



*Ballston Area Community Center*  
*20 Malta Avenue, Ballston Spa, NY 12020*

**School Age Child Care  
FAMILY HANDBOOK**

**Nya Mauro**  
**Child Care Site Director**

Main Location  
20 Malta Ave  
(518)885-3261

**Noah Marek**  
**Child Care Site Director**

Gordon Creek Elementary Cafeteria  
(518)888-4057

**Carly Bortnicker**  
**Child Care Site Director**

Wood Road Elementary Cafeteria  
(518) 222-4733

**Child Care Site Director**

Malta Ave. Elementary Cafeteria

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**INTRODUCTION:**

The Ballston Area Community Center's School Age Child Care Program is licensed by the New York State Office of Children and Family Services. (Regulations and Hotline can be found at [www.ocfs.ny.gov](http://www.ocfs.ny.gov) or call 1-800-732-5207). The Before and After-School Programs are designed for children who live in the Ballston Spa School District. The School Age Child Care Program strives to meet the needs of children at various stages of development by creating an environment that is relaxed and home-like, fostering independence, cooperation and self control.

**SACC Mission:**

To create an environment of safety and support which promotes the social and emotional enrichment of children through providing quality childcare and opportunities which strengthen the family unit, without regard to socio/economic background.

**CURRICULUM:**

The daily schedule is structured so that it allows a choice of a wide range of developmentally appropriate activities. There is a balance of active and passive structure, providing opportunities for children to pursue interests and develop individual abilities.

Sample Schedule:

2:40-3:40pm: Arrival

3:40-4:00pm: Snack

4:00-4:30pm: Quiet Activity/Homework

4:30-5:00pm: Group Activity

5:00-5:30pm: Gym

5:30-6:00pm: Free Play/Clean up/Departure

Children are encouraged to participate in the program planning process, especially regarding program themes and daily activities.

**ELIGIBILITY:**

The Ballston Area Community Center Program does not discriminate on the basis of race, color, religion, sex, and national origin, or level of income. All reasonable accommodations will be made to include children with mental/physical challenges.

**ENROLLMENT POLICY:**

Enrollment is offered in the following order:

1. To existing participants,
2. The established waiting list and
3. To the general public.

*Enrollment capacities are dictated by the Office of Children and Family Services.*

Enrollment Requirements include:

- Complete BACC Application on Playground Registration Website
- Current Physical and Immunization Forms
- Payment of Registration Fee
- Payment of First Month's Tuition

**ORIENTATION:**

An orientation session introducing the program will be held at the start of the new school year. For program participants joining the program after September orientation will be held one-on-one with families and the School Age Child Care Director.

**PROGRAM DATES & HOURS:**

The School Age Child Care Program operates Monday through Friday, following the Ballston Spa School District calendar. The Programs begin on the first day of

classes in September and end on the last day of classes in June.

The Before-School Program is offered 6:30 a.m. until 9:00 a.m. The After-School Program is offered 3:00 p.m. until 6:00 p.m.

### **HOLIDAYS:**

The Ballston Area Community Center will be closed and the School Age Child Care Program will **not** operate on the following holidays: **Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Years Day, Martin Luther King Jr. Day and Memorial Day.**

### **HALF DAYS & SNOW DELAYS/CLOSURE:**

The Ballston Area Community Center is open to current School Age Child Care Program participants on school half days and school snow delays by first come first serve sign up basis. **Fee for half Days are \$37.50.**

**Ballston Area Community Center follows the Ballston Spa Central School District for snow day closure.**

### **ADVENTURE DAYS:**

During vacation days and scheduled school recess weeks, **The Fee is \$75/child. Hours are 7:00-5:30pm.**

***PLEASE NOTE THAT ANY MONDAY THROUGH FRIDAY DAY OFF FROM SCHOOL, WHICH PROGRAMMING IS PROVIDED, IS CONSIDERED AN ADVENTURE DAY.***

Pre-registration for Adventure Days is required advance and additional fees apply. These fees must be paid in full when registering.

Children need to bring lunch and a refillable water bottle. If a child does not have a lunch/beverage, BACC will provide them with one and charge the parent account \$6.00. Lunches must be in a self-cooled container. Please note: There is no refrigeration or microwave available for lunches.

### **OTHER PARENT FEES:**

A non-refundable/non-transferable registration fee of \$35.00 is required per child with the completed registration form.

All monthly fees are due by the fifth day of each month payable in your Playground account. BACC also accepts payment by cash or check. ***Please note your child's name on the envelope or check.***

***After the 5th of the month, a \$20 late fee will be charged to your account.***

***If payment is rejected or returned for any reason, a \$20 fee will be charged to your account.***

We will charge a **late fee** of \$5.00 for the first 15 minutes after closing and \$1.00 for every minute thereafter.

### **FINANCIAL AID:**

Financial aid may be available, depending upon the availability of funds. 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 Assistance Recipients:**

***Families who receive assistance through the Department of Social Services will continue to be responsible for paying any fees that are not covered through the subsidy program. This includes holidays and days when your child is absent for any reason.***

## School Age Child Care Monthly Fees

### Before School

1 Child.....	\$275.00
2 Children.....	\$522.50
3 Children.....	\$770.00
4 Children.....	\$1017.50

### After School

1 Child.....	\$320.00
2 Children.....	\$606.10
3 Children.....	\$893.20
4 Children.....	\$1,180.30
UPK.....	\$375.00
2 UPK Children.....	\$710.60

### **\*\*Adventure Days\*\***

Per Child Per Day.....	\$75.00
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### **\*\*Half Days\*\***

Per Child Per Day.....	\$37.50
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***\*\*These Rates are Effective from 9/1/2025-12/31/2025  
and are subject to change \*\****

**REFUND POLICY:**

Program fees are non-refundable except with a valid physician's written excuse for serious illness. Refunds of the prorated portion of monthly fees the child did not attend will be processed within four to six weeks.

**WITHDRAWAL FROM THE PROGRAM:**

The Ballston Area Community Center requires a two-week (written) advance notice to withdraw from the program.

**PLEASE NOTE:** All outstanding debts (fee payments, etc.) must be paid in full. Withdrawing from the program forfeits your child's space and he/she will not be eligible to return to the program unless there is space available.

**If you are currently enrolled in a program and you have an outstanding balance, you will not be able to register for any upcoming programs until your balance is paid in full.**

Withdrawing from the program with an unpaid balance will send your account to our Collection Agency and prohibit you and your child(ren) from enrolling or participating in any other programs offered by BACC.

**SIGN IN/SIGN OUT & AUTHORIZED ADULT POLICY:**

All children enrolled in the School Age Child Care Programs at BACC must be signed out by an authorized adult every day that they attend the program.

When a child leaves, the time of departure and signature of an authorized adult must be indicated.



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(ren) at the BACC. Your child(ren) will not be released to anyone who is not listed on this form unless BACC is informed with written permission. Please be sure that this information is updated as necessary. If you are separated or divorced, both parents must be listed as authorized to pick up unless prohibited by legal documentation. Any exceptions to this policy must be cleared through the School Age Child Care Director.

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/guardian to ensure that each individual listed on the authorization form has proper identification if required to present it to the BACC staff.

Please note that unless there is a legal document ON FILE with the Director 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(ren). Please attach a copy of a legal document to the application form if this situation applies to you.

#### **UNDER THE INFLUENCE POLICY:**

In the best interest of our children, the Ballston Area Community Center will not release a child to a parent, guardian or adult who is suspected of being under the influence or impairment of alcohol or other drugs, if the staff feels the child's safety would be endangered.

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.

### **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 School Age Child Care application. **Please note: BACC holds no insurance for program participants. parent/guardians are responsible for any medical or hospital expenses incurred by their child.**

### **HEALTH FORMS:**

Each child that attends the Program must have an up-to-date health form on file at the Ballston Area Community Center at all times while in attendance. A new health form is required after twelve months. This policy is for the protection of all the participants and is required by the New York State Health Department and the Office of Children and Family Services. Absolutely no child will be allowed to attend without a health form that is completed and accepted.

### **ABSENTEE/SICK POLICY:**

In the event of your child's illness, vacation or other absence, we ask that you please notify the Ballston Area Community Center by **phone** (518)885-3261 or **email** at [Childcare@ballstonareacc.org](mailto:Childcare@ballstonareacc.org).

Please remember if your child does not feel well, we would rather have him or her remain at home for a day and get well rather than risk infecting others. If your

child stays home from school due to illness, he/she may not come to BACC for after-school activities.

The School Age Child Care Director reserves the right to send a 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 come to 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. roseola, strep, chicken pox, croup, etc)
- Head Lice
- Ring Worm
- Lice or Nits

***Please note: When your child is absent for any length of time, your monthly fees are still due.***

## **MEDICATION DISPENSING POLICY:**

If it is necessary for your child to receive medication while at the Ballston Area Community Center, the following rules must be followed:

1. A written medical consent form must be filled out by the Health Care Provider and signed by the parent. Name of patient, name of medication, time of dosage, amount of dosage to be dispensed each time, and length of time prescribed must be included with the permission form which will be kept on file at the Ballston Area Community Center.
2. Prescription medication must be delivered to the Ballston Area Community Center by the parent/guardian in the container in which it was filled by the pharmacist and given to a staff person only. Over the counter medication must be delivered in the original packaging labeled with the child's name and date of birth. **No child may carry medication at any time.**
3. Any remaining medication at the end of the child's enrollment in the Child Care Program will be returned to the parent/guardian. In the event this is not possible, the medication will be destroyed and disposed of. Any medication that reaches its expiration date during the school year will also be destroyed.
4. Medications are kept in a locked cabinet at all times.
5. Medications to be administered will be dispensed by a designated staff member. The staff person responsible for administering the medication will date and initial a Medication Log Book after each dosage is administered and witnessed.

### **EMERGENCY CONTACT INFORMATION:**

Should a reason arise that necessitates immediate notification, Every effort will be made by telephone to first reach the parent or guardian in the case BACC needs to immediately notify you about a situation with your child.

Should you as the parent or legal guardian be unavailable, the School Age Child Care Director will contact an emergency contact listed on your child's application.

You are asked to list adults over the age of 18 years to whom you give permission to act on the behalf of your child's best interests, and who have consented, to give care.

Please be sure to update this information with the School Age Child Care office as necessary.

### **EMERGENCY:**

In the event of a medical or safety emergency involving your child, our staff will promptly contact emergency services (911) and then notify the parent or guardian as soon as possible. ***Parents are responsible for any medical or hospital expenses incurred on the child's behalf.***

### **EMERGENCY CLOSING:**

It is not the usual practice of the BACC SACC Program to close. In the event of ice storm, water main break or other disaster (natural or man made), BACC is part of the School Closing Network which transmits closing information to all major local news outlets. In the event of closure, families will be notified through the SCN's affiliated stations.

**CHILD SAFETY POLICY:**

Participant safety is the most important aspect of our program and will be emphasized during staff hiring, training and throughout the entire school year.

All Ballston Area Community Center staff members are mandated by law to report any suspected child abuse, neglect or maltreatment to the police and Child Protective Services (1-800-342-3720).

Children will only be released to the parent/guardian or persons authorized on the Parent Authorization for Pick up Form.

Non-enrolled children are not allowed to participate in the Program.

All volunteers will complete the intake, screening and placement procedures before beginning their volunteer work with the Program.

**BREAKFAST:**

An optional breakfast is provided daily at no extra charge. Breakfast is served daily at 7:30 a.m. to those children who are here. If you would like your child to eat breakfast, please arrive before 8:00 a.m. The monthly menu will be posted on the Parent Info. Board.

Please be sure to inform us of any food-related allergies your child may have.

**SNACK:**

An optional snack is provided daily at no extra charge. Snack is served daily at 3:45pm to those children who are here. Your child receives a nutritious snack each day. The monthly 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.

### **TRANSPORTATION:**

Families are responsible for transporting their child to and from the SACC program. SACC staff are prohibited from transporting children in their personal vehicles for any reason. Children attending the Malta Avenue School or St. Mary's School are walked to or from the Ballston Area Community Center by our Program staff. Children attending Milton Terrace and Wood Road Schools are bussed by the School District to or from BACC. Field Trips will be in the local vicinity and within walking distance. Children will be escorted by BACC staff on these occasions. Children attending Gordon Creek, Wood Road or Milton Terrace will be walked to and from their school location by a BACC staff member.

### **WHAT TO BRING:**

Each child should dress comfortably. Please keep in mind that many of our activities can be messy; and the children may go outside - weather permitting. Children should be dressed accordingly. Footwear other than sneakers will not be allowed on the gym floor. No open-toed shoes or open-backed shoes (e.g., sandals or "flip-flops") will be allowed. It is also recommended that your child carry an extra set of clothes in his/her bag at all times or store them at the Center. Please check the lost and found box daily for lost articles; items are donated to charity monthly.

**ALL ITEMS SHOULD BE LABELED WITH YOUR CHILD'S NAME FOR EASY IDENTIFICATION.**

Please do not bring any valuable games or toys from home. The Ballston Area Community Center is not responsible for lost, damaged, or stolen property.

### **FAMILY INVOLVEMENT:**

Family involvement is the backbone of our program. Families are urged to become active participants in the School Age Child Care Program. This Program supports and maintains an open-door policy towards all family and welcomes their visits and participation in daily events. Please share any special talents you have with program participants!

In addition, family participation in Center fundraising + community-building activities enables BACC to provide quality programs and offer reasonable fees to its participants. Please feel free to contact the School Age Childcare Director any time regarding volunteering or fundraising.

### **FAMILY CONFERENCES:**

The School Age Child Care Director has an open door policy and is always available for conversation. In the event of serious concern or for more formal discussion, the SACC Director and Staff from your child's classroom are available for conferences upon request.

### **YOUTH BEHAVIOR POLICY:**

It is our desire that every child enjoys the BACC experience, for this reason we have established guidelines designed to teach character development, develop self-control and assume responsibility for his/her actions with establishment of clear and consistent rules and limits, appropriate to the ages of the children.



## **RULES OF BACC**

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.

Any behaviors that deviate from the existing guidelines will be handled by using the following acceptable techniques:

1. Redirecting children with an alternative activity,
2. Acknowledging acceptable behavior,
3. Reasoning and logic,
4. Reinforcing problem solving skills,
5. Leading by example and
6. Encouraging the child to talk about his or her feelings.

Staff will document any concerns they have in the form of an incident report that families will receive a copy of for their own records. Details surrounding the staff concerns will be reviewed, solutions will be discussed, and an action plan will be implemented. Children's misbehavior should be logged in the form of an incident report and will be categorized into two main types: **Minor** and **Major**.

**Minor Incidents** include:

- Misuse of equipment
- Disruptive outbursts
- Spontaneous slip of questionable words

- Disagreements or squabbles
- Rough-housing

### **Major Incidents**

Major incidents endanger the physical and mental safety of the individual, other children and/or staff. Even though many of the following listed misbehaviors are not evident in BACC programs, we feel it is important to list them. Any behavior or incident under the Major Incident categories warrants our "three strike policy". If the behavior warrants a "strike", it will be clearly marked on the incident report and a meeting will be scheduled with the Parent/Guardian & Director. Major incidents would include, but not be limited to such misbehaviors as:

1. Minor incidents that become repetitive or chronic
2. Defacing BACC property
3. Theft
4. Leaving supervised area without permission
5. Refusing to remain with the group
6. Using foul language or being rude and discourteous
7. Lying, Direct disobedience of and/or defiance towards BACC personnel
8. Verbal threats
9. Throwing stones or other projectiles
10. Physical Aggression, i.e. Fighting as a means to solve problems
11. Bringing or using illegal substances
12. Bringing or using weapons, firearms, tobacco, alcohol, drugs or other illegal substance into the program

In the event a child demonstrates the above-mentioned **Major Incident behaviors** the following steps will happen:

1. Separated from the group.
2. An incident report prepared.
3. A conference with the parent/guardians(s) will occur.

Failure to comply with the BACC Behavior Policy could result in suspension from the program for a period of time or expulsion from the BACC program. If the child receives three "strikes", they will be dismissed from the program for the remainder of the year (forfeiting all deposits and payments) and their future participation in all BACC programs reviewed and decided upon at the discretion of the Executive Director and /or Child Care Director. In cases of fighting, assault, vandalism, using illegal substances, or any other endangering behavior, the Child Care Director or Site Director will immediately remove the child from the program, contact the parent and expulsion from the program will be warranted. We encourage you to discuss BACC's Behavior Policy with your child before they attend Program.

### **HOME/SCHOOL RELATED ISSUES:**

Our staff would like to work with the school and family members as a team. This will enable us to provide the best environment for your child's growth and development.

Any family issues your child may have at home or school may affect his/her behavior at the Child Care Program. Please keep us informed of any family issues that may affect your child (e.g. separation, divorce, or death in the family) so we can be sensitive to your child's needs. If extra homework time or special

tutoring is needed, let us discuss how we can be of assistance.

### **HOW TO REGISTER:**

Your child will be registered in the Ballston Area Community Center's School Age Child Care Program upon receipt, review, completion, return and acceptance of the following:

**Space is available on a first-come, first-served basis.**

- ☐ Emergency Contacts
- ☐ Registration Form
- ☐ Emergency Medical Authorization
- ☐ Conditions of Acceptance
- ☐ Parent Authorization for Pick Up
- ☐ Financial Agreement
- ☐ Physical / Immunization Form
- ☐ \$35.00 non-refundable registration fee

### **IMPORTANT CONTACT INFORMATION:**

BACC Office Phone: (518) 885-3261

BACC Office Fax: (518) 884-0259

Email: [childcare@ballstonareacc.org](mailto:childcare@ballstonareacc.org)

Website: [www.ballstonareacc.org](http://www.ballstonareacc.org)