



Ballston Area Community Center

# SUMMER PROGRAM



FOREVER  
YOUNG



## WHAT TO KNOW

**\*RETURNING FAMILY/ CURRENT  
FAMILY REGISTRATION DATE:**

**MARCH 12, 2025 AT 9:00AM**

**NEW FAMILY REGISTRATION DATE:**

**MARCH 26, 2025 AT 9:00AM**

**\*MUST BE ENROLLED IN A BACC CHILDCARE PROGRAM  
ON/BEFORE 1/1/25 OR ATTENDED SUMMER PROGRAM  
2024**



# WELCOME!

**THE BACC IS THRILLED TO OFFER SEVEN (7) ACTION-PACKED ONE-WEEK SESSIONS DESIGNED FOR KIDS ENTERING KINDERGARTEN-5TH GRADE.**

**SUMMER AT THE BACC PROMISES FUN-FILLED DAYS MAKING MEMORIES TO LAST A LIFETIME. BACC'S SUMMER SESSIONS INCLUDE:**

- **ARTS & CRAFTS**
- **SWIMMING LESSONS & FREE SWIMMING AT THE BALLSTON SPA POOL**
- **GAMES & SPORTS IN OUR GYMNASIUM**
- **TEAMBUILDING ACTIVITIES**
- **SPECIAL GUESTS & PROGRAMMING**
- **WEEKLY FIELD TRIPS**

**THE BACC'S EXPERIENCED AND CARING TEAM HAS YOUR CHILD'S SAFETY AS OUR TOP PRIORITY. THE CENTER'S PROGRAMS ARE LICENSED WITH NEW YORK STATE'S OFFICE OF CHILD & FAMILY SERVICES.**

**YOUR CHILD'S BEST SUMMER EVER STARTS HERE!**

**JESSICA BRADLEY  
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JESSICA@BALLSTONAREACC.ORG**

**NOAH MAREK  
SUPERVISOR  
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**OFFICE NUMBER: 518-885-3261  
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# REGISTRATION

## HOW TO REGISTER:

1. READ THE PROGRAM GUIDE, AGREEMENTS, AND REQUIREMENTS IN FULL

2. FOLLOW THE LINK TO THE ENROLLMENT PAGE.

[SUMMER PROGRAM ENROLLMENT LINK](#)



3. SUBMIT YOUR ENROLLMENT APPLICATION WITHIN BACC'S PLAYGROUND PLATFORM.

**PLEASE BE SURE TO CLICK 'SELECT ALL' FOR DAYS OF THE WEEKS YOU ARE APPLYING TO- YOU WILL BE BILLED FOR A FULL WEEK REGARDLESS OF HOW MANY DAYS YOUR CHILD ATTENDS**

4. WAIT FOR ACCEPTANCE EMAIL. (NO PAYMENTS ARE DUE UNTIL ACCEPTANCE EMAIL!)

5. ONCE ACCEPTANCE EMAIL IS RECEIVED - PAY \$50.00 DEPOSIT FOR EACH WEEK & \$10.00 SUMMER DAY PROGRAM REGISTRATION FEE PER CHILD TO SECURE REGISTRATION.

6. UPLOAD MOST RECENT PHYSICAL & IMMUNIZATION RECORDS TO PLAYGROUND

## CANCELLATIONS:

PLEASE NOTE THAT IF YOU NEED TO CANCEL ANY WEEK, FOR ANY REASON, THE DEADLINE TO DO SO IS JUNE 20, 2025. IF YOU CANCEL AFTER THIS DATE YOU ARE RESPONSIBLE AND BILLED FOR THAT WEEK.

CANCELLATION REQUESTS SHOULD BE EMAILED TO [JESSICA@BALLSTONAREACC.ORG](mailto:JESSICA@BALLSTONAREACC.ORG)

## SPLIT FAMILIES:

IF YOUR FAMILY NEEDS TO SPLIT PAYMENTS/CHARGES PLEASE CONTACT [JESSICA@BALLSTONAREACC.ORG](mailto:JESSICA@BALLSTONAREACC.ORG) TO LET US KNOW WHO SHOULD BE CHARGED AND RESPONSIBLE FOR SPECIFIC AMOUNTS

## FINANCIAL AID & SCHOLARSHIPS :

LIMITED SCHOLARSHIPS MAY BE AVAILABLE, DEPENDING ON AVAILABILITY OF FUNDS. ANYONE INTERESTED MAY APPLY. AWARDS WILL BE GIVEN BASED OFF NEED.

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. \*DSS FAMILIES ARE NOT SUBJECT TO DEPOSITS\*

**IMPORTANT! ENROLLMENT IS NOT COMPLETE UNTIL MEDICAL FORMS ARE UPLOADED**

A SCHOLARSHIP APPLICATION WILL BE AVAILABLE ON THE PLAYGROUND APP FOR ANYONE INTERESTED



# PRICING



## SUMMER DAY PROGRAM 2025 WEEKLY RATES:

WEEKS 1-6

1 CHILD WEEKLY RATE: \$285.00

2 CHILDREN WEEKLY RATE: \$541.50

3 CHILDREN WEEKLY RATE: \$798.00

4 CHILDREN WEEKLY RATE: \$1054.50

WEEK 7 \*SUPER WEEK! \$300 PER CHILD

\*(1 FIELD TRIP & 1 END-OF-SUMMER PARTY!)

SIBLING DISCOUNT IS 10%



**\$50 NON REFUNDABLE  
DEPOSITS PER WEEK WILL  
BE REQUIRED UPON  
ACCEPTANCE**

**THERE IS A ONE TIME NON-  
REFUNDABLE/NON-TRANSFERABLE \$10.00  
SUMMER DAY PROGRAM REGISTRATION  
FEE PER CHILD**

**IF PAYMENT IS REJECTED OR  
RETURNED FOR ANY REASON, BACC  
MAY CHARGE A \$20 FEE.**

## PAYMENT SCHEDULE:

**ALL PAYMENTS ARE DUE THE FRIDAY  
TWO WEEKS PRIOR TO THE WEEK  
YOUR CHILD IS REGISTERED TO  
ATTEND.**

**IF YOUR PAYMENT IS NOT RECEIVED  
BY THEN YOUR CHILD WILL BE  
REMOVED FROM THE PROGRAM.**

**FOR EXAMPLE, IF MY CHILD'S  
PROGRAM WEEK BEGINS MONDAY,  
JULY 21ST, FULL PAYMENT MUST BE  
RECEIVED BY FRIDAY, JULY 11TH.**



## BALLSTON SPA VILLAGE POOL SWIM RATES:

**COMING  
SOON**

**2024 RATES: (SUBJECT TO CHANGE FOR 2025)  
\$60 PER PERSON/\$170 FAMILY PASS (3 OR MORE FROM  
SAME HOUSEHOLD)**

**CASH OR CHECK IS REQUIRED FOR POOL FEE  
CHECKS SHOULD BE MADE OUT TO:  
BALLSTON SPA VILLAGE POOL**

## PAYMENT OPTIONS:

**WEEKLY PAYMENTS FOR PROGRAM CAN BE MADE BY  
AUTOMATIC DRAFT, CASH, ONLINE VIA PLAYGROUND APP,**



**OR BY MAILING CHECK TO:  
BACC  
20 MALTA AVE.  
BALLSTON SPA, NY 12020**

**PLEASE PRINT YOUR CHILD'S NAME AND WEEK IN THE  
MEMO SECTION OF YOUR CHECK.**

**PLEASE NOTE, THERE WILL BE A 3% +.30 PROCESSING FEE  
FOR ANY CREDIT/DEBIT PAYMENTS VIA PLAYGROUND**

**A \$1.00 FEE WILL BE CHARGED FOR AUTOMATIC DRAFTS VIA  
PLAYGROUND**



**A \$2 FEE WILL BE ADDED FOR  
WEEKS WITH GOKIDS' YOUTH  
SPORTS PROGRAM. THOSE  
WEEKS ARE TBD.**

## LATE PICK UP FEE:

**BACC WILL CHARGE A LATE FEE OF  
\$5.00 FOR THE FIRST 15 MINUTES  
AFTER 5:30PM AND \$1.00 FOR  
EVERY MINUTE THEREAFTER.**





# DAILY PRACTICES



## HOURS OF SUMMER PROGRAM:

7:00AM-5:30PM

PLEASE HAVE YOUR CHILD TO PROGRAM BY 9:00AM

## DATES OF SUMMER PROGRAM 2025:

WEEK 1: 7/7-7/11

WEEK 2: 7/14-7/18

WEEK 3: 7/21-7/25

WEEK 4: 7/28-8/1

WEEK 5: 8/4-8/8

WEEK 6: 8/11-8/15

WEEK 7: 8/18-8/22

**BACC WILL NOT BE OPEN FOR PROGRAMMING THE WEEKS OF**



6/30-7/4

AND

8/25-8/29

## WHAT TO WEAR:

- COMFORTABLE CLOTHES SUITABLE FOR ACTIVE PLAY SHOULD BE WORN
- A RAINCOAT IS RECOMMENDED ON RAINY DAYS
- SNEAKERS ARE BEST EACH DAY (FLIP-FLOPS ARE NOT ACCEPTABLE)
- BACC SUMMER PROGRAM T-SHIRTS MUST BE WORN ON EACH FIELD TRIP

## MEALS & SNACKS:

**BREAKFAST:** BREAKFAST WILL BE PROVIDED EACH DAY FROM 7:30-8:30AM CHILDREN WISHING TO EAT BREAKFAST AT PROGRAM MUST ARRIVE BY THIS TIME

**LUNCH:** EACH CHILD SHOULD BRING A LUNCH EACH DAY UNLESS THEY ARE SIGNED UP FOR THE FREE SUMMER LUNCH PROGRAM. PLEASE NOTE: THERE IS NO REFRIGERATION OR MICROWAVE AVAILABLE FOR LUNCHES.

**SNACK:** AN AFTERNOON SNACK WILL BE PROVIDED EACH DAY

## WHAT TO BRING DAILY:

- LUNCH IN A LUNCH BOX WITH ICEPACK
- WATER BOTTLE
- SWIM SUIT & TOWEL / BAG FOR WET SUIT
- SUNSCREEN -LABELED
- SWIM GOGGLES WITH NO NOSE COVERING ARE ALLOWED AT SWIM



## WHAT TO LEAVE AT HOME:

- CELL PHONES & ALL ELECTRONICS
- VALUABLE GAMES OR TOYS
- WEAPONS OR TOYS OR OTHER ITEMS RESEMBLING WEAPONS

BE SURE TO MARK ALL ITEMS YOUR CHILD BRINGS TO PROGRAM WITH THEIR NAME.

BACC WILL HAVE A LOST AND FOUND BOX THAT SHOULD BE CHECKED DAILY.

**BACC WILL NOT BE RESPONSIBLE FOR LOST, DAMAGED OR STOLEN PROPERTY**

# SAMPLE

# SCHEDULE

**SCHEDULE IS SUBJECT TO CHANGE**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>7-9 AM</b>	<b>DROP OFF/BREAKFAST</b>	<b>DROP OFF/BREAKFAST</b>	<b>DROP OFF/BREAKFAST</b>	<b>DROP OFF/BREAKFAST</b>	<b>FIELD TRIP ALL DAY!</b>
<b>9-10AM</b>	<b>COUNSELOR ACTIVITY</b>	<b>ART CLASS</b>	<b>COUNSELOR ACTIVITY</b>	<b>ART CLASS</b>	<b>FIELD TRIP ALL DAY!</b>
<b>10-11AM</b>	<b>ART CLASS</b>	<b>GYM</b>	<b>ART CLASS</b>	<b>GYM</b>	<b>FIELD TRIP ALL DAY!</b>
<b>11-12PM</b>	<b>SWIM CHANGE/ WALK TO POOL</b>	<b>STEM CLASS</b>	<b>SWIM CHANGE/ WALK TO POOL</b>	<b>STEM CLASS</b>	<b>FIELD TRIP ALL DAY!</b>
<b>12:00- 12:30PM</b>	<b>SWIM LESSON</b>	<b>LUNCH</b>	<b>SWIM LESSON</b>	<b>LUNCH</b>	<b>FIELD TRIP ALL DAY!</b>
<b>12:30- 1:30PM</b>	<b>LUNCH @KELLEY PARK</b>	<b>SWIM CHANGE/WALK TO POOL</b>	<b>LUNCH @ KELLEY PARK</b>	<b>SWIM CHANGE/ WALK TO POOL</b>	<b>FIELD TRIP ALL DAY!</b>
<b>1:30- 2:30PM</b>	<b>FREE SWIM</b>	<b>PLAYGROUND @ KELLEY PARK</b>	<b>FREE SWIM</b>	<b>PLAYGROUND @KELLEY PARK</b>	<b>FIELD TRIP ALL DAY!</b>
<b>2:30- 3:30PM</b>	<b>WALK BACK TO BACC/ CHANGE</b>	<b>FREE SWIM</b>	<b>WALK BACK TO BACC/ CHANGE</b>	<b>FREE SWIM</b>	<b>FIELD TRIP ALL DAY!</b>
<b>3:30- 4:00PM</b>	<b>SNACK</b>	<b>WALK BACK TO BACC/ CHANGE</b>	<b>SNACK</b>	<b>WALK BACK TO BACC/ CHANGE</b>	<b>RETURN TO BACC</b>
<b>4-5 PM</b>	<b>STEM CLASS</b>	<b>SNACK</b>	<b>STEM CLASS</b>	<b>SNACK</b>	<b>SNACK</b>
<b>5:00- 5:30PM</b>	<b>END OF DAY/ PICK-UP</b>	<b>END OF DAY/ PICK-UP</b>	<b>END OF DAY/ PICK- UP</b>	<b>END OF DAY/ PICK-UP</b>	<b>END OF DAY/ PICK-UP</b>

# FIELD TRIP INFO

**\*TRIPS ARE TENTATIVE BASED ON WEATHER & AVAILABILITY \***

TRIP DATE	DESTINATION	WHAT TO BRING
7/11/2025	BILLY BEEZ ~INDOOR PLAY GYM!~	LUNCH WATER BOTTLE SOCKS REQUIRED SNEAKERS OPTIONAL MONEY
7/18/2025	MOREAU LAKE STATE PARK ~SWIMMING @ THE BEACH!~	LUNCH WATER BOTTLE BATHING SUIT TOWEL SUNSCREEN OPTIONAL MONEY
7/25/2025	SARATOGA COUNTY FAIR ~FAIR FUN!~	LUNCH WATER BOTTLE SUNSCREEN SNEAKERS OPTIONAL MONEY
8/1/2025	EMMA TREADWELL NATURE CENTER ~NATURE EXPLORATION!~	LUNCH WATER BOTTLE SUNSCREEN SNEAKERS
8/8/2025	FENIMORE FARM ~BACK IN TIME AT THE FARM & HISTORIC VILLAGE! ~	LUNCH WATER BOTTLE SUNSCREEN SNEAKERS OPTIONAL MONEY
8/15/2025	SHEPARD PARK ~SWIMMING AT THE BEACH & EXPLORING LAKE GEORGE!~	LUNCH WATER BOTTLE BATHING SUIT TOWEL SUNSCREEN OPTIONAL MONEY
8/20/2025	ADIRONDACK ANIMAL LAND ~ZOO FUN!~	LUNCH WATER BOTTLE SUNSCREEN SNEAKERS OPTIONAL MONEY



**WEAR  
BACC  
SHIRT  
EACH  
TRIP!**



**TRANSPORTATION TO AND FROM TRIPS WILL BE  
PROVIDED THROUGH DURHAM SCHOOL  
TRANSPORTATION**

# POLICIES / PROCEDURES

## BEHAVIOR POLICY:

OUR GOAL IS TO PROMOTE AND MAINTAIN A POSITIVE ATMOSPHERE WITHIN OUR SUMMER PROGRAM; A CHILD'S MISBEHAVIOR MAY PREVENT OUR STAFF FROM FULFILLING THIS GOAL. A CHILD EXHIBITING DISRUPTIVE BEHAVIOR (MINOR OR MAJOR) WILL BE GUIDED USING THE FOLLOWING GUIDELINES BELOW.

### MINOR INCIDENTS:

MINOR INCIDENTS ARE MINOR DAY-TO-DAY INFRACTIONS THAT OCCUR AND ARE DEALT WITH ON THE SPOT BY OUR STAFF.

EXAMPLES INCLUDE:

- MISUSE OF BACC EQUIPMENT
- DISRUPTIVE OUTBURSTS
- SPONTANEOUS SLIP OF QUESTIONABLE WORDS
- PLAYGROUND DISAGREEMENTS AND SQUABBLES
- ROUGH HOUSING

WHEN THESE TYPES OF INCIDENTS OCCUR, WE FOCUS ON PROBLEM-SOLVING AND HELPING THE CHILD MAKE BETTER DECISIONS IN THE FUTURE. OUR STAFF USE POSITIVE WORKING STRATEGIES TO HELP A CHILD REALIZE THAT NEGATIVE BEHAVIOR IS ULTIMATELY NONPRODUCTIVE. EACH CHILD SHOULD ENJOY ACTIVITIES PLANNED WITH THE UNDERSTANDING THAT SHE/HE IS RESPONSIBLE FOR HER/HIS ACTIONS. WITH PRIOR KNOWLEDGE OF OUR BASIC RULES FOR SAFETY AND BEHAVIOR, WE HELP EACH CHILD LEARN TO EXERCISE SELF-DISCIPLINE WITH OUR GUIDANCE. IF A CHILD EXHIBITS REPEATED BEHAVIORAL PROBLEMS, YOU WILL BE NOTIFIED AND ENCOURAGED TO GUIDE YOUR CHILD'S BEHAVIOR.



### 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.

### MAJOR INCIDENTS:

ENDANGER THE PHYSICAL AND MENTAL SAFETY OF THE CHILD, OTHER CHILDREN AND/OR STAFF.

MAJOR INCIDENTS INCLUDE, BUT ARE NOT LIMITED TO:

- MINOR INCIDENTS THAT BECOME REPETITIVE
- WEAPONS
- BULLYING
- THEFT
- LYING
- LEAVING SUPERVISED AREA WITHOUT PERMISSION
- THROWING STONES OR OTHER PROJECTILES
- ABUSIVE LANGUAGE
- VERBAL THREATS
- DIRECT DISOBEDIENCE OF AND/OR DEFIANCE OF OUR STAFF

FOR THE SAFETY AND WELL-BEING OF CHILDREN IN OUR CARE, WE CANNOT CARE FOR CHILDREN WHO DISPLAY CHRONICALLY DISRUPTIVE BEHAVIOR; NOT LIMITED TO:

- BEHAVIOR THAT REQUIRES CONSTANT ATTENTION FROM STAFF
- BEHAVIOR THAT INFLECTS PHYSICAL OR EMOTIONAL ABUSE ON OTHER CHILDREN OR SELF
- BEHAVIOR THAT ABUSES STAFF AND/OR IGNORES OR DISOBEYS RULES
- ANY ACTIVITIES THAT INVOLVE FIGHTING, ASSAULT, VANDALISM, USING ILLEGAL SUBSTANCES, OR ANY OTHER ENDANGERING BEHAVIOR

OUR SITE DIRECTOR OR CHILDCARE DIRECTOR WILL IMMEDIATELY REMOVE THE CHILD FROM THE PROGRAM AND CONTACT YOU. EXPULSION FROM THE PROGRAM WILL FOLLOW.

DISRUPTIVE BEHAVIORS WILL BE LOGGED IN AN INCIDENT REPORT AND SIGNED OFF BY PARENT/GUARDIAN AND THEN FILED WITH OUR DIRECTOR.

PLEASE NOTE: 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 REQUIREMENTS. IF IT IS DETERMINED THAT A CHILD IS NOT FUNCTIONING WELL IN A GROUP SETTING, PARENT/GUARDIANS WILL BE NOTIFIED TO DISCUSS THE SITUATION.



# POLICIES / PROCEDURES

## MEDICAL POLICY:

**CHILD SAFETY IS THE MOST IMPORTANT PRIORITY OF THE BACC SUMMER PROGRAM.**

**IN ORDER FOR BACC TO PROVIDE MEDICAL, DENTAL, HEALTH OR HOSPITAL SERVICES IN AN EMERGENCY, YOU WILL BE ASKED TO SIGN A MEDICAL RELEASE IN THE PROGRAM APPLICATION.**



## MEDICATION:

**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 A PARENT/GUARDIAN.**

**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

**MEDICATION MUST BE DELIVERED TO BACC BY A PARENT/GUARDIAN AND GIVEN TO THE BACC SUPERVISOR/DIRECTOR. 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.**

## EMERGENCIES:

**BACC STAFF WILL TREAT CHILDREN EXPERIENCING MINOR INJURIES SUCH AS BUMPS, BRUISES, SCRAPES AND STINGS, TAKING NOTE OF SPECIFICATIONS ON AN ACCIDENT REPORT.**

**PARENTS/GUARDIANS WILL BE INFORMED OF ALL FIRST AID GIVEN TO A CHILD.**

**IN THE EVENT OF A MAJOR INJURY SUCH AS:**

- BROKEN BONES
- PUNCTURE WOUNDS

**BACC STAFF WILL CONTACT THE PARENTS/GUARDIANS IMMEDIATELY.**

**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.**

**ALL MEDICAL FORMS  
NEEDED FOR  
MEDICATIONS ARE  
AVAILABLE ON THE  
PLAYGROUND APP**

**BACC HOLDS NO INSURANCE FOR PROGRAM PARTICIPANTS. PARENT/GUARDIANS ARE RESPONSIBLE FOR ANY MEDICAL OR HOSPITAL EXPENSES INCURRED BY THEIR CHILD.**

# POLICIES / PROCEDURES

## **PICK UP POLICY & SAFETY:**

**PLEASE FAMILIARIZE YOURSELF WITH ALL OF THE PICK-UP POLICIES AND ADHERE TO THEM TO ENSURE THE SAFETY AND WELL-BEING OF YOUR CHILD.**

### **AUTHORIZATION FOR PICK UP:**

**YOU WILL BE ASKED TO LIST 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.**

### **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 SUBMIT A COPY OF A LEGAL DOCUMENT TO [JESSICA@BALLSTONAREACC.ORG](mailto:JESSICA@BALLSTONAREACC.ORG) IF THIS SITUATION APPLIES TO YOU.**

### **INTOXICATION/DRUGS:**

**NO PARENTS/GUARDIANS MAY PICK UP CHILDREN UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS. BACC STAFF WILL ASK TO HAVE ALTERNATIVE TRANSPORTATION FOR THE CHILD IF SOMEONE APPEARS UNDER THE INFLUENCE. IF THEY REFUSE, AS MANDATED REPORTERS, BACC STAFF WILL MAKE A REPORT TO THE POLICE AND THE NYS CHILD ABUSE HOTLINE.**

### **SIGN IN/SIGN OUT:**

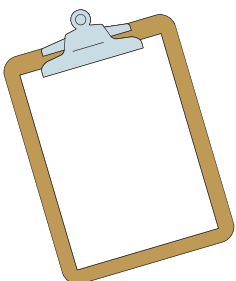
**PARENTS/GUARDIANS MUST SIGN THEIR CHILDREN IN AND OUT AT THE FRONT DESK EVERYDAY THAT THEIR CHILD ATTENDS THE PROGRAM. YOUR CHILD WILL NOT BE RELEASED TO ANY UNAUTHORIZED PERSON. IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO NOTIFY THE STAFF IN WRITING IF ANOTHER ADULT BESIDES THEMSELVES WILL BE PICKING UP YOUR CHILD.**

### **SICK OR INJURED CHILD:**

**BACC RESERVES THE RIGHT TO SEND ILL CHILDREN HOME IMMEDIATELY. PARENTS OR GUARDIANS WILL BE CONTACTED FOR IMMEDIATE PICK-UP. CHILDREN MUST BE SYMPTOM-FREE FOR 24 HOURS WITHOUT MEDICATION OR HAVE A PHYSICIAN'S NOTE TO RETURN.**

### **CHILDREN MUST 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, COVID-19, CHICKEN POX, CROUP, ETC)
- HEAD LICE-NO NIT POLICY
- RING WORM



**YOUR CHILD'S SAFETY COMES FIRST! IF A STAFF MEMBER DOES NOT RECOGNIZE THE ADULT PICKING UP, THEY WILL ASK FOR IDENTIFICATION TO ENSURE IT IS SOMEONE ON YOUR CHILD'S PICKUP FORM.**

# FAQ

## **HOW DOES DROP OFF AND PICK UP WORK?**

ALL GUARDIANS WILL BE BUZZED INTO THE BUILDING UPON ENTRY. ALWAYS HAVE YOUR ID WITH YOU. CHILDREN ARE SIGNED IN AND OUT EACH DAY. CHILDREN WILL ONLY BE RELEASED TO THOSE INDIVIDUALS LISTED ON THE EMERGENCY AND/OR AUTHORIZED PICK UP SECTION OF THE ENROLLMENT FORM.

## **WHEN WILL MY CHILD RECEIVE THEIR BACC FIELD TRIP SHIRT?**

T-SHIRTS WILL BE GIVEN OUT TO PARENTS AT DROP OFF/PICK UP 1-2 DAYS BEFORE YOUR CHILD'S FIRST TRIP.

## **DOES MY CHILD HAVE TO PARTICIPATE IN SWIM LESSONS?**

YES- BECAUSE WE EMPHASIZE SAFETY FIRST, ALL CHILDREN MUST PARTICIPATE IN LESSONS IN ORDER TO PARTICIPATE IN FREE SWIM UNLESS A WRITTEN EXCUSE IS PROVIDED TO THE DIRECTOR.

## **WHAT HAPPENS IF I AM PLACED ON THE WAITLIST? IF A SPOT OPENS, SOMEONE FROM THE CHILDCARE OFFICE WILL REACH OUT**

## **MY CHILD MAY NOT ATTEND EVERY DAY. IS THERE A DROP-IN OPTION?**

SESSIONS ARE BILLED WEEKLY. WE DON'T HAVE AN OPTION FOR DAILY RATES.

## **WHAT ARE THE FIELD TRIP ALTERNATIVES IN THE CASE OF INCLEMENT WEATHER?**

A FEW EXAMPLES MAY INCLUDE: BOWLING AT STRIKE ZONE, NYS MUSEUM, MOVIES. A FUN, ALTERNATIVE INDOOR ACTIVITY WILL TAKE PLACE.

## **WHEN ARE MY PAYMENTS BE DUE?**

TWO WEEKS BEFORE THEY ARE SCHEDULED TO ATTEND; FOR EXAMPLE, IF MY CHILD'S PROGRAM WEEK BEGINS MONDAY, JULY 21ST, FULL PAYMENT MUST BE RECEIVED BY FRIDAY, JULY 11TH

## **WHAT SHOULD I DO IF I NEED TO DROP MY CHILD OFF AFTER 9AM OR PICK MY CHILD UP BEFORE 4PM?**

PLEASE CONTACT OUR MAIN OFFICE AT (518)885-3261 TO FIND OUT WHERE YOUR CHILD WILL BE AT THE TIME YOU ARE PLANNING ON DROPPING OFF/ PICKING UP.

## **IF MY CHILD RECEIVES LUNCHES THRU THE FREE SUMMER LUNCH PROGRAM, DOES THIS INCLUDE FIELD TRIP DAYS?**

NO- WE KINDLY ASK THAT EVERY CHILD IS PACKED A LUNCH FROM HOME FOR FIELD TRIP DAYS.

## **AM I ABLE TO PACK PEANUTS/ NUTS FOR MY CHILD IN THEIR LUNCH?**

YES- WE ARE NOT A NUT-FREE FACILITY; WE WILL MANAGE ALLERGIES ACCORDINGLY.

## **HOW ARE CHILDREN'S ROOM ASSIGNMENTS DETERMINED?**

EACH OF OUR FIVE (5) ROOMS WILL BE GROUPED BASED ON AGE AND GRADES OF CHILDREN. WE WILL DO OUR BEST TO ACCOMMODATE FRIEND REQUESTS BUT CANNOT GUARANTEE THIS.

## **HOW DOES MY CHILD GET TO THE VILLAGE POOL EACH DAY?**

DEPENDING ON THE DAY, GROUPS WILL EITHER BE TRANSPORTED BY DURHAM TRANSPORTATION OR THEY WILL WALK.

## **HOW ARE SWIM SECTIONS ASSIGNED TO EACH CHILD?**

EACH CHILD WILL BE SWIM TESTED AT THE BEGINNING OF THEIR FIRST WEEK BY VILLAGE POOL LIFE GUARDS. THEY WILL RECEIVE A COLOR CODED SECTION OF THE POOL. APPROPRIATE TO THEIR SWIMMING ABILITIES. RE-TESTS MAY BE ACCEPTED ON A CASE BY CASE BASIS.