



ADVANTAGE

After-School Enrichment Program

Offered by Wayne County Action Program, Inc.

2018-2019 PARENT HANDBOOK

North Rose - Wolcott Central School District

North Rose-Wolcott Elementary School (Grades K-4)

10456 Salter Road
North Rose, NY 14516
(315) 587-4005 ext. 1117
advantage@nrwcs.org

Lyons Central School District

Lyons Elementary (Grades K-6)

98 William Street
Lyons, NY 14489
(315) 946-4247

Lyons.elementary@waynecap.org

Newark Central School District

Newark Kelley Elementary School (Grades K-5)

Perkins and Lincoln
316 West Miller Street
Newark, NY 14513
(315)332-3326 ext.3434 office
ext.3022 cafeteria

newark.elementary@waynecap.org

Family Education Center – Wayne County Action Program, Inc.

28 Canal Street, Lyons NY 14489

Advantage.afterschool@waynecap.org

315-946-1259 x12

Welcome to The **ADVANTAGE** After-School Enrichment Program (AASP) for children age 5(Kindergarten) – 13. In Lyons, grades K-6th and North-Rose-Wolcott, grades K-4th are in Advantage After-School. In Newark, Advantage also is held in the Kelley School, grades K-5. These programs are run by the school district in partnership with AASP. Registration forms for these programs are available from the school district's elementary main office.

This program is a collaboration between the Lyons CSD, North Rose-Wolcott CSD, Newark CSD and Wayne County Action Program Inc.

Wayne County Action Program, Inc. oversees the administration of this crucial service. Our unique funding structure is comprised of a combination of child enrollment fees and grants from the Office of Children and Family Services. As a result, we can provide children with a wide variety of educational and recreational enrichment opportunities. We are licensed by the Child Care Council, representing the NYS Office of Children and Family Services, which ensures that we follow the NY OCFS School-Age Child Care Regulations and provide a safe and nurturing environment.

The parent handbook is a critical part of the enrollment agreement between the ADVANTAGE program and the parents of registered children.

Parents are a very important part of our program! We strongly believe that you are your child's first and most important teacher. Our staff is pleased to meet you and hear from you regularly. **As parents/guardians you are always welcome to visit the program and we encourage you to participate on field trips, holiday celebrations or special activities.** Monthly calendars will be posted to keep you informed of all activities and upcoming special events.

GOALS:

Advantage ASP provides care that parents can rely upon throughout the school calendar year, A complete listing of holiday closures is available through the Site Supervisor. The program offers a variety of activities which include recreation, games, arts, crafts, music, cooking, homework tutoring, and free time to play.

Advantage encourages and nurtures decision making skills by providing choices for children concerning how they will spend free time, as well as being involved in the planning process for enrichment opportunities.

Advantage allows children and their parents to take an active and responsible role in the daily operation of the program.

PROGRAM OBJECTIVES:

Advantage provides a safe, healthy, and nurturing environment for children within a supervised and structured framework. It is our desire to see each child develop positive relationships with peers and adults, a positive self-image, independence, and creativity. We encourage children to participate in group activities, but we also offer individual activities. Staff provides Character Education with each activity that is offered.

POLICIES AND PROCEDURES:

*A complete set of policies and procedures is available and located at each AASP site. If interested in reviewing these, please contact your Site Supervisor. Policies include topics on discipline, nutrition, parent involvement, and health, to name a few.

PARENT EXPECTATIONS:

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit the Site Supervisor or Director about concerns relating to their child or the program at any time.
3. They will be informed about any incident that relates to their child and will be consulted accordingly.
4. They will be regularly informed of program activities, changes and/ or additions by the Site Supervisor or Director.
5. Staff will be well-trained and qualified to administer a school-aged child care program.

Advantage expects that parents will:

1. Be involved with their children and AASP – our continued funding from the NYS OCFS, which allows your child to attend either free of charge or at a nominal cost, **REQUIRES THAT PARENTS ARE INVOLVED IN THE PROGRAM** as volunteers in the classroom, Community Spotlights, and other means of participation.
2. Keep up-to-date with the payment of program fees to the WCAP finance department (if applicable).
3. Keep children's records updated.
4. Pick their children up on-time.
5. Follow the Advantage policies.
6. Pay attention to any communication from the staff regarding the program or their child's behavior.
7. Provide the staff with appropriate feedback regarding the program. Any concerns regarding Advantage staff should be immediately and openly brought to the attention of the Site Supervisor or Director.
8. Become involved in the program at any level! (See #1).

CHILD EXPECTATIONS:

Children may expect:

1. To have a supportive and consistent environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members.
6. To have a say in program activities.

Advantage expects that children will:

1. Be responsible for their actions.
2. Respect school rules and Advantage rules that help to guide them during the day and while at the program.
3. Remain with their group and Aides always.
4. Take care of the materials and equipment properly and assist with cleaning up after using these items.
5. Arrive at the program promptly after school according to the enrollment agreement.
6. Treat others with respect.
7. Follow the school code of conduct.

REGISTRATION AND ENROLLMENT:

ADVANTAGE encourages children of all backgrounds to attend our program. Wayne County Action Program, Inc. does not discriminate based on sex, race, disability, religion, color, creed, national origin or ethnic background.

***Registration:**

A child may be admitted in the program at any time during the school year, providing there is space and staffing available and a completed registration packet has been received by the Site Coordinator. A waiting list will be kept for those not admitted at the time of request. ADVANTAGE is designed for children no younger than 5 years of age (Kindergarten). Children will be allowed to participate in ADVANTAGE through the school year in which they turn thirteen (4th, 5th or 6th grade depending on site).

***Enrollment:**

1. Parents wishing to enroll their child will be provided with a registration packet. Prior to the child's first day parents will complete all forms and submit them to the Site Supervisor.
2. A completed set of forms is required for each child enrolled in the program.

It is very important that the forms are kept current. Any changes in emergency phone numbers, contact persons, parent employer, arrival/departure changes and attendance need to be given to the staff immediately.

Hours of Operation:

After school: Dismissal time – 6:00PM

Important Days of Closure:

- AASP does not operate on snow days.
- AASP does not operate a summer program.
- AASP will be closed on all school holidays.
- AASP will close when all after school activities are closed due to inclement weather or emergencies. Children will go to the destination given by parents on the emergency closing form.
- AASP is also closed on emergency days when the school is closed due to electrical, plumbing, heating or equipment failure.

TRANSPORTATION:

Lyons, North Rose-Wolcott school districts ONLY **Transportation will be provided promptly between 5:00 - 5:30. Newark busing runs on COMPASS program schedule.

1. Only those children for whom we have written permission from a parent or guardian will be able to ride the bus. There will only be one bus run.
2. In the case of an emergency school closing, transportation may not be provided.
3. Newark will transport K-2 to the Kelley School for program.

ABSENCES:

If your child will not be attending on a scheduled day because of an appointment, vacations, or other planned absences, please notify the program in advance. If your child is ill and you call the school, please request the school secretary to put a notice of your child's absence in the program mailbox. In the event that you pick up your child from school early due to an illness or emergency, please notify the staff. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time may be spent searching for the child.

RELEASE CHILDREN FROM PROGRAM:

Children will arrive at the program immediately following school dismissal. Children will be allowed to leave with persons other than the designated parent ONLY if permission has been given in writing to the AASP staff on the Emergency Contact form in advance.

All persons picking up a child, including his/her parent, must have picture ID available. This is a requirement by NY State of all child care programs. In addition, all Emergency Contacts must be at least 18 years old as per NYS OCFS School-Age Child Care Regulations.

If your child attends extracurricular activities or has any other kind of departure change, you must provide the program staff with the change in writing prior to the date of change.

NYS OCFS Regulations require that all children be signed out daily by their parent/guardian. Children will sign themselves in on school days and early dismissal days. On non-school days, the parent/guardian will escort the child and sign them in to the AASP program. A parental signature is required for sign in and sign out on a full day program.

All ADVANTAGE staff will make every effort to keep a child from getting into a car with a parent/guardian who appears to be under the influence of drugs or alcohol. In such cases, the police department will be called to transport the child and parent to their home. New York State requires child care workers to report suspected cases of child abuse and maltreatment - this includes guardians who appear to be impaired by drugs or alcohol.

HEALTH AND SAFETY:

An annual medical form must be completed by a physician and submitted to the program or you may save the time and expense of taking your child to the doctor for a physical if you complete the permission form in the registration packet and give it to the Site Supervisor. This allows the school to provide medical information on the child directly to AASP.

We are unable to administer medication at program. Our policy in all emergencies is to contact 911. If your child has a known medical condition (asthma, diabetes, allergic reactions, seizure disorder, ADD, etc.) please be sure the Site Supervisor knows what to do should a problem occur during program hours. We can administer emergency medication such as Epi pens, inhalers, nebulizers and Benadryl) with proper paperwork filled out by parent and the child's Doctor.

Any child who is not in attendance during the school day due to illness will not be allowed to attend ADVANTAGE after school. If they have been sent home due to illness, they may not return to the program.

In case of serious injury during program hours, a child will be taken to one of the local hospitals by an emergency vehicle for treatment. A staff member will accompany the child and the parent will be notified as soon as possible. An injury occurring at the program will be logged on an incident report and a copy will be put in the child's file and one given to the parent.

All children are required to have a balance of indoor and outdoor play each day. Parents are required to provide appropriate clothing for the physical type activities (sneakers, boots, hat, gloves, etc.). If a child is too ill to participate in regular outdoor activities, they are probably too ill to attend Advantage that day. The children will remain indoors for gross motor activity when temperatures fall below twenty degrees, or reach ninety degrees outdoors.

CONFIDENTIALITY:

In the course of business Wayne County Action Program, Inc. receives and/or has access to information that must be kept confidential. It is important to respect the private nature of the human services field as well as the customers we serve. In no case will any employee discuss a customer's situation or any personal information outside the agency, at meetings, inappropriately with co-workers, or in social situations. A customer must sign a release form stating what information may be shared and with whom if this is necessary; re: referrals. A signature to access your child's educational records, on file with the school, is required. This information will only be shared with the AASP Director and Site Coordinator and is required as AASP shows that Homework Harbor is a viable part of the program. Your child's teacher may be consulted to help with this.

MEALS:

A nutritious snack is provided every day. Any special diet can be accommodated if the Site Supervisor receives a written statement from the child's doctor. All meals and snacks are under the supervision of the school food-service supervisor. Please do not send in any other food without approval from the Site Supervisor.

PERSONAL PROPERTY:

Children's personal property (coats, clothing, book-bags, etc.) must be brought to the program after school. Any personal property which remains at the Advantage site at the close of the day will be put away until the following day. Although we attempt to help the children stay organized, the program cannot be responsible for lost/stolen personal property. Toys, phones and electronics may not be brought in from home. This allows us to focus on the health and safety of each child as well as to prevent broken and lost items. Those belongings brought in by children will be placed in the Site Supervisor's office until it is time to go home.

ADVANTAGE DISCIPLINE POLICY:

No child will be left alone at any time. Staff will encourage self-control in children by:

1. Setting clear, consistent limits.
2. Having realistic expectations.
3. Respecting children's rights and feelings.
4. Encouraging children to respect the rights and feelings of others.

Staff will use:

1. Positive guidance.

2. Redirection.
3. Role-modeling.
4. Setting of clear, consistent rules and limits that help a child's own ability to become self-disciplined.
5. *AT NO TIME WILL PHYSICAL PUNISHMENT OR ABUSIVE LANGUAGE BE TOLERATED*, as these approaches teach children to respond in the same manner.

For children, conflict resolution steps are followed. Any discipline used must relate to the child's actions and be handled without prolonged delay on the part of the staff so that the child is aware of the relationship between his/her actions and the consequences of those actions. Staff will use discipline that is consistent, clear and understandable to the child. Expectations, goals, effects and consequences will be explained to the child. We give short, simple explanations to children for them to internalize, and reasons to make good choices in the future. Volunteers are not to administer discipline in the classroom.

Aggressive physical or verbal behavior toward anyone is unacceptable. Staff will intervene immediately when a child becomes physically or verbally aggressive to protect all the children and staff members.

If children are showing inappropriate behaviors the following steps will take place:

1. All children involved will be separated and spoken to individually about appropriate behavior by the Site Supervisor. If the same behavior occurs more than two times the behavior of the individual child(ren) involved will be written up on a behavior report. The parent will receive a copy of the behavior report and the Site Supervisor will have a discussion with the parent and child. This discussion will involve steps the child needs to take to improve their behavior.
2. Upon the receipt of three (3) write-ups for the same offense, the student will receive an in-program suspension for 1 program day. During in-program suspension a child will be under the direct supervision of the Site Supervisor. Due to ratio, child may be sent home for a day or so, if Site Supervisor is not able to maintain the in-program suspension.
3. After an in-program suspension, one (1) more write-up will result in a suspension from the Advantage program; the duration will be at the discretion of the Site Supervisor. During this time, the child will not be permitted to be on the program premises. Parents will be made aware of the action leading to this suspension and will continue to be charged for program time during this suspension. Only the Director may expel children from program permanently.
4. One (1) more Severe Behavioral Infraction after step #3 will result in a meeting to include school district personnel, Advantage administrators, the parent(s) and any other service representative currently working with the student, to determine whether continued participation in the program is truly in the best interests of the family, the student, the staff and the other enrolled children. The outcome of this meeting may result in student removal from the Advantage program.

Advantage believes that every child deserves a clean slate when it has been earned. Therefore, all disciplinary procedures will be kept in the student's file for a period of one (1) year. If, during the one-year period, a child receives NO WRITE-UPS, all previous infractions will be expunged from his / her record and the procedure will begin again with step #1 for any new Severe Behavioral Infraction.

If a student takes an action which is deemed by the Director to threaten the continuation of the program due to licensing regulations and legal and/or criminal repercussions, the *Advantage* program reserves the right to terminate program registration *immediately*. The parent(s) will be charged for the remaining program week.

FEE AND PAYMENT (all fees are subject to change)

Advantage supplies, salaries and other expenses are supported by a combination of grant funds and parent fees. We have found through experience that **we cannot survive without both sources**. Each school district provides the space, utilities, and custodial services as an in-kind donation to the program. However, parent support is critical to our program.

Program Fees are as follows:

1. Registration is Free.

2. Tuition during School Year:
 - a. If a child qualifies for free or reduced lunch, based on the parent's income, he/she also qualifies for free tuition.
 - b. If you pay for your child's lunch, the fee is \$15 weekly per child – whether they come for 1 hour or all week.

The program closes at 6:00 PM. Parents whose children remain past 6:00 PM will be billed the following, in addition to their normal charges:

5 minutes overtime = \$5.00 per child

Each additional 5 minutes = \$5.00 per child

*****Staff will attempt to reach the parents to pick up their child. Should staff be unable to reach any adult as listed on the enrollment form, they will notify the Director who will in turn call the New York State Child Abuse and Maltreatment Hotline. A call from the parent informing program staff that he / she will be late will eliminate the call to the hotline, but will not eliminate the late charges.**

The following provisions apply:

1. Fees are non-refundable. Payment should be sent via US mail to: Wayne County Action Program, Inc., 159 Montezuma Street, Lyons, New York 14489, Attention: Finance Department.
2. Parents are required to complete a two-week calendar for each child. This will allow us to reserve hours, supplies and staff to accommodate all children. Calendars can indicate a permanent schedule to be followed each week with any changes or revisions to be supplied by the parents.
3. Calendars can be changed through the Site Supervisor. Changes will be granted only if space and staff are available to accommodate.
4. Drop-ins will not be taken. Children must be registered for the program in order to attend.
5. If a child is absent from school due to illness, parents are still responsible for payment.
6. Parents who do not have a regular work schedule and cannot schedule two weeks in advance may adjust reservations with the Site Coordinator as soon as they receive their work schedule.
7. Checks returned for insufficient funds may be held until cash or a money order is received by the program to cover the amount of the check. Parents will be charged \$20.00 for any check returned for insufficient funds. Parents will be notified immediately upon our receipt of the insufficient fund notice and will have four program days in which to pay the charge and tuition in full.
8. All registration forms must be completed and returned to the Site Supervisor before the day the child is scheduled to start program. The child will not be allowed to attend until these completed forms are submitted. Notification of start date will be made by the Site Supervisor.
9. Families on public assistance must have a written statement from their caseworker at the Department of Social Services (DSS) stating that child care expenses will be covered by DSS before they will be admitted to the program. ADVANTAGE requires that DSS pay the program directly. The family is responsible for all payments until the written statement is provided.

IRS Statements: Parents are encouraged to keep a personal record of child care expenses. However, ADVANTAGE will provide tax exemption information at the end of each calendar year.