



The Duanesburg Area Community Center After School Program

Parent / Student Handbook



2009 – 2010 School Year

Introduction

Welcome! We are so pleased that you have chosen the Duaneburg Area Community Center (DACC) After School Program for your child. Please take the time to read through this handbook carefully, as it contains all of our policies and procedures.

The After School Program includes a variety of activities and learning experiences which are designed to support positive student outcomes both in and out of school. Some of our activities include [home work assistance and tutoring](#), [music](#), [cooking](#), [swimming](#), [computer lab work](#), Environmental Study Program, photography, gymnastics, fitness classes, arts and crafts and so much more.

Our Mission

To support today's families through quality educational and enriching activities for children from elementary school through high school levels in the Duaneburg community.

Our Goals

- To help children feel safe and secure in a positive environment while participating in educational, recreational and cultural programs.
- To enhance their feelings of self esteem through their work.
- To help children learn socially acceptable ways of expressing their feelings.
- To help children become aware of themselves, their bodies and their emotions.
- To help children learn to take responsibility for their personal care and safety.
- To help children develop a greater awareness and understanding of the world around them.

Outcomes

- Provide students and parents with a safe after school environment for children with an emphasis on learning and recreation.
- Improve the social, academic, and emotional competencies of school age children.
- Reduce negative behaviors such as crime, teen pregnancy, and violence

Hours of Operation

The [Elementary](#) Program runs every Monday – Friday that school is in session [from 3:00 to 6:00](#). [Children will be bussed to the DACC](#). Middle students are expected to report directly to the After School Program [which runs from 3:00 to 5:00](#).

Holiday and School Closings

The DACC Advantage After School Program follows the Duanesburg School District calendar, and operates accordingly. Please refer to your calendar for school closings, vacations and other events. We make all attempts to operate on days when there is [advanced notice of an](#) early dismissal. [If](#) there is an emergency closing due to inclement weather the DACC will not operate, please notify the school of your emergency plans. The DACC will communicate any changes in scheduling through flyers, announcements and each day when parents sign their children out of the After School Program. All emergency announcements will be posted on the DACC web site (www.dacc.info) [and posted on the school closing network system on television](#).

Payments

Payments for the After School Program are due on the *first Monday of each month*. [Invoices will be mailed to all parents/guardians and payments](#) should be sent directly to the Duanesburg Area Community Center 221 Victoria Drive Delanson NY 12053. [In the event that your payment is late three times we have the right to withdraw your child from the program](#).

We do not turn any interested family away. If you feel you would be eligible, you may apply for our Community Assistance Program (CAP). This scholarship is designed to help offset the cost of the After School Program.

A \$25.00 registration fee must accompany your child's enrollment paperwork, and there is a \$20.00 fee for all returned checks.

Withdrawal

If you choose to withdraw your child from the After School Program, you must notify [the Sr.Program Director in writing](#) two weeks prior to the last day of attendance.

Policies and Program Procedures

Forms

The After School registration packet, along with the registration fee, must be completed and returned before your child(ren)'s first day in the After School Program. This packet contains:

- Registration Form**
- Medical Release**
- Consent to Release**
- Volunteer Information**
- Code of Conduct**
- Agreements**
- Picture /Video consent form**

Snack

Each day a healthy snack will be provided to the children attending the After School Program by the DACC Staff.

Arrival / Dismissal Policy

If your child is going to be absent, or arrive significantly late please call the [DACC](#) and let us know [\(895-9500\)](#). If your child is going to be picked up from the After School Program by an adult other than a parent or guardian, the staff must be notified by phone or in person by the parent or guardian. **Children will not be released to anyone not listed on the Consent to Release Form without parental permission.** Please have the person bring photo ID with them, as the After School Staff will ask to see it.

Confidentiality

The DACC After School Program will maintain confidentiality and respect each family's privacy. The DACC After School Program will not disclose any information regarding children's records or family information without written consent by the parent or guardian. The only time information may be revealed would be in the case of suspected abuse or neglect. This information would only be given to agencies or representatives of agencies who may be able to act in the child's best interest.

Program Staff

The DACC Advantage After School Program is registered as a licensed Child Care provider through the New York State Office of Children and Family Services, as well as the Capital District Child Care Coordinating Council. Each staff member meets the required screening, training, and qualifications. Staff members receive additional training throughout the year. This training gives the staff a better understanding of child and adolescent development and abilities, cultural diversity, program management, communication, evaluation, leadership, working within a group and working with children with special needs.

Facility Environment

The DACC After School Program activities will be held [at](#) the Duaneburg Area Community Center. The groups will use [the computer lab, the pool, the aerobic room and the gyms.](#) On occasions children will be involved in outside activities outside such as nature hikes, [cross country skiing](#) and snowshoeing. The DACC After School Program may also embark on field trips. Permission for trips or special program activities will need to be signed and returned before the activity takes place.

Students should come dressed for [daily activities as promoted on the monthly schedule.](#) Everyone should have sneakers (or shoes that they can run in), and weather appropriate clothing.

The DACC After School Program cannot be responsible for lost or damaged personal property. Please encourage your children to keep valuable items such as CD players, [I-pods](#), game cards, game boys, and other electronic devices at home.

Discipline

Structure and routine are very important in helping children to function as part of a group. When safety is at risk or rules are broken, it is necessary for us to correct behaviors. Positive reinforcements are used in guiding behaviors. Once children become familiar with our routines and expectations, gentle reminders are all that are usually needed.

In the case of consistent discipline issues a meeting between the [Sr. Program Director](#), Site Supervisor, staff, parents and child will decide what future action should be taken. These actions can include suspension or expulsion from the program.

Health and Safety

The DACC Advantage After School Program staff follows the health and safety standards provided by the New York State School Age Child Care Regulations. An incident report will be completed for each illness, indication of abuse, or minor accident such as cuts and bruises.

Health

The DACC Staff are trained to observe and identify physical and mental health issues on any child attending the program. Staff will observe the children for any signs of illness or injury. In case of emergency the DACC staff will have emergency numbers to contact parent or guardian case of illness, injury or allergies. In cases of emergency requiring a rescue squad or ambulance we will use the permission for emergency care (this is in each child's file and is a requirement for registration in the program).

A child who becomes ill during the DACC Program hours will be offered a quiet area to rest and wait for their parent or guardian.

The DACC After School program is unable to administer any medication. Students who require routine prescription medication administration will need to be given medication before or after the program.

Illness Criteria

The following are guidelines that the DACC follows to identify medical problems. We reserve the right to evaluate each child individually on the basis of illness and make determinations.

Children will be sent home when they exhibit any of the following symptoms, and may not return to the program for a full 24 hours:

- Temperature above 100 degrees
- Earaches
- Sore throat or swollen glands
- Vomiting and/or diarrhea
- Persistent cold symptoms that appear to make the child uncomfortable (congested coughing, thick nasal discharge, eye drainage)
- Pale complexion, lethargy, irritability or unresponsiveness

Children sent home with any of the following must have a doctor's written permission to return to the program:

- Infestations, including but not limited to impetigo, pinworm, ringworm, scabies and lice
- Conjunctivitis (pink eye)

- Roseola
- Rash
- Communicable diseases, including but not limited to chicken pox, mumps, measles, rubella, pertussis, meningitis, encephalitis, bronchitis, pneumonia, diphtheria, fifth disease and Coxsackie virus.

Any illness not listed here will be evaluated on an individual basis. The DACC After School Program reserves the right to refuse admittance to any child with an illness that we cannot properly care for.

PREVENTION

Our After School Program practices hygiene and good health habits, as well as periodic disinfecting of the equipment. Unfortunately we cannot eliminate all germs.

To minimize the spread of germs, the staff and children use antibacterial soap to wash their hands at the following times:

- Before and after snacks
- After using the bathroom
- Before and after contact with nasal or mouth secretions
- Any time they are soiled
- After coming in contact with animals

MEDICAL PROCEDURES/SURGERY

For any child requiring minor surgery or a medical procedure where they are put under anesthesia, we ask that they DO NOT return to the program until one full day after the procedure has been done.

For children requiring more extensive medical attention, a doctor's note is required before the child returns. Also, any special instructions needed for the care of the child should be written out and signed by the doctor.

FIRST AID

All staff members are permitted to apply basic first aid. Parents will be notified, via an Incident Report, of any injury requiring first aid.

Safety

Emergency Evacuation

Children enrolled in the DACC [After School Program](#) practice monthly fire drills so that they will know what to do in the event of an emergency. Everyone will follow the posted evacuation routes that are developed by [the DACC Staff](#). After exiting the building, everyone will meet at the designated place and attendance will be taken to ensure all children are accounted for. In the event of a true emergency, the Site Supervisor or [Sr Program Director](#) will contact each parent or guardian to inform them of the emergency pick-up location.

Child Abuse Reporting

In accordance with provisional section 432 of the NYS Department of Social [Services, all employees are](#) responsible for contacting the Child Abuse and Maltreatment Register immediately by telephone and within 48 hours in writing to the appropriate department of Social Services in the county in which the child resides. All observations made by the staff and director that lead to a report of child abuse being filed will be documented and kept at the center.

Communication/Visits

Our After School Program has a very open policy regarding parental / family visits. [We encourage everyone to visit and observe the program, as it is important that communication between parents and After School staff is essential for your children, since the program will play an important part in his/her daily life. Anyone that arrives at the program and is not a parent/guardian will be asked to sign in our Visitor Log. This log is kept near the Sign Out sheet and is visible to all.](#)

Important Contact Information

[Sr Program Director: Betsy Lupian](#)

Office numbers 895-9500 [or](#) 356-6400
E-mail blupian@dacc.info

[Executive Director: Susan Kamiler](#)

Office number 895-9500
E-mail skamiler@dacc.info

To whom it may concern:

I have received a copy of the DACC After School Program Handbook for 2009/2010 school year, which outlines all policies and procedures of the DACC Advantage After School Program.

I understand that all questions and concerns should be directed to the DACC [Sr Program Director or](#) Site Supervisors.

Parent Signature

Date

Please return this page with your registration packet

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