



Pathways, Inc.

we put people first

KIDS' ADVENTURE CLUB  
BEFORE & AFTER SCHOOL PROGRAM

PARENT HANDBOOK

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## PROGRAM OVERVIEW

### COMPLIANCE STATEMENT

Pathways, Inc. Kids' Adventure Club is in compliance with all applicable federal and state laws and regulations governing employment and operation of the school-age child care program.

Kids' Adventure Club staff will adhere to Pathways, Inc.'s Vision, Mission, and Philosophy as well as all policies and practices in the agency's Employee Handbook, Infection Control Plan and Corporate Compliance.

### PROGRAM LICENSE AND LOCATION INFORMATION

Site	Registration #	Location	Phone Number
Carder School	00040753 SACC	289 State Street, Corning NY	(607) 937-6035
Erwin Valley School	00040752 SACC	16 Beartown Rd, Painted Post NY	(607) 937-6142
Gregg School	00040754 SACC	164 Flint Ave, Corning NY	(607) 937-6040
Severn School	00040757 SACC	36 McMahan Ave, Corning NY	(607) 962-4418
Smith School	00040758 SACC	3414 Stanton Street, Painted Post NY	(607) 936-1363
Winfield School	00040751 SACC	193 Winfield Street, Corning NY	(607) 937-6043

### Programs Available

#### **Before School Program**

Before school care is available from **6:30 am until school starts** to all **enrolled** elementary students in the Corning Painted Post School District. When a program is not available at your home site, transportation will be provided.

#### **After School Program**

After school care is available from **school dismissal until 6:00 pm** to all **enrolled** elementary students in the Corning Painted Post School District. When a program is not available at your home site, transportation will be provided.

#### **Early Dismissal Program**

Early Dismissal care is available **only** to those children enrolled in the Kids' Adventure Club **Before-School and/or After School programs**. Child care during early dismissal programs will be offered at the child's respective program site; program will operate from the time school classes are dismissed **until 6:00 pm**. Early Dismissal slots are limited based on licensing requirements and are granted on a first come first served basis.

#### **School Year Full Day Program**

Full Day program at a designated site for scheduled school closings is available to all **enrolled** elementary students in the Corning Painted Post School District from **7:00 am–6:00 pm**. Full day slots are limited based on licensing requirements and are granted on a first come, first served basis.

At enrollment, pre-registration for full days is available. Following the enrollment deadlines, registration will occur at the site during a designated period. A calendar of dates is provided at enrollment. Families enrolled as **"Full Day Only"** are responsible to call 937-3249 and request to be added during the sign up deadlines.

#### **Emergency Closure Program**

Emergency Closure program at a designated site for unscheduled school closings is available **when possible** to all **enrolled** elementary students in the Corning Painted Post School District from **8:00 am–5:00 pm**. Slots are limited based on licensing requirements and are granted on a first come, first served basis.

#### **Summer Program**

Summer program is available weekly from **7:00 am–5:30 pm** for 7–9 weeks during June, July and August. Time may be subject to change from year to year.

The program reserves the right to change program hours when school events prevent use of appropriate program space or when a situation will prevent the program from maintaining compliance with policies and regulations.

**Program Staff**

Kids' Adventure Club will employ qualified staff to provide active supervision of all child during program, and who will promote the physical, intellectual, social, cultural and emotional well-being of the child.

- **Program Director**
  - Responsible for the overall development, direction and supervision of the daily activities of the program at multiple sites. This includes program implementation, evaluation, management of fiscal and human resources.
  - Reports directly to the Executive Vice President of Program Operations.
- **Assistant Director**
  - Responsible to support the Program Director in the overall development, direction and supervision of the daily activities of the program at multiple sites. This includes program implementation, evaluation, management of fiscal and human resources.
  - Reports directly to the Program Director.
- **Program Coordinator**
  - Responsible to oversee curriculum development and special program events.
  - Responsible for site management and the supervision of the daily activities; including child's activities, record keeping, parent interaction and providing staff supervision.
  - Reports directly to the Program Director.
- **Site Director**
  - Responsible for site management and the supervision of the daily activities; including child's activities, record keeping, parent interaction and providing staff supervision.
  - Reports directly to the Assistant Director.
- **Site Supervisor**
  - Responsible for site management and the supervision of the daily activities; including child's activities, record keeping, parent interaction and providing staff supervision.
  - Reports directly to the Site Director.
- **Activity Specialist**
  - Responsible for developing activities and implementation on daily basis with child.
  - Resumes the responsibilities of the Site Supervisor when he/she is away from the program site.
  - Reports directly to the Site Supervisor.
- **Group Leader**
  - Works closely with child to implement daily schedules and activities.
  - Reports directly to the Site Supervisor.
- **Program Aides**
  - Works closely with child to implement daily schedules and activities.
  - Reports directly to the Site Supervisor.

**Supervision****Staff: Child Ratio**

Kids' Adventure Club will ensure a staff-to-child ratio as required in the Office of Child and Family School-Age Child Care Regulations, which are listed below:

Age of Children	Staff per # of Child	Maximum # in Group
4-9 years old	1:10	20
10-13 years old	1:15	30

Kids' Adventure Club policy is to maintain a minimum of one staff for every ten children regardless of age except in cases of emergency; groups will not exceed twenty children. Staff-to-Child ratios will be adjusted for high risk activities. No child will be left without direct supervision at any time, with the exception of allowing privacy in the bathroom.

### Tracking System

Kids' Adventure Club must provide direct visual supervision to all child at all times (regulations 414.8(a) child cannot be left without competent supervision). The tracking system uses an organized means of grouping children for supervision purposes. Each child has a tracking card with his/her name and photo printed on one side. Staff carries the tracking card while the child is in his/her care. Staff will use the card to take attendance during transitions, throughout activities and when change of staff occurs.

### Transportation Supervision

Children being will be provided transportation by the school district are expected to follow the Corning-Painted Post School District Code of Conduct while in transport and will be subject to consequence set forth by the district and bussing company if not in compliance. Upon boarding the bus in the morning, supervision will transfer the Corning-Painted Post School District. Upon departing the bus in the afternoon, supervision will transfer to Kids' Adventure Club staff.

### Releasing Children from the Program

No child can be released from the Kids' Adventure Club program to any person other than a parent, guardian, or person currently designated in writing by such parent. Kids' Adventure Club encourages designated persons be at least 16 years of age or older. Designated parent, guardian or person *must be prepared to show picture identification*.

In an extreme emergency that prevents an authorized person to pick the child up, the child's parent or guardian may phone the site and give verbal authorization for a responsible individual to pick their child up on that day only.

Children will be released from program following the approved pick-up person signing them out on the hardcopy attendance sheet. The Site Director or assigned designee will use the 2 way radios to contact the group staff and indicate the approval for the child's release. The staff will acknowledge the child's need for release and announce to the Site Director or assigned designee when the child is released from the group and on their way to the cafeteria. The Site Director or assigned designee will indicate to the staff person when the child has arrived safely to the program. If the child does not arrive in an appropriate amount of time, a staff person will walk the designated route to locate the child. If a child is unable to successfully complete the route, the Site Director and parent/guardian will meet to discuss alternative options. A plan of action will be put in place, with school approval.

A parent/guardian may request that their child be responsible to sign in and/or out on his/her own by completing the **Consent to Sign-In or Consent to Sign-Out** form. This practice is discouraged but permission may be granted on an individual basis to children age 9 and over. The **Consent for Release during Program** must be reviewed by the Site Director or assigned designee and Program Director and will be approved by the Site Director and Program Director, when appropriate.

If permission is granted at the home site, it will not apply to the month of September, Full Day, Snow Day or Summer programs. Misuse or failure to comply with Sign-In/Sign-Out procedure will result in the termination of consent.

### Releasing Children during Program for an Alternate Activity

The parent /guardian may request that their child be released during program for an alternate activity at the site location or at an alternate location by completing the **Consent for Release during Program** form. This request is for children that will arrive at program, leave for an alternate activity (scouts, physical therapy, summer school) and are expected return to program. Parents/Guardians will be required to provide the name of the person that will pick-up and drop-off their child and any additional transportation information when required.

The **Consent for Release during Program** must be reviewed and approved by the Site Director or assigned designee and Program Director. Request for changes in the **Consent for Release during Program** must be submitted in writing at least 3 days in advance and must be approved by the Program Director or assigned designee.

### Sign-in/Sign-out Procedure

Families receive a family specific "pin number" to enable them to sign their child in/out of the program. The use of the pin number indicates the parent's signature that the child signed in/out of program (on an IPad). This record is used for billing purposes.

Families are required to sign in electronically and handwritten on the paper attendance sheet. The attendance sheets are used to track children should there be an emergency that would require evacuation from the building as well as a back-up for electronic files.

**Absenteeism**

Kids' Adventure Club has a responsibility to ensure a child's safety and will take an active role in determining the location of each child if they are scheduled to attend the After School Program.

Staff are required to follow up on any child scheduled to attend program (after school) but does not show up. Parents/Guardians are responsible to notify the program if their child will be absent. Unless a child is noted as absent on the school attendance, staff will immediately call parents/guardians and approved contacts. If the program is unable to contact a parent/guardian by phone, an email will be sent. After one hour without acknowledgement from the school, contact with a parent/guardian or other approved adults and the child has not been located the Program Director will be notified and authorities may be notified.

If there is a habitual need to locate a child due to lack of notification this may jeopardize the enrollment with the program. The program must have contact numbers where the responsible adults can be reached in case of emergency. Contact information must be updated as soon as changes are made. Failure to do so may result in termination from program.

**Dress Requirements**

Kids' Adventure Club complies with the dress code stipulated in the Corning-Painted Post School District's Code of Conduct and Pathways, Inc. Children should come dressed appropriately for the weather conditions. Please be sure they wear comfortable clothing and footwear; sneakers are best for physical play. Inappropriate shoes, outerwear and/or clothing may limit activity options. Parents will be advised in advance if any special activity is being planned; which would require specific dress attire.

**BEHAVIOR MANAGEMENT OVERVIEW****Behavior Management Policy**

The Behavior Management policy is governed as set forth in Part 414.9 of the New York State School-Age Child Care Regulations.

It is our goal to provide a safe, caring, and inviting environment for children and staff. Consistent effort will be made to meet the needs of the children and their parents/ guardians. The staff will use praise and positive teaching techniques/strategies to encourage appropriate behavior. Staff will also work collaboratively with the parents/guardians and school personnel to problem solve solutions to any developing concerns. **All methods of discipline shall be administered in such a way to assist children in developing self-control and assuming responsibility for his/her actions through clear, consistent and developmentally age-appropriate rules and limits. The use of corporal punishment is prohibited.**

A child may be advised to take a break from an activity if their behavior is causing disruption to the point that other children are unable to complete the activity as scheduled. This time period should be brief but time enough for a child to regain their composure and discuss a recovery plan with staff. Child will be permitted to rejoin the activity when ready.

If a child is unable to regain their composure and discuss a recovery plan with staff and the behavior continues, the child may be directed to an alternate activity in another area of the program. Within a short timeframe and when the child is ready, staff will discuss behavior expectations and develop a recovery plan with the child.

In the event that a child's behavior is disruptive and the child is non-responsive to staff, the parent/guardian will be called to make arrangements to have the child removed from program for that day.

In the event that a child's behavior is chronically disruptive to daily programming, a conference will be held with the child's family and designated program staff. A behavior plan will be developed in which expresses the expectation of the program staff, parent/guardian and child in resolving the chronic behavior.

Behavior having a high frequency, duration, or intensity may result in suspension/dismissal from the program. These behaviors may include, but are not limited to:

- Intentionally hurting/endangering others or self (physically or emotionally).
- Leaving the designated room, group, or building without permission.
- Destroying property.
- Exhibiting behavior that could be characterized as harassment or bullying.
- Threatening violence.

- Possessing illegal substances or weapons.

Parents/guardians will be expected to work with staff to encourage appropriate behavior and the learning of new skills.

Each family's child-rearing values and their right to make decisions for their child will be taken into consideration; however, Kids' Adventure Club staff are required to follow all NYS Office of Child and Family Services School-Age Child Care Regulations.

### Child Responsibilities

In order for everyone to enjoy a positive experience, children will be expected to:

- Be responsible and accountable for their actions while making safe choices.
- Respect the rights of others.
- Respect program and school property and property of others.
- Use acceptable language.
- Listen and follow directions of staff.
- Remain with a staff person at all times.

## FIELDTRIP AND TRANSPORTATION OVERVIEW

### Fieldtrips

Field trips are offered throughout the school year and summer. All field trips are optional unless there are extenuating circumstances. Children not attending the field trip will participate in scheduled activities at the site. In order for your child to participate in a field trip, a Fieldtrip Permission Slip indicating your written consent for your child must be completed.

For safety purposes, a Site Director, Site Supervisor or Activity Specialist will be designated in charge on site specific field trips. The staff: child ratio will be adjusted based on the fieldtrip requirements. Child emergency information, first aid kits and a cell phone are required equipment for every field trip. Children will wear a bracelet labeled with program contact information.

Staff will complete all required paperwork procedures to assure all children board and exit the bus, remain with group at all times and return safely to the site.

Parents/Guardians are responsible for dropping off at the site 30 minutes prior to departure time. If child does not arrive 30 minutes prior to departure, he/she may be denied participation in the fieldtrip.

### Transportation

For daily programming, children will be provided transportation by the school district and are expected to follow the Corning-Painted Post School District Code of Conduct while in transport and will be subject to consequence set forth by the district and bussing company if not in compliance. Kids' Adventure Club does not provide staff on the bus. Children are not signed into program during this transition.

- In the event that a child misses the bus the parent/guardian person will be notified by the school or Kids' Adventure Club to pick the child up.
- If a child misses a bus due to staff failing to follow procedure the Program Director will be informed immediately and transportation arrangements will be made.

Fieldtrip transportation is contracted through Birnie Transportation Services; 124 Victory Highway, Painted Post NY. Kids' Adventure Club is responsible for meeting all licensing requirements during field trip transportation, including supervision. No personal vehicles will be used for field trip or other transportation.

Written permission is required for all children that will be boarded on a bus by Kids' Adventure Club staff from program. Written permission must be submitted no less than 3 days in advance and is subject to approval by the Program Director.



## CURRICULUM OVERVIEW

Kids' Adventure Club offers a broad range of activities that integrate deliberate and spontaneous learning experiences through a developed program curriculum. Each site will have a daily schedule to facilitate the program curriculum. The age appropriate curriculum is designed to:

- Provide experiences that influence a positive concept of self for each child, recognizing that each child is a member of a family and an ethnic, racial, cultural and gender subgroup.
- Be nonsexist in nature.
- Offer experiences for child that create opportunities to explore, expand, and investigate their ideas.
- Provide an appropriate environment and support for reading, study and homework.
- Offer opportunities which include but are not limited to competitive and non-competitive sport activities, participation in art projects, play with various games and manipulatives, initiate dramatic and pretend play, choose a quiet place and socialize in an atmosphere that supports developmental needs.
- Meet requirements outlined in 414 NYS School Age Child Care Regulations, Before and After School Accreditation Standards and Kids' Adventure Club practices.

## STAFFING OVERVIEW

- All Kids' Adventure Club staff are hired in accordance with 414 NYS School Age Child Care Regulations.
- All staff must be fingerprinted for a Criminal History Review of any criminal convictions, receive clearance through the State Central Registry for any history of child abuse or maltreatment, and receive clearance through the State Justice Center Review of Abuse or Maltreatment.
- Each program will always have a staff trained in Standard First Aid and CPR onsite during program hours.
- Designated staff will be trained for Medication Administration or Emergency Medication Waiver.
- All staff are required by state regulations to receive additional child care related trainings of 15 hours within the first six months of hire and 30 hours every two years.
- Each program site will have a Site Director or Site Supervisor to supervise and direct daily activities. When the Site Director or Site Supervisor is not present, a trained designated person in charge will oversee the program.
- A minimum ratio of 1 staff to 10 children will be maintained.
- **Staff members who work for Kids' Adventure Club have been screened and hired based on their suitability to work in an out of school setting with direct supervision from qualified directors.** Kids' Adventure Club cannot and will not endorse an employee's private agreements with our consumers. Program liability coverage is only in effect during the employee's work hours for Pathways, Inc.

## ENROLLMENT OVERVIEW

### Slot Availability

Each program site has a maximum enrollment number based on licensing capacity and/or staffing. Enrollment numbers are determined per program site based on available space and ability to provide adequate staff-to-child ratios. Enrollment will not exceed licensing capacity at any site. Once capacity is reached, parents/guardians have the option to complete the enrollment process and be placed on a waiting list; notification will occur as openings become available. Families are not placed on the waiting list until they have completed the enrollment process. Families with an unpaid balance with any Pathways, Inc. program will not be placed on the waiting list until the balance is paid in full.

Enrollment is open to all children without regard to race, gender, disability, religious beliefs, national origin or HIV status.

### Age Requirements

Kids' Adventure Club is open to enrollment for all child enrolled in a regular kindergarten program up to the age of 12. A child observing his/her 13<sup>th</sup> birthday before a program session ends may complete that session. **Enrollment priority will be given to children enrolled in Elementary School.**

### Children with Special Needs

Children who are identified as needing additional care, attention, and/or support services will be accommodated unless these accommodations fundamentally alter the nature of the program or would impose an undue burden to the program. The program is unable to provide 1:1 care and children are expected to participate in program activities in a group of 10 children and bathroom independently. A child would not be accepted if the documentation provided clearly indicates that the child's condition poses a direct threat to the safety of others in the child care setting. When a child with special needs is accepted into the program, an individual health care plan or support plan will be developed.

### Enrollment Procedure

All information being requested is required by the New York State Office of Child and Family Services which licenses our programs and/or is vital information needed to provide your child with quality care.

**All paperwork** is accepted at the program office which is located in the Pathways, Inc. building; 33 Denison Parkway West, Corning, NY or by email at [kacenrollment@pathwaysforyou.org](mailto:kacenrollment@pathwaysforyou.org).

Enrollment packets are available for pick up at 33 Denison Parkway W. and [www.pathwaysforyou.org/kac](http://www.pathwaysforyou.org/kac) (Kids' Adventure Club link).

### Enrollment Options

#### **Continuation of Enrollment**

Once enrolled, a child may remain enrolled in the school year program from year to year by submitting the required updated form by the deadline in April each year. If the paperwork is not completed, the enrollment will end on the last day of the current school year. All currently enrolled families whose account is and remains in good standing are eligible to participate.

#### **Open Enrollment**

Families who are not currently enrolled in the program are able to enroll for the summer program and/or upcoming school year program beginning May 1<sup>st</sup> each year. All families new to the program are required to complete a program orientation.

#### **Minimum Enrollment**

- Kids' Adventure Club has a **minimum enrollment requirement of three (3) designated days per session/per week**. Sessions are defined as Before School Session and After School Session. Special requests may be considered.
- Due to limited slot availability, families that do not regularly attend will be required to enroll for 5 days during the school year.
- The Summer Program requires a weekly enrollment of five (5) days per week for 1 to 9 weeks.

#### **Enrollment Status**

- **Hourly:** Child will regularly attend one hour or less. Hourly Enrollment is determined based on the commencement and dismissal of school and cannot be negotiated for other school activities.
- **Session:** Child will attend more than one hour.

#### **Full Day "Only" Enrollment**

- Enrollment in the full day only status allows you to utilize our program during the days when the school district is closed for holidays, spring/winter break, etc. **Full day only DOES NOT include early dismissal days when school is closed due to teacher conferences, etc. Only those families utilizing Kids' Adventure Club on a regular schedule are offered a program slot.**
- Pre-registration for full days is available at enrollment. Pre-registration requires a minimum number of days and indicates financial responsibility.
- Child enrolled as "full day only" will receive a calendar indicating the school closing dates that Kids' Adventure Club program will be open, which will include the dates to sign up. The parent is responsible to contact Kids' Adventure Club to sign up for care. Once registered, the parent is responsible for the tuition whether the child attends or not.

**Drop in care is not provided.** Any child not properly enrolled in Kids' Adventure Club will not be permitted to attend.

## Schedule Changes and Withdrawals

### Schedule Changes

A change in your designated schedule can be requested and will be approved whenever possible. Changing a child's schedule may jeopardize the availability to change back to the original schedule.

### Withdrawal from Program

A parent/guardian will complete and sign required form giving a 2 week notice of withdrawal. Once withdrawn, the parent/guardian must complete the Open Enrollment process should they decide to return. Withdrawal for the current school year will not be accepted after June 1<sup>st</sup>.

### Temporary Withdrawal

A parent/guardian can request a temporary withdrawal at the time of an unexpected absence due to medical emergency of parent/guardian or child, if child care is not needed for a period of two or more weeks not to exceed six weeks. Temporary Withdrawal requests for vacation or similar will not be considered. Approval will be limited especially when a waitlist exists for the designated site.

## **EMERGENCY AND INCLEMENT WEATHER CLOSINGS**

Kids' Adventure Club has made a commitment to provide child care as many days as possible during the school year. Please be familiar with the Emergency and Inclement weather school and/or program delay or closing procedures. The Pathways, Inc. Administrators may determine a program closing is in the best interest and safety of both children and employees during severe weather. If a State-of-Emergency has been declared for Steuben County with restrictions to or no travel, Kids' Adventure Club will not open or will not remain open. In addition, School Age Child Care rules and regulations do not allow for continued program care when there is a loss of electricity, water or heat.

### Inclement Weather Closing

Location: Erwin Valley School, hours of operation **8:00 am–5:00 pm**. Late pick up will warrant late pick up fees.

- Children will be accepted on a first come-first serve basis based on site license capacity and staff/child ratio.
- Only children enrolled in the Kids' Adventure Club program will be provided care.
- Child must bring peanut free lunch with beverage. Breakfast and afternoon snack will be provided.

### 2-Hour Delay

Hours of operation **8:00 am** until school begins.

- Only children scheduled for the Before School Program on this specific day will be allowed to attend the morning program due to staff/child ratio. Children will be provided a snack prior to school.

### 2-Hour Delay turned Closing

If after **7:30 am** the school district decides to close school for the day, Kids' Adventure Club Program Administrator and or school district will determine if Kids' Adventure Club will remain open. ***If Kids' Adventure Club remains open:***

- Children signed into the program at each site will be transported by Birnie Transportation to the designated site, whenever possible.
- Children coming into their regular program site ***after a school closing has been announced will not*** be accepted at that site.
- Parents with child currently in care will be notified of the decision to transport child to the designated site or be requested to pick up for transport.
- Parent may make arrangements to pick up their child at the site prior to departure for designated site.
- Program site will close at **5:00 pm**.

### Early Dismissal – When school closes prior to 2:30 pm dismissal.

- If the C-PP School District dismisses school early due to inclement weather or other emergency situation, ***Kids' Adventure Club will also be closed.*** If the closure is isolated to one elementary school building, the remaining program sites will continue to operate.
- Parents are responsible for providing the schools with an "emergency go home" plan and this will be followed.
- If Corning-Painted Post School District announces "***after school activities***" are cancelled **this does not include Kids' Adventure Club, program will operate as usual.**

## FINANCIAL OVERVIEW

### Tuition

**Tuition is based on enrollment not attendance.** Enrollment for the school year is for all weeks upon start date except for school closures. Summer enrollment reflects selected weeks. Any child not properly enrolled in Kids' Adventure Club will not be permitted to attend. Withdrawal for the current school year will not be accepted after June 1<sup>st</sup>.

Each May, an update Sliding Fee Scale for the summer and upcoming school year is released. Please refer to this scale for all program rates.

**If a child is dismissed from the program for a day or a period of time the payee remains responsible for tuition as based on enrollment, not attendance.**

### Tuition Statements

- Statements are developed through an electronic billing system called ProCare.
- Statements will be emailed on a weekly basis; a written request can be made for a hardcopy statement.
- The statement will indicate the fees for child's enrollment Monday through Friday of the previous week.
- Payments are accepted at the program sites (check or money order only), dropped off at or mailed to Pathways, Inc., Kids' Adventure Club, at 33 Denison Parkway West, Corning, NY 14830.

### Rates and Sliding Fee Scale

#### **Income Verification**

Income verification must be provided annually in the form of current pay stubs (within previous 3 months) to verify one month of income or current year income tax return in order to participate in the sliding fee scale. If current income verification is not on file with the finance office, the account will be billed at the **highest rate** on the sliding fee scale until proof of income is received. Accounts will be recalculated only to the date the income verification is received.

#### **Children in Non-Parental Care**

Children who are living in non-parental care will be considered a household size of two and tuition will be calculated in accordance with the sliding fee scale. The guardian must indicate at the time of enrollment that the child is in their custody.

**Hourly Enrollment Rate** for children attending 1 hour or less is a standard rate of \$8.50. If enrolled Hourly and child is in attendance for more than 1 hour, tuition will be billed at the Session rate based on financial information; if no current financials are on record, tuition will be billed at the highest level until they are received.

If child attends over the hour more without prior approval from the Site Director/Supervisor, the program reserves the right to change the enrollment option to Session. If permission was not granted and extending over the hour causes a staffing hardship, families will be contacted for immediate pick up.

**Session Enrollment Rate** for children attending more than 1 hour. Rate will be based on the sliding fee scale when income verification requirements are met.

**Rates are not interchangeable and must be designated for each morning program, afternoon program and weekly for summer program when full day and half days are both options.**

### Fees

#### **Continuation of Enrollment**

A non-refundable processing fee that is payable with the submission of required paperwork. Pathways, Inc. employees are exempt from registration fees.

#### **Open Enrollment**

A non-refundable registration fee is due at the program orientation. Pathways, Inc. employees are exempt from registration fees.

#### **Fieldtrip Fees**

On occasion, a request may be made for a fieldtrip fee to help offset the cost when it is significant. No child will be denied participation based on the ability to pay the fee.

**Late Pickup**

- Children are to be picked up by the program closing time.
  - 6:00 pm for regularly scheduled school days and full days.
  - 5:30 pm for summer program and emergency closures.
- Families not adhering to this policy will be charged a late pickup fee at the following schedule:
  - 1-10 minutes late                   \$10/child
  - 11-20 minutes late                 \$20/child
  - 21-30 minutes late                 \$30/child
  - 30 minutes or more                 \$40/child
- Payment of late pickup fees must be made within 15 days of date the child was picked up late.
- Should an emergency situation arise that will cause a late pick up, contact the program site and inform staff of the circumstances.
- In the event that a child is not picked up by the close of program and staff has not been notified, staff will first attempt to contact parents/guardians and emergency contacts provided on the registration information. If these contacts are unsuccessful, the Program Director will be notified to determine appropriate action. If attempts are unsuccessful in contacting guardians or emergency contacts, appropriate authorities will be contacted for assistance.
- Childcare slots will be jeopardized for frequent late pick-ups.

**Child Care Subsidy**

- The program participates in the Steuben County Child Care Subsidy Program through Child Care Aware. located in Bath, NY.
- Families certified to receive child care subsidy must submit the letter of Certification received from Child Care Aware.
- Families who are applying for child care subsidy assistance are required to submit financial documentation annually or when changes are made to subsidy assistance.
- Subsidy will be billed for actual hours and days used.
- Additional fees for late payment of tuition fees, late pick up, registration fees additional hours, days are used that are not authorized, are the responsibility of and will be billed directly to the parent/guardian.

**Tuition Assistance**

- Tuition assistance is available through monies designated to Pathways, Inc. with funds received from the United Way of the Southern Tier.
- Parents/guardians can request scholarship applications from Kids' Adventure Club Office at 937-3249 or the program's Childcare Billing Clerk at 937-3267.

**Termination from Program**

- Kids' Adventure Club reserves the right to terminate use of the program due to nonpayment of tuition, habitual late pick up and/or failure to abide by program policies, including the code of conduct.

**SAFETY AND SECURITY OVERVIEW****Building Security**

Kids' Adventure Club will follow the Corning-Painted Post School District safety procedures in keeping the building locked and secure during hours of operation.

- All doors will be kept shut and locked so that no one can freely enter the building.
- Families must ring the bell to announce arrival and allow a reasonable amount of time for staff to open the door.
- If staff do not recognize or know the person at the door, he/she has the right to ask for identification and their purpose for entering the building. If the person is unknown to staff and/or does not have business with Kids' Adventure Club, staff will not open the door to allow access.
- Kids' Adventure Club staff at each site will assure that practices set forth by the principal will be honored.

**Custody Orders**

To honor specific custody orders and/or orders of protection, it is the responsibility of the parent/guardian to provide a copy of the designated custody order and/or order of protection. The document must be signed by the court with the legal seal present, date effective and ending date if applicable. If hand written changes are indicated on the document, the changes must be certified by the court. Kids' Adventure Club staff can only limit parental contact based on legal documentation.

**Confidentiality**

The program shall maintain confidentiality and shall respect each family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. Disclosure of child's records beyond family members, program personnel and consultants having an obligation of confidentiality shall require parental/guardian consent. However, in cases of abuse or neglect, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.

**Child Abuse, Neglect and Maltreatment**

All Kids' Adventure Club staff are trained as mandatory reporters of child abuse, neglect, and maltreatment. Kids' Adventure Club has a legal and ethical obligation to report to the proper authorities any suspicions that meet the criteria and concern.

- Per regulations staff will complete a daily health check to monitor overall physical and emotional well-being. This consists of observing each child upon arrival for their physical or emotional status and differences.
- Reports to the NYS Mandated Reporters Hotline are to be made in the following instances:
  - Mandated reporter who in the course of employment and capacity of Pathways, Inc. has reasonable cause to suspect child is abused or neglected or demonstrates any indicators as defined by the State of New York.
  - Mandated Reporter has reasonable cause of abuse or maltreatment where the parent and/or person legally responsible comes forth and provides personal knowledge, facts, conditions, or circumstances which if factual would render the child abused, neglected or maltreated.
  - Mandated Reporter observes and/or learns of possible actions of a staff member or volunteer that adheres to the criteria of child abuse, neglect or maltreatment in his/her capacity as an employee of Pathways, Inc.

If a Kids' Adventure Club staff person is subject of NYS Mandated Hotline, action will be taken immediately to assure the safety and protection of the children enrolled in the program

**Injury**

- If a child is injured during the program, staff will provide appropriate first aid.
- An Accident Report summarizing the accident will be completed as needed. The report will be shared with the parent/guardian and he/she will be asked to sign indicating that he/she has read the report and has been informed of the injury.
- If an injury is serious or may warrant medical attention, the parent or contact person will be notified to pick the child up or give permission to transport to nearest health care facility. If a contact person is not available and medical attention is needed, the child will be transported by ambulance.
- If the injury is life threatening, emergency care and transport will be provided immediately, then a parent will be notified.
- If medical attention is given the Office of Child and Family Services will be notified and an investigation will occur to determine status of supervision and safety.

**Emergency Evacuation Plan**

Kids' Adventure Club is responsible for the development, implementation and posting of site specific emergency evacuation plan. Parents will receive each year a notification explaining the evacuation plan and location.

- The plan will include:
  - How child and staff will be made aware of an emergency; Primary and secondary evacuation routes; Methods of evacuation, including where child and staff will meet after evacuating the building, and how attendance will be taken; Roles of staff; Notification of authorities and the child's parents.
  - A copy of plan to be posted at program site and placed in the Policy & Procedure manual.
- Each Site will have ready at all times an emergency bag with emergency items for evacuation; map of route to site, flashlight, mini-first aid kit, snack supply, and pre-made notice to be placed on door.
- The program is responsible to conduct at least two evacuation drills during the year.

**Emergency Crisis Preparedness**

Kids' Adventure Club has measures in place to keep child safe during crisis situations. The program adheres to similar practices established by the C-PP School District. Emergency Crisis Preparedness is made up of Lockdown, Lockout, Hold in Place, and Sheltering in Place.

**Lockdown** is a security procedure used when child and staff remain in the building due to imminent danger inside or in close proximity of the school/site. Staff will move child to a pre-determined secured area under quiet and wait status until the risk is not more. Parents are not permitted in or out of the building.

**Lockout** is used to alert of possible danger in the vicinity of the school/site. Staff and child remain indoors in a secure space with activity in place. Depending on the situation, only parents and/or emergency contact persons with photo identification will be allowed in the building.

**Hold in Place** will be used to hold child at a current location with regular activity. This is typically used during medical or other non-threatening situations to child.

**Emergency Sheltering** will be used for care beyond the regular hours of operation due to an event of natural disasters, weather related, environmental crisis, accidental emergencies or other. Staff will assure the wellbeing of child during this time by providing water, food and sleep if needed.

During emergency crisis situations parents/guardians will be notified as soon as possible. Communication may occur by telephone, email, Pathways, Inc. website, school messenger, and local radio and television. Depending on nature of crisis, communication may be limited or not possible.

Parent and child reunification is important and will be done as soon as possible and in an efficient means. Under most conditions parents and others are not permitted to enter the building until law enforcement, school or Kids' Adventure Club declares the building safe. When retrieving your child, you or a designated emergency contact must provide photo identification and sign the child out of the program on the hardcopy attendance sheet following direct contact with staff.

Emergency Sheltering Plan will be reviewed twice during the school year and once during the summer. This will include notification to parents, review with child and supply inventory.

#### **Fire Precautions/Evacuation Drills**

Kids' Adventure Club program will take suitable precautions to eliminate all conditions which may contribute to or create a fire hazard and/or eliminate all conditions in areas accessible to child which pose a safety or health hazard.

- Kids' Adventure Club program sites will utilize the primary and secondary emergency evacuation routes posted in the area where child are located.
- The program is responsible to conduct monthly inspections of the program areas in compliance with State regulations to observe possible fire and safety hazards.
- The program is responsible to conduct at least monthly evacuation drills during various hours of operation of the program. There must be one completed for AM Session and one for PM Session during the month.
- A record of these drills must be kept on file at the site using the Record of Fire Drills for Child Day Care Form provided by the NYS Department of Social Services; DSS-4439 (1/94).

#### **High Risk Activity**

When an activity may have identified concerns or risk, the following will occur:

- Activities may include but not limited to: glue gun use, household paints, building tools, etc. Staff will use the "High Risk Activity" form to obtain parental permission.
- A written activity plan will be developed addressing the concern or risk; with specific details or steps identifying proper use of materials, instructions with child, increased direct supervision, small groups of child involved.

#### **Outdoor Play**

Children will be provided the opportunity to go outdoors daily except during inclement weather or unless otherwise ordered by a physician. A child's parent may request and staff may permit child to remain indoors so long as required staff/child ratios are maintained. If the request is for an extended period of time, a physician order may be requested.

- Outdoor time is intended to provide child with the opportunity to be outdoors, engaged in physical activity whenever possible.
- In evaluating temperature, staff will consider the prevailing weather advisories for wind chill or heat index in warmer weather, child's apparel and its appropriateness to be a barrier from the elements.
- In general, when the wind-chill is **32 degrees** and above, it's safe to be outside. In temperatures **13 degrees to 31 degrees**, indoor breaks will happen every 20-30 minutes. Proper preventative measures will be taken when temperatures surpass 90 degrees.

### Playground Safety

- A Playground Safety Checklist is completed daily. The inspection is to verify the safety of the equipment and that the playground areas are free of hazards
- If a playground is not enclosed, cones will be used to establish boundaries for safety purposes to block access by motor vehicles, indicate closed section(s) of the playground, etc.
- While playing on playgrounds and equipment children will wear appropriate foot wear, including rubber soles fully attached to the foot.
- Playing tag, running in and out of the equipment is not permitted; these types of activities are designated for an open area.
- All equipment will be used properly based upon the following rules, but not limited to:
  - Slides: sitting down, feet first, going downward only, child may not walk up the slide; no flipping over bar at top of slide; one child on at a time.
  - Monkey Bars/Climbing Equipment: are for climbing only, child must take care when climbing and allow space between each other to avoid kicking one another; no sitting, standing or hanging upside down from the monkey bars; no running on top of monkey bars; staff must be positioned to spot the child;
  - Swings: one child per swing; two child per tire swing; chains are not to be twisted; child are to swing in a seated position; no pushing of empty swings; swings must be slowed down before exiting; no running under, in front of or behind moving swings; no swinging from side to side;
  - Jump Ropes: are to be used as jump ropes, no whipping of jump ropes; no stretch jump ropes permitted
  - Rings: are to be used for hanging only; one child per set of rings; no standing on rings, rings are to be hung from with hands, no hanging by feet.
  - Child who are using climbing equipment need to do so with direct adult supervision.

### Gym Safety

- While playing in the gym, children will wear appropriate foot wear, including rubber soles fully attached to the foot.
- Free time or play will be permitted when there are 5 or less child in the gym. This practice is in place to assure safety of all children.
- Habitual poor sportsmanship or aggressive behavior will be addressed with the parent/guardian.

### Product Safety

Kids' Adventure Club will take measures to meet compliance with state regulations defining the minimum standards for the provision of child care including ensuring that the physical plant, equipment, toys, other materials and food used within the program are free of safety hazards.

- Relevant recalls will be disseminated to all Site Supervisors through email or staff meetings.
- When needed, Site Supervisors will check the listing against the equipment inventory at their respective sites.
- Items determined to be of risk or subject to recall will either be removed from the program until the replacement parts are obtained or the item will be discarded per agency regulations.
- Any items that are received as donations will be checked and deemed safe for play and any concerns relating possible recall status will be compared with the recall lists and/or a call to the CPSC Hotline (1-800-638-2772) to ensure that they have not been recalled or determined to be unsafe.
- Parents can access this web site via the internet, [www.recalls.gov](http://www.recalls.gov); or contact the NYS Consumer Protection Board's Consumer Assistance Unit at 1-800-697-1220.

### Toxic Materials

- Kids' Adventure Club will exercise extreme care and caution in selecting program materials to ensure that non-toxic materials are used whenever possible.
- Any items that may pose a risk of toxicity to child and/or adults will be stored in a locked cabinet, away from food items and out of reach of child (i.e. bleach and fabric softener, etc.).
- In activities where substances may be used with "warning use";
  - Prior approval from the Program Director must be obtained by the Site Director.
  - Parent's permission for children to participate is obtained through use of the "High Risk Activity" form.
  - There will be increased supervision by staff; Staff/Child ratio may be less than 1:10 depending on nature of activity.
  - Children will be instructed in proper use of materials.
  - Children and staff will use protective clothing (i.e. gloves, safety glasses, paint shirts) whenever necessary.



**Computers**

School computers are utilized on a regular basis throughout the week. Children are only allowed access to educational sites approved by the C-PP School District and Kids' Adventure Club. If habitual misuse by child occurs the privilege may be revoked.

**Movies**

Videos and movies may be utilized as a part of the curriculum and activity planning. The use of media, such as television, and DVD movies is limited to developmentally appropriate programming that has been previewed by adults prior to use. Media are used as special events, rather than as regular, daily routines. The choice of the movies shown will be restricted to G-rated movies.

- An alternative activity must always be available; No child is required to view the movie;
- Staff will discuss what is viewed with child to develop critical viewing skills.
- Movies which are rated PG may be shown **only** under the following circumstances
  - the parent of the child is notified of the movie and its rating before the movie is shown;
  - the parent authorizes in writing their child is allowed to watch the movie

## PARENT INFORMATION AND RESPONSIBILITIES

**Parent/Guardian Ability Impaired**

If it becomes apparent that the ability of a child's parent/guardian is impaired due to alcohol or drugs and as a result, the child's safety is in question, staff must alert the parent/guardian to their concern. The staff should offer the parent/guardian the following options:

- have the parent telephone someone to pick them up or staff notify emergency contact person to pick up.
- If the parent is unwilling to consider the options suggested and there are continued concerns regarding safety, the Site Director or designated staff will immediately notify authorities regarding the situation by calling 911.
- The Site Director or designated staff will immediately contact the Program Director regarding the incident.
- The Site Director or designated staff will make a report to Child Protective Services as a Mandated Reporter.
- The Program Director will contact parent to arrange for an immediate meeting regarding the incident.

**Open Door Policy and Parent Involvement**

- Kids' Adventure Club has an open-door policy.
  - Parents or guardians are welcome to visit and observe anytime.
  - All visitors must sign in at the program site and may be asked to show identification to ensure the safety of the children and staff.
- An open house/orientation is offered at each site during the school's open house.
  - Families are welcome to visit a program site to observe and talk with staff during the open house.
  - At the time of enrollment parents are provided with program information and have the opportunity to review program materials and obtain information.
- Site/Parent Communications
  - Parents/guardians will be notified of upcoming community projects, fund raisers, field trips, etc. via postings, email, fliers and through staff/parent daily communications.
  - A texting option is available for notification in cases of emergencies and closings, in addition the Pathways, Inc. website can be checked for up to date information on delays, inclement weather programs and closings.
- Surveys
  - Action plans are established to rectify areas identified for improvements and to recognize positive aspects of the program that meet the needs of families, survey input also meets funding requirement.

**Parent Concerns**

Parents/Guardians are encouraged to discuss their concerns directly with the Site Director or Site Supervisor. If an acceptable resolution cannot be reached or additional support is needed, please contact the Program Director at [lpayne@pathwaysforyou.org](mailto:lpayne@pathwaysforyou.org) or by calling 937-3249.

- The New York State Department of Social Services Licensing Regulations for School-Age Child Care is conspicuously posted at each site.
- The Regulatory Contact listing of the name, title, address and phone numbers of the New York State Department of Social Services Field Representative, the Regional Bureau Director from the New York State Department of Social Services and Pathways, Inc. Kids' Adventure Club Administrators is posted at each site.

### Personal Property

- Children will be assigned a space to store their personal property while at Kids' Adventure Club.
- Personal property should be limited to the items required for the day (layers of clothing, outerwear, footwear, school supplies).
- Program staff will not be held responsible for any lost or damaged personal property.
- Personal items/property should be identified with the child's name if brought to program.

### Property Damage

In the event that a child has willfully and intentionally damaged property belonging to the school or to Kids' Adventure Club, an Incident Report form will be completed immediately.

- The Incident Report will include how the damage fee will be assessed.
- The Site Supervisor will contact the Program Director, the Building Principal, if it is school property, and the parent/guardian of the child/children involved.
- The damage will be assessed to determine the cost for repair or replacement by the family.

## HEALTH AND NUTRITION

### Nutrition

Kids' Adventure Club program participates in the NYS Department of Health, Child and Adult Care Food Program (CACFP) and therefore will provide snacks that are in compliance with CACFP for nutrition, adequate serving size, proper storage and handling, as well as proper sanitation at appropriate intervals.

- **Kids' Adventure Club is a peanut free environment.** Please help us keep all children with peanut allergies safe while in our program by sending lunches that are free of peanuts and peanut oil.
- Breakfast **will not** be offered during the morning program as it is provided by the Corning-Painted Post School District. Kids' Adventure Club child can participate in the District's program; parents are responsible for any district costs that apply. Children will be signed out of program to participate in the breakfast program.
- An afternoon snack is provided during the After School program; breakfast and an afternoon snack are provided during the full day programs.
- It is the parent/guardian responsibility to provide a ready-to-eat lunch for their child attending a full day or early dismissal program (no glass containers). If lunch requires refrigeration, the parent/guardian must indicate upon arrival to program.
- If a child does not have an adequate meal, the parent will be contacted to provide one.
- In the event a parent cannot be contacted Program sites will have available nutritious snacks and adequate supplemental food to ensure all children are receiving proper nutrition.
- Safe drinking water is available to children at all times and offered at intervals that are responsive to the needs of the individual child.
- Children are encouraged to gain independence in serving themselves and encouraged to use acceptable table manners appropriate to their developmental stage.
- Sufficient time, based on age and individual needs, will be allowed for meals so that children will not be hurried.
- Children and staff will wash their hands prior to preparing, serving or eating snacks or meals.
- A rotational snack menu is posted at each program site and is also provided to the parents at the time of enrolling their child in the program.

### Allergies

Kids' Adventure Club recognizes that children and adults are subject to known allergies. Peanuts, long considered a staple in young diets are one of the leading causes of food allergic reactions in children. Other common food allergies are milk, egg, and shellfish based foods. It is important that any known allergies are communicated so we can best avoid an allergic reaction. In addition, please be aware of the following:

- Kids' Adventure Club is a peanut-free environment; we do not serve or allow foods that contain peanuts, peanut oil, or are processed where trace amounts of peanuts exist. Please do not send any food items that contain peanuts, peanut oil, or are processed where trace amounts of peanuts exist.
- Staff will monitor all food items brought into the program for lunch or snack. If content has peanut trace, the food item will be removed, returned to you, and an alternative item offered.
- Sharing lunches and/or snacks from home among children is not permitted.
- If a food is served by the program that a child with a food allergy cannot consume a substitution will be provided by Kids' Adventure Club and/or substituted by the parent.

### **Health Care Plan**

Kids' Adventure Club in compliance with the NYS Office of Child and Family Services' regulations has developed a specific Health Care Plan that addresses plan objectives; child health policies; staff health policies; staff training; infection control procedures; daily health checks; emergency procedures; first aid; program decision to serve mildly ill child and program exclusion criteria; child with special health care needs; program decision and policies on the administration of medication during program hours; program policies on inventory, record keeping, storage, and disposal of medication; list of staff trained to be medication certified and record of our program health consultant. The complete health care plan is kept at each site and available for parent review upon request.

### **Medical Authorization**

- If a child requires medication during program hours, the parent must have a physician complete the Medication Consent form authorized by the Office of Child and Family Services. Form is available on the website <http://www.pathwaysforyou.org>
- Child will not be permitted to enter or remain in care without all proper documentation and medicine current.
- The medication must be in the original bottle/vial labeled by the pharmacy and a copy of the prescription information that is provided by the pharmacist along with the prescription which lists common side effects, interactions with other medications, etc. is also required. No more than a 5-day supply of a controlled substance medication at a time.
- Medical authorization and Medication storage applies to prescription and all over-the-counter oral medication and ointments.

### **Medication Administration**

- Parents are responsible for providing to the Site Supervisor all necessary documents, medication in original bottle/box and any other requirements prior to the child starting the program.
- Kids' Adventure Club trained MAT staff will administer both over-the-counter and prescription medications within the mandated state regulations.
- MAT or Waiver trained staff will carry and administer emergency needed medications.
- No medication will be administered without the written consent of the physician and parent/guardian per the OCFS Consent Form.
- It is strongly recommended that the first dose of any medication be administered at home for parental observation for any noted side effects or adverse reactions.
- It is also recommended that medications be scheduled to be administered at home whenever possible.

### **Daily Health Checks**

- Each day child will be evaluated by a visual scan to determine if they have any indication of illness, injury or other concerns.
- Parents/guardians will be notified to participate in the decision whether to pick the child up or leave the child at program if circumstances allow.
- If child do not feel well, they will be allowed and encouraged to rest in an area away from others but within direct staff supervision.

### **Exclusion Criteria**

- When child exhibit symptoms of illness and are not able to participate, the parent will be called.
- Child may not remain at the program when their temperature is over 100 degrees and other symptoms are present.
- Kids' Adventure Club recommends that parents/guardians have pre-arranged backup care should their child be too ill to attend program.

### **Communicable Diseases**

- Children who have a communicable illness cannot attend program until the contagion period has ended or they have begun medication and are in compliance with both Kids' Adventure Club and the Corning-Painted Post School District policy and procedure. Chicken Pox, Impetigo, Mumps, Scabies, Pink Eye, Measles, Strep Throat, Whooping Cough, Head Lice, Infectious Hepatitis, etc.
- It is the Parents responsibility to inform the Site Director or designated staff in charge if your child has a communicable illness.
- A notice will be posted alerting families that their child may have been exposed to that specific communicable disease. Your child will not be identified.
- If a child exhibits symptoms of a communicable illness during program, staff will contact parents/guardians; if this is not successful, the emergency contact list will be used to find someone who can take the child home.
- Recommendation to seek medical care for a proper diagnosis and care will be given at the time of pick up.

- In some cases, the Site Director will request a physician's statement upon return to the program.

### **Sun Screen/Bug Spray/Other Ointment**

- Per NYS School Age Child Care Regulations, Part 414.11, parents/guardians are required to provide written instruction giving program staff permission to apply over-the counter topical ointments.
- The permission to apply ointment must be done by completing the OCFS Non-Medication Consent Form. This form must be completed each time a new ointment is provided to Kids' Adventure Club.
- Each parent is expected to provide sunscreen for their child especially during the summer. The bottle is to be marked with the name.
- If parents/guardians choose not to provide sun screen, program staff may limit the outdoor activities that the child is able to participate in for the health and safety of the child.
- Children will be assigned a space to store their personal property while at Kids' Adventure Club.
- Personal property should be limited to the items required for the day (layers of clothing, outerwear, footwear, school supplies)
- Program staff will not be held responsible for any lost or damaged personal property.
- Personal items/property should be identified with the child's name if brought to program.

### **QUICK REFERENCE**

Program Office, Denise Campbell	(607) 937-3249
Lori Payne, Program Director	(607) 937-3254
Angela Berger, Assistant Director	(607) 937-4513
Tara Chase, Program Coordinator	(607) 937-3253
Childcare Billing Clerk	(607) 937-3267

### **Program Sites**

Carder School, 289 State Street, Corning, NY 14830	(607) 937-6035
Before and After School Program Site	
Laura Stevenson, Site Director	(607) 937-4570
Erwin Valley School, 16 Beartown Road, Painted Post, NY 14870	(607) 937-6142
Before and After School Program Site	
Janet Jacobson, Site Supervisor	(607) 937-3252
Gregg School, 164 Flint Avenue, Corning, NY 14830	(607) 937-6040
After School Program Site	
Brittany White, Site Director	(607) 937-3251
Severn School, 36 McMahon Avenue, Corning, NY 14830	(607) 962-4418
Before and After School Program Site	
Tara Chase, Program Coordinator	(607) 937-3253
Calvin U. Smith School, 3414 Stanton Street, Painted Post, NY 14870	(607) 936-1363
Closed 2018-2019 School Year	
Students Transported	
Winfield School, 194 Winfield Street, Corning, NY 14830	(607) 937-6043
Closed 2018-2019 School Year	
Students Transported	