



Pathways, Inc.

we put people first

**KIDS' ADVENTURE CLUB
SCHOOL-AGE CHILDCARE PROGRAM**

PARENT HANDBOOK

TABLE OF CONTENTS

PROGRAM OVERVIEW

	PAGE
• Compliance Statement.....	1
• Programs Available.....	1-2
• Supervision.....	2-3
• Sign-in, Sign-out Procedure.....	3
• Open Door Policy	3
• Communication	4
• Parent Concerns.....	4
• Surveys	4
• Absenteeism	4
• Dress Requirements.....	4

ENROLLMENT OVERVIEW

• Age Requirements.....	5
• Children Requiring Accommodations	5
• Enrollment Procedure	5
• Enrollment Options	5-6
• Waiting List.....	6
• Exclusion from Program.....	6
• Schedule Changes and Withdrawals	6

STAFFING OVERVIEW

• General Information	7
• Program Staff.....	8

FINANCIAL OVERVIEW

• Tuition	9
• Additional Fees.....	9
• Rates and Fee Scale.....	9-10
• Tuition Statements	10
• Payments	10
• Subsidized Childcare	11
• Tuition Assistance.....	11

CHILDREN'S HEALTH AND WELL-BEING OVERVIEW

• Health Care Plan.....	12
• Medication Authorization and Administration	12
• Non-Prescribed Epinephrine	12
• Allergies	12-13
• Health Checks.....	13
• Communicable Diseases	13
• Topical Ointments	13

BEHAVIOR MANAGEMENT OVERVIEW

- Behavior Management Policy..... 14
- Limiting Program Activities 15
- Suspension and Dismissal from Program 15
- Responsibility to the School 15
- Responsibilities of Involved Parties 15

CURRICULUM OVERVIEW

- Curriculum 16

FIELDTRIP AND TRANSPORTATION OVERVIEW

- Fieldtrips 16
- Transportation 16

SAFETY AND SECURITY OVERVIEW

- Custody Orders 17
- Confidentiality..... 17
- Personal Property..... 17
- Property Damage..... 17
- Building Security 17
- Emergency Evacuation Plan 17-18
- Emergency Crisis Preparedness 18
- Fire Prevention/Evacuation Drills 18
- Child Abuse, Neglect and Maltreatment..... 18
- High Risk Activity 19
- Outdoor Play 19
- Playground Safety 19
- Gym Safety..... 19
- Accident and Injuries 19-20
- Product Safety 20
- Toxic Materials..... 20
- Impaired Parent/Responsible Party 20

TECHNOLOGY OVERVIEW

- Movies 21
- School Issued Electronics..... 21

NUTRITION OVERVIEW

- Food Safety 21
- Breakfast and Snack 21
- Full-days and Early Dismissal 21

PROGRAM CONTACT INFORMATION 22

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 childcare 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 McMahon 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 **enrolled** elementary students in the Corning-Painted Post (C-PP) School District. When a program is not available at your home site, transportation will be provided.
- **2-hour delay care** is available **only** to those children enrolled in morning program on the specific day that the delay is called. Hours of operation are **8:30 am** until school begins.
- **If a 2-Hour Delay turns into a school closing after program opens** a Program Administrator and/or school district will determine if Kids' Adventure Club will remain open. **If the Emergency Closure Program will open**, parents/guardians of children already signed in at each site will be contacted to pick up their child from program. Children coming into their regular program site **after a school closing has been announced** **will not** be accepted at that site.

After School Program

- After school care is available from **school dismissal until 6:00 pm** to **enrolled** elementary students in the Corning-Painted Post School District. When a program is not available at your home site, transportation will be provided.
- 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/Guardians are responsible for providing the school with an "emergency go home" plan and this will be followed.

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**.
- Childcare 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 5:30 pm**.
- Early Dismissal slots are limited based on licensing requirements. **Requires pre-registration.**

School Year Full-day Program

- Full-day program at a designated site for scheduled school closings is available to **enrolled** elementary students in the Corning-Painted Post School District from **7:30 :00am to 5:30 pm**
- Full-day slots are limited based on licensing requirements. **Requires pre-registration.**

Emergency Closure Full-day Program

- Emergency Closure Program is located at a designated site for unscheduled school closings is available, **when possible**, to **enrolled** elementary students in the Corning-Painted Post School District from **8:30 am to 5:00 pm**
- Slots are limited based on licensing requirements. **Pre-registration is required.**

Summer Program

Summer program is available weekly from **7:30 am to 5:30 pm** for 6-8 weeks in July and August.

Pre-registration for early dismissal, full-day program and emergency closure full-day program is available at enrollment. After the deadline, parents/guardians can inquire about availability by contacting the main office.

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

Program Closure

- Pathways, Inc. Administration may determine a program closing is in the best interest and safety of both child and employees during severe weather.
- If a State-of-Emergency has been declared, there is a loss of water, electricity or other building concerns, program will be closed. If this occurs once children are in program, parents/guardians will be required to pick up their children within one hour.
- **The program reserves the right to change program hours when school events prevent use of appropriate program space, during severe weather conditions or when a situation will prevent the program from maintaining compliance with policies and regulations.**
- For closures or schedule updates that are time sensitive, contact with parents/guardians will occur through email and/or the ProCare Messenger app as soon as we are notified. Parents/Guardians should keep email addresses up to date with the main office. Parents/Guardians can request an invitation to the ProCare app through the finance office. You can also refer to our Agency website www.pathwaysforyou.org.

Supervision

Kids' Adventure Club will ensure a staff-to-child ratio as required in the Office of Child and Family School-Age Childcare 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 will maintain **a minimum of one staff for every ten children** regardless of age except in cases of emergency or staffing shortages. Children will not be left without direct supervision, with the exception of allowing privacy in the bathroom.

Tracking System

- 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 staffing occurs.
- All children are required to have their picture taken for this purpose.

Group Development

- Groups will be developed with the following considerations; age, individual needs, interests, and overall group dynamic.
- Although requests will be considered, they may or may not be honored. At any time, the staff with the approval of the Site Director, may make temporary changes to the group.
- There are times when permanent group changes may occur. This includes, but is not limited to, the addition of new program members and documented occurrences between children that are affecting the overall group dynamic.

Transportation Supervision

- Children receiving transportation services 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 to 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 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*.
- When photo id is not available, a picture may be requested. 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 at their present location. Parents/Guardians are required to pick up their child directly from their present location once the child is signed out and the Site Director or designee contacts the group to indicate approval for release.
- If parents/guardians are not permitted to walk throughout the school, the following will occur: 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 two-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 form** 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 (i.e. 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

Attendance records will be maintained on a hard copy attendance sheet, requiring a parent/guardian signature at drop-off and/or pick-up.

- Parents/Guardians are expected to escort their child in to the Before School Program and complete sign-in procedure
- After School, children will sign in with staff.
- Parents/Guardians are expected to arrive at the After School Program and complete the sign-out procedure.

Open Door Policy

- Kids' Adventure Club has an open-door policy. Legal guardians are welcome in the program any time.
- All visitors must sign in at the program site and may be asked to show identification.
- When needed, staff will be available to meet with Parents/Guardians outside of program hours to discuss concerns and to exchange information related to their child so that supervision is not compromised.
- An open house is offered at each site in September. Families are invited to visit and meet staff during the open house.

Communication

Parents/Guardians will be notified of upcoming community projects, fundraisers, field trips, etc. via postings, email, flyers, and through staff 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. The primary means of mass communication will be through email.

Parent Concerns

- Parents/Guardians are encouraged to discuss their concerns directly with the Site Director. If an acceptable resolution cannot be reached or additional support is needed, please call the Program Director at (607) 937-3249. All concerns reported to the Program Director will be investigated.
- Parents and/or representatives of the child will address staff persons, children or other persons present in the program in a courteous manner. This includes appropriate tone of voice, volume of voice, and body language. They will refrain from using intimidation and/or physical violence. Violation of this policy may result in suspension or expulsion from the program.
- All program staff are expected to receive concerns in a professional manner. When the Site Director is not present, the person in charge will accept the report. They will state to the parent/guardian that the concern will be shared with the Site Director as soon as possible for resolution.
- Addressing concerns on social media is not acceptable and may lead to termination of services.
- Parents and/or representatives of the child will not directly approach or attempt to address a concern with a non-custodial child or their parent. Violation of this policy may result in suspension or expulsion from the program.
- The New York State Department of Social Services Licensing Regulations for School-Age Childcare 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.

Surveys

Families will be asked to complete a survey at least once a year to identify areas for improvement and to recognize positive aspects of the program that meet the needs of families. Survey input also meets the programs funding requirements.

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 early dismissal or absent on the school attendance, staff will immediately call parents/guardians, emergency contacts, etc. until child is located.
- After one hour without making contact with a parent or emergency contact and the child has not been located the Program Director will be notified and authorities may be contacted.
- A habitual need to locate a child due to lack of notification may jeopardize your enrollment with the program.
- The program must have contact numbers where the parents/guardians and emergency contacts 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

Children should come dressed appropriately for the weather conditions and activity level, this includes:

- Comfortable clothing they can play in.
- Footwear that is enclosed and has appropriate tread to prevent slipping; sneakers are best. CROCS or similar clogs are not permitted.
- Lack of appropriate shoes or outerwear may limit activity options.

- Parents/Guardians will be advised in advance if any special activity is being planned which would require specific dress attire.

ENROLLMENT OVERVIEW

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.

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 children enrolled in a regular kindergarten program up to the age of 12. A child observing his/her 13th birthday before a program session ends may complete that session.
- **Enrollment priority will be given to children enrolled in Elementary School.**

Children Requiring Accommodations

- 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 childcare setting.
- When a child who is identified as needing additional care or attention is accepted into the program, an individual health care plan or support plan will be developed.

Enrollment Procedure

- All information requested from families 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 completing online at www.pathwaysforyou.org/KACenrollment.
- Enrollment packets are available for pick up at 33 Denison Parkway W. and www.pathwaysforyou.org/kac

Enrollment Options

Continuation of Enrollment

- Once enrolled, a child may remain enrolled in the School Year program from year to year by submitting the Continuation of Enrollment form by the deadline 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 upcoming Summer program and/or School Year program beginning May 1 each year, as space allows.
- Space is limited based on the New York State School-Age Childcare Regulations.
- Children will be placed based on the timeliness of their application and availability of their requested schedule.

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.
- The Summer program does not have a minimum enrollment however, full time enrollment will have priority placement.

Enrollment Status

- **Hourly:** Child will regularly attend one hour or less.
 - Morning program arrive at 7:15 am or later.

- Afternoon program pick up by 4:00 pm or earlier.
- **Session:** Child will attend more than one hour.

The program reserves the right to change a status of hourly to session when families regularly utilize session program when enrolled hourly. Approval must be given to extend hourly enrollment for a single or multiple session.

Waiting List

- 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.
- Families will remain on the waiting list for one program year, September–June.
- Families should regularly check their email for notification of available slots.
- For Summer program, Full-day program and Early Dismissal program, parents will be contacted approximately 2 weeks in advance with an update to their waitlist status.

Program Exclusion

- The program reserves the right to exclude a child from program for the following reasons:
 - Outstanding balance with any Pathways, Inc. program.
 - Prior dismissal from program for behavior or safety concern.
 - Safety concern due to past occurrence with any Pathways, Inc. program.

Schedule Changes and Withdrawals

Schedule Changes

- The enrolling parent/guardian can request a schedule change by completing the appropriate paperwork. Requests for change in schedules will be approved based on availability.
- Changing a schedule may jeopardize the availability to change back to the original schedule.

Withdrawal from Program

- The enrolling parent/guardian can withdraw from program by completing the appropriate paperwork.
- Withdrawal from program requires a 2-week notice.
- Withdrawal for the current school year will not be accepted after June 1.

Temporary Withdrawal

- The enrolling parent/guardian can request a temporary withdrawal at the time of an unexpected absence due to medical emergency or temporary loss of work of parent/guardian or child, if childcare is not needed for a period of two or more weeks not to exceed six weeks.
- Requests for vacation or similar will not be considered.
- Approval will be limited, especially when a waitlist exists for the designated site.

STAFFING OVERVIEW

All Kids' Adventure Club staff are hired in accordance with 414 NYS School-Age Childcare Regulations.

All staff are 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.

All staff are required by state regulations to receive additional childcare-related trainings of 15 hours within the first six months of hire and 30 hours every two years.

Each program site is assigned 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.

Kids' Adventure Club employs staff with varying amounts of experience and education.

Each staff person is required to complete a 90-day orientation period where they will receive training and oversight.

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.

Diversity in the Workplace

Pathways, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Program Staff**➤ Program Director**

- Responsible for the overall development of the program including direction and supervision of the daily activities of the program at multiple sites. This includes program implementation, evaluation, fiscal and employee oversight.
- Reports directly to the Executive Vice President, Community and Habilitation Services

➤ Assistant Director

- Responsible for the direct oversight of Site Directors, assures all training requirements are met and provides program support.
- Reports Directly to the Program Director.

➤ Program Coordinator

- Responsible to plan and coordinate all program activities. Responsible to train staff in activity and field trip implementation.
- 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 training and 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 training and supervision.
- Reports directly to the Assistant Director.

➤ Group Teacher

- Works closely with children and other program staff to implement daily schedules and activities.
- Reports directly to the Site Director

➤ Assistant Teacher

- Works closely with children and other program staff to implement daily schedules and activities.
- Reports directly to the Site Director.

➤ Administrative Assistant

- Point of contact for families, oversees enrollment, responsible for CACFP compliance.
- Reports Directly to the Program Director.

FINANCIAL OVERVIEW

Tuition

- **Tuition is based on enrollment not attendance.**
- Enrollment for the school year is for all weeks starting the first day of school or upon start date for late enrollments, except for school closures and early dismissals.
- Summer program tuition reflects pre-selected days/weeks.
- **If a child is suspended from the program for a day or a period of time, the payee remains responsible for tuition as based on enrollment, not attendance.**

Additional Fees

Continuation of Enrollment

- A non-refundable processing fee that is payable with the submission of required paperwork. Pathways, Inc. employees and children in foster care/grandparent care are exempt from registration fees.

Open Enrollment

- A one-time non-refundable registration fee is due. Pathways, Inc. employees and children in foster care/grandparent care 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 fee.

Deposit

- A 2-week tuition deposit may be required based on past delinquent payment history.

Rates and Sliding Fee Scale

Income Verification

- Each family is required to complete and return a Financial Agreement, signed by the person responsible for enrolling the child in the program.
- In order to take advantage of the sliding fee scale, 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.
- If current income verification is not on file with the finance office, the account will be billed at the **highest rate** until proof of income is received.
- Accounts will be recalculated to the date the income verification is received.
- The fee scale is updated annually on January 1 however, the program reserves the right to update the fee scale as needed.
- Families who are applying for childcare subsidy assistance are required to submit financial documentation annually or when changes are made to subsidy assistance.

Children in Non-Parental Care

- Children who are living in non-parental care will be considered a level one. The guardian must indicate at the time of enrollment that the child is in their custody. A custody agreement may be requested.

Hourly Rate

- Billed at a flat rate.
- 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.

Morning Session Rate for children attending more than 1 hour billed at a flat rate.

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

Full-day Rate for children attending full-day, emergency closure days and early dismissal days will be billed at a flat rate.

Early Dismissal Rate for children attending early dismissals, will be billed at a flat rate.

Half-Day Rate

- Children attending less than 5 hours or less during **Summer program only**.
- Families can choose from Half-Day options: 7:30 am–12:30 pm or 12:30–5:30 pm. Adjustment to time is allowable by 30 minutes. **Times are not interchangeable.**

Late Pickup Fees

- Children are expected to be picked up by program closing time for the designated program.
- Families not adhering to this policy will be charged a late pickup fee.
- More than 2 late pick up times will jeopardize your childcare slot.

Late pickup fees will be charged per the following schedule and must be paid within 14 days of charge:

○ 1–10 minutes late	\$10/child
○ 11–20 minutes late	\$20/child
○ 21–30 minutes late	\$30/child
○ 30 minutes or more	\$40/child

- Should an emergency situation arise that will cause a late pickup, 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 we are unsuccessful in reaching a contact, the Program Director will be notified to determine appropriate action **including notifying authorities for assistance.**

Tuition Statements

- Tuition statements are generated through an electronic billing system called ProCare and are based on your enrollment and any additional fees that are acquired throughout the week.
- The statement will indicate the fees for child's enrollment Monday through Friday of the previous week.
- Statements are emailed on Mondays, on a weekly basis. Holidays occurring on Mondays will affect the day that emails are sent.
- The finance office will provide one statement per account. Requests to split tuition statements for one account will not be honored.
- Parents/Guardians who live in separate households are permitted to each enroll their child in program and be billed for their specific approved schedule.

Payments

- Payments are accepted at the program sites (check or money order only) or can be dropped off at or mailed to Pathways, Inc., Kids' Adventure Club, at 33 Denison Parkway West, Corning, NY 14830.
- Electronic payments can be arranged through our finance office.
- Payments are due each Friday.
- **Kids' Adventure Club reserves the right to terminate use of the program due to nonpayment of tuition.**

Childcare Subsidy

- The program participates in the Steuben County Childcare Subsidy Program through ProAction.
- Participating families certified to receive childcare subsidy must submit the Letter of Certification received from the subsidy program.
- If a parent/guardian uses care outside of the approved time, additional fees may apply.
- Additional fees for late payment of tuition fees, late pickup, registration fees for additional hours, and 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 and will be awarded on a limited basis.
- Parents/Guardians can request scholarship applications from Kids' Adventure Club Office at (607) 937-3249 or the program's Childcare Billing Clerk at (607) 937-3267.

CHILDRENS HEALTH AND WELL-BEING OVERVIEW

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 and record keeping, storage, and disposal of medication. The complete health care plan is kept at each site and available for parent review upon request.

Kids' Adventure Club is will provide Emergency Medication ONLY.

Medication Authorization and Administration

- With the exception of non-prescription ointments, **Kids' Adventure Club will administer emergency medication including prescribed Benadryl, epinephrine, and inhalers.**
- If a child requires emergency medication during program hours, the parent/guardian must have a physician complete the Medication Consent form authorized by the Office of Child and Family Services. In addition, the parent/guardian and Site Director must complete an Individual Health Care Plan Form OCFS-LDSS-7006. Children will not be permitted to receive care without all proper documentation completed and a valid prescription present.
- Medication must be in the original box. Prescriptions must be labeled by the pharmacy. 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. must be included. Medications and directions must match the Medication Consent form.
- Trained staff will administer the medication, when needed.
- While in the home location and in locations within the building, the emergency medication will be in a locked but accessible location.

Non-Prescribed Epinephrine

- Kids' Adventure Club will stock non-prescribed epinephrine injections at each program site for use should an undiagnosed allergic reaction causing a life-threatening anaphylaxis emergency occur. At least one program staff per site will be trained to administer the epinephrine injection.
- The non-prescribed epinephrine injection is made available free through the Office of Child and Family Services.
- If the medication is administered or expired, it will be temporarily unavailable. If unavailable, the program will call 911.
- If an allergic reaction is suspected and does not appear to be life-threatening, the parent/guardian will be called for immediate report to the site. If possible, the report should be made to the Program Director. Symptoms include but are not limited to (minor or slow progression of) itching, rash or hives, dizziness, abdominal pain, nausea, swelling. If the status of the situation changes, staff should immediately move to life-saving treatment,
- If a child is having difficulty breathing to the point that it is perceived as serious or life-threatening, a staff person will be directed to call to 911. Whenever possible, the call to 911 should be made in close proximity to the incident so the 911 operator can provide direct support to the staff person giving aid.

Allergies

- Kids' Adventure Club recognizes that children and adults are subject to known allergies. Peanuts, long considered a staple 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 crucial that any known allergies are communicated so we can best avoid an allergic reaction. Medical documentation outlining the allergy will be required along with an Individual Health Care Plan Form OCFS-LDSS-7006. In addition, an Individual Allergy and Anaphylaxis Emergency Plan Form OCFS-6029 must be completed and submitted.
- Ingredient lists for all foods served will be reviewed prior to purchasing and distributing food items to program sites.
- Kids' Adventure Club is a peanut-free environment; we do not serve 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.
- 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.
- Program sites have a list of children's food allergies in their snack clipboard. The snack clipboard will be kept in a location that is accessible to all staff.
- All children indicated with an allergy will have a red card placed in their tracking card sleeve. The staff are responsible to review the list immediately prior to serving any non-approved snack food to any child indicated with a food allergy.
- The allergy list will be updated immediately either when a newly enrolled child reports an allergy or a currently enrolled child develops an allergy. The allergy can be hand written by the Site Director but must be added to the database and reprinted by the next month's inspection. All staff must review the list at least monthly and upon the enrollment of a new child with an allergy or a report that a currently enrolled child develops an allergy.
- Although the program follows a strict cleaning policy, the space we use is shared. We cannot guarantee that all spaces in the building are free from peanut related residue. Prior to enrollment, the parent and Program Director should determine the ability of the program to keep the child safe from a severe allergic reaction.
- The program will call 911 should an anaphylaxis reaction occur with a noted or suspected allergic reaction.

Daily Health Checks

- Upon arrival, each child will be evaluated by a visual scan to determine if they have any indication of illness, injury or other concerns.
- Any sign of illness and injury will be documented.
- When illness is present, parents/guardians will be contacted. Children may not remain at the program when their temperature is over 100 degrees or other symptoms are present that make it difficult for the child to participate in program.
- A child sent home with a fever may not return to program until 24 hours following the resolution of the fever.
- If a child is unable to participate in the scheduled program activities, they will be required to be picked up. Children who are unable to participate in regular program activities will be encouraged to rest in an area away from others while they wait to be picked up. It is recommended 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.
- It is the parent's/guardian's responsibility to inform the Site Director or designated staff in charge if your child has a communicable illness. In some cases, the Program Director or Site Director will request a physician's statement upon return to the program
- If a child exhibits symptoms of a communicable illness during program, staff will contact parent/guardian; if this is not successful, the emergency contact list will be used to find someone who can take the child home.
- 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. (Examples include COVID, Chicken Pox, Impetigo, Mumps, Scabies, Pink Eye, Measles, Strep Throat, Whooping Cough, Infectious Hepatitis, etc.)

Sun Screen/Bug Spray/Other Ointment

- Per NYS School-Age Childcare 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 OCFS-6010. This form must be completed each time a new ointment is provided to Kids' Adventure Club.
- Each family is expected to provide spray sunscreen and a face stick for their child, especially during the summer. The bottle should be labeled with the child's name.
- If parents/guardians choose not to provide sunscreen, program staff may limit the outdoor activities that the child is able to participate in, for the health and safety of the child.

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 Childcare 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.

Staff will be trained and expected to use following Behavior Management strategies:

- Creating an engaging environment with age-appropriate activities.
- Seeking children's input on scheduled activities and daily schedule.
- Redirecting to alternate activities.
- Modeling desired behaviors.
- Planned ignoring of negative attention getting behaviors, when appropriate.
- Offering praise and recognition of good choices.
- Using non-verbal cues.
- Recognizing individual needs of children.
- Building meaningful relationships with children and families.

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. The 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. At this time, a preventative phone call may be made to the parent to discuss 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 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 a required behavior plan and/or suspension/dismissal from the program. These behaviors may include, but are not limited to:

- Intentionally hurting/endangering others or self (physically or emotionally).
- Running from staff or attempting to leave program space.
- Destroying property.
- Ongoing use of demeaning, rude or disrespectful language about or to staff or other children, not limited to comments concerning race, color, religion, gender, sexual orientation, national origin, age, or disability.
- Exhibiting behavior that could be characterized as harassment or bullying.
- Threatening violence.
- Possessing illegal substances or weapons.

- Disruptive behavior that prevents the daily schedule of activities.

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 Childcare Regulations.

Limiting Program Activities

If a child is experiencing a difficult time that may cause a dangerous situation to occur, the Site Director may make the decision to limit the child's activities until the situation is resolved. This may include staying in a designated area while the group continues with regularly scheduled activities or staying onsite while the group participates in a field trip. They will be given an appropriate activity to do while their group is occupied with the scheduled activity. If deemed necessary a parent/guardian may be called to pick up the child from the program.

Suspension and Dismissal from Program

- When a child is suspended from program, the parent/guardian may be required to meet with the Site Director or Program Director prior to their child returning to program, along with guidelines that dismissal may occur if improvement is not shown.
- Dismissal may occur when a child's behavior, chronically interferes with staff's ability to offer the regularly scheduled program or puts children in harm's way.
- Dismissal may occur when a child has one serious incident that puts the program, themselves or other children at risk.

Responsibility to the School

Kids' Adventure Club is housed in the Corning-Painted Post Elementary school buildings, therefore; the Corning-Painted Post School District's Code of Conduct applies to all Kids' Adventure Club staff, parents, children, and other visitors while on school property. Refer to Corning-Painted Post School District Code of Conduct at www.corningareaschools.com

Kids' Adventure Club is obligated to report to the designated Corning-Painted Post School Principal when a serious violation of the Code of Conduct occurs. If this occurs, the parent/guardian and child may be required to meet with the Site Director, Program Director, and/or School Personnel regarding the offense. Childcare may be suspended until the outcome is determined.

Responsibilities of Involved Parties

Staff Responsibilities

- Staff will receive ongoing Behavior Management training.
- Staff will implement behavior management strategies.
- Staff will be open to suggestions from parents/guardians.
- Staff will document child concerns as required by program policies and procedures.
- Staff will communicate with their Site Directors when they need additional resources for managing behaviors.

Parent/Guardian Responsibilities

- Parents/Guardians are expected to be responsive when the program is contacting them during program hours. If they are not generally available at that time, it is expected that they have an alternate person that can discuss and address behavior concerns during program hours.
- Parents/Guardians will be expected to work in partnership with staff to encourage appropriate behavior and the learning of new skills.
- Parents/Guardians must be willing to meet and communicate with the Site Director and Program Director, if the need arises.

Child Responsibilities

- Be responsible and accountable for their actions with consideration to their age and development.
- Respect the rights of others- by keeping hands and feet to self!
- Respect program/school property and property of others.
- Use appropriate language.

- Listen and follow directions of staff.
- Remain with a staff person at all times.

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.
- Be nonsexist in nature.
- Offer experiences for children that create opportunities to explore, expand, and investigate their ideas.
- Offer opportunities which include but are not limited to participation in competitive and non-competitive sport activities, participation in art projects, play with various games and manipulatives, initiation of dramatic and pretend play, relaxation in a quiet place and socialization in an atmosphere that supports developmental needs.
- Meet requirements outlined in 414 NYS School-Age Childcare Regulations, Before and After School Accreditation Standards and Kids' Adventure Club practices.

FIELD TRIP AND TRANSPORTATION OVERVIEW

Field Trips

- Field trips are generally offered on full-days and in Summer program.
- All field trips are optional unless there are extenuating circumstances.
- In order for your child to participate in an offsite field trip, a Field Trip Permission Slip indicating your written consent for your child must be completed.
- Children not attending the field trip will participate in scheduled activities at the site.
- A Site Director will be designated in charge for all field trips.
- The staff: child ratio will be adjusted based on the fieldtrip requirements.
- Child Emergency Information forms, 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 and tracking system to ensure 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 children off at the site 30 minutes to 1 hour prior to departure time. The time will be posted and included on the field trip communications.
- If child does not arrive as designated 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 or emergency contact person will be notified by the school.
- 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.
- Field trip 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 any child to be transported for field trips.

SAFETY AND SECURITY OVERVIEW

Custody Orders

It is the responsibility of the parent/guardian to provide a copy of the designated custody order and/or order of protection to the program at enrollment and when updated. The document must be signed by the court with the legal seal present, date effective, and ending date if applicable. If handwritten changes are indicated on the document, the changes must be certified by the court. Kids' Adventure Club staff can only limit parental contact with 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.

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.
- Personal electronics including any device that connects to the internet are not permitted unless they are specifically used for a medical condition. A doctor's note may be requested.

Property Damage

- In the event that a child has willfully and intentionally damages property belonging to the school or to Kids' Adventure Club or Corning-Painted Post School District, the parent/guardian may be held responsible for replacement or repair costs.

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.
- Parents/Guardians 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 allow access.
- Kids' Adventure Club staff at each site will ensure that practices set forth by the principal will be honored; this includes no children/parents/guardians in classrooms after school hours, unsupervised children and/or siblings in the building when out of program or other.
- Parents/Guardians are expected to retrieve their child from the designated program area and supervise their child while getting personal belongings and exiting the building.

Emergency Evacuation Plan

Kids' Adventure Club is responsible for the development, implementation and posting of site specific emergency evacuation plan. Parents/Guardians 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; and

- Notification of authorities and the child's Parents/Guardians.

A copy of plan will be available at each program site. 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.

Emergency Crisis Preparedness

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

Lockdown is a security procedure used when children and staff remain in the building due to imminent danger inside or in close proximity of the school/site. Staff will move children to a pre-determined secured area under quiet and wait status until the risk is not more. Parents/Guardians 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 children remain indoors in a secure space with activity in place. Depending on the situation, only Parents/Guardians 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/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/Guardians 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.

Fire Prevention/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. 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 monthly fire drills and twice-yearly shelter in place/emergency evacuation drills.

Child Abuse, Neglect and Maltreatment

All Kids' Adventure Club staff are 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.

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 ensure the safety and protection of the children enrolled in the program.

High Risk Activity

- When an activity may have identified concerns or risk, staff will obtain written parent/guardian 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

- Outdoor play time is intended to provide children with the opportunity to be engaged in large motor or quiet play in the fresh air.
- Children will go outside provided they are dressed appropriately for the weather conditions and the playground areas are in safe play condition. It is expected that children are regularly prepared for outdoor play.
- In evaluating temperature, staff will consider the prevailing weather advisories for wind chill or heat index, children's apparel and its appropriateness to be a barrier from the elements.
- Children's activities will be monitored so as to be aware not to become overheated or chilled due to sun, wind, or temperature.
- While playing on playgrounds and equipment children are required to wear footwear that is secured to feet and have rubber soles.
- 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.

Playground Safety

- In order to utilize playground equipment, it must be in good repair and ample mulch or other type of ground protection must be present.
- 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; one child on at a time.
 - Monkey Bars/Climbing Equipment: are for climbing only, children 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 children;
 - Swings: one child per swing; two children per tire swing; chains are not to be twisted; children 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.
- Playing tag, running in and out of the equipment is not permitted; these types of activities are designated for an open area.
- Balls should be played with on playing areas designed for this use and located away from windows and playground equipment.
- Any game where the sole and/or primary purpose of the game is to have contact with ball as part of the game is to be done only with "nerf" or similar soft equipment. Dodge ball type games where the sole purpose is to hit other players will not be allowed.
- Rough play is not allowed by staff or children.

Gym Safety

- Children are required to wear sneakers in the gym.
- Kids' Adventure Club will implement SPARKS curriculum or pre-approved planned activities.
- Habitual poor sportsmanship or aggressive behavior will be addressed with child and parent/guardian by the Site Director. If necessary, an Individual Behavior Plan will be developed.

Accident/Injuries

- If a child is injured during the program, staff will provide appropriate first aid.

- An Accident Report form summarizing the incident and follow-up will be completed. This report will be shared with the parent/guardian and they will be asked to sign indicating that they have read the report and have been informed of the incident.
- If an injury is serious or may warrant medical attention, the parent/guardian will be notified to pick the child up or give permission to transport to nearest health care facility.
 - If a parent/guardian is not available and medical attention is needed, the child will be transported by ambulance and a staff will remain with the child until a parent/guardian is present.
 - If injury is life-threatening, emergency care and transport will be provided immediately, then a parent/guardian will be notified.
 - As outlined by the regulations, the Office of Child and Family Services will be notified and an investigation will occur to determine status of supervision and safety.

Product Safety

- Kids' Adventure Club will take measures to meet compliance with state regulations defining the minimum standards for the provision of childcare 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 Directors through email or staff meetings.
- Site Directors 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 for play safety.

Toxic Materials

Kids' Adventure Club will exercise extreme care and caution in selecting program materials to ensure that non-toxic materials are used.

- 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/guardian written permission for participation must be obtained.
- Increased staff supervision will be provided.
- Children will be instructed in proper use of materials and will use protective gear (i.e. gloves, safety glasses, paint shirts) whenever necessary.

Impaired Parent/Guardian

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:

- Request the parent telephone someone to pick them up.
- Staff notify emergency contact person to pick up.
- If the parent/guardian is unwilling to consider the options suggested and there are continued concerns regarding safety, the Site Director or designated staff will immediately notify the Program Director and call 911.
- 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.

TECHNOLOGY OVERVIEW

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 PG or G-rated movies with the following requirements:
 - the parent/guardian of the child is notified of the movie and its rating before the movie is shown;
 - the parent/guardian authorizes in writing their child is allowed to watch the movie
- No child is required to view the movie.

School Issued Electronics

- During designated periods, children may be permitted to utilize educational sites approved by the Corning-Painted Post School District and Kids' Adventure Club.
- If misuse by child occurs the privilege may be revoked.
- If the time occurs that a project involves going online, an outlined plan will be provided to parents and permission sought.

Personal Devices

- Children may not use personal cell phones or other electronic devices to access the internet while in program.

NUTRITION OVERVIEW

Kids' Adventure Club program participates in the NYS Department of Health, Child and Adult Care Food Program (CACFP) and provides snacks that are in compliance with CACFP nutrition standards. A rotational snack menu is posted at each program site and is also provided to the Parents/Guardians at the time of enrolling their child in the program.

Safety

Kids' Adventure Club is a peanut free environment.

- Please help us keep all children with peanut allergies safe while in our program by sending snacks and lunches that are free of peanuts and peanut oil.
- Children and staff will wash their hands prior to preparing, serving or eating snacks or meals.
- Safe drinking water is available to children at all times and offered at intervals that are responsive to the needs of the individual child.
- Food is stored in compliance with CACFP storage guidelines.

Morning and Afternoon Program

- Breakfast **is not** offered during the morning program as it is provided by the Corning-Painted Post School District.
- Children can participate in the district's program;
 - Parents/Guardians are responsible for any district costs that apply.
 - Children will be signed out of program to participate in the breakfast program.
- A snack is provided during the After School program.
- Sufficient time, based on age and individual needs, will be allowed for meals so that children will not be hurried.
- Children are encouraged to gain independence in serving themselves and encouraged to use acceptable table manners appropriate to their developmental stage.

Full-days and Early Dismissal

- Breakfast and an afternoon snack are provided during the Full-day programs.
- Families are responsible to provide a ready-to-eat lunch for their child attending a Full-day or Early Dismissal program.
- 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 the program will have available nutritious snacks and adequate supplemental food to ensure all children are receiving proper nutrition. Sufficient time, based on age and individual needs, will be allowed for meals so that children will not be hurried

QUICK CONTACT REFERENCE

Program Office
33 Denison Parkway W., Corning, NY 14830

(607) 937-3249

Lori Payne, Program Director

(607) 937-3254

Angela Berger, Assistant Director

(607) 937-4513

Tara Chase, Program Coordinator

(607) 937-3253

Main Office

(607) 937-3249

Mandie Close, Childcare Billing Clerk

(607) 937-3267

Program Sites

Carder School

Laura Stevenson, Site Director

(607) 937-4570 Office

(607) 937-6035 Site

Erwin Valley School

Mike Royle, Site Director

(607) 937-3252 Office

(607) 937-6142 Site

Gregg School

Sarah Calkins, Site Director

(607) 937-3251 Office

(607) 937-6040 Site

Severn School

Tynisha Barron, Site Director

(607) 937-3240 Office

(607) 962-4418 Site

Calvin U. Smith School

Lizzie Holton, Site Director

(607) 937-4569 Office

(607) 936-1363