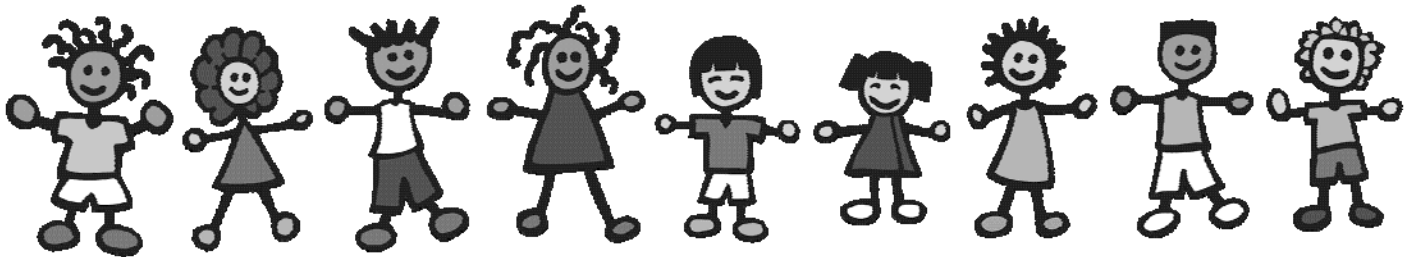
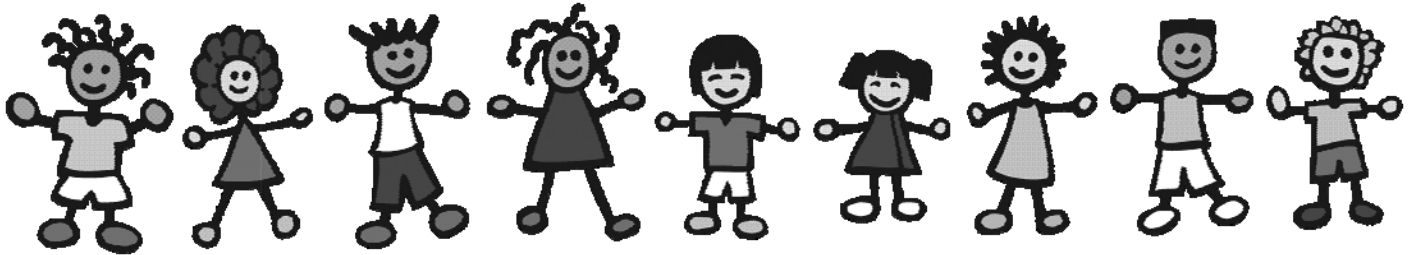


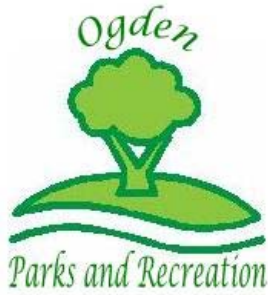
**TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT**

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



**2011-2012
Before and After School Program
Parent Handbook and Registration Forms**

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, homework 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 and 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 and child abuse prevention; proper adult-child ratios are being followed to ensure proper supervision, and an annual inspection is received.

STAFF

Linda Flanagan
Director

Beth Casion
Assistant Director

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

*** PLEASE KEEP THIS PACKET FOR FUTURE REFERRAL ***

INFORMATION

HOURS OF OPERATION:

Morning Program...6:30am Until Bus Arrival
Afternoon Program...Bus Drop-Off until 6:00pm

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.

CHILD ABUSE & MALTREATMENT: 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.

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.

❶ **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.

❷ **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 members' 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 to the program.

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.

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.

INCLEMENT WEATHER/SCHOOL CLOSINGS: If school is cancelled or closes early for any reason, the 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.

LATE PICK UP: Children must be picked up by **6:00pm**. In the event we cannot reach you or an authorized person, Child Protective Services and the Town of Ogden Police Department will be notified. **This policy is strictly enforced.**

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 his/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.

PERSONAL ITEMS: Our staff will not be responsible for personal items brought to the program. We reserve the right 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.

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. 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 person currently designated in writing by such parent pre-authorized for pick up on the registration form. We must be notified in writing if another adult will be picking them up who are 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 refuse the right to 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.

TRANSPORTATION: 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**



REGISTRATION PROCEDURES

PLEASE RETURN THE FOLLOWING TO THE ADMINISTRATIVE OFFICE:

- ❶ Pre-Registration Fee
- ❷ Registration/Emergency Form
- ❸ Health Record/Emergency Medical Release

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.

REGISTRATION FEES: This fee is equal to (1) month's payment that is due upon registration. This fee will serve as your last payment in the program. Additional child must be from the same family.

Please Note: THIS IS NOT SEPTEMBER'S PAYMENT.

REGISTRATION FEE

AM or PM	\$140 first child	\$125 add'l child
AM & PM	\$220 first child	\$190 add'l child

A one-time \$25 fee per family applies to non-residents

** **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**.*

Explanation of Resident & Non-Resident Fee: The residents of Ogden and Spencerport make considerable contributions towards the Ogden Parks and Recreation Department through their taxes. These taxes are collected whether or not they choose to participate in our programs and events, or use our parks and facilities. Therefore, we will charge non-residents a nominal fee (on top of original registration fee) for the participation in our recreation programs and facility rentals. It is not our intention to deter non-residents from participating in our programs. We pride ourselves on offering all of our programs to those in our town, village and surrounding areas.

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.

REFUNDS: Registration fees will only be refunded if you...

- Submit a **written notice** 30 days prior to the start date, September 7th.
- A refund check will be sent **less \$25.00 handling fee per child**.
- No fees will be refunded once the program begins.

If you should withdraw from the program, we must have 30 days written notice to apply this fee to your last month in the program. NO EXCEPTIONS.

WITHDRAWALS: If you wish to withdraw your child from the program the following procedures **MUST BE FOLLOWED...**

1. Submit a **written request** to our office.
2. This request must be received in our office at least **30 DAYS PRIOR TO WITHDRAWAL**.
3. Upon approval of this request, your **REGISTRATION FEE WILL GO TOWARDS THE LAST MONTH IN THE PROGRAM**.

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

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 Aftercare 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 Aftercare Program staff. I also authorize said Before and Aftercare 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 to 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 _____

PAYMENT PROCEDURES

Please make checks payable to: *Town of Ogden*

Include Coupon with Payment to ensure proper credit

Payment for each month must be received by the last Friday of each month by 5:00pm regardless of holidays and/or school closings, and/or Town of Ogden closing, and/or postage date (unless otherwise noted).



Please Note: There will be a \$20 per family late fee for payments made after the due date. This is strictly enforced.

After the due date, all fees (including late fee) must be paid within (1) business day (i.e. if payment was due on Friday, payment must be made on the following Monday). Failure to make payment at this time will result in removal of your child's name from the roster without further notice.

1. To ensure proper credit to your account, please include payment coupon or write child's name on check when making your payment.
2. Payments can be mailed, handed to administrative staff or dropped in the slot in the office door at the Ogden Community Center, 269 Ogden Center Road, Spencerport, NY 14559.
3. Ogden Parks & Recreation does not give notice to make payment.
4. There will be an additional charge of \$25 for any check returned from the bank for any reason. This payment must be made in cash.
5. Sorry, we cannot accept post-dated checks.
6. We cannot accept partial payments. If payment is coming from (2) different sources, it must come into the office at the same time. All partial payments will be mailed back to you.

Please Note:

- The first payment is due no later than 4:00pm Friday, August 26, 2011
- Receipts will be emailed upon payment. Any receipt needed after payment can be emailed at no charge or printed \$.25 per sheet.
- Our Federal Tax ID number is located on the coupon page for your referral.

Payment Schedule on following page...

Payments made on the due date must be in the office before 5:00pm (*except where noted below). After 5:00pm (*except where noted below), payments are considered late and a late fee will apply.

PAYMENT SCHEDULE

Payments are due by the Last Friday of Each Month (*except where noted below)

PAYMENT #1 for September	<i>Due no later than</i>	August 26, 2011 *(4:00pm)
PAYMENT #2 for October	<i>Due no later than</i>	September 30, 2011
PAYMENT #3 for November	<i>Due no later than</i>	October 28, 2011
PAYMENT #4 for December	<i>Due no later than</i>	November 23, 2011 ** Wed
PAYMENT #5 for January	<i>Due no later than</i>	December 29, 2011 ***Thur
PAYMENT #6 for February	<i>Due no later than</i>	January 27, 2012
PAYMENT #7 for March	<i>Due no later than</i>	February 24, 2012
PAYMENT #8 for April	<i>Due no later than</i>	March 30, 2012
PAYMENT #9 for May	<i>Due no later than</i>	April 27, 2012 (Last Payment)

- * **Payment due by 4:00pm. Fall hours begin after Labor Day.**
- ** **Payment due Wednesday. Office will be closed 11/24 & 25.**
- *** **Payment due by Thursday, December 29. Office is closed the 12/23-26.**

All payments are due by the last Friday of the month before the office closes at 5:00pm. After this date and time, all payments will be considered overdue and a late fee will apply.

BREAKFAST PROGRAM

Join our "Breakfast Program" for \$30 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 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
 - Ass't Cold Cereal
- Breakfast Bar
 - English Muffin
 - Bagel
 - Assorted Toppings (cream cheese, peanut butter, butter)

\$30/Month per child

PLEASE INCLUDE
BREAKFAST
COUPON
WITH MONTHLY
PAYMENT.

SEPTEMBER

OCTOBER

Name #1

Name #1

Name #2

Name #2

Name #3

Name #3

Breakfast
\$30.00/child

Breakfast
\$30.00/child

NOVEMBER

DECEMBER

JANUARY

Name #1

Name #1

Name #1

Name #2

Name #2

Name #2

Name #3

Name #3

Name #3

Breakfast
\$30.00/child

Breakfast
\$30.00/child

Breakfast
\$30.00/child

FEBRUARY

MARCH

APRIL

Name #1

Name #1

Name #1

Name #2

Name #2

Name #2

Name #3

Name #3

Name #3

Breakfast
\$30.00/child

Breakfast
\$30.00/child

Breakfast
\$30.00/child

MAY

JUNE

Name #1

Name #1

Name #2

Name #2

Name #3

Name #3

Breakfast
\$30.00/child

Breakfast
\$30.00/child

**BREAKFAST
COUPONS
2011-2012**

Checks Payable to: Town of Ogden

FEDERAL TAX ID#
16-6002328

Mail Payments to: Ogden Parks and Recreation

269 Ogden Center Road
Spencerport, NY 14559

AM or PM = \$140 first child/\$125 add'l child

*include coupon with payment *

AM & PM = \$220 first child/\$190 add'l child

BEFORE & AFTER SCHOOL PROGRAM

#1...DUE AUGUST 26, 2011 for September

BEFORE & AFTER SCHOOL PROGRAM

#3...DUE OCTOBER 28, 2011 for November

Child's Name #1

Child's Name #1

Child's Name #2

Child's Name #2

Child's Name #3

Child's Name #3

Total (include \$20 late fee if applicable)\$

Total (include \$20 late fee if applicable)\$

DUE by 4:00pm

DUE by 5:00pm

BEFORE & AFTER SCHOOL PROGRAM

#2...DUE SEPTEMBER 30, 2011 for October

BEFORE & AFTER SCHOOL PROGRAM

#4...DUE NOVEMBER 23, 2011 for December

Child's Name #1

Child's Name #1

Child's Name #2

Child's Name #2

Child's Name #3

Child's Name #3

Total (include \$20 late fee if applicable)\$

Total (include \$20 late fee if applicable)\$

DUE by 5:00pm

DUE by 5:00pm Wednesday, Nov. 23

Payments for each month must be paid no later than the last Friday of each month by 5:00pm regardless of holidays and/or school closing, and/or Town of Ogden Community Center closing and/or postage date (unless otherwise noted). Please Note: There will be a \$20 per family late fee for payments made after the due date. Incorrect and partial payments will be returned.

BEFORE & AFTER SCHOOL PROGRAM

#7...DUE February 24, 2012 for April

Checks Payable to: Town of Ogden

Child's Name #1

AM or PM = \$140 first child/\$125 add'l child

Child's Name #2

AM & PM = \$220 first child/\$190 add'l child

Child's Name #3

Include coupon with payment

Total (include \$20 late fee if applicable)\$

DUE by 5:00pm

BEFORE & AFTER SCHOOL PROGRAM

#5...DUE DECEMBER 29, 2011 for January

BEFORE & AFTER SCHOOL PROGRAM

#8...DUE March 30, 2012 for April

Child's Name #1

Child's Name #1

Child's Name #2

Child's Name #2

Child's Name #3

Child's Name #3

Total (include \$20 late fee if applicable)\$

Total (include \$20 late fee if applicable)\$

DUE by 5:00pm, Thursday Dec. 29

DUE by 5:00pm

BEFORE & AFTER SCHOOL PROGRAM

#6...DUE JANUARY 27, 2012 for February

BEFORE & AFTER SCHOOL PROGRAM

#9...DUE APRIL 27, 2012 for May

Child's Name #1

Child's Name #1

Child's Name #2

Child's Name #2

Child's Name #3

Child's Name #3

Total (include \$20 late fee if applicable)\$

Total (include \$20 late fee if applicable)\$

DUE by 5:00pm

DUE BY 5:00pm

LAST PAYMENT OF SCHOOL YEAR