Northern Dutchess Day Care Center by Ramapo for Children

Before and After School Program at CLS

A School Age Child Care (SACC) program

Parent Information Packet

2020-2021 School Year
WELCOME!

Northern Dutchess Day Care Center, Inc. (NDDCC) by Ramapo for Children is delighted to present our Before and After School Program at Chancellor Livingston School. This is a school age child care (SACC) program open to families enrolled in the Rhinebeck Central School District. Our program offers a variety of programming options to children, including arts and crafts, indoor/outdoor play, S.T.E.M. activities, cooking, and homework help.

This program provides quality care before and after school for Chancellor Livingston School students, ages 5-12. Please let us know if you have any questions about the program as you read through our program policies.

We look forward to having your child join us!

Aaren Kokubun, Site Director
Before and After School @ CLS
akokubun@ramapoforchildren.org

Priscilla Gideon, Executive Director
Northern Dutchess Day Care Center, Inc.
earlylearning@ramapoforchildren.org

Program Hours Phone:
You can contact our staff at 845-871-5570 ext. 6153 (CLS cafeteria)

Non-Program Hours Phone:
Ramapo for Children Main Office: 845-876-8403

Billing Questions? Contact:
Cecelia Hapeman at chapeman@ramapoforchildren.org | 845-876-8435

SACC Program Policies (updated 9/2020)
POLICIES

PROGRAM HOURS

For the 2020-21 school year, we are offering an extended before school program from 7:30 – 10:30 a.m. and an after school program from 3:00 – 6:00 p.m. In the event that Rhinebeck Central School District resumes normal school hours over the course of the school year, our program hours and rates will be adjusted accordingly.

ARRIVAL PROCEDURES

Our program is primarily based in the cafeteria at Chancellor Livingston Elementary School.

**Before School:** We are unable to accept children before 7:30 a.m.

Before joining the program, all children will undergo a health screening at arrival. Children attending the morning program may be dropped off as early as 7:30 a.m. in front of the cafeteria entrance. Parents must remain with their child until the health screening is completed by a program staff member. Based on the current COVID health and safety policies, children exhibiting symptoms of illness or with a fever over 100.4°, will not be able to join the program.

Each child must be signed in by an adult at the time of arrival.

**After School:** Children attending the afternoon session will assemble in the cafeteria. A snack will be provided. Children who have not attended school due to illness are not allowed to attend the program.

AFTERNOON DISMISSAL PROCEDURES

The SACC program ends at 6:00 p.m. All children must be signed out by an adult over the age of 18 and picked up by this time. Children may only be released to those adults specified on the approved pick up list. The SACC staff will ask for identification, when necessary, for your child’s safety.

SACC Program Policies (updated 9/2020)
**LATE PICK-UP POLICY**

Parents are required to pick-up their children no later than 6:00 p.m. A late charge of $5.00 will be imposed for every 15 minutes, or portion of 15 minutes, past 6:00 p.m. beginning at 6:01 p.m. Late charges will be included on the next billing statement.

If all attempts to contact parents and emergency contacts are exhausted after one half hour (6:30 p.m.) after closing, the proper authorities will be notified. The Executive Director will also be notified. All attempts to contact parents and/or emergency contacts will be exhausted before these steps are taken.

**CALENDAR AND OPERATING SCHEDULE**

In general, the SACC program follows the same calendar as the Rhinebeck Central School District. Therefore, this program is closed the days the school is closed, including snow days and unanticipated early dismissals. This includes vacation weeks and half-day teacher conference days. On a two hour delay schedule, the morning program will be cancelled. If afterschool activities are cancelled, afternoon SACC will not be held.

**EMERGENCY DELAYS AND CLOSINGS**

If the Rhinebeck Central School District is closed, the SACC program does not have access to accommodate children, therefore, programs will be cancelled. For example, if school has a delay, there will not be a before school program. If afternoon school activities are cancelled due to inclement weather, there will be no SACC program. Check your school calendar for scheduled early dismissals and closures (i.e. superintendent conference days, etc.). On these days, there will be no SACC program in the afternoon.

**YOUR FINANCIAL RESPONSIBILITY**

The SACC program operates under the auspices of Northern Dutchess Day Care Center, Inc. and, therefore, operates on a not-for-profit basis. Parents sign an agreement at the time of enrollment and pay a non-refundable registration fee of $50. Thereafter, parents are billed once a month for the upcoming month.
Payment can be remitted via credit/debit card or ACH transfer through brightwheel, or families can pay by check (made payable to Northern Dutchess Day Care) or cash. Printed invoices will be provided upon request.

Tuition statements will be mailed to your home address. Please mail your check or money order to:

Ramapo for Children  
P.O. Box 266  
Rhinebeck, NY 12572

To ensure that you are not charged a late fee, please make sure that your check reaches our office by the due date on the bill.

Q: Do I pay for snow days or when my child is sick?  
A: Yes. The payment schedule will not change due to snow days, vacation time, or if your child is sick (refer to SICK DAYS for prolonged illness policy).

Q. What happens if I need to withdraw my child from the SACC program?  
A. To withdraw your child from the program, submit your family’s two weeks’ notice to our Site Director by email (SACC@ramapoforchildren.org). The registration fee will not be refunded.

OVERDUE ACCOUNTS POLICY

Tuition must be paid by the due date on the bill. If payment has not been made by that date, a late fee of $10 will be added to the balance due. PLEASE NOTE: If tuition payments are not brought up to date after 2 billing cycles, your child may be disenrolled from the SACC program and your account will automatically be sent to collection without further notice. Your child may return to our program provided that the tuition balance is paid in full and there is availability. There will be a $30 fee charged for returned checks.

TUITION ASSISTANCE

Tuition assistance is available through the Department of Social Services. Please contact them for further eligibility information. If a child is to receive assistance for tuition, the Executive Director must receive a letter confirming the amount of assistance before the child may start the program. If the amount of the assistance does not cover the tuition cost, the parent/guardian is responsible for the difference.

SACC Program Policies (updated 9/2020)
PERSONAL BELONGINGS

Each child is expected to take care of their own personal items. Northern Dutchess Day Care Center is not responsible for lost or stolen items. It is recommended that valuables and toys are not brought into the program.

CLOTHING

Children engage in active indoor and outdoor play during the SACC program. Please dress children in clothing and shoes that are suitable for active play and outerwear that is appropriate for the outside temperatures.

PLAYGROUND EXPECTATIONS AND RULES

Children in the SACC program will follow all school rules pertaining to the playground and will listen to instructions given by SACC staff.

ILLNESS

If your child becomes ill, we will make an effort to keep your child comfortable. A staff member will call a parent or emergency contact person to arrange for your child to be picked up. We cannot accommodate a sick child.

SICK DAYS

Parents are required to call the school to inform them if their child will be out due to illness (845-871-5570). The school will pass this message on to the SACC staff. This is important as we need to take account of a child’s whereabouts at all times. In order to maintain a slot in the program, tuition must still be paid.

CUSTODY

If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy will be needed for our files. Unless the court order is on file with our program, we are legally obliged to provide equal rights to both parents.

SACC Program Policies (updated 9/2020)
**MEDICAL INFORMATION**

We must have emergency phone numbers and permission to take your child to a doctor or hospital in case of severe illness or injury. The information and authorization will be obtained on the Release of Information and Health Emergency Form, which must be completed for each child at time of enrollment.

Additionally, the following is required under New York State health regulation:

- NO MEDICATIONS CAN BE BROUGHT IN OR BE DISPENSED BY SACC STAFF;
- Allergies must be stated in writing and an Individual Health Care Plan form filled out; and
- Each child must have up-to-date emergency contact persons and phone numbers on file.

**MANDATED REPORTER STATUS**

All employees of NYS licensed child care facilities are, by law, mandated reporters of child abuse and maltreatment. The law states that if a child care worker has “reasonable cause to suspect” child abuse or maltreatment, they are obligated to make a report. Child care employees are required to report suspected abuse whether that suspected abuse is thought to be occurring on the premises of the school or elsewhere.

**GUIDANCE AND PROBLEM SOLVING**

To ensure a safe and healthy environment for all families and staff, it is expected that children and parents/guardians conduct themselves using appropriate, respectful and professional behavior. Appropriate conflict resolution skills will be modeled and encouraged by staff during day to day operations. Staff members will communicate behavioral concerns to parents/guardians and to the SACC Director. Reasonable efforts will be made to resolve behavioral conflicts as they arise.

**DISCIPLINE POLICY**

Northern Dutchess Day Care Center, and therefore, the SACC program has a philosophy of positive guidance to help develop children’s self-control. Reinforcement, redirection and encouraging children to talk about their feelings are used to help divert their attention from negative behavior.
**BULLYING POLICY**

To protect the rights of all students and groups for a safe and secure environment, our SACC program prohibits acts of bullying, harassment, and other forms of aggression and violence. All administrators, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil.

Bullying or harassment is any gesture or written, verbal, graphic, or physical act including electronically, that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. It may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion or a mental, physical, or other disability or impairment. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function where a child's imminent safety or overall well-being may be at issue.

It is our policy that if a staff member witnesses a child being bullied or harassed or a child doing the bullying or harassing, the children involved will be taken aside and spoken with and a written report will follow with a copy given to the parent. If the act of bullying or harassing is repeated, then the child initiating the act will immediately be discharged from the program and will not be allowed back into the program.

**TERMINATION OF ENROLLMENT**

The SACC program reserves the right to terminate enrollment under one or more of the following circumstances:

a) We cannot meet the needs of your child while maintaining the safety and welfare of your child and the children in our care.

b) The SACC Director has requested the parent/guardian seek additional support services or take steps to manage behaviors and the parent/guardian has refused to act on this request.

c) The child poses a danger to himself/herself, the staff or other children or adults.
d) The behavior of a parent/guardian hinders the success of the program or jeopardizes the welfare of others.

e) There is ongoing disregard for the rules and policies that are part of the SACC program. This includes our tuition payment policy and our bullying policy.

ACCIDENTS

The SACC program has a specific emergency procedure plan in the event that a child is seriously injured. A staff member will call 9-1-1 and wait for an ambulance to come pick up the child. The parent will be notified after this initial call is made. A staff member will accompany the child with the child’s emergency information and stay with the child until the parent arrives at the hospital. The program has a number of CPR/First Aid trained staff.

Minor accidents and illnesses are documented on an Accident/Incident Report Form which details the time and nature of the injury or illness and the treatment given. The form is signed by a staff member and the parent, and a copy is given to the parent. The signed copy is kept in the child's file.

BABYSITTING POLICY

Employees of the SACC program and NDDCC are not permitted under any circumstances to care for your child outside of the SACC or day care settings. This also includes days that the program is not in session.

MEAL/SNACK TIME

Before School: A breakfast program sponsored by the elementary school is available to the children attending the morning program.
After School: A healthy snack is offered to the children in the afterschool program on a daily basis. We would appreciate knowing of any food allergies your child may have. If you prefer, you can send a snack in with your child.

NOTE: Our program will adhere to the school’s COVID health and safety policies. This includes mask wearing, socially distanced activities, and healthy hygiene practices.

We want the best for your child and for our program. We ask that you adhere to the above policies to help us keep your child safe, happy and healthy!

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