YMCA OF KINGSTON AND ULSTER COUNTY
School’s Out Program
2023 – 2024 FAMILY HANDBOOK

EXPLORE, LEARN, & CONNECT!
Our School’s Out programs are committed to creating a stimulating and nurturing environment for all children and their families. We believe in building community in order to provide a sense of safety and belonging for all. We aim to partner with families to support children physically, mentally, and emotionally so they may reach their fullest potential.

**PROGRAM GOALS**
- Help children develop healthy self-esteem
- Allow children to learn through discovery and play
- Offer developmentally appropriate activities
- Help children make new friends and find community
- Help children pursue interests they are passionate about
- Provide opportunities to try new things
- Encourage healthy living practices
- Support children in becoming curious learners and engaged community members
- Provide an environment where children may learn, grow, and thrive

We also want to support and strengthen families by providing opportunities for:
- building community with other families
- sharing values
- celebrating diversity
- laughter and play
- supporting each other

**MISSION**
The YMCA is an open, inclusive, interfaith movement which advocates Christian principles through programs that build character, respond to community needs and help build spirit, mind & body for all.

**DIVERSITY AND INCLUSION STATEMENT**
The Y is made up of people of all ages, from all walks of life, working side-by-side to strengthen communities. Together, we strive to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender expression, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect and responsibility — they guide everything we do.
We teach and practice the YMCA’s Core Values of caring, honesty, respect, and responsibility.

**CARE**
- Love others
- Be mindful of others
- Help others

**HONESTY**
- Tell the truth
- Demonstrate trustworthiness
- Have integrity

**RESPONSIBILITY**
- Leave places as you found them
- Be accountable for your behavior
- Align your choices with your values

**RESPECT**
- Treat others as you would like to be treated
- Use kind and loving words
- Listen actively
Registration for our School Age programs is accepted on a first-come, first-serve basis and can be done one of three ways:

- Online at www.ymcaulster.org
- By contacting our Registrar: registrar@ymcaulster.org or 845-338-3810 x122
- In person with our Registrar at the Y (507 Broadway in Kingston) by appointment only

48-hour notice for initial registration is required before your child’s first day of care. We need this time to ensure that all emergency and other information is on-site for staff at the location where we will care for your child.

In order to be sure we are fully in compliance with OCFS, the following must be 100% complete and on file before your child can attend the program:

- Emergency Contact information (2 emergency contacts with phone numbers; one must be local and someone other than parents/guardians)
- All medical and insurance information (if child uses an inhaler, Epi-pen, or other emergency medication, we must have a completed Individualized Health Plan on file)
- Signed acknowledgment of the Parent/Guardian Handbook

**REGISTRATION FEE**

All programs require a $50 non-refundable and non-transferable registration fee per child, per school year.

**RATES**

We offer two rate options: Monthly Plans and Daily Registration. Childcare rates are not reduced for scheduled holidays or closures due to weather. Rates will not be prorated based on attendance. If your child does not attend program, you will not be credited or refunded.

**AUTOMATIC PAYMENTS**

We now require automatic electronic payments via credit card or bank account debit. Your preferred payment method can be added online at registration. The draft date is the 20th of the month prior to attendance. You may change your payment method by calling the Registrar up to 10 days before the draft date. To request an exception to this policy, please contact the Registrar’s Office. A $10 surcharge will be added for each cash or check payment.

**INSUFFICIENT FUNDS**

A $20.00 fee will be assessed for any check returned/bounced payment. We may attempt to charge your payment method up to three times. If payment fails, you will be contacted to make immediate payment. We are not responsible for overdraft fees charged by your bank.
FINANCIAL ASSISTANCE
The YMCA seeks to make programs available to all regardless of ability to pay. Partial financial assistance is available on a sliding scale, as funds permit, to families who would benefit from our School’s Out programs and are not able to afford the full standard fees. Please complete the Financial Aid Scholarship Application online at www.ymcaulster.org. Proof of income will be required. Please note that scholarship applications must be received 30 days in advance of draft date in order to be applied. Scholarships cannot be backdated.

DEPARTMENT OF SOCIAL SERVICES (DSS) PAYMENTS AND THIRD PARTY BILLING
We accept Childcare Subsidies through the Ulster County Department of Social Services (DSS). Please contact DSS to apply or to add the YMCA as your childcare provider. Third-party eligibility and billing arrangements need to be confirmed before we may provide care. An approval letter must be provided at time of registration. Please allow two weeks for this process.

It is your responsibility to meet all DSS work verification requirements. If we are notified that your work verification has not been accepted, all future registrations will immediately revert to our standard payment policies and pre-payment will be required.

DSS does not pay for excessive absences. If you register your child and the child does not attend that day, you are responsible for that day’s payment. To avoid large fees related to absences, only register your child for the days you expect to use. We reserve the right to cancel registration for children using DSS Childcare Subsidies who are chronically absent on days that they are registered to attend.

KEEPING RECORDS CURRENT
Childcare staff must be notified immediately of any changes such as new address, phone, authorized pickup, and medical information. Please fill this out on the Before & After School Revision Form and submit to the Childcare Director or Site Director.

FINANCIAL RESPONSIBILITY
The parent/guardian who enrolls the child is responsible for all changes related to the child’s participation, including copays and registration fees. This includes families that receive assistance through third party agencies such as DSS or an employer. It’s your responsibility to inform our staff of any changes.
A family receiving childcare assistance is responsible for the difference of payment when financial assistance does not cover the full program rate.

If payment is not received by the 15th of the month, all future registrations will be canceled and a new $50 registration fee will be charged to re-enroll the child. In addition, we reserve the right to require payment in full at the time of registration in the future.

CONFIDENTIALITY
Children’s records are kept confidential. Staff only refer to this information as needed during the program.

TERMINATION POLICY
All YMCA of Kingston and Ulster County childcare programs require that parents or guardians give two-week written notice when they wish to terminate their child’s participation in any program. Parents or guardians who fail to do so will still be liable for payments.

Possible reasons for termination of a child from School’s Out programs include:
- Harassment, violent behavior, or threat against a staff person or other individual by a parent or guardian or persons associated with the child, such as a family member, family friend, etc.
- Being late to pick up your child after childcare closes
- Extended absenteeism
- Nonpayment, late payment, or nonsufficient funds (NSF) of fees
- Emergency names and phone numbers are incorrect
- Failure to adhere to sign-in and sign-out policies
- Behavior is continually disruptive or dangerous to others and/or self
- Behavior is destructive to property and/or there is a refusal to replace said property
- Any single incident that is deemed by the Childcare Director as dangerous, harmful or disruptive.
## 2023-2024 MONTHLY RATES

### 2-day Program
**Monthly Rate**

<table>
<thead>
<tr>
<th>Time</th>
<th>AM</th>
<th>PM</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$190</td>
<td>$265</td>
<td>$385</td>
</tr>
</tbody>
</table>

### 3-day Program
**Monthly Rate**

<table>
<thead>
<tr>
<th>Time</th>
<th>AM</th>
<th>PM</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$240</td>
<td>$350</td>
<td>$465</td>
</tr>
</tbody>
</table>

### 4-day Program
**Monthly Rate**

<table>
<thead>
<tr>
<th>Time</th>
<th>AM</th>
<th>PM</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$275</td>
<td>$385</td>
<td>$520</td>
</tr>
</tbody>
</table>

### 5-day Program
**Monthly Rate**

<table>
<thead>
<tr>
<th>Time</th>
<th>AM</th>
<th>PM</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$295</td>
<td>$415</td>
<td>$575</td>
</tr>
</tbody>
</table>

## 2023-2024 DAILY RATES

### Additional Day for Enrolled Families

<table>
<thead>
<tr>
<th>Time</th>
<th>AM</th>
<th>PM</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$24</td>
<td>$33</td>
<td>$50</td>
</tr>
</tbody>
</table>

### Drop-in Day for Visitors

<table>
<thead>
<tr>
<th>Time</th>
<th>AM</th>
<th>PM</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$37</td>
<td>$45</td>
<td>$65</td>
</tr>
</tbody>
</table>
PROGRAM INFORMATION

PROGRAM SCHEDULE
Our school-age childcare curriculum may vary from site to site and will be developed based on the specific needs and interests of the children as well as the talents and abilities of the staff.

PROGRAM HOURS
All morning programs open at 7:00 AM, Monday through Friday when school is in session. All afternoon programs close at 6:00 PM, Monday through Friday when school is in session, with the exception of the Rondout District Programs which end at 5:45 PM.

MORNING PROGRAM - CHECK-IN/DROP OFF
Each morning, parents/guardians are required to walk their child into the school/program area. Children may not sign themselves in.

AFTERNOON PROGRAM - CHECK-OUT/PICK UP
Parents/Guardians and all authorized pick-ups listed must be prepared to provide a photo ID upon request when picking up. All authorized pick-ups must be at least 16-years-old and listed on your child’s registration as either parents/guardians or emergency contacts. Should you need to add or remove someone from this list, please contact our Registrar. All children must be picked up by 6 p.m.

CUSTODIAL ISSUES/ DISPUTES
The employees are not able to keep a custodial parent from picking up their child unless there is legal documentation on file with the Y. Families who have legal documentation regarding their children should attach the documentation to their child’s record at the time of registration. Should a court order take effect following enrollment, the legal documentation should be submitted to the YMCA’s Registrar as soon as it becomes available.

YMCA staff is prohibited from any involvement in custodial disputes between a parent/guardian/responsible adult. You are responsible for resolving any custodial issues involving childcare. Staff follows court orders to the best of our ability when official documents and court orders are submitted. A request for copies of a child’s attendance, payment history, etc. can be given to the parent/guardian/responsible adult who registered the child for care. All other requests require a court order. A child may be removed from our care when parents/guardians/responsible adults are unable to resolve issues.
LATE PICK UPS
Parents or guardians (or designees) are expected to contact our childcare staff if they’re going to be late. Failure to pick up children at closing time will result in a fee of $1.00 per minute. This fee will be automatically charged to your payment method on file. We are not responsible for any related overdraft fees. Traffic is not a valid excuse for a late pickup. Out of respect for our staff and their own personal obligations, please have alternate plans in place should you be unable to come by 6 p.m. Failure to pay the late pick-up fee or chronic lateness will lead to removal of the child from the program.

In the event childcare staff does not receive prior notice from the parent or guardian, the following procedure will be followed:
1. YMCA staff will call the parent or guardian for instructions.
2. If contact can’t be made, YMCA staff will call the emergency numbers in the child’s file.
3. After one hour past official closing time with no contact with the child’s parent or guardian or any emergency contacts, a call will be placed to Child Protective Services (CPS), to report an abandoned child. Staff will then follow instructions provided by CPS.

ABSENCES
If your child will not be attending program, please let us know ahead of time, if possible, via email.

BEFORE/AFTER SCHOOL DROP-INS
If you are already enrolled in a School’s Out program and need an additional day, the following fees will be charged: $24 for AM Program only, $33 for PM Program only, $50 for both AM & PM.

If you are not enrolled in a School’s Out program and would like to visit for the day, the fees are as follows: $37 for AM Program only, $45 for PM Program only, $65 for both AM & PM.

REMINDE APP
Please sign up for the Remind app to receive up-to-date program announcements and information (i.e., delayed openings or emergency dismissals): https://www.remind.com/join/k88hg

HALF DAYS
The ability to hold half-day programs is based on staffing and permission for the specific school. Please check with your Site Director.

UNEXPECTED EARLY DISMISSALS
YMCA School’s Out programs will open two hours later if there is a two-hour delay. Please check Remind to confirm that morning. When school is dismissed early due to worsening weather conditions, we do not provide after-school care. Your child will be sent home on the bus. You should have arrangements for your child in place for these situations through their school.
PERSONAL ITEMS
Each site is equipped with toys and games. Toys, games, electronics, and other non-necessary items are prohibited as they can create conflict and cause unnecessary stress when lost or broken. Please do not allow your child to bring toys from home unless it is a sharing day or a special arrangement has been made with your child’s site director. The YMCA is not responsible for any lost, stolen, damaged, or traded items. If toys and electronics are found, they will be confiscated and held until a parent or guardian retrieves them at sign out.

LOST AND FOUND
We recommend that you label all of your child’s belongings with their first and last name. Unlabeled items will be held for three weeks; items left unclaimed will be donated to charity.

HOMEWORK SUPPORT
A half-hour of quiet space and time to study and work on homework will be provided daily. Y staff may encourage your child to complete her/his homework and will be available for support if needed.

SCREEN TIME
Technology use is restricted to homework time and for homework purposes only. This includes cell phones and personal or school-issued tablets. The YMCA believes that good programming is largely screen-free. Movies may be shown occasionally as special programming with an educational purpose.

OUTDOOR PLAY
All children are expected to go outside every day (weather permitting). Outside play gives children an opportunity to run off excess energy and develop their muscles. The YMCA staff will monitor the local weather broadcast to determine whether or not the children should go outside. Staff will use their discretion on days when it may be raining, snowing, frigid temperatures and excessively hot outside

APPROPRIATE DRESS
Children should wear comfortable clothing and appropriate shoes for play. No open-toe sandals or clogs. We try to spend some time outdoors each day. Our staff follows school district weather guidelines regarding outdoor play. Please be sure your child has what they require to play outside safely. During the winter, be sure to send your child in with a hat, gloves, snow pants, and boots.

SUNSCREEN & INSECT REPELLENT
Children may carry and apply sunscreen and/or insect repellent to themselves with written parent/guardian permission. A form is available on-site or on the website. If your child does not have sunscreen, they will be encouraged to wear long sleeves or stay in a shaded area.
SNACKS & MEALS
For Morning Programs, breakfast is served through your child’s school cafeteria. The Y provides daily snacks at our afternoon programs. For half-day programs, you will need to provide a lunch for your child. Please note that we cannot provide refrigeration or heat childrens’ food. The Y must be made aware if your child requires a special diet due to medical or religious reasons.

BIRTHDAY PARTY GUIDELINES
The Y welcomes children to share their special day with others during program hours. Please consult with your site director regarding scheduling and food restrictions.

PHOTOGRAPHING CHILDREN
Y staff may photograph children to post photos to help us promote our programs. If you would not like your child photographed, please let your Site Director know immediately.

COMMUNICATION
Each site will have a parent/guardian information area that will include all site-specific information from our Y staff. Any changes in your child's registration need to be communicated by parents/guardians to the school office and the child's teacher.

FAMILY INVOLVEMENT
YMCA School’s Out Programs have an open-door policy. The family is invited and encouraged to visit the site locations at any time. We ask that you are respectful of the children’s routines and programmed activities, as well as the staff’s need to be with the children. We encourage you to schedule time with the Site Director to discuss your child’s progress and address any other concerns.

VISITOR POLICY
Any person other than parents/guardians may visit at the discretion of the Site Director. They must sign in on the visitor log form and will be asked to provide a photo I.D.

FAMILY CONFERENCES
Family communication is one of the most important aspects of childcare. Conferences are done as needed. Parents/guardians give insights into resolving behavior problems. Site Directors may also be reached via phone or email throughout the day. Some of our Site Directors work elsewhere during the day, so please give them 24 hours to answer.

COMMUNITY PARTNERSHIPS/RELATIONSHIPS
Because our childcare programs play an active role in our communities, we form partnerships with many community individuals, including the child’s teachers and school staff. As a result, we create environments where children grow physically, emotionally and mentally.
Open to children from all school districts, our No School Today program enables parents and guardians to go to work knowing their children are safe and having fun! Activities include games, arts and crafts, and swimming. No School Today programs require separate registration and there is an additional fee.

$52/day – 1st child  
$48/day – each additional sibling

During the 2023-2024 school year, No School Today programs will run from 8 am to 5 pm on the following days:

Monday, 9/25 – Yom Kippur  
Monday, 10/9 Indigenous People's Day  
Tuesday 11/7 – Election Day  
Friday 11/10 – Veterans’ Day  
Wednesday 11/22 – Thanksgiving Break  
Tuesday 12/26 through Friday 12/29 – Winter Break  
Monday 1/15 – Martin Luther King Jr. Day  
Monday 2/19 – Presidents’ Day  
Monday 3/25 through Friday 3/29 – Spring Break  
Monday 4/1 – Spring Break  
Wednesday 5/1 – KCSD Superintendent Conference Day  
Wednesday 6/19 – Juneteenth

SNOW DAYS

When school in your school district is closed due to inclement weather, the Y may offer a snow day program at the Kingston YMCA. To check if we are holding a Snow Day No School Program when a Snow Day is called, please sign up for the Remind app.
BEHAVIOR POLICY

YMCA School’s Out programs are committed to providing a positive atmosphere that is safe and inclusive for all. In order to keep a positive atmosphere, reasonable limits for behavior must be established. We expect parents to work with program staff and encourage appropriate behavior. In addition to our expectations and rules, all persons on school property must adhere to each school district’s Code of Conduct.

Therefore, program participants and their families are expected to:
• act in a kind, considerate, and respectful manner to others
• be respectful of YMCA staff, school staff, and program participants
• keep hands, feet, and objects to themselves
• be honest about their actions and feelings
• work and play safely
• speak up when they witness unfair or offensive language or behavior
• be respectful with equipment and materials
• take responsibility for their own behavior and accept the consequences for their actions

YMCA School’s Out staff are expected to:
• uphold and model the Y core values of respect, responsibility, caring, and honesty
• respect & treat all children equally
• ensure children are safe by following program guidelines.
• establishing healthy boundaries
• be present for all children
• provide experiences and opportunities that are engaging and fun
• create a safe and inclusive environment for all

Staff will work closely with children to build relationships that embody the Y core values. A variety of techniques will be used to manage behavior, including:
• positive role modeling of the core values
• involving children in developing rules
• setting clear, consistent expectations
• use natural and logical consequences
• redirection
• making eye contact and listening when children express their feelings and frustrations
• guiding children to resolve their own conflicts by teaching conflict resolution skills
• positive reinforcement
• modify or restructure the activity or environment to prevent problems before they occur
HANDLE WITH CARE
We encourage families to share information about changes at home or events (moving, hospitalization or death of a close relative, divorce, etc) that may affect your child’s behavior. Staff members will keep all information confidential. Information shared will only be used to better support your child. If you do not feel comfortable divulging details, simply ask site staff to “handle with care” so we are aware that your child may need extra patience, space, or attention.

NO TOLERANCE POLICY
The following will NOT be tolerated at YMCA School’s Out programs:
• abusive, harassing, and/or obscene language or gestures
• derogatory or unwelcome comments or actions based on an individual’s gender, race, ethnicity, age, religion, abilities, or sexual orientation
• conduct or actions of a sexual nature
• threats of harm, physical aggression, violent acts, or bullying
• weapons of any kind (including toy weapons)
• damaging or defacing YMCA or school property
• possession, sale, use, or being under the influence of alcohol or illegal drugs
• offensive or unlawful conduct
• purposely leaving the area of supervision without permission

Failure to follow these guidelines will result in immediate disciplinary action. Any child who inflicts physical harm on other children or Y employees or engages in endangering behavior may be dismissed from the program.

DISCIPLINE ACTION STEPS
1. Child will be removed from a situation briefly so they may regain control of their behavior.
2. Verbal communication with parent/guardian.
3. Serious behavioral incidents will be documented on a Behavioral Incident form. Site leadership will have a parent/guardian conference to discuss these incidents. Three incidents will result in your child getting uninvited for the day.

For the safety and well-being of the children in our care, we cannot care for children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical actions which may include, but are not limited to:
• Behavior that requires constant attention from staff
• Behavior that inflicts physical or emotional harm on other children or self
• Behavior that abuses staff and/or ignores or disobeys rules

Reasonable efforts will be made to assist children in adjusting to program setting and
expectations. When the health, welfare, and safety of other children and staff are at risk, the YMCA reserves the right to terminate childcare services immediately.

PARENT CONDUCT POLICY
Any misconduct by a parent/guardian/ responsible adult toward Y staff and/or program participants may result in termination of your child from our program. This behavior includes, but is not limited to, threats, harassment, swearing, and violations regarding picking up your child.
HEALTH & SAFETY POLICIES

YMCA of Kingston and Ulster County School’s Out programs are licensed through the New York State Office of Children and Family Services (OCFS). Current licenses, compliance histories, and all other required documentation are available at each site. To access the regulations governing School-Age Child Care programs, please visit the OCFS website at https://ocfs.ny.gov/main/

STAFF TRAINING
In accordance with NYS OCFS requirements, staff are required to complete 15 hours of training hours within the first 6 months of employment. The YMCA of Kingston & Ulster County meets and exceeds this expectation with all staff. Each site will have at least one staff member with current CPR/First Aid during program hours.

RATIOS
School’s Out programs provide a 1:10 staff to child ratio. At no time are children left without supervision or in unsafe numbers for the number of staff present.

DAILY HEALTH CHECK
Children must be healthy enough to participate in program. The staff completes a daily health check of each child as they enter our programs, noting whether he/she is well or ill.

ILLNESS GUIDELINES
Please do not bring your child to program if they have the following symptoms:
• Fever above 100 degrees in the past 24 hours
• Yellow or green nasal discharge
• Unexplained rash
• Diarrhea and/or vomiting in the past 24 hours

If a child exhibits symptoms of illness (fever, vomiting, diarrhea, or other complaints that do not improve in 30 minutes), parents/guardians will be notified immediately. Your child will be separated from the other children and given the opportunity to rest comfortably until picked up. Your child must be picked up within 45 minutes of notice.

If the parent/guardian cannot be contacted, the emergency contact listed will be notified. Please keep all emergency contact information updated.

A child picked up from program because of illness may not return the following day. Your child may only return when they have been symptom free for 24 hours without medication. We appreciate your cooperation regarding our health policy.
CONTAGIOUS DISEASES
If your child or any member of your immediate household has or has been exposed to a highly contagious disease, please inform the site staff ASAP within 24 hours. Highly contagious illnesses include: COVID-19, flu, stomach virus, strep throat, pinworm, chicken pox, conjunctivitis (pink eye), lice, whooping cough, impetigo, and meningitis.

Your child should be clear of all symptoms and checked by a doctor before returning to program. If the doctor places your child on an antibiotic the child shouldn’t attend childcare until she/he has been on medication for at least 24 hours, and is fever-free.

FIRST AID & INJURIES
All precautions will be taken to prevent serious health risks to all participants. A medical log is kept on site. If someone is hurt or has an accident, an Accident Form will be completed.

Each site has at least one staff member certified in CPR and First Aid and the site is equipped with adequate first aid supplies. First aid and emergency supplies will be kept in a red emergency bag on site. Our site director will check it monthly and will replace any expired, worn, or damaged items. If there are children in program who have an order for an Epi-pen or inhaler, those medications will also be stored in the emergency bag.

Staff will assist children who experience a minor injury or illness, such as a bump, bruise, or upset stomach, noting details in the Medical Log. You will be informed of any first aid given to your child. The child will be periodically observed to be sure they are okay.

MEDICAL EMERGENCIES
In the event that a major injury or health problem arises, 911 will be called immediately, CPR/ First Aid will be administered by staff until EMS arrives, and parents/guardians will be notified. If you cannot be reached, we will notify your designated emergency contact. In the event your child needs to be transported by ambulance to the nearest medical facility, a staff member will travel with your child and stay with them until you arrive. This staff member will bring your child’s enrollment file and medical information with them.

MEDICAL LOG
We will keep a written record of any medication or first aid administered, including the name of the child, time and date, staff member treating the child and/or administering medication, treatment and/or dose given.

MEDICATION
If your child is at risk of having an allergic reaction from food or bee stings or has a medical condition that requires emergency action or medication, you must indicate this on your child’s registration and complete an Individual Care Plan. If you indicate a health condition requiring emergency medication or care, your child may not attend program until the Y has
received a completed Individualized Health Care Plan.

We are able to store EpiPens, Inhalers, Nebulizers, and Benedryl on site. Staff will be trained to administer emergency medications, and those medications will be kept in the red emergency backpack on site. All unused medication will be returned to the child’s parent/guardian at the end of the school year.

ACCOMMODATIONS/SPECIAL NEEDS
The YMCA of Kingston & Ulster County strives to provide inclusive and equal access for all children. Please consult with the Childcare Director regarding any special needs prior to registration so we may assess and discuss the support needed. Children with special needs will be evaluated on an individual basis. We will work to provide reasonable accommodations upon request.

HAND WASHING
Children and staff must wash their hands with soap and warm running water as needed. Staff and children will wash their hands:
• When they are dirty
• After using the toilet
• Before and after handling food or eating
• After contact with any bodily secretion or fluid
• After coming in from outdoors

CLEANING
School janitorial staff regularly clean the spaces used for programs. Additionally, equipment, toys, and objects used or touched by children will be cleaned and sanitized or disinfected by YMCA School’s Out staff at least once weekly. Tables used for snack will be cleaned and sanitized before and after eating.

When handling blood or blood-contaminated body fluids, staff will wear disposable gloves and will take care not to get blood or fluids near their eyes, nose, mouth, or any open sores. Gloves will be safely disposed of. All surfaces affected will be cleaned and disinfected, and staff will wash their hands. Cleaning products used will be EPA-registered products.

BATHROOM
No child is ever left alone and no child is ever alone with a staff member. Participants take trips to the bathroom in groups escorted by staff. Bathrooms are inspected for safety by staff. School janitors clean school bathrooms regularly.

BABYSITTING POLICY
YMCA of Kingston & Ulster County School’s Out staff are not allowed to babysit, spend time with (physically or online), or transport children outside of YMCA programs.
CHILD ABUSE REPORTING
YMCA staff are mandated by New York State Law to report possible neglect or abuse incidents, including physical, sexual, and psychological abuse, to the child abuse hotline and to cooperate in any investigation for such possible neglect or abuse. YMCA staff members must make sure referrals whenever we have reasonable cause to believe a child might have been harmed by someone, including a family member, non-family member, or staff, and we may be subject to criminal penalties if we fail to report the possibility of such harm. In grievous cases, we may refer the matter directly to the police.

EMERGENCY CONDITIONS
Each site has a site-specific emergency plan. This plan includes the assembly area, evacuation plan, locations of fire extinguishers, etc. A red backpack will be kept on-site with first aid and emergency supplies. Staff have been trained and are expected to be prepared for all possible emergencies. Drills will be conducted each month so everyone is aware of what to do in case of an emergency. The relocation site and emergency exit routes are posted at each site. Your program site director will provide a copy of the site emergency plan upon request.

EMERGENCY CLOSING PROCEDURES:
Due to concern for children’s safety, a severe act of nature, or other unforeseen factors, your child’s YMCA School’s Out program may need to close. Unforeseeable circumstances include:
- Loss of power affecting lights and heat/air
- Earthquake
- No lights after dark (during the winter)
- Fire
- No heat
- Water main break

Parents/Guardians will be contacted ASAP via email and/or phone if emergency closings are necessary. An announcement will also be made through the Remind app. Please have a plan to have your child picked up during an emergency.

EMERGENCY EVACUATION
In the event of an emergency requiring evacuation, children and staff will exit the school through the nearest exit and meet at an alternate assembly area. Staff will take attendance and headcount to assure that all children have left school safely. Site staff will carry the red emergency backpack with first aid and emergency supplies, emergency medications, and the site cell phone. Please refer to the site emergency plan for the emergency pickup location.

If you have any questions regarding any of this information, you may direct them to your Site Director or Childcare Director, Michele Diamanti at 845-338-3810 x 104 or mdiamanti@ymcaulster.org
Office of Child and Family Service Medical Paperwork

YMCA is required by New York State Law to have medical papers completed for children who have known allergies and asthma. All paperwork for children with known allergies and asthma can find their forms on our website. www.ymcaulster.org The forms need to be completed and signed by you and your healthcare provider. If your child requires to have paperwork this MUST BE COMPLETED before ATTENDING our program. Your child will not be able to participate in the program. No exception will be made.

All medical paperwork needs to be sent to YMCAChildcare@ymcaulster.org
CONTACT INFORMATION

FOR PROGRAM ANNOUNCEMENTS & UPDATES, PLEASE SIGN UP FOR THE REMIND APP:
https://www.remind.com/join/kf88hg or text @kf88hg to 81010.
If you already have the Remind app, the School’s Out program code is @kf88hg.

SITE CELL NUMBERS
Ellenville (845) 242-5974
Kingston - Chambers (845) 514-0787
Kingston - Crosby (845) 750-1809
Kingston - Edson (845) 417-3684
Kingston - George Washington (845) 750-1720
Kingston - John F. Kennedy (845) 594-7530
Highland (845) 718-1063
Marlboro (845) 718-1079
New Paltz - Lenape (845) 718-1074
Rondout - Kerhonkson (845) 707-9489
Rondout - Marbletown (845) 594-1101

FOR QUESTIONS ABOUT PROGRAMMING, STAFFING, & SITE OPERATION, CONTACT:
Michele Diamanti, Childcare Director
(845) 338-3810 x104
mdiamanti@ymcaulster.org or YMCAChildcare@ymcaulster.org

FOR QUESTIONS ABOUT REGISTRATION, BILLING, OR TO UPDATE YOUR RECORD,

CONTACT:
Registrar’s Office
(845) 338-3810 x122
registrar@ymcaulster.org
I have read and understand the policy and procedure of the YMCA Before and After School Care Program.

I will follow the policy set forth by the YMCA of Kingston and Ulster County to provide the highest quality care for all the children attending the program.

I understand that my child must be registered online before attending any Childcare program. I will not send my child to Childcare without registering online first. There are no exceptions to this policy. In case of an emergency when I cannot register ahead of time, I will make other childcare arrangements. I understand that the YMCA does not provide emergency childcare.

If my child has to have OCFS medical paperwork completed, my child will not be able to attend the program until it is complete. Uncompleted medical paperwork is a violation of New York State Law.

Please sign and date this acknowledgment, and email this within 48 hours before your child attends the program to Childcare Director. If this is not received, your child will have a delay starting on their care date.

DATE

PRINTED NAME

SIGNATURE