



A program of the North East Community Center  
Located at the Webutuck Central Campus

# 2018-2019

## Parent Handbook

### Contact Information:

For your convenience, please keep this at hand for easy reference during the school year.

#### NECC Office:

PO Box 35, Millerton, NY 12546  
(518)789-4259  
Executive Director:

Program Director: Jan Brooks (845-214-7402) [Jan@neccmillerton.org](mailto:Jan@neccmillerton.org)  
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Meredith Goldstein  
Julianna Kreta



As a member of the After School family, please familiarize yourself with the program's policies and procedures contained in this document. Our goal is to provide a safe place, both emotionally and physically, for children to go after school. Having everyone working together and respecting these policies is one way we can ensure we achieve our goal.

### **Responsibilities of Program**

Our program's objective is to:

- Provide an emotionally and physically safe place to go after school.
- Offer enriching, educational, and fun activities that support development and learning.
- Help children with homework as requested by parents and teachers.
- Develop socially responsible youth through community service initiatives.
- Teach acceptance, respect, conflict resolution, and problem-solving strategies.

### **Supervision of Children**

In order to provide a safe and orderly environment, we:

- Maintain a staff/student ratio of 1:10 or better at all times.
- In grades K-6, ensure that children only leave with an approved parent, guardian or other adult.
- Ensure the physical and emotional safety of all participants.

### **Parental Responsibilities**

We expect parents to:

- Communicate regularly with staff (absences, concerns, etc.).
- Attend conferences as needed.
- Support the rules and schedule of the program.
- Sign the program's "Ground Rules" form.
- Contribute talent, treasure, and/or time to NECC whenever possible

### **Admissions Policies and Procedures**

Admission is open to any youth in kindergarten through 8<sup>th</sup> grade or between the ages of 5 and 14 years old. There are four divisions of the program: beginner (K-grade 1), primary (grades 2 – 3), intermediate (grades 4 through 6) and junior high (grades 7-8). Children in grades K-3 meet at the Webutuck Elementary School building; students in grades 4–6 meeting the EBIS cafeteria; young people in grades 7-8 meet at the EBIS Art Room.

Parents must fill out the entire enrollment packet, including health forms, provide a completed health care plan form (colored sheet) if a child has an allergy, and receive verbal confirmation from the program director **before** a child can attend. This packet is available at NECC, in school offices and can be downloaded from the NECC website.

We do not discriminate based on race, religion, physical or emotional disabilities, sexual orientation, or any other factor. However, we may be unable to accommodate children whose medical or personal needs extend beyond our staff's capabilities.

## Days of Operation

The primary groups meet M-F from the end of school until 6:00 pm in the Webutuck Elementary School; the intermediate group meets from the end of school until 6:00 pm in the Eugene Brooks Intermediate School cafeteria; the junior high group meets from the end of school – 5 pm. The junior high students usually take the 5 pm sports bus home.

On days when school dismisses early due to inclement weather or other unforeseen *emergency* the program will be closed. Parents of children in grades K-6 will need to contact the school office to indicate where they would like their children to go to at dismissal. When Webutuck cancels all after school activities due to an impending weather situation, we also will close (**PLEASE NOTE THIS IS A CHANGE IN OUR POLICY FROM PREVIOUS YEARS.**) Parents can visit the NECC website ([www.neccmillerton.org](http://www.neccmillerton.org)) or the after school face book page for updated program closing information.

Because our program is now housed on the Webutuck campus, we will not be open on scheduled early dismissal days or on superintendent conference days.

## Deposit, Fees and Payment (for children in grades K-6)

Once you enroll your child(ren) in our program for a certain number of days we adjust our staffing for those days so we are able to meet our staff to student ratio. **You will be charged for the days your child is enrolled whether or not he or she attends.** You may change your child's schedule at any time by talking with the program director. But until a change is made your bill will reflect the number of days your child is enrolled. The only pro-rating we do is when the program is closed due to inclement weather conditions.

A deposit equal to the amount of one week's tuition is due with the registration. Payment can be made weekly or monthly, and can be mailed to NECC directly or given to the staff at the program.

First child:

\$10/day (if enrolled less than 5 days) or \$40/week (if enrolled for all five days the fifth day is free)

Reduced rate: (for siblings and those qualifying for free or reduced lunch

\$5/day or \$20/week

(If you want to be considered for reduced rate please complete the CACFP income declaration sheet.)

**(Although our program is partially funded by grants, we do depend on fees to keep the program going and to do the special events which enrich your child's life. However, we do not want anyone to stay away because of financial difficulties. We have some scholarship assistance available, and we can help you access other resources to assist in paying for your share of the program. Please talk with the program director if you need help.)**

## Program Activities and Daily Schedule

Because our program is primarily funded by an Advantage After School grant, we are required to include certain activities in our schedule, and, over the course of the year, meet certain goals. Activities include daily homework help, literacy and enrichment activities, sports, games, creative arts, community service projects, cultural activities, field trips, board games, and other special events.

Advantage programs are also required to provide objective evidence that a program is making a positive impact on children and on their learning in school. In order to show our granters the children in our program are maintaining or improving their level of achievement in school, we are asking parents to give us a copy of their child's report cards each marking period. No identifying information will be used for our reporting; we simply need to report the number of children in each age category who are maintaining or improving. You may bring your child's report to us and we will be happy to make a copy.

We believe physical activity is essential for child development. Each day we try to include at least a half hour of outdoor play. (The only time we do not include outdoor play in our daily schedule is when it is raining/snowing or the temperature is below 20 degrees F.) Following a time of outdoor play, we engage in enrichment activities, discussions, fine art projects, group challenges or STEAM activities. While children enjoy a healthy snack, they hear a book read by staff or participate in a discussion or choose words for a "mad-lib". Students are then offered homework assistance and then read and/or write creatively.. The youngest children, who often have little homework, are offered several learning center activities to try.

During the winter when there is snow on the ground, we ask that you send your K-6<sup>th</sup> grade child with snow pants, boots, mittens and hats so he or she is ready to play outside. If you do not have these articles, please speak to a staff member and we will do our best to help you find what is needed. We try to teach our children to be responsible for themselves and prepared with what they need. Helping your child remember to bring what they need, is teaching them to be responsible.

## **Attendance Policy**

When you enroll, indicate the days your child will attend. We ask that you enroll your child for at least two days weekly. There is a routine to each day and if a child attends less than twice a week he or she often has difficulty adapting. Furthermore, projects often carry over from one day to the next, so when a child attends less frequently she or he has often misses important interactions. Priority will be given to children who are enrolling for all five days.

When we have a child who does not attend every day, we often use the open slot on the alternate days for another child. (If Susie attend Monday and Wednesday, we may have Sally come on Tuesday and Thursday.) This way we have a full group of children. However, it also means you need to check with the program director if you would like to change the days of the week your child is attending in a particular week.

**If your child is sick you need to call us to let us know your child will not be attending on that day. If you know in advance that your child will not be attending on a particular day, we ask that you give that information to us in writing. So when you write the note to the school, if you have forgotten to fill out an absence form, call the after school office phone (518-592-1399) and leave a message telling us not to expect your child that day. This also helps us avoid wasting food. Since we have to bring our snacks from the office each day, we have to bring enough to provide for everyone who will be there. If we bring enough for 20 students and then only 12 attend, we often end up wasting food that has sat out for all of program.**

## **Release of Children at the End of Program**

Children are released only to a parent or a person listed on the child's registration form. These forms may be amended in writing at any time. Parents who are separated or divorced must furnish NECC with a copy of their custody arrangements to avoid any misunderstandings about when the non-custodial parent may pick up the child.

The junior high students are allowed to take the 5 pm sports bus home. For children in K-Grade 6, parents are expected to pick their child up before 6 pm.

- Parents of children in K-Grade 3 will go around to the left side of WES. There is a door which will be open. Inside the foyer there is a second set of doors which will be locked. Knock on the door or call the cell phone of Sheila DePaola or John Mahoney. Someone will come and open the door. The sign out book and information about the program will be on a small table right near the door.
- Parents picking up students from EBIS will go around the back of EBIS (take the first left turn off of Haight Road and go around the school past the garden to the end of the parking lots) and come to the door which enters into the EBIS cafeteria. The sign out book, as well as information about the program will be on one of the back tables near the windows.

Because we are in a new space, it may take a while to work out the kinks in the new system of dismissal. We appreciate your patience as we figure out how to make this efficient and convenient for you.

## **Procedure in the Event of Late Pickup**

Our program ends at 6:00 pm. We expect parents to arrive for pick up before 6 pm, especially if they wish to look at what their child has made or chat with staff. When staff routinely has to stay past 6 pm it impacts both our budget and the staff person's personal schedule. We ask that you respect our schedule and pick up your children in a timely manner.

Any student present past 6 pm will be assessed a fee of \$10 for every 10 minutes (or part thereof) past 6 pm that staff must wait. This fine must be paid before the child can return to program. We are aware that traffic conditions and unexpected delays sometimes occur, preventing a parent from reaching Webutuck by 6 pm. If you are going to be tardy, we ask that you call the staff member of your child's group. Otherwise, fifteen minutes after program closes, emergency numbers are called. If a student is not picked up after 2 hours, the sheriff will be contacted and the child will be handed over to the authorities. After the second tardy pick-up in a school year, the child will not be able to return until a revised transportation plan has been arranged with the Program Director. Repeated violations will result in the removal of the child from the program.

## Drop-ins

Drop-ins are **NOT** permitted. In the event that an unregistered child appears, an attempt to contact parents will be made for immediate pick up. Each child who attends the program must have a completed registration form on file. (This form must be completed every year.)

## Snack Arrangements

Our program participates in the Child and Adult Care Food Program (CACFP) which requires us to provide USDA approved snacks. As a result, children are not permitted to bring candy, sweets or drinks to the program.

## Parent Conferences

Parent conferences are available anytime. Parents are encouraged to check in with staff at pick-up each day. Parents are also strongly encouraged to provide an email address as this is the best way for us to communicate simple yet significant information. Comments and new ideas are always welcome. Email the program director at [Jan@neccmillerton.org](mailto:Jan@neccmillerton.org) anytime. We want to work closely with you and hope you will work closely with us. Your children are a precious gift!

## Well Child Policy

We are a "WELL CHILD ONLY" facility. We conduct daily health checks to determine if a child is well enough to participate in the program. If a child is sick, we will contact the parent for immediate pick up. Children cannot return to the program until they are cleared.

Because we are a "well child only" facility and do not want to jeopardize the health of other children and staff, your child may not attend if he/she has:

1. Been absent from school or been sent home from school because of illness.
2. A non-contagious illness that prevents the child from participating comfortably in activities or a non-contagious illness that results in a greater need for care than the staff can provide and still maintain adequate care for the other children at the program.
3. Fever, whether or not accompanied by behavioral changes or other signs of illness
  - Fever is defined as an elevation in body temperature. Oral temperature above 101 degrees, rectal temperature above 102 or axillary (armpit) temperature above 100 degrees are considered abnormal in children.
4. Signs and symptoms of possible serious illness including:
  - a. Lethargy (more tired than usual)
  - b. Uncontrolled coughing
  - c. Persistent crying, inconsolable, irritability
  - d. Difficulty breathing (faster than usual, nasal flaring, use of accessory muscles)
  - e. Wheezing
  - f. Persistent sneezing not due to sinus allergies
5. Diarrhea (frequent watery stools not associated with diet changes or antibiotic use). May return once the diarrhea resolves for a 24 hour period. Exceptions include:
  - a. Toxin producing *E. Coli* or *Shigella* infection: until diarrhea resolves and the test results of 2 stool cultures are negative for these organisms.

- b. *S. Typhi* infection: until the diarrhea resolves, the results of 3 stool cultures have come back negative and the child has been cleared by a health professional or the Health Department.
6. Vomiting more than 2 times in the previous 24 hours unless vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
7. Abdominal pain that continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
8. Mouth sores with drooling.
9. Rash with fever or behavioral changes or joint pain.
10. Pink or red conjunctiva (whites of the eyes) with yellow or white discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin around the eye, until treatment has been given for 24 hours.
11. Tuberculosis: until the child's physician or local health department states child is on appropriate treatment and can return.
12. Impetigo: until 24 hours after treatment has been started.
13. Streptococcal Pharyngitis (i.e. strep throat or other streptococcal infection): until 48 hours after treatment has been started.
14. Head lice or nits: until after the first treatment.
15. Scabies or ringworm: until after treatment has been given.
16. Chickenpox (Varicella) or shingles: until all lesions have dried and crusted (usually 6 days after onset of rash).
17. Pertussis: until 5 days of appropriate antibiotic treatment.
18. Mumps: until 9 days after onset of parotid gland swelling.
19. Measles: until 4 days after onset of rash.
20. Hepatitis A infection: until 1 week after onset of illness or jaundice or as directed by the health department when immune globulin has been given to the appropriate children and adult contacts.
21. Meningitis or any suspicion of same including fever, stiff neck, discomfort to bright lights, seizures, blood red rash. Child may return when cleared by a health professional.
22. Swine or other types of flu: Child may return 24 after the fever is absent without the aid of analgesics.

With the contagiousness of many of the varieties of flu around, please make every effort to keep your child out of program until he or she is completely recovered.

## **NECC After School Connection Ground Rules and Disciplinary Procedures**

We follow a simple code of conduct in our program. We ask participants to respect themselves, respect others, respect the environment and respect property. We do our best to discourage bullying and name calling, and to encourage children to learn healthy ways to get what they want and need. We use the daily interactions between children as teaching opportunities, helping children learn conflict resolution skills. We emphasize making good choices, thinking before acting, and taking responsibility for the consequences of choices. Because we want to emphasize group interactions we do not allow electronic games or the personal use of other electronic devices or cell phones during program time.

When there is a persistent issue with a child's behavior we request a conference with parents or guardians so together we can find ways to resolve the issues and help your child grow.

## **Informed Consent Regarding Release of Information**

The purpose of this document is to allow you to make an informed decision about communication of information regarding participants in the NECC After School Connection.

## **General Communication with Parents**

We will provide you with general feedback about your child's participation. We encourage you to touch base with us when you are picking up your child so we can mention any issues which may have arisen during the day. Periodically the program director writes letters to parents outlining special activities, scheduling details, permission slips to be signed, and bills. These letters are usually left on the desk by the sign-out book.

## **Confidentiality of Information**

We respect you and your child(ren)'s rights to confidentiality within the limits of the law. Many of our projects are funded by private agencies or foundations which may periodically ask for general data about participants such as age, race, gender, and academic improvement. We will release only general data and **will not** release any specific information (name, address, etc.) about you or your child(ren)'s services without your consent. The exception would be if we receive a court order to release your records.

## **Mandated Reporting**

All staff members receive training in recognizing signs of physical, emotional, and sexual abuse, and neglect. All program collaborators are mandated reporters required to breach confidentiality in cases of suspected child abuse, suspected dependent, adult, and/or elder abuse, and in cases of danger to self or others. We will inform parents/legal guardians and all mandated reporting agencies when a child or youth is determined to be or suspected of being in danger. The Child Abuse Prevention Center publishes a manual with full guidelines by which our staff operates. A copy can be provided upon request.

## **Permission to Contact School**

Service providers within our program and collaborators will communicate with one another regarding student participation and needs. With your permission, the NECC After School Connection director and coordinators may communicate with your child's guidance counselor or teacher if deemed necessary to help your child with academic and/or behavioral issues. It is often helpful to us, as well as to your child, if we are able to use the same methods as your child's teachers, and if we are able to check in with the teacher about homework as well as about any special needs that should be addressed or any other help we could provide.

## **Records**

You have the right to a copy of your child's records or summary of records; however, the original records remain the property of the North East Community Center.

