

**TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT**

269 Ogden Center Road
Spencerport NY 14559
Phone: (585) 617-6174
www.ogdenparksandrec.com



**Before & After School Program
Information Handbook
January-June 2021
*subject to change***

PLEASE READ ALL PAGES THOROUGHLY ; INFORMATION SUBJECT TO CHANGE

WELCOME!

Thank you for choosing Ogden Parks and Recreation Before and After School Program!

If you have any questions regarding our program, please contact our Administrative Office at 617-6174/recreation@ogdenny.com

Our Before and After School Program offers a wide range of recreational activities and experiences, as well as a social connection to friendships. Children will stay active in a safe setting, which includes a full-size gymnasium and a variety of activity centers. Our team goes through extensive staff training including, leadership, first aid, CPR and AED, games, activities, and social emotional communication.

Given the current situation with the COVID-19 pandemic, Ogden Parks and Recreation has made important changes to our 2020-21 Before and After School Program. The changes that have been made are to ensure the safety of all participants and are based upon the most current guidelines from NY State and the CDC (Centers for Disease Control and Prevention). We look forward to accommodating these guidelines while offering a safe, caring, and fun environment for your child. Please note that as situations change, our program may also change.



GENERAL INFORMATION

GRADES: ENTERING Kindergarten through 5th Grade

HOURS OF OPERATION: IN-PERSON SCHOOL DAYS ONLY (Recess Breaks/Summer Camps available)

- Morning Program...7:00am until bus arrival
- Afternoon Program...3:45-5:30pm (subject to change based on arrival of first bus and staffing). We will only accept students off of the Spencerport Central School buses.

Our program is for students attending in-person instruction with the Spencerport Central School. We have aligned our program to coordinate with the Spencerport Central School District Groups. Those who attend school in-person more than two days/week may register for all that apply. Unfortunately, we are not able to accommodate students enrolled in remote care in our Before and After School Program.

- Mondays and Thursdays: for the students who attend in-person instruction on Mondays and Thursdays
- Tuesdays and Fridays: for the students who attend in-person instruction on Tuesdays and Fridays
- Wednesdays: not currently offered, however a wait list is being taken

MINIMUM/MAXIMUM: Enrollment is limited. Our capacity is limited by NYS guidelines, staff ratios, and bus availability. A minimum number of students must be registered each month for the program to run. Please note, our program activities are offered as a group, we are not able to accommodate 1:1 care.

SIGN IN/SIGN OUT: All children must be verbally checked in and/or out each day. Parents will check in with the staff, who will release your child. Parents and children are required to wear a mask. Parents will not be permitted into the building. For safety purposes, photo identification will be required for all persons picking up children.

ARRIVAL/DISMISSAL: All children must be verbally checked in/out each day. Parent/guardians will not be allowed to enter the building. Parents and children are required to wear a mask. All children will be asked health questions and have their temperatures checked prior to being allowed access to the building. Upon arrival, all children must use hand sanitizer.

Those children arriving off the bus in the afternoon will use hand sanitizer/wash hands upon arrival to the program.

For safety purposes, photo identification will be required for all persons picking up children. We will implement a limit of 4 authorized pickup persons per family: the primary and secondary parents, as well as 2 additional persons. We reserve the right to not allow any child to leave the building with anyone we believe to be under the influence of a substance, which would impair his or her ability to safely transport or care for a child. The pick-up person will be asked for identification and the child will be walked to meet you at outside of the door. Please be courteous of program hours.

LATE PICK UP: Please be courteous of our 5:30pm pickup time. A late fee of \$2 per minute per child will apply for pickups after this time. If there is an emergency, please contact us or have another authorized person pick up your child. In the event of repeat late pickups, your child may be removed from the program. In the event we cannot reach you or an authorized person by 6:00pm, Child Protective Services and the Town of Ogden Police Department will be notified. **This policy is strictly enforced.**

ABSENTEE: If your child is going to be absent, please call our office at **617-6174** as soon as possible. It is your responsibility to notify us if your child is going to be absent. Program credits are not provided for absences.

INCLEMENT WEATHER/SCHOOL CLOSINGS: When the Spencerport Elementary Schools are closed for the day, both our before- and after- school programs are also closed. If Spencerport Elementary Schools are delayed in the morning, our before-school program will be cancelled. If the Spencerport School District cancels afterschool activities, our after- school program will run as scheduled. If the Spencerport Elementary Schools close early at any time for any reason, our program will be cancelled. **Your child will go where you have designated on your school emergency form.** It is very important that your child knows where they should go in case of an emergency closing. No credits or refunds will be given in these events.

FIRE DRILLS: Fire drills will be conducted monthly regardless of weather conditions. In the case of a true emergency evacuation, your child will be taken to the Town of Ogden Highway Building.

GYM/PLAYGROUND USE: All children are required to wear sneakers if they will be using the gym or playground. Sandals or shoes are not permitted. Please ensure sneakers are in your child's backpack if they are not worn to school that day. Appropriate outdoor wear may also be needed. We reserve the right to refuse gym or playground use if we feel your child is not dressed appropriately. **This policy is strictly enforced.**

PERSONAL ITEMS: With the exception of one personal item for use during quiet periods (books, magazines, etc.), please leave all other personal belongings at home. Unfortunately, we cannot allow sharing of any of these items. For health reasons, please leave these items to be enjoyed at home. Our staff will not be responsible for personal items brought to the program. Please label all items. **Electronics, including cell phones are not permitted.** We reserve the rights to prohibit certain toys, items, etc. we feel are causing a disruption to the program. If you are concerned about your child's clothing, please send a smock for craft time. We cannot assume responsibility for damaged clothing.

LOST AND FOUND: Our staff will not be responsible for personal items brought to the program. Please label your child's items in case they are left behind. Items not claimed within 24 hours will be donated or thrown away.

BATHROOM POLICY: Children must be completely potty trained (indicating verbally that they need to use the bathroom, and independent while in the bathroom) and pull-up free. If your child does have an accident, we will call you to pick them up. Frequent accidents may result in your child's removal from the program.

MEDICATION: We are not able to administer medication. The following guidelines are in place for those requiring emergency medications:

- EpiPen or inhalers may be left in the B/A School office.
- Medical Authorization form must be signed by the parent/guardian and given to the B/A school staff.
- A copy of any prescriptions must be attached to the Medical Authorization form.
- Medication must be in the original package with the prescription label on it.
- Child must be able to self-administer the medication *EpiPen may be administered by a trained first aid staff, if the need arises.*

ILLNESS/INJURY: Children will not be permitted into the program if they are sick or showing any of the current symptoms of COVID-19. If your child becomes sick while at the program, the child will be separated from the group and you will be asked to pick him/her up immediately. A doctor's note will be required before a child will be permitted back into the program. This policy is not all-inclusive, and we reserve the right to send a child home for any health-related concerns. We will err on the side of caution. Program credits are not provided for illness/injury.

HEALTH/SAFETY: Safety is Paramount. With the health and safety of our campers and staff as our top priority, the following new requirements have been implemented:

- Each staff member and child will be temperature checked upon arrival. Anyone with a fever of 100° or above will be denied entrance.
- Each staff member and child will be asked health questions upon arrival. Persons may be denied entrance due to answers.
- Anyone showing any signs of illness will be separated from the group and sent home immediately. (Examples include fever, cough, rash, difficulty breathing, vomiting, etc.)
- Each staff member and child will be required to wear a facial covering at all times. The Town will not provide facial coverings. If face covering requirements are not met, immediate termination or suspension from the program may be a result.
- High-touch items will be minimally used and will be sanitized daily. You are invited to bring your own items for use.
- Cleaning and sanitizing – including handwashing – will be increased throughout the day.
- Social distancing will be observed to the extent possible.
- Our program is subject to closure at any time. In the event of an occurrence in our facility, we will follow the recommendations of the Monroe County DOH. Please make sure that you have a back-up plan in place, in the event our program is closed/cancelled.

PARENT INFORMATION: Any pertinent program information will be emailed out. Please make sure your account is active with an up-to-date email. Subscribe to all general and cancellation emails. We are not responsible for information not received if these subscriptions are not on.

DISCIPLINE/BEHAVIOR POLICY: Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Our staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age-appropriate manner.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well-being of his/herself or any other child or staff, in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Our efforts will be to help children identify inappropriate behavior and teach them to redirect their actions in a positive way. If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child’s routines will enable us to work as partners to provide the best care for your child.

Our B/A School Program Behavior Management Policy is designed to assist the Before and After School Program staff in creating an atmosphere that is safe and fun for all participants. Ogden Parks and Recreation reserves the right to remove a participant from the program as well as limit participation as deemed necessary. Each situation will be handled on an individualized basis. Refunds or credits will be not be issued if a child is suspended or dismissed for inappropriate behavior.

Some methods of positive reinforcement will include:

1. Verbal Warning to Child
2. Yellow Light “Think About It” Sheet
3. Red Light “Disciplinary Report” Sheet

Inappropriate behaviors may result in one or all of the following consequences:

- Parent conference with B/A School Program Supervisor and/or OPR Director
- Loss of privileges (e.g. participation in activity)
- Suspension from the program
- Immediate pick-up by parent
- Immediate termination from B/A School Program

Our goal is to work together to ensure the safety and well-being of each other for a successful program.

TRANSPORTATION: The Before and After School Program's responsibility begins when your child has exited the bus in the afternoon or has been checked into the program in the morning. Our responsibility ends when your child boards the bus or is checked out by an authorized individual. We are not responsible for incidents that occur while your child is on the school bus. Upon your child's enrollment into our Before and After School Program, **it is your responsibility to contact the school district transportation office (349-5180) to arrange bus service for your child.**

AFTERNOON SNACKS: A snack will be provided to the children they arrive in the afternoon. The snack is included with your monthly fee. We strive to provide healthy food and beverages in an effort to prevent childhood obesity. Offerings will vary from day to day. Your child may also bring in a snack to enjoy along with or in place of our provided snack. You may be asked to provide your own snack if we are not able to accommodate food allergies. Any and all outside foods must be nut free.

BREAKFAST PROGRAM: Unfortunately, our breakfast program will not be offered this school year. Please make sure a healthy nutritious breakfast is enjoyed prior to arrival at our program.

REGISTRATION INFORMATION

- **WHEN TO REGISTER:** Registration is accepted on a rolling basis. When programs fill, there will be a waitlist.
- **HOW TO REGISTER:** Registration **must** be completed online at www.ogdenparksandrec.com. Create an account if you do not already have one. Add the activities you are registering for to your cart. Upon checkout, you may choose to pay online (credit/debit payments incur a 1.85% + \$.25 processing fee) or print a registration form and mail it in to our Administrative Office with payment. **Your spot is only secured with registration and payment.** Space is limited.
- **Fee:** Each month is a separate activity within the Before and After School Program. The fee varies by month and residency status. Please see website at www.ogdenparksandrec.com for monthly pricing.
- **Other**
 - We have strict minimum/maximum enrollment numbers this year. Our activities cannot operate without reaching our minimum number; we cannot accommodate persons over our maximum number. Please note the following withdrawal policy:
 - All withdrawals must be submitted via email to recreation@ogdenny.com a minimum of 7 working days prior to the activity start date and are subject to a processing fee of 25% of program charge.
 - No refunds, transfers, or credits will be given for withdrawals within 7 working days of program start date or once activity begins unless the activity is cancelled/suspended by Ogden Parks and Recreation.
 - A waitlist will be available; please email recreation@ogdenny.com to be added to the waitlist.
 - End of the year statements may be accessed from your online account at www.ogdenparksandrec.com. Our tax # is 16-6002328.
 - Residents are those who reside within the Town of Ogden. A person who attends Spencerport Schools but does not pay town or village taxes is considered a non-resident.
 - Program information is subject to change.