

**TOWN OF SCRIBA SCHOOL AGE
CHILD CARE DEPARTMENT**

PROGRAM POLICIES

1. **ADMISSION**
 - A. Children must meet the following requirements to be admitted into the School Age Child Care Department:
 1. All registration and medical history records must be complete.
 2. Child must be enrolled and attend public or private school.
 3. Children must be at least five years old and no older than twelve.
 - B. Children will be admitted on a first come, first served basis.
 1. Children may not register on a part-time basis.
2. Action to be taken if the child is not picked up as scheduled:
 - A. Morning Session
 1. Parents who bring their children to the School Age Child Care Program after the bus has picked the children up, will not be allowed to drop their children off. Parents must provide transportation to school.
 - B. Afternoon session
 1. Parents who will be unable to pick their children up as scheduled should inform the School Age Child Care Department in advance.
 2. The School Age Child Care Department closes at 5:30 PM. The children **MUST BE PICKED UP BY 5:30 PM**. The parent will be charged \$1.00 per minute when the child is not picked up on time.
 3. Parents **MUST** take children home upon arriving , we ask that you do not leave your child and come back at a later time.
 - C. Summer Session
 1. Parents who bring their children to the School Age Child Care Department after the bus has taken the children to Scriba Town Park will not be allowed to drop their child off. Parents must deliver child directly to the School Age Child Care staff at the park.
 2. Parents who are unable to pick their children up as scheduled should inform the School Age Child Care Department in advance.
 3. The School Age Child Care Department closes at 5:30 PM. The child **MUST BE PICKED UP BY 5:30 PM**. The parent will be charged \$1.00 per minute when the child is not picked up on time.
 4. Parents **MUST** take children home upon arriving, we ask that you do not leave your child and come back at a later time.

3. **FOOD SERVICE**

A. Snacks

1. School Age Child Care will provide a nutritious snack in the afternoon session. Parents of children with special dietary needs should inform the program director, and may be asked to provide their child's snacks.

B. Lunches

1. School Age Child Care Department will not provide lunches on days that school is not in attendance. Children should come prepared.
2. In the event that school closes early for the day and the children are brought to the School Age Child Care Department before lunch, emergency arrangements will be made to provide lunch for children who planned to buy their lunch in school.

C. Summer session

1. Snacks

- a. The USDA Child Care Food Program establishes that any child in a child care program for 6-9 hours must have 2 snacks and 1 meal. Because we will be spending most of the day at Scriba Town Park and no refrigeration is readily available, we ask that these be provided by the parent each day. Scriba Town Park has a snack shop where the children may purchase cold drinks and snacks during the day. We will be sending a list home with your child the first week of our summer program.

2. Lunches

- a. Children should bring their lunches every day. If the child will be attending childcare for more than 10 hours a day, you will be required to send two meals with him/her for that day.

4. **FEES TO BE CHARGED**

A. School year

\$45.00 per week per child

C. Summer session

\$130.00 per week per child

D. Manner of payment

1. Parent's will be billed for one month's tuition, however, payments may be made weekly, bi-weekly, or monthly, whichever fits your needs.
2. Our program limits the amount of children in each session and your child's spot is reserved for him/her upon registration. Therefore, payment is required whether your child attends every day or not.

5. **MEDICATIONS**

A. School Age Child Care Department staff will dispense specific medications. The only medications we will administer will be Epi-Pens, Inhalers and over the counter topical ointments, sunscreen and insect repellants.

ATTENDANCE POLICY

1. Each child will have an attendance sheet for each month.
2. We need to have a phone call if child will not attend program.
3. Written notice of change of person who will pick child up.

DAYS OF OPERATION

1. Morning session
 - a. Monday through Friday from 6:30 until the bus picks up the children
2. Afternoon session
 - b. From the time the school bus drops the children off after school until 5:30 PM
3. School off days (vacation, snow, summer, etc.)
 - c. Monday through Friday 6:30 AM until 5:30 PM
4. Holidays
 - a. The following are the holidays the School Age Child Care Department will be closed:
 - a. New Years Day
 - b. Martin Luther's Birthday
 - c. Presidents Day
 - d. Good Friday
 - e. Memorial Day
 - f. Independence Day
 - g. Labor Day
 - h. Columbus Day
 - i. Veteran's Day
 - j. Thanksgiving Day
 - k. Day after Thanksgiving
 - l. Christmas Eve
 - m.. Christmas Day
 - n. New Years Eve

PROGRAM CONTENT

1. Our program is a safe, nurturing environment the encourages growth and self-esteem for our children.
2. Our goals:
 - A. To interact with the community such as:
 1. Special events
 2. Celebrate birthday
 3. Celebrate holidays
 4. Field trips
3. Our purpose
 - A. To have a place to go before and after school with structure and supervision.
4. Program procedure
 - A. Quiet activities AM and PM (games, puzzles, reading, homework, etc.)
 - B. Recreational activities AM and PM (gym time- inside and outside)
 - C. Snack time
 - D. Arts and crafts
 - E. Cooking
 - F. Field trips
 - G. Special activity during full day programming
 - H. Scriba Town Park (summer program)

SCHOOL AGE CHILD CARE DIRECTOR: Peggy Michael
107 Klocks Corners Road
Oswego, NY 13126
Phone: 402-4720

*** The Town of Scriba reserves the right to change any policies that meet the best interests of the School Age Child Care Program.**

I have read and understand the preceding policies of the Town of Scriba's School Age Child Care Department and agree to abide by them.

Parent\Guardian Signature

Date

I give the Town of Scriba School Age Child Care staff permission to apply sun block to my child in the event that it's necessary due to involvement in outside activity.

Parent/Guardian Signature

Date

I give the Town of Scriba School Age Child Care Program permission to transport my child in the event it is ever necessary.

Parent/ Guardian Signature

Date