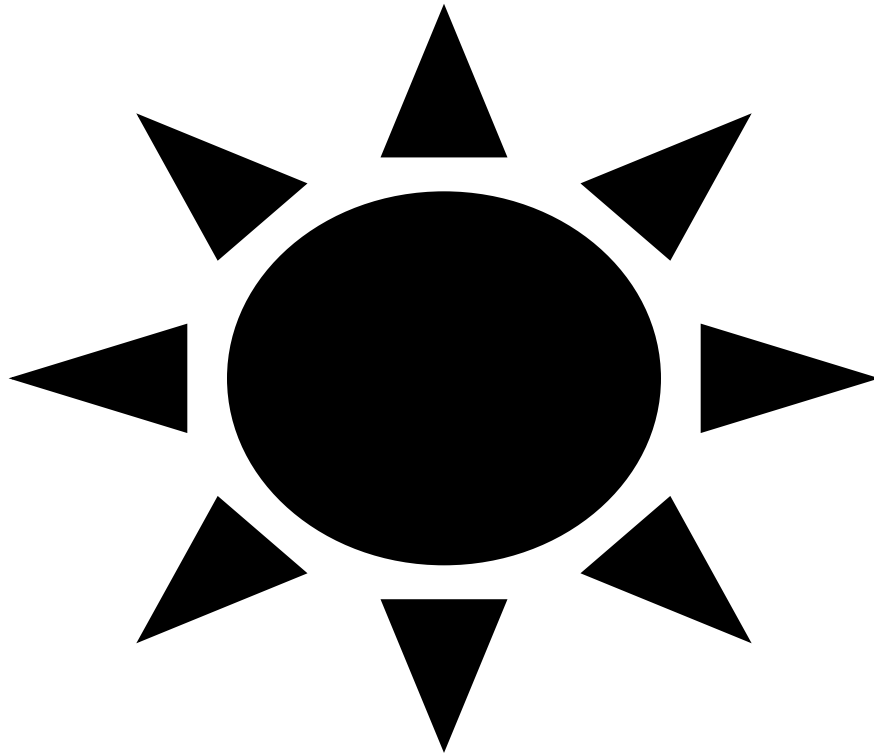


BACC Summer Program



Summer Program Family Handbook

20 Malta Ave.

Ballston Spa, NY 12020

(518) 885-3261

www.ballstonareacc.org

chris@ballstonareacc.org

GENERAL INFORMATION

The Ballston Area Community Center (BACC) Day Program is conducted at the BACC facility, surrounding community areas and local attractions. The Ballston Area Community Center is licensed by the New York State Office of Children and Family Services (Regulations and Hotline can be found at www.ocfs.ny.gov). BACC Day Program offers eight one-week sessions of summer day programs for children ages 5 – 12 years of age. This supportive and supervised program for all abilities offers social interaction and growth, introduces new recreational and creative activities, assists in the improvement of gross/fine motor skills and daily living activities through recreational experiences.

The philosophy of the Ballston Area Community Center is to offer an exciting day program geared to the age, interest and ability of our children. This involves learning new skills, making new friends and participating in swimming, arts and crafts, recreation, active/cooperative games, nature appreciation, athletics, music, drama and special events.

PROGRAM STAFF:

Staff at the BACC Day Program is chosen for their desire to work with children, maturity, talents and experiences. Each is required to meet mandatory standards and extensive pre-program training per licensing regulations from the Office of Children and Family Services. All staff completes a thorough interview process, which includes a background check.

2020 PROGRAM DATES & TIMES:

Program Sessions run Monday through Friday. **The program day will begin at 6:30a.m. and ends at 5:30 p.m.** Please be sure to have your child at program by 9am.

Week #1 July 6 - July 10

Week #2 July 13 – July 17

Week #3 July 20 – July 24

Week #4 July 27 – July 31

Week #5 Aug 3 – Aug 7

Week #6 Aug 10 – Aug 14

Week #7 Aug 17 – Aug 21

Week #8 Aug 24 – Aug 28

NO PROGRAM OR DAY CARE June 29 – July 3 & August 31 – September 4

REGISTRATION

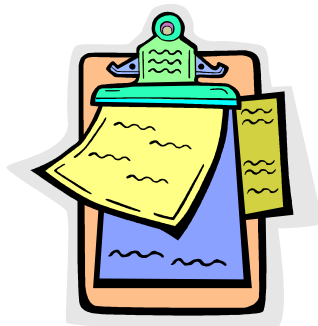
WHO CAN ATTEND:

Enrollment is open to boys and girls in the Ballston area who will turn five (5) years of age prior to their first day of program and who will be thirteen (13) years of age throughout their summer experience. Confirmation of age in the form of a birth certificate may be requested from child. **Registration is first offered to current program participants and then to the general public on a first come, first serve basis. Enrollment capacities are determined by the Office of Children and Family Services.**

The Ballston Area Community Center Day Program does not discriminate on the basis of race, color, religion, sex or national origin or level of income. BACC will attempt to make all possible accommodations for participants with special needs. BACC reserves the right to determine eligibility of children with mental and/or physical challenges due to their need for individual attention and group ratio requirement that is maintained. If it is determined that a child is not functioning well in a group setting, parents will be notified to discuss the situation.

HEALTH FORMS:

Each child that attends Day Program must have an up-to-date Health Form/Immunization History on file in the Program Office at all times while in attendance. This policy is for the protection of all Program participants and is required by the Office of Children and Family Services. The Health Form is included in the Day Program Application Packet, or you may obtain one from the Ballston Area Community Center. **ABSOLUTELY NO CHILD WILL BE PERMITTED TO ATTEND PROGRAM WITHOUT A COMPLETED HEALTH FORM - NO EXCEPTIONS.**



FINANCIAL

DAY PROGRAM FEES:

One Child	\$190.00 per session
Two Children	\$361.00 per session 10% Disc.
Three Children	\$513.00 per session 20% Disc.
Four Children	\$646.00 per session 30% Disc.

- **REGISTRATION FEE:** There is a one time non-refundable/non-transferable \$10.00 summer day program registration fee per family.
- **DEPOSIT:** Each child is required to submit a **\$50.00 non-refundable deposit for each week they wish to be registered at BACC Day Program.** The deposit fee will hold the child's place in the week(s) desired and will be applied to the session fees.
- **PAYMENT DUE DATE:** The balance for each session is due **on or before the Wednesday prior to the session the child is attending.** No child will be permitted to attend Program if fees have not been paid in full.
- **INSUFFICIENT FUNDS:** There will be a \$30.00 fee assessed for all checks returned due to insufficient funds. BACC reserves the right to request that future payments be made with cash or money order.
- **LATE PICK UP FEE:** BACC will charge a late fee of \$1.00 for every minute your child is at the center after 5:30 pm

FINANCIAL AID:

Financial aid may be available depending upon the availability of funds. Eligibility is based on income level, family size. Anyone can apply for financial aid by requesting a meeting with the Summer Program Director to discuss the financial aid process. The Ballston Area Community Center will do everything possible not to turn anyone away from a program because of their inability to pay.

DEPARTMENT OF SOCIAL SERVICE RECIPIENTS: BACC does not limit the number of program participants subsidized by DSS. Families who receive assistance through DSS will continue to be responsible for paying any fees that are not covered through the subsidy program.



DAILY PRACTICE

WHAT TO WEAR:

- ◆ Each child should dress appropriately for the weather and any special activities that are planned.
- ◆ A raincoat is recommended on rainy days.
- ◆ Comfortable clothes suitable for active play should be worn.
- ◆ Childs should wear sneakers with lite soles – ***sandals and flip-flops are not appropriate or safe footwear for Day Program***
- ◆ BACC Summer Program T-shirts must be worn on the day of a field trip.

WHAT TO BRING:

Please have your child bring every day:

- ◆ Swim suit, towel, and a plastic bag (no cut-offs are allowed in the pool)
- ◆ **Lunch with drink**, packed in an insulated lunch box with an ice pack
- ◆ Sunscreen
- ◆ **Water bottle / bottle of water**

Be sure to mark ALL items your child brings to Program with their name. Program will have a lost and found box that should be checked daily. Items are periodically removed and donated to charity.

WHAT NOT TO BRING:

- ◆ **NO GLASS CONTAINERS OR OBJECTS**
- ◆ Valuable games, toys, radios, headsets or other items
- ◆ Weapons or toys or other items resembling weapons
- ◆ *BACC will not be responsible for lost, damaged or stolen property*

MEALS AND SNACKS:

BREAKFAST: Breakfast is provided daily at 7:30am. Children wishing to eat breakfast at Program **MUST** arrive by this time. A breakfast menu will be posted on the Parent Info. Board. Please be sure to inform us of any food-related allergies your child may have.

LUNCH: Each child is responsible for bringing their own lunch with a drink packed in an insulated lunch box with an ice pack while attending Summer Program because we are frequently out of the building at lunch time where there are no facilities to keep lunches cold. BACC will provide water throughout the day as needed to refresh child's supply.

SNACK: A morning and afternoon snack will be provided by BACC that will include a drink. A snack menu will be posted on the Parent Info. Board. Please be sure to inform us of any food-related allergies your child may have. For information on child hood obesity please contact www.health.ny.gov.

DAILY PRACTICE (cont.)

SWIMMING - LESSONS & RECREATIONAL:

Swimming lessons are scheduled at the Ballston Spa Community Pool. Children will also have the opportunity to participate in a recreational swim time every afternoon. All children are required to take swimming lessons unless parents provide the Program Director with a written excuse. Because we emphasize safety first, children may only participate in a recreational swim time if they are also enrolled in swim lessons.

FIELD TRIPS:

Parents will be provided with a calendar of Field Trips to be taken by their child's group. Please have your child arrive no later than 8:45 am on Field Trip days wearing his/her BACC Day Program T-shirt unless otherwise noted.

Parents are required to sign a permission slip stating their child has been given permission to attend, as well as be transported by BACC to the field trip site with the group.



PROPER BEHAVIOR

RULES OF CHILD CONDUCT:

All children will be expected to abide by the following rules:

- Follow directions the first time they are given
- Respect yourself, others and property
- Use appropriate language, tone of voice and noise level
- Keep hands, feet and objects to yourself
- Be safe at all times

DISCIPLINE POLICY:

The BACC discipline policy is designed to empower children to succeed, teach character development and self-control. Clear and consistent rules exist at each activity for the safety of the children. Any behaviors that deviate from these guidelines will be dealt with by using the following acceptable techniques:

- redirecting children with an alternative activity,
- reason and logic to assist child think through the problem and find an acceptable solution,
- acknowledging acceptable behavior,
- leading by example,
- and encouraging the child to talk about his or her feelings,
- removal of privileges where appropriate as they relate to the activity,
- down time – an area for a “cool down” period of reflection. Down time periods will be limited to one minute per child’s age. Staff will never leave a child totally isolated during down time. They will be in the range of vision of a staff member.

Disruptive behaviors will be logged in the form of an incident report. If these incidents occur regularly, the Program Director will call a meeting with the child’s parents or guardian and discuss alternatives, including temporary or permanent dismissal from Program.

Minor Incidents include:

- Misuse of equipment
- Disruptive outbursts
- Inappropriate Language
- Disagreements or squabbles
- Rough-housing

Major Incidents include:

- Chronic or Repetitive Minor incidents
- Theft

Major Incidents Cont’d:

- Lying
- Leaving supervised area without permission
- Throwing inappropriate objects
- Abusive Language
- Verbal Threats
- Direct Disobedience of and or defiance toward BACC staff
- Violence - behavior that becomes harmful to any individual

3 STRIKE POLICY:

If an incident is a major incident it will fall under our “three strike policy”. On occasions where a behavior warrants a “strike” it will be clearly marked on the incident report and a meeting will be scheduled with the Parent/Guardian and the Program Director. If the child receives 3 “strikes” they will be dismissed from day program for the remainder of the summer (forfeiting all deposits and payments) and their future participation in all BACC programs reviewed and decided upon at the discretion of the Executive Director/Program Director.

POLICY & PROCEDURES

The Ballston Area Community Center Day Program is inspected and licensed by the Office of Children and Family Services, meeting or exceeding all required standards. Child safety is the most important priority of the summer program, and is emphasized during staff hiring, training, and operation of the daily summer program.

MEDICATION:

Children requiring medication must be able to self administer as required by OCFS regulations. Medication will be routinely dispensed on the following schedule – 9am, 12pm, 3pm. However, the Ballston Area Community Center wishes to accommodate each child's unique needs and will coordinate with parents to accommodate special considerations or concerns.

If it is necessary for your child to receive medication while at the BACC Day Program, the following procedures must be followed:

- A written medical consent form must be completed by your child's Health Care Provider and signed by the parent/guardian. Name of patient, time of dosage, amount of dosage to be dispensed each time, and the length of time prescribed must be included with the permission form kept on file at BACC.
- Medications must be filled by a licensed pharmacist and in the original prescription container identifying:
 - Child's Name
 - Medication name
 - Directions for administration and storage procedures
 - Recommended dosage
 - Time intervals of administration
 - Method of administration
 - Expiration date
- Over-the counter topical ointments may be administered with written directions from the parent/guardian
- Medication must be delivered to BACC by the parent/guardian and given to the child's counselor. No child may carry medication at any time.
- The Program Director **MUST** be notified if there are any changes in your child's medication – dosage, times to be taken, etc.

BACC staff will keep a written record of the dispensing of medication, which includes the date and time medication is given, dose, name of the staff person dispensing medication and the name of the child. All unused medication will be returned to the parent/guardian.

POLICY & PROCEDURES (cont.)

MEDICAL RELEASE:

If your child needs medical, dental, health or hospital services, under the law, you as a parent/legal guardian must give permission. You will be asked to sign a medical release in the Program Application. **Please note: The child's parent/guardian will be responsible for any medical or hospital expenses incurred by their child.**

SICK OR INJURED CHILD:

The Program Director reserves the right to send the child home if illness or other significant reason so dictates. Children who become ill may not remain at program. A Parent or Guardian will be contacted and asked to pick up the child immediately. The child will not be allowed to return to program until they are symptom free without medication for a 24 hour period or have received a written notice from a physician that the child can attend day program. A child who is suspected of having a communicable disease will be isolated from other children. All families will be given notice if a child at program has been reported to have a contagious disease.

BACC requires that a child stay home if they have:

- A temperature of 100 or above
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea (more than one instance in a 12 hour period)
- Vomiting
- Severe cold with fever
- Contagious disease (i.e. strep, chicken pox, croup, etc)
- Head Lice
- Ring Worm

EMERGENCIES:

BACC staff will treat children experiencing minor injuries such as bumps, bruises, scrapes and stings, taking note of specifications on the child's health form. Parents/Guardians will be informed of all first aid given to the child. In the event of a major injury such as broken bones, puncture wounds, etc. the child will be transported by ambulance to the nearest medical facility. A BACC staff member will travel with the child along with the child's enrollment file and medical information. The BACC staff member will stay with the child until a parent/guardian or emergency contact arrives at the medical facility. **Please note: The child's parent/guardian will be responsible for any medical or hospital expenses incurred by their child. BACC holds no insurance for program participants.**

POLICY & PROCEDURES (cont.)

AUTHORIZATION FOR PICK UP:

You will be asked to list a number of individuals who must be over 18 years of age, who you give permission to pick up your child at the BACC Summer Program. Your child/ren will not be released to anyone who is not listed on this form unless BACC is informed with written permission.

Please also understand that if a staff member does not recognize a parent or someone else on your child's pick up form, the staff person may ask for identification. It will be the responsibility of the parent or guardian to assure that each of the individuals listed on the authorization form has proper identification if required to present it to the BACC staff.

Non-custodial Parents: Please note that unless there is a legal document ON FILE with the Program office stating that one parent is not allowed contact with a child, staff is NOT legally able to keep a non-custodial parent from picking up the child. Please attach copy of a legal document to this form if this situation applies to you.

Intoxication/Drugs: Parents/Guardians picking up children who the staff feels are under the influence of alcohol and/or drugs will be asked to have alternative transportation for the child arranged or a taxicab may be called to take you and your child home. If the parent/guardian refuses to arrange for alternative transportation, the child care staff, as mandated reporters, will be obligated to make a report to the Police and the NYS Child Abuse Hotline. Please do not put the staff in the position where they have to make that decision.

SIGN IN/SIGN OUT:

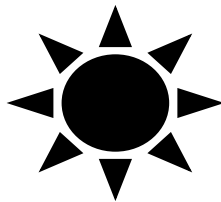
Parents/Guardians must sign their children in and out everyday that their child attends the program. Your child will not be released to any unauthorized person. It is the responsibility of the parent/guardian to notify the staff in writing if another adult besides themselves will be picking up your child. Sign In/Out Sheets will be located with your child's teacher at all times.

PARENT INVOLVEMENT:

Parents are urged to take an active role in their child's program experience. BACC Summer Program maintains an open door policy toward all parents/guardians and welcomes their visits and participation in daily activities. Parents' meetings can be scheduled with the Program Director upon request. Parents are also strongly encouraged to fill out a program evaluation form at the end of your child's program experience and return it to the Program office in order to have your suggestions and comments reviewed to assist BACC in providing a quality summer program experience for all children. Parent chaperones are welcome to escort their child's group on Field trips. Please speak with your child's group leader or the Program Director if you are interested.

IMPORTANT DAY PROGRAM INFORMATION:

Summer Program Office Phone: 885-3261 ext.0
Summer Program Director Phone: 885-3261 ext. 2
Summer Program Office Fax: 884-0259
Summer Program email: jessica@ballstonareacc.org
BACC Website: www.ballstonareacc.org
(Please DO NOT use email for urgent communications)



REGISTRATION CHECKLIST:

- Complete the Summer Program Application Packet
- Sign and date the Conditions of Acceptance Form
- Pay the \$10.00 family Registration Fee for Summer Day Program
- Make payment of \$50.00 per week your child wishes to be registered in program (non-refundable).
- Submit updated Physical / Immunization Record to Program Office prior to child attending Program.

