



BRYTE AFTER SCHOOL PROGRAM
(Building Resourceful Youth Through Engagement)

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: Jenny Hansell

At the Millerton Elementary School:

(518)789-0070
Program Coordinators: Jan Brooks and Erin Jenkins Smith

Policies and Procedures

As a member of the After School family, please familiarize yourself with the program's policies and procedures.

Responsibilities of Program

Our program's objective is to:

- Provide an emotionally and physically safe place to go after school.
- Provide enriching, educational, and fun activities that support development and learning.
- Help children with homework as requested by parents.
- 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 1:15 or better at all times.
- Escort children and youth to bus or rides.
- Ensure that children only leave with an approved parent or guardian.

- Ensure safety of all participants in public places.

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 6th grade or between the ages of 5 and 12 years old. There are two divisions of the program: primary (grades K –3) and elementary (grades 4 through 6). Beginning in October, we are also offering a program at the intermediate school for grades 4-8.

Parents must fill out the entire enrollment packet (this includes the medical form, immunization records, medication consent form, if applicable and emergency contact numbers) and receive written confirmation of enrollment **before** a child can attend. This packet is available at NECC and in school offices.

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

Days of Operation

The program starts on Wednesday, September 9, 2009. The primary and elementary groups will meet M-F at the Millerton Elementary School from 3:00 – 6:00. When school dismisses, bus transportation is provided from your child's school to the Millerton Elementary School.

On days when school dismisses early due to inclement weather the program will be closed.

On scheduled half days (**not** including holidays and school vacations) the program will provide care from the time of dismissal until 6 pm. On full days off (i.e. superintendent's days or Parent Teacher conference days) the program will provide care from 9 am until 6 pm. If your child is not regularly scheduled to attend on one of those days and you would like for him/her to participate, you must make **prior** arrangements with the program coordinators. You must also provide your child with a lunch. Pick up on those days will be as usual.

Deposit, Fees and Payment

A deposit equal to the amount of one week's tuition is due with the registration. Payment is due on the Friday before the following week. Payment can be made

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weekly or monthly, and can be mailed to NECC directly or given to the staff at the program. (See attached rate schedule.)

Program Activities

Activities include daily homework help, sports, games, creative arts, community service, cultural activities, field trips, board games, and other special events. This year enrichment activities will be based on the Fast Forward Literacy Program and Fetch, a PBS science foundation program. Periodic mailings are sent to parents highlighting activities, program closings, special projects, etc. Parents can also visit our website (www.neccmillerton.org) for updated program closing information.

Summary of Well Child Policy

A copy of our Well Child Policy is attached for your thorough review. In summary, 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. A detailed list of exclusion criteria is provided for your review. This form must be signed and returned within 30 days of a child's enrollment. If a child is sick, we will contact the parent for immediate pick up. Children cannot return to the program until they are cleared (see the Plan for specific clearance criteria.) BRYTE After School staff will not be administering any medication, except asthma inhalers or epinephrine auto injectors. If your child may require either of these, please request the written medical consent forms from the program coordinators.

Procedure in the Event of Late Pickup

Our program ends at 6:00 PM. Any student present past 6 pm will be assessed a fee of \$10 for every 15 minutes which must be paid before the child can return to program. If you are going to be tardy, we ask that you call the program coordinator at the school. 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 such event in a school year, the child will not be able to return until a revised transportation plan has been arranged with the Program Coordinators. Repeated violations will result in the removal of the child from the program.

Snack Arrangements

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

In order for us to continue to participate in the CACFP program, **all** families must complete an Income Eligibility Application (included in registration packet.)

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These forms must be submitted to the Program Coordinators within 30 days of enrollment.

Parent Conferences

Parent conferences are available anytime and can be scheduled with the Program Coordinators. Parents are 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 coordinators at Jan@neccmillerton.org or Erin@neccmillerton.org anytime. We want to work closely with you and hope you will work closely with us. Your children are a precious gift!

Drop-ins

Drop-ins are **NOT** permitted. In the event that an unregistered child comes in, an attempt to contact parents will be made for immediate pick up. An inability to contact parents or to arrange immediate pick up will result in the authorities being notified.

Attendance Policy

When you enroll, indicate the days your child will attend. We require two weeks' notice to change the schedule, and, unless we are notified in advance, and in writing, we will charge for any day your child is registered and does not attend.

If your child is sick and will not be attending program, we ask that you call us either at the community center or leave a message at the school number. If we are expecting a child and that child does not get off the bus, we must determine where he or she is.

If a registered student does not attend program for ten consecutive days without letting NECC know, we will notify the family that the student has been removed from the program to make room for another child. In order for this student to re-enter the program, a written request must be addressed to the Program Coordinators **AND** the family must wait for written approval to re-enter the program. If the student returns before the written approval has been issued, we will enforce the "No Drop-In" policy as stated above.

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Well Child Policy

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. An illness that prevents the child from participating comfortably in activities as determined by the staff of the program.
2. An illness 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
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.

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After School Ground Rules and Disciplinary Procedures

1. Stay in designated areas.
2. Respect self, others, and the surroundings.
3. Check in and out of program.
4. Refrain from inappropriate language, slurs, or insults.
5. No weapons of any kind.
6. No drugs or paraphernalia (including matches and lighters).
7. Clean up after yourself and as a group.
8. No gang affiliated talk, behavior, or tagging.
9. Request permission for supplies and return them to proper location.
10. No fighting, wrestling, or horseplay. Physical or verbal violence will not be tolerated and will result in immediate parental contact.
11. No electronic games or devices without permission of After School Program Coordinators.
12. Trading of personal possessions is not allowed. Whatever you bring from home must also go home with you unless you have written permission from a parent or guardian.
13. In our program, you have a choice of scheduled activities. You will participate fully in these programs daily. Failure to participate will result in a family conference. Continued failure to participate will result in removal from the program.
14. When you have no homework, you will participate in a literacy project such as reading, puzzles, related board games, etc.
15. When a staff member or volunteer makes a request, your compliance is expected.

Participants in the program are expected to adhere to these ground rules. A first failure will result in a verbal warning. Should the infractions continue, a written warning will be placed in the student's file and a conference with the program coordinators will take place. Further difficulties will result in parental contact. As a last resort a student who cannot adhere to the rules may be asked to leave the program. A student who is suspended from the program will not be allowed to return until a conference between the student, parents and program coordinators takes place and a behavior plan is made.

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 BRYTE After School Program at Millerton Elementary School.

General Communication with Parents: We will provide you with general feedback about your child's participation.

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. We and program collaborators are mandated reporters that requires us 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 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 BRYTE After School Program Coordinators may communicate with your child's guidance counselor or teacher if deemed necessary to help your child with academic and/or behavioral issues.

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

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Fee Schedule for 2009-2010

First child:

Full week (5 days)	\$40
Less than 5 days/wk	\$10/day

Sibling discount: 2nd child and each additional child:

Full week	\$25
Less than 5 days/wk	\$5/day

For families who qualify for reduced rate or free lunches:*

Full week	\$20
Less than 5 days/wk	\$5/day

Sibling discount: 2nd child and each additional child:

Full week	\$16
Less than 5 days/wk	\$4/day

(*BRYTE Program will contact the Webutuck School District for verification of eligibility.)

Scholarships are available for families who are unable to pay the fees. Please notify the program coordinators if you are unable to enroll because of the cost, or at any time during the year you are unable to pay the fees.

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