where a parent is not allowed to pick up or come in contact with the child you will need to inform us about it. A copy of the court papers needs to be kept in file stating this information.

GOALS AND ACTIVITIES

HOMEWORK ASSISTANCE

Goal: We will promote educational development.

Related Activities: Assisting children with homework or related schoolwork if they choose to do it at the After School Program.

Parents are responsible for checking homework at home to make sure all work is finished

SPARK activities

Goal: Promotes physical development.

Related Activities: Age appropriate, confidence building exercise classes that stress fun, not competitive and a learning experience. Includes sports, games and physical activities.

ARTS AND CRAFT

Goal: Promotes creativity and fine motor skills.

Related Activities: Children will be participating in different craft projects according to the seasons. They will also have time for free expression using tools like crayons, paints, play dough and other mediums.

BOARD GAMES

Goal: Promotes social skills.

Related Activities: Children will have time to play board games like Chess, Checkers, Candy Land, knock hockey etc

SOCIALIZATION

Socialization is an important process in child development, in our programs children are encouraged to participate in programs where all children will participate together

SAFETY AND SUPERVISION

STAFF/CHILD RATIO

The Before/After School program will be consistent with ratio as specified by child care regulations. Minimum Staff / Child Ratio Based on group size for School aged Children are:

4 to 5	1:8
6 to 9 years	1:10
10 to 12 years	1:15

HEALTH CARE PLAN

CHILD HEALTH POLICIES

The Sensational Kid Program will provide care for well children only, no medications can be given

If a child becomes sick while in the program he or she will be removed from the group activity and be provided with a comfortable place to rest. The director or assistant will contact the parent to pick up the child. Should we be unable to reach you, we will contact the emergency numbers on the registration form.

All children are required to have a medical history form and immunization record complete and current before starting the program. Every six months, the director will check the children's records in order to keep immunizations up to date. If the child is not up to date parents will be notified in writing. If the parents do not have any plans to complete the immunizations then the child will be excluded from the program until the matter is resolved.

MEDICATIONS

The Before /After School programs are not allowed to administer any medications. We are however allowed to apply over the counter ointment to cuts and bruises if the parent allows.

CHILDREN WITH SPECIAL HEALTH CARE NEEDS

The Before /After school program is allowed to service well children only.

DAILY HEALTH CHECKS

The director or assistant will make an observation on the children's health status daily and it will be documented in a logbook. (See the attachment on how to conduct a daily health check). If a child shows any signs of sickness like fever, breathing difficulties, rashes, unusual spots or stomach ailments then the child will be removed from the group and kept under direct supervision. Parent will be notified immediately by phone. The director and

assistant are CPR and First Aid certified and has received additional training. Most of the staff members are also certified on CPR and First Aid.

If your child has Head Lice he or she should remain home until condition is clear to prevent infection throughout the program.

Any open wounds in a child should remain covered to prevent infections or contact with blood.

Recommended Steps for conducting a daily Health Check

1. Be at Child's eye level so you can interact with the child even if talking with the parents.
2. Check:
 - Behavior typical or atypical for time of day or circumstances
 - Appearance
 - Skin: pale, flushed rash (feel the child's skin by touch affectionately)
 - Eyes, nose, and mouth: note color, are they dry or is there a discharge? Is child rubbing eyes, nose or mouth?
 - Breathing: normal or different, cough
 - Report to parent on how child seemed to feel or act at home
 - Sleeping normally?
 - Eating/drinking normally? When was the last time child ate or drank?
 - Any unusual events?
 - Bowels and urine normal? When was the last time child used the toilet or was changed?

EXCLUSION POLICY

You must keep your child home from the program if he or she has:

1. A temperature above 101 taken orally or axially
2. One or more episodes of vomiting
3. One or more episodes of diarrhea
4. Symptoms of communicable diseases such as chicken pox, head lice, conjunctivitis (pink eye)
5. Behavior indicating pain or distress.

EMERGENCY EVACUATION INFORMATION

FIRE SAFETY

Fire drills will be practiced throughout the year and recorded in a log book by the Director or Assistant. Fire alarms are located near all exits in the building. In the event of a fire the director or assistant will be responsible for activating the fire alarm system. The emergency action plan will be put into action and the Director or Assistant will notify the Fire department.

A minimum of one fire drill per month will be performed on the am as well as the pm shifts.

EVACUATION

In the event of a fire or other disaster the children will leave through the back door and meet in the parking lot. The Director or Assistant is responsible for the emergency bag. Staff will take a head count and make sure all children are accounted for. The Director or Assistant will locate the master attendance list and emergency information cards from the evacuation bag and then proceeds to call parents with personal cell phone. Each site has three designated evacuation areas.

INFECTION CONTROL PROCEDURE

All staff will follow proper hand washing techniques. Using soap and warm running water, wash hands rubbing vigorously and rinsing. Dry hands with clean paper towels. Universal precautions will be enforced. Gloves will always be used whenever a staff member comes in contact with blood or other body fluids. The staff will remove gloves using proper techniques to prevent contamination. All gloves and masks will be kept in first aid kits. All contaminated areas will be sanitized and cleaned. Contaminated clothing will be securely tied in a plastic bag and given to the parent.

All indoor and outdoor rooms used by the program should be kept clean at all times. Toys and items are sanitized frequently with a bleach solution (1 tbsp. of bleach to ¾'s cup of water). This should be done before or after hours. Tables used at snack time should be disinfected daily.

CHILD ABUSE POLICY

New York State mandates caregivers to report any suspected child abuse. A caregiver does not need to witness or have positive proof that abuse has occurred to report it. Staff members will use injury incident reports for any accident or injury occurring in the program. If the child comes to the program with unexplained bruises or physical injuries the parent will be questioned about it and it will be documented. If a staff member suspects abuse they will immediately report such suspicions to the Director. The Director will then make a decision to contact Child Protective Services based on documentation and any indications of abuse or neglect. A DSS 2221-A form will be submitted within 48 hours to DSS. The Director will also inform the Child Care Council after contacting DSS. The contact number for the New York State Child Abuse and Neglect hotline is 1-800-342-3720.

EMERGENCY CARE PROCEDURES

In cases of immediate medical treatment, a staff member will call 911 and request emergency assistance. If necessary, the child will be transported to the nearest emergency center by the dispatched ambulance. As long as child staff ratio is not affected, the Director will accompany the child to the hospital (the assistant will remain with the group) and stay with the child until a parent arrives otherwise the child will be sent with ambulance. Parents will be contacted immediately. If a parent is unable to be contacted, the emergency contacts will be called. Within 24 hours a staff member will complete an incident report stating the details of the situation. If a less serious incident occurs, a staff member with first aid training will administer care. The parent will be notified upon pick up.

FIRST AID KIT

The first aid kit will be kept in the director's emergency bag by the exit. The Director or Assistant is responsible for checking expiration dates and restocking the kit monthly. This will include: emergency contact numbers for the children in the program, emergency contact numbers for the Fire Dept. and Police Dept., it will also include adhesive bandages in assorted sizes, sterile gauze pads, adhesive bandage tape, stretch gauze, scissors,

tweezers, thermometer, latex free gloves, ice pads, bottled water plastic bags and a flashlight.

STAFF SELECTION AND REFERENCE VERIFICATION

Anyone involved in the program is screened and trained. Staff members are required to be fingerprinted and cleared by the NYS Central Registry.

“SENSATIONAL KIDS JOB EVALUATION POLICY”

The Director of “Sensational Kids Program” before and after school program will conduct evaluations for the Head of Group and staff members based on their job performance.

This will be done 30 days after the program has started and then one more time during the school year.

The Head of Group and other staff members will have the opportunity to evaluate the Director’s job performance as well. The Director will provide the staff with an evaluation sheet annually.

STAFF HEALTH POLICIES

Any prospective employees or volunteers must submit a current physical or medical statement administered by a health care provider indicating that he or she is fit to provide child care and that is free of any communicable disease. The medical statement must also include the results of a Mantoux Tuberculin test, which has been performed within the year. This procedure will be required every two years thereafter. If a staff member becomes ill, a sick day should be taken. This person should inform the director as soon as possible and should also call a substitute to meet the ratio requirements. Same procedure should be followed if a staff member becomes sick while at work. All staff working with children will follow proper hand washing techniques before the program begins, administering snacks and setting the table for such. They will also wash their hands after being outdoors, serving snack, using the restroom and after emergency care.

STAFF TRAINING

Employees must complete a minimum of thirty hours of training every two years. Fifteen hours of training should be received during the first six months of employment. The training will consist of

1. Principles of Child development
2. Nutrition and health needs
3. Child day care program development
4. Safety and security procedures
5. Business record maintenance and management
6. Child Abuse and maltreatment
7. Statues and regulations pertaining to child abuse
8. Identification and prevention of shaken baby syndrome.
9. Status and regulations pertaining to child day care.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

DAY CARE REGISTRATION

PHOTO OF CHILD (Optional)	Child's Full Name:			
	Does your child have any allergies? Yes No If Yes, what is your child allergic to?			
	Children who have special health care needs are those who have chronic physical, developmental, behavioral or emotional conditions expected to last 12 months or more and who also require health and related services of a type beyond that required by children generally. If your child does have special health care needs please discuss these with your child-care provider.			
Child's Source of Medical Care/Primary Care Physician's Name:			Telephone Number:	
Child's Source of Dental Care/Dentist's Name:			Telephone Number:	
Name of Medical Care Facility/Hospital:			Telephone Number:	
Would you like information on Child Health Plus? Yes No				
EMERGENCY DATA	RELATIONSHIP	CONTACT NAME	TELEPHONE NUMBER DURING CHILD CARE	OTHER TELEPHONE NUMBER (Check type)
				Pager Cell Other
				Pager Cell Other
				Pager Cell Other
				Pager Cell Other

Provider/Day Care Facility Name and Address:

CHILD'S FULL NAME:		SEX: Male Female
CHILD'S HOME ADDRESS:		DATE OF BIRTH:
		HOME TELEPHONE NUMBER:
DATE OF ACCEPTANCE:	DATE OF DISCHARGE:	
NAME OF PERSON APPLYING FOR CHILD:	Parent Guardian Caretaker Relative Other ____	HOME TELEPHONE NUMBER:
		DAYTIME TELEPHONE NUMBER:
ADDRESS OF PERSON LISTED ABOVE: (IF DIFFERENT FROM CHILD'S):		
<p>AGREEMENTS</p> <p>I consent to the enrollment of the child listed above in this facility and have been advised of the policies regarding administration of medications, fees, transportation and the services provided by the facility, and the Office of Children and Family Services regulations under which it operates.</p> <p>I give consent for my child to take part in neighborhood trips (i.e. library, park and playground) away from the facility under proper supervision. Yes No</p> <p>In case of accident or injury, I authorize any and all emergency medical, dental, and /or surgical care and hospitalization advised by the physicians, surgeon or hospital (listed on the other side of this card) necessary for the proper health and well-being of my child. Yes No</p> <p>I have provided information on my child's special needs (Allergies, Diet, Disabilities, and /or Medical Information) to the provider, as may be necessary to assist the facility in properly caring for my child in case of an emergency. Yes No</p> <p>I agree to review and update this information whenever a change occurs and at least once every six months. Yes No</p>		
SIGNATURE – PARENT OR PERSON(S) LEGALLY RESPONSIBLE		DATE:

Parent agreement

I have read all program policies and initialed each page and I agree to abide by the rules and regulations of the Sensational Kids Before and After School Program. I agree to pay the monthly fee on time. I give consent for my children to participate in all program activities. I am aware that three late pick-ups, arrivals or late payments will result in dismissal from the program.

Children's/Childs

Name _____

Parents Name (printed)

Parents

Signature _____

Date _____