

**TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT**

269 Ogden Center Road
Spencerport, NY 14559
(585) 617-6174

**2016-2017
Before and After School Program
Parent Handbook and Registration Forms**



Please read front and back of each page; Information changes from year to year

Creating Community Through People, Parks, and Programs
www.ogdenny.com



WELCOME TO OGDEN PARKS & RECREATION *Before and After School Program*

Since 1992, we have been answering the need for quality before and after school care services in the Ogden area. Ogden Parks and Recreation's Before and After School Program takes place at the Ogden Community Center, 269 Ogden Center Road in Spencerport.

At Ogden Parks and Recreation's Before and After School Program, your child will participate in a balanced recreational program of independent play and structured activities that promote team building and social interaction. Our morning program offers use of our full size gymnasium, multipurpose room, and a breakfast area. Breakfast can be provided for a small fee when you become a member of our Breakfast Club. Our after-school program takes advantage of our gymnasium, homework room, multipurpose rooms and includes a snack and drink.

The Ogden Parks and Recreation Before and After School Program is registered through the NY State Office of Children and Family Services. This ensures that our staff receives ongoing training in areas of safety, nutrition, child abuse prevention, and more. Proper adult-child ratios are followed to ensure proper supervision, and an annual inspection is received.

Linda Flanagan
Director

Beth Casion
Assistant Director

Questions???
Call us: (585) 617-6176
Email: childcare@ogdenny.com

READ THOROUGHLY, SOME PAGES MAY BE FRONT AND BACK

PLEASE KEEP THIS PACKET FOR FUTURE REFERENCE

INFORMATION

HOURS OF OPERATION: SCHOOL DAYS ONLY

Morning Program...6:30am Until Bus Arrival

Afternoon Program...Bus Drop-Off until 6:00pm

ENROLLMENT FORMS: All enrollment forms must be filled out completely and returned to our office before your child may begin the program. These forms include a registration/emergency form and health information. New forms must be filled out each year by order of the NYS Office of Children & Family Services. You are responsible to notify the program immediately of any changes on this form.

SIGN IN/SIGN OUT: All children must be signed in and/or out by a parent/guardian or authorized person each day. Parents must come into the building to drop off or pick up their child. Use the SOUTH doors for drop off/pick up. Please make sure staff is aware of your child's arrival and departure. No child can be released from the program to any other person other than his or her parent or a person currently designated in writing by such parent who is pre-authorized for pick up on the registration form. We must be notified in writing if another adult will be picking them up who is not listed. For safety purposes, photo identification will be required for all persons picking up children. A child will be released to a parent unless prohibited by Court Order. A certified copy must be provided and will be kept on file in the Before and After School Program office. We reserve the right to not allow any child to leave the building with anyone we believe to be under the influence of a substance, which would impair his or her ability to safely transport or care for a child.

LATE PICK UP: Children must be picked up promptly by 6:00pm. A late fee of \$2 per minute per child will apply.

If there is an emergency, please contact us or have another authorized person pick up your child. In the event we cannot reach you or an authorized person by 6:30pm, Child Protective Services and the Town of Ogden Police Department will be notified. **This policy is strictly enforced.**

ABSENTEE/ILLNESS: If your child is going to be absent, please call our office at **617-6176** as soon as possible. It is your responsibility to notify us if your child is going to be absent.

Your child's health is important to all of us. In order to keep our program a healthy place for children and staff, we must help prevent the spread of contagious illness. Please consider how you would feel if your child was exposed to other children who are ill when considering whether you should keep your ill child home or make alternate arrangements. When in doubt, please call us. Children cannot attend the program if they are ill or injured. They should be able to fully participate in the program. If your child becomes sick while at the program, you will be asked to pick him/her up immediately in order to prevent the spread of illness. Children should be free of an elevated temperature (100 or higher) at least 24 hours before returning to the program regardless of the reason. Following an illness, children should not return until they can resume normal activities. We may require a doctor's note before allowing a child to return to the program. This policy is not all-inclusive, and we reserve the right to send a child home for any health-related concerns.

INCLEMENT WEATHER/SCHOOL CLOSINGS: When the Spencerport Central School District is closed for the day, both our before and after school program is also closed. If school is delayed in the morning, our morning program will be cancelled. If a school cancels afterschool activities, our after school program will run as scheduled. If school closes early for any reason, our program will be cancelled. **Your child will go where you have designated on your school emergency form.** It is very important that your child knows where they should go in case of an emergency closing.

NO CREDITS OR REFUNDS WILL BE GIVEN.

FIRE DRILLS AND EMERGENCY EVACUATIONS/CLOSINGS: The NYS Office of Children & Family Services (OCFS) mandates that fire drills be conducted regardless of weather conditions. In the case of a true emergency evacuation, your child will be taken to the **Ogden Highway Building**. You may check with the program director for specific information regarding closings and evacuations.

GYM/PLAYGROUND USE: All children are required to wear sneakers if they will be using the gym or playground. Sandals or shoes are not permitted. Please ensure sneakers are in your child's backpack if they are not worn to school that day. Appropriate outdoor wear may also be needed. We reserve the right to refuse gym or playground use if we feel your child is not dressed appropriately. **This policy is strictly enforced.**

PERSONAL ITEMS: Our staff will not be responsible for personal items brought to the program. Please label your child's items in case they are left behind. We reserve the rights to prohibit certain toys, electronics, etc., we feel are causing a disruption to the program. If you are concerned about your child's clothing, please send a smock for craft time. We cannot assume responsibility for damaged clothing.

MEDICATION: Limited to medication consent forms consistent with ADA such as Epi-Pen and rescue asthma medications (see program director). No child is allowed by State Law to carry medication on him/herself (i.e., Inhaler).

PARENT BOARD: The Parent Bulletin Board is located in the hallway across from the sign-in/out desk where all pertinent program information will be posted.

DISCIPLINE/BEHAVIOR POLICY: Conduct policies have been developed to deal with situations in which a child's behavior poses a threat to their emotional/physical well-being or other children and/or adults in the program. If the behavior is deemed a problem, the following initial steps will be taken:

1. **THINK TIME...**gives the child time to sit out from the group or activity for a short time to think about the problem at hand. With this method, we hope to help the child gain self-control through learning appropriate behavior.
2. **RE-DIRECTION...**is when the child creating a problem is asked to leave the activity for the remainder of that activity time. This takes the child away from the source of the problem.

If a problem persists or an incident is deemed serious, documentation will be taken and parents will be notified. If no significant changes in behavior occur, parents may be given one-week's notice to find alternate care for the child, if possible, and at the discretion of the program director. If progress has been made, the situation will be assessed on a week-to-week basis. Reoccurrence of the problem may result in one week's notice for parents to find alternate care. Refunds will not be given.

Please make certain that both you and your child are completely familiar with these conduct policies. The program director, upon notification of parent or guardian, may suspend or terminate all activities and participation in the program for the following misconduct:

1. Consistent arguing with staff and intentionally not following directions.
2. Stealing or defacing another child's, staff member's, or Community Center's property.
3. Refusing to remain with group in designated areas.
4. Refusing to follow check-in and check-out procedures.
5. Making verbal or physical threats or action against another person, including abusive/vulgar language, sexual, obscene gestures, assault, and/or fighting.
6. Weapons...possession of firearms, knives, matches, lighter, fireworks, or misuse of any object, which could cause injury to any person or that could be potentially dangerous to others.
7. Bringing to or using illegal substances at the program.

CHILD ABUSE & MALTREATMENT: All childcare agencies are required by law to report suspected child abuse or maltreatment if they have reasonable cause to suspect it. Our staff is trained in recognizing abuse and maltreatment. Maltreatment can be failing to provide proper medical care, excessive punishment, misuse of alcohol, drugs, etc. As mandated reporters, child care employees are required by NYS Social Services Law 413 to report cases of suspected child abuse or maltreatment. To report child abuse or maltreatment, parents can call the public hotline # at 1-800-342-3720.

TRANSPORTATION: The Before and After School Program's responsibility begins when your child has reached the Before/After School Program site either via school bus or has been signed into the program. Our responsibility ends when your child boards the bus or is signed out by an authorized individual. Upon your child's enrollment into our Before and After School Program, **it is your responsibility to contact the school district transportation office to arrange bus service for your child.**

BREAKFAST PROGRAM: Join our "Breakfast Program" for \$32 per month per child. Breakfast is served between 7:00-8:00am. Breakfast must be pre-purchased prior to the start of service. No daily, weekly, or walk-in breakfasts can be purchased. Payment by cash or check can be included with your monthly program payment. Please note: breakfast program payment is one month later than program payment. Include breakfast coupon with payment. There are no credits or refunds for any reason. Our offerings vary from week to week but include some of the options below:

- Fruit cup or Juice
- Milk
- Waffles
- Assorted Cold Cereal
- Breakfast Bar
- English Muffin w/assorted toppings
- Bagel w/assorted toppings



REGISTRATION INFORMATION

- HOW TO REGISTER: ALL forms must be completed and returned to the Parks & Recreation Administrative Office with the registration fee before the process can be completed and a spot can be secured for your child/children in our program. Our program is limited and on a first-paid, first-served basis. Please return the following to the OPRD Office:
 - Registration fee
 - One-time (per school year), non-resident fee of \$25 per family (if applicable)
 - Registration Form
 - Health Information/Emergency Medical Information/Waiver

- FEES:
 - Registration Fee: This fee, equal to one month's payment, is due with your enrollment forms. Only when this fee is paid is a spot in the program secured. This is NOT September's payment.
 - If you choose to withdraw prior to the start of the school year, the Registration Fee (including non-resident fee) is refundable **until** 12:00pm, July 29, 2016.
 - Non-Resident Fee: One-time (per school year) fee of \$25 per family. This fee is due with the Registration Fee. **Residents** are those who pay Town of Ogden or Village of Spencerport taxes. A person who attends Spencerport Schools but does not pay Town of Ogden or Village of Spencerport taxes is considered a **non-resident**.
 - Monthly Fee: An additional child must be from the same family.
 - Late Fee: Please see payment schedule as to when payments are due. Payments received after this time must include a late fee of \$25.00 per family. If you are late on additional dates, this will result in additional late fees (see payment schedule).

REGISTRATION/MONTHLY FEE

AM or PM	\$155 first child	\$135 add'l child
AM & PM	\$250 first child	\$230 add'l child

A one-time \$25 fee per family applies to non-residents
 Please see payment schedule for due dates/late fees.

- DSS (if applicable): DSS must provide notice of decision before your child can be registered in the program. If reimbursement is less than our fees (Registration/Monthly/Camp), the monetary difference is the responsibility of the parent/guardian.

- WITHDRAWALS/REFUNDS:
 - All withdrawals must be made in writing (letter, email, or fax).
 - All refunds must be approved by the Ogden Town Board. Refunds may take 4-6 weeks to process/receive.
 - If you should choose to withdraw prior to the start of the school year:
 - Registration fee (including non-resident fee) is refundable until 12:00pm, July 29, 2016. There is a \$25 processing fee for all withdrawals prior to 12:00pm, July 29, 2016.
 - Registration fee (including non-resident fee) is non-refundable after 12:00pm, July 29, 2016. After this time, the registration fee will be used as your June payment. If you withdraw early, your registration fee is forfeited.
 - If you choose to withdraw during the school year, your monthly payment (minus any late fees accrued) will be refunded determined on a four-week-per-month basis:
 - Withdraw by the first day of the month, receive full monthly payment (if already paid).
 - Withdraw during the first week (partial or full) of the month, receive 75% of the monthly payment.
 - Withdraw during the second week of the month, receive 50% of the monthly payment.
 - Withdraw during the third week of the month, receive 25% of the monthly payment.
 - No refunds will be issued after the third week of the month.
 - Registration fee is forfeited with withdrawal during school year.

Please call (585) 617-6174 for questions regarding registration information.

PAYMENT POLICY

Please make checks payable to: Town of Ogden

Mail Payments to: Ogden Parks and Recreation
269 Ogden Center Road
Spencerport, NY 14559

1. Payment for each month must be received by the date and time listed on the payment schedule regardless of: holidays, school closings, Town of Ogden closing, postage date, family vacations, or illness.
2. Late fees will be assessed for payments received after the due date.
3. Payments can be mailed, given to the OPRD Administrative Assistant, or dropped in the OPRD mail slot in the office door during regular business hours at the Ogden Community Center, 269 Ogden Center Road, Spencerport. Our department is open most evenings and weekends, and the mail slot is accessible during this time for your convenience.
4. To ensure proper credit to your account, please include the payment coupon when making your payment. Coupons will be mailed out in early August. If using your bank's automatic bill pay, please make sure your child's name is included and the check is delivered to the office/address above.
5. Ogden Parks and Recreation does not give notice to make a payment.
6. There will be an additional charge of \$25 for any check returned by the bank for any reason. This payment must be made in cash.
7. Sorry--we cannot accept post-dated checks.
8. We cannot accept partial payments. Full payments must be made. Example: if a payment is coming from two different sources, payment(s) must come into the office at the same time. All partial payments will be mailed back to you.
9. Receipts will be emailed upon payment. **Please keep your receipts.** Any receipt needed after payment can be emailed at no charge or printed at a cost of \$.25 per sheet. Records needed after the completion of the program may require 4-6 weeks to gather and may be subject to additional fees. Our Federal Tax ID number is 16-6002328. This is also located on the coupon page for your referral.

Payment Schedule

Payments can be made in advance; Please keep all receipts.

Payment for:	Due on or before:	Add \$25 late fee after:	Add additional \$10 after:	Child removed from roster on:
September	August 26, 2016	4:00pm	September 2, 12:00pm	September 9, 12:00pm
October	September 30, 2016	4:00pm	October 7, 12:00pm	October 14, 12:00pm
November	October 28, 2016	4:00pm	November 4, 12:00pm	November 10, 12:00p*
December	November 23, 2016**	4:00pm	December 2, 12:00pm	December 9, 12:00pm
January	December 30, 2016	4:00pm	January 6, 2017, 12:00pm	January 13, 2017, 12:00pm
February	January 27, 2017	4:00pm	February 3, 12:00pm	February 10, 12:00pm
March	February 24, 2017	4:00pm	March 3, 12:00pm	March 10, 12:00pm
April	March 31, 2017	4:00pm	April 7, 12:00pm	April 13, 12:00pm***
May	April 28, 2017	4:00pm	May 5, 12:00pm	May 12, 12:00pm

* November 10 is a THURSDAY.

** November 23 is a WEDNESDAY.

*** April 13 is a THURSDAY.



Ogden Parks & Recreation

Before and After School Program

2016-17 Registration Form



❶ Please Indicate Start Date and Appropriate Care Needed

Start Date: _____	<input type="checkbox"/> AM ONLY - \$155/Month \$135/add'l Child <i>(6:30am until bus arrival)</i>	<input type="checkbox"/> PM ONLY - \$155/Month \$135/add'l Child <i>(Bus Drop-off until 6pm)</i>	<input type="checkbox"/> BOTH AM & PM - \$250/Month \$230/add'l Child <i>(AM- 6:30am until bus arrival)</i> <i>(PM- Bus Drop-off until 6pm)</i>
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PLEASE WRITE "N/A" IF NOT APPLICABLE

❷ Child/Children Information (Same Family)

1. Name:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth:
(School & Grade Attending in September 2016) School: _____ Grade: _____		
2. Name:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth:
(School & Grade Attending in September 2016) School: _____ Grade: _____		
3. Name:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth:
(School & Grade Attending in September 2016) School: _____ Grade: _____		
ADDRESS: _____		CITY: _____
		ZIP: _____

❸ Email Address-Use Parent/Guardian if applicable (please, no work emails)

Emails are used for receipts: _____

❹ Parent/Legal Guardian Information

Mother's Name: _____	Father's Name: _____
Address: _____	Address: _____
H Phone: _____ Cell: _____	H Phone: _____ Cell: _____
W Phone: _____	W Phone: _____
Place of Employment: _____	Place of Employment: _____
Authorized to Pick Up Child: <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized to Pick Up Child: <input type="checkbox"/> Yes <input type="checkbox"/> No

❺ Provide us with anyone you may give permission to pick up your child at any time or notify if parents cannot be reached. **Must have at least one individual listed.**

List in order to be called.

Name	Address	Relationship	Phone #
1.			
2.			
3.			
4.			

HEALTH INFORMATION

PLEASE PROVIDE US WITH ANY MEDICAL INFORMATION PERTAINING TO YOUR CHILD WHICH WE SHOULD BE AWARE OF (food restrictions, activity restrictions, allergic reactions & special medications, special needs, disabilities, etc.) *see medication section

EMERGENCY/MEDICAL INFORMATION

I, _____, parent/guardian of _____
(Date of birth) _____ do hereby give my permission and/or consent to the Town of Ogden Before and After School Program to secure and authorize such emergency medical care and/or treatment as my child (above named) might require while under the supervision of said Before and After School Program staff. I also authorize said Before and After School Program staff to administer emergency care or treatment as required, until emergency medical assistance arrives. I also agree to pay the entire costs and fees contingent on any emergency medical care and/or treatment for my child as secured or authorized under this consent.

I understand every effort will be made to notify parents IMMEDIATELY in case of emergency.

Physician Name:	Phone #	
Physician Street:	City:	Zip:
Preferred Hospital:	Phone #	

WAIVER/BEFORE AND AFTER SCHOOL AGREEMENT

Waiver/Policy must be read and signed before registration is accepted. I assume all risks and hazards incidental to the conduct of the above-mentioned program(s) and do hereby further release and hold harmless the Town of Ogden & Town of Ogden Parks and Recreation staff. I give permission to a licensed physician or hospital staff to administer emergency medical care deemed necessary for myself when normal permission is unavailable. I certify that my child or I are in good physical health and have no limitations other than those I have listed, which may predispose my child or I to risk during this program. I also fully realize that I must provide proper hospitalization. The Town of Ogden does not provide insurance coverage. **I have read and understood the Refund Policy. Photo Release:** I understand that photos may be taken of participants during the activity. These photos will become the property of the Town of Ogden Parks and Recreation Department and may be used to promote the program and department. **Before and After School Agreement:** I have received a copy of the Ogden Parks and Recreation Before and After School Program Parent Handbook stating the policies of the program and I agree to abide by such terms. The information on this form is accurate. I have provided all of the necessary information to properly care for my children.

Only person/s signing this form are authorized and responsible to make any change of information.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____