



REACH Community & Youth Agency

Providing social, recreation, education, informational and advocacy programs for youth and families of Half Hollow Hills and Commack since 1972.

Administrative Offices: Fran Greenspan Administration Center, 525 Half Hollow Road, Dix Hills, New York 11746
631-549-9417 Fax: 631-549-1272 Website: www.reachcya.org Email: reachcya@comcast.net



SEPTEMBER 2017 - JUNE 2018

BEFORE & AFTER SCHOOL CHILD CARE PROGRAMS

BEFORE SCHOOL: 7:15-9:15am

AFTER SCHOOL: 3:15-6:15pm

Programs are located at each elementary school

Please register early!!!

➤ THE FIRST DAY OF SCHOOL IS TUESDAY, SEPTEMBER 5, 2017 ◀

Enrollment applications may be downloaded from our web site: www.reachcya.org
All families must re-register every year.

REGISTRATION DEADLINES

- In order to start the program the first week of school you must register by Mon., August 14, 2017.
- Registrations received Aug. 15 - Aug. 18 can start the program the week of September 11th.
- Registrations received Aug. 21 - Sept. 1 can start the week of September 18th.
- Registrations received during the school year require approximately one week to process.

Enrollment is on a first-come, first-served basis, subject to capacity limits set by the Office of Children and Family Services (OCFS) regulations. When necessary, students are placed on a wait list for the next available opening.

ENROLLMENT REQUIREMENTS

- ✓ Completed Application
- ✓ Annual Registration Fee- \$60 per family
- ✓ Last Month Security Deposit
 - \$150 per family- Before School Only
 - \$150 per family- After School Only
 - \$200 per family- Before & After School

*This deposit will be applied to your final invoice at the end of the school year.
Unused funds will be returned to you in July.*

- ➔ If your child requires emergency medication to be kept on site you must:
- ✓ Complete a Written Medication Consent Form for each medication.
 - ✓ Submit the form and the medication with your application.
Forms can be found on our website or through our office.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

REACH CYA'S BEFORE & AFTER SCHOOL PROGRAMS ARE LICENSED BY NYS OFFICE OF CHILDREN AND FAMILY SERVICES

TUITION & FEES

REACH Community and Youth Agency is a not-for-profit organization working in cooperation with the Half Hollow Hills School District. REACH CYA Before and After School Child Care Programs rely solely on the payment of monthly tuition to meet its financial needs. Tuition must be paid by the end of each month and is based on the number of days a child attends. Tuition fees may be legally deducted from income taxes.

PROGRAM FEES

Daily Fee: Before School Program	\$10.50
Daily Fee: After School Program	\$15.00
Daily Sibling Discount: per each additional child per program	- \$1.50 per day
Family Registration Fee: Annual, non-refundable, paid at time of registration	\$60.00
Last Month Security Deposit - Before School: Per Family	\$150.00
Last Month Security Deposit - After School: Per Family	\$150.00
Last Month Security Deposit - Before & After School: Per family	\$200.00

ADDITIONAL FEES – Additional Fees apply to all families. There will be no exceptions or warnings. This "No Exception" rule allows us to treat everyone consistently and fairly.

Early Drop-off Fee:	\$1.00 per MINUTE - before 7:15 AM
Late Pick-up Fees:	\$1.00 per MINUTE - 6:16 to 6:30PM \$2.00 per MINUTE - after 6:30PM
Failure to Sign-In Fee:	\$5.00 - failure to sign your child in to the Before School Program.
Failure to Sign-Out Fee:	\$5.00 - failure to sign your child out of the After School Program.

AFTER SCHOOL SCHEDULE CHANGES:

- Schedule changes include: removing your child from the daily schedule; adding your child to the daily schedule; notification that your child will be arriving late from an activity; notification that your child's after school activity has ended or has been cancelled.
 - Schedule changes must be made prior to 2pm to avoid additional fees. When schedule changes are made after 2pm, children will be accepted only if space allows.
- | | |
|------------------------|---|
| Late Notification Fee: | \$5.00 per child - Schedule changes received between 2pm and 3pm. |
| Failure to Notify Fee: | \$10.00 per child - Failure to inform REACH CYA of schedule changes by 3pm. |

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|---------------|--|
| Past Due Fee: | \$15.00 - charged when tuition is not received by the last day of the month. |
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- REACH CYA reserves the right to suspend a child who has an outstanding tuition balance.
 - REACH CYA reserves the right to change payment terms based on delinquent or slow payment history. This includes but is not limited to: pre-payment plans; cash or money order only payments; cancellation of special payment arrangements.

Returned Check Fee or Returned Online Bank Transaction Fee:	\$20.00
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*****Failure to adhere to these guidelines may result in suspension*****



PAPERLESS BILLING - You will be billed monthly based on the number of days your child(ren) attended the program. Your invoice will be prepared and emailed to you at the beginning of each new month. Your tuition payment must be received by our office by the end of the month to avoid late fees and possible suspension.

FINANCIAL ASSISTANCE - Financial assistance for child care may be available through Suffolk County Department of Social Services. Call 631-854-3349 or 631-854-9407 for more information and an *Application for Child Care Subsidy*.

FUNDRAISING & DONATIONS - REACH CYA's child care programs rely solely on tuition payments to meet its financial needs. We may sponsor fundraising events to help purchase equipment and to offset operating costs. REACH CYA welcomes donations of new and gently used toys and games.

***** Don't forget to call by 2:00pm to avoid penalty fees*****

BEFORE SCHOOL PROGRAM

The Before School Program is held from 7:15 to 9:15 AM daily and follows the school calendar.

- **Arrival:** Parent/guardian **MUST** escort their children into the school building and sign in daily. Children may never be dropped off at an outside door. If a child is not signed-in a "Failure to Sign-in Fee" of \$5.00/day will be charged. Children may never be dropped off before 7:15 AM. *Those who arrive early will be charged \$1.00/minute until the program begins.* Repeat offenders will be suspended from the program.

Children may be released from the Before School Program for extra help or morning school activities with parent permission. (Full daily program fee will apply.)

- **Activities:** Light breakfast is served until 8:15 AM. Games, Legos, puzzles, creative toys, art, crafts, gym time or outside play are available to students. Homework assistance is not provided in the Before School program.
- **Dismissal:** Children will be dismissed from the program to their classrooms.

IMPORTANT: BEFORE SCHOOL SCHEDULE CHANGES

*If your child is on a **Varied Schedule**, parents must notify the REACH CYA office by 2:00pm, **one day in advance**, when your child **WILL** be attending the program. Contact the office by phone, fax or email, receipt of your email will be confirmed.*

We understand there will be unforeseen events that may change your schedule at the last minute – and we will accommodate these changes without penalty.

BREAKFAST & SNACK

We are sensitive to allergy and digestive needs. All foods in our program are peanut and tree nut-free and from facilities that do not process nut products. We also provide options for children with food restrictions. Breakfast includes: a variety of cereals; breakfast bars; bagels, water, low-fat milk. After school snack includes: water; baked, reduced sugar, low calorie, or whole grain chip and cracker options; plus the occasional cookie treat. Complete snack lists are available.

DROP-OFF & PICK-UP PROCEDURES

In an effort to protect the health, safety, welfare and privacy of children in our care, NYS licensing regulations do not permit parents or authorized pick-up persons to sit or linger in our program at drop-off and pick-up time. This includes the playground when in use by our program. Parents and pick-up persons are not permitted to approach or engage other children in the program.



NOTICE - No firearms, shotguns or rifles are permitted on school premises.

AFTER SCHOOL PROGRAM

The After School Program is held from 3:15 to 6:15 PM daily and follows the school calendar.

- **Arrival:** Children are greeted by staff and attendance is taken. You must notify REACH if your child will be arriving late following an after-school activity.
- **Activities:** Snack is provided daily. Games, Legos, puzzles, creative toys, art, crafts, gym time or outside play are available to students.
- **Homework:** Approximately 45 minutes is allocated for students to work on homework, study, or read. Children are directed to work independently. Staff is available to answer questions regarding homework directions, to provide encouragement, and oversee that children are quietly on task.
- **Dismissal:** Parent/guardian/authorized adults **MUST** sign-out the child upon pick-up. *Those who pick-up up late will be charged \$1.00/minute from 6:16-6:30PM, \$2.00/minute after 6:30PM.* Repeat offenders will be suspended from the program.
- **Pick-Up Information:** All adults must be on your authorized list. Photo ID will be required. You must contact the REACH CYA office if someone other than yourself or those on your authorized pick-up list will be picking up your child (see Password Information). A child will **NEVER** be released to anyone who is not on your authorized list unless you have contacted the office.

Under no circumstances will a child be released to anyone, parents included, who shows signs of being under the influence of drugs or alcohol.

IMPORTANT: AFTER SCHOOL SCHEDULE CHANGES

Parents must notify the REACH CYA office before 2:00pm regarding any schedule changes for that day. Changes can be made by phone, fax or email, receipt of your email will be confirmed. Parents who fail to notify REACH CYA by 2:00pm will be charged a fee (see Additional Fees) and are not guaranteed that there will be space available for their child to attend.

Note: Schedule changes for more than 1 week must be submitted in writing via fax or email. This includes all after school clubs and activities.

You must notify us:

- If your child **will not** attend the After School Program on a **scheduled day**.
- If your child **will** attend the After School Program on an **unscheduled day**.
- If your child is attending an after-school activity, and will be **arriving late** to the After School Program. (Full daily program fee will still apply.)
- When a scheduled after-school activity has ended or is cancelled.

DON'T FORGET! You must inform **both** the school and REACH CYA of schedule changes.

ILLNESS

If your child is noticeably sick (fever, vomiting, rash, etc.) you will be called and asked to have your child be picked up immediately. Please notify us if your child is contagious.

PASSWORD INFORMATION

Parent Password: The registration form will ask you to specify a password to be used by yourself and our office staff. This password will confirm your identity when you call to inform the office of alternate arrangements, such as when another person will be picking up your child.

CUSTODY AGREEMENTS

A copy of supporting court documentation must be kept on file at REACH CYA regarding custody agreements and/or pick-up restrictions. All information will be kept confidential in your child's file. Without a copy of official papers, REACH CYA may not be able to prevent your child from leaving with his/her non-custodial parent.

BEHAVIOR GUIDELINES

The goal of our program is for each child to develop a sense of respect for him/herself and others. We strive to create an environment that encourages children to make positive choices. The staff is trained to guide children in becoming responsible for their own actions, and to resolve conflicts peacefully. When a problem arises, these are the steps our staff takes toward reaching these goals.

1. *Staff will work with the child, discussing the problem, suggesting and supporting behavior changes, explaining and redirecting.*

2. *If a pattern of negative behavior persists, staff will talk with the parent in order to obtain assistance and suggestions for developing effective approaches with the child.*

3. *If the negative behavior continues, and/or the child's actions are a threat to the well-being and safety of himself, other children or staff, parents may be asked to remove their child from the program.*

REACH CYA reserves the right to suspend a child from the program at any time based on the severity of their behavior. Such behaviors may include: purposeful harm to others; the threat of physical violence; any instances of bullying; use of bad language; rude or socially unacceptable behavior, drawings, writings; disregard of staff direction and guidance; verbal harassment of peers or staff; and unauthorized departure from assigned child care space.

Parents are encouraged to support REACH CYA's efforts to ensure appropriate behavior. If an issue occurs between children, parents must speak with REACH CYA staff and will not be permitted to approach other children in the program.

EMERGENCY CLOSINGS

Child care programs follow the district calendar. If the school district is closed, REACH CYA Before and After School Programs are cancelled.

- **DELAYED OPENING** – In the event of a delayed opening the Before School Program will be cancelled.
- **EARLY DISMISSAL** - In case of an early dismissal the After School Program will be cancelled.
- **EMERGENCY or HAZARDOUS WEATHER** – In the event of unsafe situations REACH CYA reserves the right to close the After School Program early or cancel the program.

Parents must have alternate arrangements in place in case of emergency closings. We encourage you to use these arrangements whenever conditions are hazardous. If weather conditions worsen during the afternoon, we may insist that parents use these alternate arrangements to ensure the safety of the children. Parents are required to keep all work and emergency numbers current.

- **PARENT NOTIFICATION** – Parents will be notified by **TEXT and EMAIL only**. One text will be sent to each parent/guardian on file. You will not be able to reply to the text message. Email notifications will also be sent.

Closings and delay information can also be found on: www.hhh.k12.ny.us or www.reachcya.org

- **SCHOOL ANNOUNCEMENTS**– If your school announces: **"All After School Activities are Cancelled"** this does not include the REACH CYA Child Care Program. We will contact you directly if our program closes.

EMERGENCY RELOCATION INFORMATION

If an emergency arises during our program and relocation is necessary, the HHH transportation department will transport our children to a safe location within the district.

Location #1: Fran Greenspan Administration Ctr
525 Half Hollow Rd, Dix Hills

Location #2: HHH High School West
375 Wolf Hill Road, Dix Hills

STAFFING

Jill Lubeck, School Age Child Care Director, supervises the program staff. Our programs maintain a 1:10 staff to student ratio. Staff is trained to meet all NYS School Age Child Care requirements, and is fingerprinted and screened by the Office of Children and Family Services. Our staff consists of dedicated individuals who enjoy working with children.

CHILD ABUSE and MALTREATMENT –

The abuse or maltreatment of children is against the law. Go to OCFS.ny.gov/main/cps/ for information and resources. If you suspect abuse or neglect report it immediately at 1-800-342-3720. If a child is in immediate danger call 911.

****For After School Program Only****

School Teacher's Note

Please deliver this note to your child's teacher.

(For children with VARIED schedules, please be sure to notify your child's teacher and the REACH CYA office of the days s/he will attend.)

START DATE: _____

Dear Teacher,

My child, _____, will be attending the REACH CYA
After School Program on the following days:

_____ Monday

_____ Tuesday

_____ Wednesday

_____ Thursday

_____ Friday

_____ Varied Schedule (parent will notify teacher **and** REACH CYA office accordingly)

Parent/Guardian Signature

Date

- ALL FAMILIES MUST COMPLETE THIS PAGE -

SPECIFIC MEDICAL, BEHAVIORAL OR DEVELOPMENTAL NEEDS

Depending on your child's need, additional paperwork and a meeting with the Child Care Director may be required prior to your child's start to ensure how your child can best be accommodated. Failure to share information that identifies your child's special care, accommodations or supervision needs may jeopardize the placement of, or continued participation by your child in the program.

CHILD'S NAME _____

DATE OF BIRTH _____

DOES YOUR CHILD HAVE ANY SPECIAL HEALTH NEEDS?

NO YES **If yes, please describe:** _____

Is your child under the care of a physician for this condition? NO YES

Describe any challenges with movement, hearing, eyesight, or thinking: _____

Please list special safety instructions/crisis plan recommendations: _____

DOES YOUR CHILD HAVE ANY ALLERGIES—including drug reactions?

NO YES **If yes, please list allergies and complete below:**

1. _____ What happens: _____
2. _____ What happens: _____
3. _____ What happens: _____

ARE THERE ANY FOODS YOUR CHILD MAY NOT EAT?

NO YES **If yes, please specify:** _____

DOES YOUR CHILD REQUIRE EMERGENCY MEDICATION TO BE KEPT AT THE PROGRAM? NO YES

If yes, please indicate which medication: EPI PEN EPI PEN and BENEDRYL Benedryl cannot be accepted unless it is with an Epi Pen
 INHALER NEBULIZER

NOTE: Before your application can be processed you must submit a Written Medication Consent Form for each medication signed by you and your doctor; and provide us with current, updated medication. This form can be obtained from our website or the REACH CYA office. If medication expires it will be immediately removed from the program.

DOES YOUR CHILD TAKE REGULAR MEDICATIONS?* NO YES

If yes, specify name and purpose below:

1. _____ Purpose: _____
2. _____ Purpose: _____
3. _____ Purpose: _____

**Note: REACH CYA staff may not administer medication, except for those listed above as prescribed for emergencies.*

DOES YOUR CHILD HAVE ANY SPECIAL SUPERVISION NEEDS (Physical, behavioral, emotional, developmental, etc.?)

NO YES **If yes, please describe:** _____

Please describe specific symptomatic behaviors: _____

Please list triggers: _____

Please list symptoms: _____

Please describe how you recommend handling behaviors: _____

DOES YOUR CHILD RECEIVE SPECIAL EDUCATION SERVICES? NO YES **If yes, please check all that apply:**

- ___ RESOURCE ROOM
- ___ ONE-TO-ONE PARA
- ___ SELF CONTAINED CLASS (STUDENT/TEACHER RATIO _____)
- ___ OTHER (EXPLANATION REQUIRED) _____

REACH CYA HEALTH INFORMATION FORM

CHILD'S EMERGENCY HEALTH INFORMATION		
CHILD'S NAME	D.O.B.	
PARENT/GUARDIAN		
PHONE (PRIMARY NUMBER TO CALL)	ALT. PHONE	
EMERGENCY CONTACT	RELATIONSHIP	PHONE
CHILD'S PHYSICIAN	PHONE	
ADDRESS		
HOSPITAL YOU PREFER		

CHILD'S MEDICAL INSURANCE COVERAGE	
INSURANCE COMPANY	POLICY NUMBER
POLICY HOLDER NAME	EMPLOYER NAME

EMERGENCY MEDICAL CONSENT

In the event I cannot be reached in a medical emergency, I give REACH Community and Youth Agency, Inc. staff authorization to secure proper medical treatment, including taking my above named child to the nearest hospital. I understand that I am financially responsible for any expenses for medical care or transportation incurred on my child's behalf. I understand REACH CYA does not provide any health/hospitalization insurance for program participants. I agree to hold REACH CYA, Inc., staff, Board of Directors, volunteer chaperones, designated drivers and all funding sources harmless from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury or property damage, to the extent permitted by law. I understand and fully give the consent described above.

PARENT/GUARDIAN SIGNATURE: _____ **DATE** _____



**All families must complete the
Medical, Behavioral or Developmental Needs Form
 on the previous page.**

SCHEDULE & LAST MONTH SECURITY DEPOSIT

CHILD'S NAME _____

BEFORE SCHOOL PROGRAM

SCHEDULE OPTIONS – Please check one:

BEFORE SCHOOL – CONSISTENT SCHEDULE

Please circle days your child will attend:

M T W TH F

BEFORE SCHOOL – VARIED SCHEDULE

I will notify the REACH CYA office by **2:00pm, one day in advance**, when my child will use the program.

AFTER SCHOOL PROGRAM

SCHEDULE OPTIONS – Please check one:

AFTER SCHOOL – CONSISTENT SCHEDULE

Please circle days your child will attend:

M T W TH F

I will notify the REACH CYA office before **2:00pm**, when my child will not attend the program on a scheduled day.

AFTER SCHOOL – VARIED SCHEDULE

I will notify my child's elementary school and REACH CYA by **2:00pm** each time my child will attend the program.

LAST MONTH SECURITY DEPOSIT

Your Last Month Security Deposit will be applied to your final invoice at the end of the school year. Unused funds will be returned to you in July.

PLEASE CHECK APPROPRIATE BOX:

- \$150 per family – BEFORE SCHOOL PROGRAM ONLY
- \$150 per family – AFTER SCHOOL PROGRAM ONLY
- \$200 per family – BEFORE & AFTER SCHOOL PROGRAMS

Last Month Security Deposit	\$ _____
PLUS Family Registration Fee	+ \$60 per family
Total Amount Due	\$ _____

Please make check payable to REACH CYA, Inc.

BEFORE and AFTER SCHOOL BEHAVIOR AGREEMENT

Please read and discuss this agreement with your child before signing.

1. I agree to listen to adult staff members and follow their direction.
2. I agree that I must pick up after myself and put things away.
3. I agree that I will not take things that do not belong to me.
4. I will not leave a room without permission from a staff member.
5. I agree that everyone is different and we may do things differently. I will not make fun of other people or the way they do things.
6. I agree that words can hurt people, and that I will not use bad language or say mean things.
7. I agree not to hit, punch, kick, push, wrestle or put my hands on anyone in any manner.
8. I agree not to make rude and socially unacceptable gestures, comments, writings or drawings.
9. I agree that if I am angry or upset about the way someone behaves towards me that I will find an adult to talk to.
10. I understand that if I cannot follow these guidelines, I may be immediately suspended or dismissed from the REACH CYA program.

Child's Signature _____ Date _____



REACH CYA PARENT AGREEMENT

I have read and agree to the contents of the REACH CYA Registration Packet and Enrollment Application, including:

- Registration Deadlines
- Enrollment Requirements and Application of Last Month Security Deposit
- Program Fees and Additional Fees
- Schedule Change Deadlines
- Paperless Billing
- Payment Terms
- Financial Assistance - Suffolk County Department of Social Services
- Before School Program Information and Procedures
- After School Program Information and Procedures
- "Varied Schedule" Procedures
- Breakfast and Snack Information
- Drop-Off and Pick-Up Procedures
- Illnesses
- Password Information
- Custody Agreements
- Behavior Guidelines and Agreement
- Emergency Closings, Parent Notifications, Emergency Relocation
- Notification of Medical, Behavioral, Supervision, Special Education Needs
- Written Medication Consent Form if emergency medication is required to be kept at the program

In addition, I agree to abide by REACH CYA's guidelines including but not limited to:

- ▶ I am responsible for the full daily tuition fee once my child reports to the program.
- ▶ I am responsible for all child care expenses incurred for the child(ren) I have registered. I understand that it is not the responsibility of REACH CYA to seek collection of fees from other responsible parties.
- ▶ REACH CYA reserves the right to change payment terms based on delinquent or slow payment history.
- ▶ In the event that my account is referred to an attorney, I will pay attorney's fees of 25% of the total unpaid balance plus court costs. Should my account be referred to a collection agency REACH CYA reserves the right to deny future enrollment in any REACH CYA programs.
- ▶ I must notify REACH CYA if someone other than those on my authorized list will be picking up my child.
- ▶ REACH CYA will use the emergency numbers I provide to arrange for transportation if my child appears ill, is not picked up by the end of the program, or if the program closes early due to inclement weather conditions or any other emergency.
- ▶ REACH CYA is not responsible for my child's missing or damaged items. I am aware that my child should leave valuable belongings at home.
- ▶ I give (do not give) permission for REACH CYA to use activity photographs of my child in publicity materials.

Parent/Guardian Signature _____ Date _____



FOR OFFICE USE ONLY:	TOTAL RECEIVED \$ _____ CASH / CHECK # _____
	RECEIVED BY _____ DATE _____