

**TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT**

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



**Before and After School Program
Information Handbook**

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.

Please note, our program is subject to change/cancellation at any time based on current COVID rates and CDC, NYSDOH, NYSED, and/or Monroe County guidelines.

.....

GENERAL INFORMATION

GRADES: ENTERING Kindergarten through 5th Grade. Our program is for students attending the Spencerport Central School. We are not able to accommodate out of district students.

HOURS OF OPERATION: School Days; September 2022-June 2023 (the last day of school in June is typically announced in the Spring). Recess/Summer Camps available as separate programs.

- Morning Program...7:00am until bus arrival
- Afternoon Program...3:45-5:30pm

LOCATION: Our Before/After School programming takes place in the Recreation division of the Ogden Community Center. The program utilizes a multipurpose room, gymnasium, and playground.

MINIMUM/MAXIMUM: Enrollment is limited. Our capacity is limited by NYS guidelines and staff ratios. A minimum number of students must be registered for the program to run. Maximum numbers are in effect and are subject to change based on staff availability.

SIGN IN/SIGN OUT: All children must be verbally checked in and/or out each day. An adult **MUST ACCOMPANY** the child to the door for sign in. Drop-off's from the car will not be accepted. Parents will check in with the staff, who will release your child. Sign in/out will take place at the west multipurpose room door or gym/playground area, as identified by an A-frame sign. Only children will be admitted into the building. For safety purposes, photo identification will be required for all persons picking up children, until we recognize you. Please be courteous of program hours.

We will remain consistent with Spencerport Central School operating guidelines regarding temperature checks, health screenings, and masks. All updated policies will be communicated via email as the school year approaches.

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 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. Please note, this phone number is not answered by OPR Program staff and will go to voicemail before/after administrative office hours.

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. 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: Please leave all personal belongings at home. For health reasons, we cannot allow sharing of any of these items, so please leave these items to be enjoyed at home. Our staff will not be responsible for personal items brought to the program. Label all items. **Electronics, including cell phones are not permitted during program hours.** 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: Please label your child's items in case they are left behind. Items not claimed within 24 hours may be donated or thrown away.

BATHROOM POLICY: Children must be able to indicate verbally that they need to use the bathroom, be 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.

HEALTHCARE INFORMATION: If your child has a healthcare need (including, but not limited to: medical, behavioral, developmental, emotional, or physical), please complete the Before/After School: Healthcare Information Form thoroughly upon registration.

- All medications must be self-administered (with the exception of emergency medications).
- EpiPen or Inhalers may be dropped off at the Administrative Office prior to the program.
- Medication must be in the original package with the prescription label on it.

ILLNESS/INJURY: Children will not be permitted into the program if they are ill or have been ill in the past 24 hours, including, but not limited to: a temperature of 100°+, cough, difficult time breathing, sore throat (not due to allergies), body aches, loss of taste or smell, severe fatigue, congestion/runny nose, loss of appetite, nausea/vomiting/diarrhea. 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. Our Illness Policy, including quarantines and facial coverings after illness, will align with current CDC, NYSDOH, Monroe County, NYSED, and/or Spencerport School District guidelines. This policy is not all-inclusive; 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 participants and staff as our top priority, the following requirements **MAY BE implemented at any given time** (please note, these guidelines are subject to change at any time):

- Each child may be temperature checked upon arrival. Anyone with a fever of 100° or above will be denied entrance.

- Each child may be asked health questions upon arrival. Persons may be denied entrance due to responses.
- Each staff member and child, regardless of vaccination status may be required to wear a facial covering while indoors or within 3 feet of each other outdoors. The Town will not provide facial coverings. If face covering requirements are not met, immediate termination or suspension from the program may result.
- Cleaning and sanitizing – including handwashing – take place consistently 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.

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 Before and After 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 not be issued if a child is suspended or dismissed for inappropriate behavior.

Inappropriate behaviors may result in one or all of the following consequences (in no applicable order):

- 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 when they arrive in the afternoon. The snack is included with your monthly fee. 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: Please make sure a healthy nutritious breakfast is enjoyed **prior** to arrival at our program.

PARENT INFORMATION: Any pertinent program information will be emailed out. Please check your www.ogdenparksandrec.com account information periodically to confirm all information is up-to-date. We strongly encourage your email notification settings be set to accept emails for general notices and cancellations. From time to time, your email setting may deactivate due to internal email bounce backs or full inboxes. Please check this periodically to continue receiving emails. We are not responsible for emails not received due to inactive accounts, incorrect email settings, or mail going to spam/junk folders.

OPR reserves the right to:

1. Cancel the registration of any child that is behind on payments, including late fees, after communication with account holder.
2. Change the requirements needed for enrollment at any time prior or during the school year, upon communication with participants.
3. Transfer payments from one month to another, as necessary.

REGISTRATION INFORMATION

- **WHEN TO REGISTER:** Registration will open Monday, June 20 at 6am.
- **HOW TO REGISTER:** All families must have an account at www.ogdenparksandrec.com to register. Registration **must** be completed online. 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 into our Administrative Office with payment. **Your spot is only secured with registration and payment.** Space is limited.
- **FEES/PAYMENT POLICY**
 - Registration Fee/Month 10: This payment is made at the time of registration and holds your place in the program for the 2022-23 school year. This payment will automatically default to Month 10 payment by our registration software; do not manipulate this payment to a different month (OPR reserves the right to transfer any manipulated payments to the correct month). For administrative purposes, your Registration Fee/Month 10 are the same.
 - AM Program- \$165 R/\$185 NR
 - PM Program- \$215 R/\$235 NR
 - Monthly Tuition Fee/Months 1-9: 9 total payments beginning September.
 - Payment is due **before the 1st** of each month (September through May). Payments are accepted in advance.
 - AM Program- \$165 R/\$185 NR
 - PM Program- \$215 R/\$235 NR
 - Payments accepted online by signing into your account at www.ogdenparksandrec.com or in-office.
 - Payments accepted include cash, check, money order or credit (credit/debit payments incur a 1.85% + \$.25 processing fee. This fee is not refundable.) Cash/Check/Money order payments accepted in-person by bringing payments to the Ogden Parks and Recreation office prior to the deadline.
 - Late Fee: Payments received on/after the 1st of each month will incur a late fee of \$25 per person. Removal from the program may occur if the monthly payment and late fee are not received within 14 days of due date.
- **WITHDRAWALS/REFUNDS:**
 - Please note the following withdrawal policy:
 - All withdrawals must be submitted via email to recreation@ogdenny.com. All refunds must be approved by the Ogden Town Board. Refunds may take 2-4 weeks to process/receive.
 - We are unable to refund any credit/debit card processing fees.
 - If you choose to withdraw prior to the start of the school year:
 - Registration fee/Month 10 is refundable (minus processing fee) until 12:00pm, July 29, 2022.
 - There is a 25% processing fee for all withdrawals prior to 12:00pm, July 29, 2022.
 - If you choose to withdraw during the school year, you must do so prior to the 1st of the month. We cannot refund months that are already in progress.
 - Registration fee/Month 10 is **NOT** refundable after 12:00pm, July 29, 2022.
 - Registration fee applies to Month 10 only. It cannot be transferred to other months. In the event of a withdrawal after July 29, 2022 your registration fee is forfeited.
- **OTHER**
 - Our activities cannot operate without reaching our minimum number; we cannot accommodate persons over our maximum number.
 - A waitlist may be available via www.ogdenparksandrec.com. You will be contacted if an opening becomes available.
 - End of the year statements may be accessed from your online account at www.ogdenparksandrec.com. Our tax # is 16-6002328.
 - We are unable to accommodate DSS payments.

- Program information is subject to change.