

Main Center 257-0200

579 Warren Road

Kendal at Ithaca 266-5309

2250 North Triphammer Road

HOURS: 7:30 AM – 5:30 PM (M-F)

PLEASE NOTE: The Center closes at 5:30 PM. Please plan to arrive with enough time to gather your child's belongings, talk with your child's teacher and exit the building by 5:30. *Thank you.*

School Age Program (SAP) 257-4670

Vineyard Church, 23 Cinema Drive

HOURS: 2:30 – 5:45 PM (M-F)

In case of an emergency, the Executive Director/Program Director or the IC3 Board Officers may be reached at home on weekends or in the evening.

EXECUTIVE DIRECTOR: Sherri Koski (cell 342-5999)

PROGRAM DIRECTOR: Jeanne Malone (cell 279-1688)

2014-2015 EXECUTIVE COMMITTEE (BOARD OFFICERS)

Dan Hazlitt -President

Sarah Tomei-Vice President

Susan Hoskins-Secretary

Ron Huggins-Treasurer

Ithaca Community Childcare Center's SCHOOL AGE PROGRAM (SAP)

Welcome to IC3's School Age Program (SAP) We believe your child will enjoy the comfortable and engaging environment. If you have any questions, please do not hesitate to call us.

Administered by: Ithaca Community Childcare Center (579 Warren Road)

Main Center Phone Number: 257-0200

On-Site Phone Number: 257-4670 (2:30-5:30 p.m.)

LOCATION: The Vineyard Church located at 23 Cinema Drive. When school is dismissed, your child will board an ICSD bus and be dropped off at the IC3 after school program. Our staff members will sign your child into the program. We have use of the gym and outdoor play area.

HOURS: Our program runs from 2:30-5:30 PM daily. While our program ends promptly at 5:30, our staff will watch children until 5:45 for those families unable to pick up their children by 5:30. Our full day program runs from 7:30 a.m. to 5:30 p.m. on many days when school is closed.

Opportunities To Be Involved

The SAP staff encourages parents to participate in our program's activities at whatever level is possible within the confines of your schedule. One of our goals is to help your child integrate his or her experiences at home and at school into a coherent whole. When a child, parent, SAP staff, and other families work together and get to know each other, the children feel more comfortable in both settings, the parents feel more informed, transitions are easier, and everyone feels more supported. Parents are the most important link in this chain.

Please consider some of the following: help with field trips (we do local walks as well as trips that require transportation), bringing supplies and materials for art and/or science projects, leading a group project, share a family tradition or recipe, or just coming to play with the children. Consider arriving early for pick-up so that you can learn what is going on and where you might help out. We welcome your participation at all times.

About The School Age Program (SAP)

School Age Programs: What are they?

After School Programs are different from both school and childcare programs for younger children. Our primary goals are recreation, skill building and providing a safe and peaceful environment for the children. We emphasize mutual cooperation, consideration of others, and peaceful coexistence. A safe and peaceful environment is created through careful supervision by staff, the development of separate areas supporting a variety of activities including an area of blocks, a quiet reading area, gross motor space where running can be enjoyed, as well as appropriate areas for board games, sports, art, and science projects. The environment as a whole considers a child's full physical, cognitive, social, and emotional development.

Recreation includes supervised free time with a wide variety of choices involving games, sports, art and imagination. Skill building is developed through organized sports that are cooperative and

non-competitive. The emphasis is on learning to play, not winning. Play is an essential element in a high-quality school age program. The National Association of Elementary School Principals in its “Standards of Quality Programs for Young Children” has stated: “Spontaneous play, either alone or with other children, is a natural way for young children to learn to deal with one another and to understand their environment; play should be valued and included in the program plan.”

A high quality program depends upon a professional staff and informed and involved parents. The Day Care and Child Development Council supports the development of professional School Age staff through the School Age Program Directors’ Meetings, extensive trainings, and a wide variety of resources. Parents are kept informed through a variety of media including newsletters, bulletins, Parent Log, and daily conversations. Participation is encouraged in a variety of ways. All programs guarantee unlimited access to parents. Parents are always welcome.

The IC3 School Age Program (SAP)

For over twenty years, our School Age Program has been a part of the After School Programs of Tompkins County offering after school care for children who are not able to go home when the school day is complete. We are licensed by New York State Department of Children and Family Services, and adhere to extensive guidelines in creating and supporting the program. These guidelines are available at anytime to parents and staff.

Our goal is to create a program emphasizing recreation, skill building, and providing a safe and peaceful environment. Children are encouraged to grow emotionally, socially, cognitively, and physically. We carefully design our environments to encourage and support appropriate behavior and growth. Planning for activities and staffing is based on the diverse interests and needs of the children. We plan for activities that are exciting, interesting, provide choices, build skills, and reflect the physical, social, cognitive, and emotional needs of the children in our program. The ways in which we address each of these areas are outlined below.

Emotional: The school age program is relaxed and informal, to complement the long day children have already put in at school. The teachers work as a team to provide multi-age and multi-cultural experiences for small and large groups. They often have opportunities to interact individually with children.

Social: The children have opportunities to play and work with children in their own age group as well as children of other ages. Older children can model behavior, skills and learning processes for younger children. Younger children provide older children with an opportunity to share what they have learned and to develop a sense of caring. Teachers nurture a feeling of respect for one’s self and for others. They work with children on conflict resolution, encouraging children to use their words to express their feelings and to solve problems.

Cognitive: Activities are designed to foster self-confidence while working with various art media, arts and crafts materials, and creating scientific experiments. Areas are designated for dramatic play, blocks, table games, and small construction. Emphasis is on the process, not the product.

Physical: Children have use of gross motor space and outdoor play areas. Large motor skills continue to develop as children climb, run, and swing and practice ball skills. Indoors, activity

areas are planned to provide opportunities to use and develop small motor skills. Skill building is an important part of this process as the children develop more sophisticated coordination and skills.

Our school age program is built on the premise that all of life is learning and learning can be fun. Learning does not stop when school lets out but is present in every experience. Children feel safe in a caring environment that provides opportunities to make choices, develop independence, accept responsibility, and nurture relationships.

Group Size and Staffing

We enroll up to 50 children per day in our K-5 program. The staff at the program consists of 1 Program Leader and 5 Counselors. The staff works as a team to coordinate all school age programming. The staff exchange information with parents at regular intervals to keep everyone apprised of how and what the children are doing. These discussions are conducted appropriately, which, at times, means not in front of the children. The staff is available to meet with parents if there are any program concerns that you wish to discuss. Please call the main Center to leave messages for them or call the program directly.

Behavior Guidance

The Ithaca Community Childcare Center uses positive guidance as a learning tool to provide children with guidance and security necessary for emotional and social growth. Guidance techniques are designed and carried out in such a way as to help the individual child develop self-control and to assume responsibility for his or her actions.

Positive guidance methods used in this learning process include: redirection, positive reinforcement, alternatives and choices, problem solving techniques, modeling, limit setting and time spent away from the group or situation to gain control.

The After School staff encourage positive behavior that allows for a safe environment for all students, free from verbal and physical harassment. Staff expect children to be respectful to others and property, to follow directions, use appropriate language, stay in an assigned area and comply with After School rules.

The staff at the After School Program will make every effort to work with children having difficulties, in order that they may participate safely and the safety and well-being of all the children is protected. If a child displays frequent disruptive behavior which is detrimental to the physical or emotional well-being of another child/children or disrupts the operation of the program, the Program Leader and/or Counselors will discuss the behavior with a parent, guardian or family member and come up with a plan of action for the future. If the behavior continues, second offense, the parent, guardian or family member will be called and asked to take the child home and the child will not be allowed to attend the following day. On the third offense, the parent, guardian or family member will be called and asked to take the child home and the child will be suspended from the program for 3 days. On the fourth offense, the child's enrollment in the program is rescinded.

The Executive Director or Program Director reserves the right to exclude a child from the program when the emotional and physical well-being of the children and the staff is in jeopardy. This notice can come without warning if the situation warrants.

It is also our policy that we will handle all discipline situations which may arise with the children while they are at the Center. IC3's confidentiality policy states that matters relating to children and their families are confidential and are not to be discussed with other families. If a parent has concerns regarding another child's behavior, we strongly encourage parents to discuss these concerns with the SAP Program Leader and/or Counselors.

SAP Daily Schedule

While the actual daily schedule and planning varies depending on the children, the weather, and the planned activities, following is a general outline of how the School Age Program is scheduled.

2:30 – Arrival/attendance, table activities, snack available, children may choose to eat or continue his/her activity

3:00-5:15 - Rotation of activities, crafts, manipulative, board games, gross motor and art activities

4:15-5:15- Daily enrichments which rotate approximately every six weeks

5:15- Clean-up in classrooms and gym

During rotations, children have choice within the designated rotation area. A hands-on activity developmentally and age appropriate for grades K-5; block building; games such as Clue, UNO, Sorry, and Dominos; outdoors, shooting baskets, exploring nature, or playing organized games such as tree tag or capture the flag; free play in the gross motor space using tumbling mats, rubber balls or scooters; reading a book; cooking or completing homework.

“Wind down time” is a time at the end of the afternoon when everyone should start to wind down and engage in a quieter activity that includes one of the following:

storytelling; playing quiet board games such as Monopoly, Sorry, or Dominos; organized quiet games in the gym such as telephone or show & tell; coloring or drawing; and playing game gear.

Sign In and Out

SAP Leader and/or Counselors will sign your child in on a daily basis. Parents, Guardians, and/or family members are expected to sign the child out each day using the kiosk. Parents, Guardians, and/or family members will be instructed on how to use the kiosk during the first week of enrollment.

Phone Calls To SAP: The program has its own phone line (257-4670).

Drop-In Policy: If your child is enrolled on a part-time basis in SAP, you may request extra days. These requests will be honored based on enrollment for that day. You will be charged for extra days on the next tuition bill. Requests for extra days should be made with the SAP leader in advance.

If Your Child Will Be Absent: Whenever your child will be absent or late for any reason (appointments or illness), please call the main Center (257-0200) by 12:30 p.m. After 12:30, you may call 257-4670 (SAP direct line) and leave a message on the machine. It is vital that you inform us if your child will be absent either by talking with the SAP Leader or by calling either numbers.

Field Trips: On full days, field trips are often planned, and arrival and departure times will be posted in advance. Parents are always encouraged to attend. Many field trips require a nominal fee (no more than \$5). You will be notified in advance of any field trip fees.

Full-Day Program: We provide full-day care for your child from 7:30 a.m. to 5:30 p.m. on many days when the public schools are closed. All children must be signed up in advance for full days. Attendance for full days is covered in your tuition as long as your child is enrolled for that day of the week.

Sign-up sheets for full day care will be posted 2 weeks in advance. All children (even those who are normally scheduled to attend SAP on that day) must be signed up in advance for these full days. Children enrolled in our program but who are not normally scheduled to attend the program on that particular day may also attend if there are any openings (available on first-come first-served basis).

Children must be signed up in advance for each full day. This allows the SAP Leader to plan staffing, field trips, activities, snacks, etc. Your child will not be permitted to attend programs unless they are signed up in advance.

Fees For Full Days: For those children who are not normally scheduled to attend SAP that day: you will be charged at your regular daily rate for that day. Charge(s) will be added to your next tuition statement. If your child is normally scheduled to attend SAP on that day: there is no additional charge for that day.

**** Whenever there is a full day, expected or unexpected, please send a bag lunch with your child (we will provide a morning and afternoon snack). ****

We may be able to offer care on some days when the schools and/or IC3 are closed due to weather. Listen to local radio stations for information on those days.

Picking Up Your Child: The program runs from 2:30 until 5:30 PM. Please allow time for your child to put away materials or games s/he has been using. You may pick up your child any time before 5:30. While our program ends promptly at 5:30, staff will remain onsite until 5:45 for those parents unable to arrive by 5:30.

Families who are repeatedly late (more than two times within a 6 month period) will receive a late fee of \$50 each time they are between 1 and 15 minutes late. After 5:45, every

effort will be made to reach parents and emergency contacts by telephone. After 15 minutes, the parents will receive an additional \$50 fee, and at 30 minutes, if no contact has been made with parents or emergency contacts, the police will be called.

Who May Pick Up Your Child: Only an authorized adult may pick up your child. An authorized adult is one whose name is written on the child's enrollment form. Whenever someone other than those authorized on the enrollment form will be picking up your child, the "Consent to Release Child" form must be completed or a note to this effect must be completed and signed by the parent prior to or on that day. Please make sure your child also knows who will be picking him/her up. We will not release your child to anyone unknown to us without written authorization. In case of an emergency, you may call the SAP staff or main Center to give your verbal authorization. Authorization will be given only if we recognize your voice; you should send written authorization the following day. *NOTE: If there are special circumstances why a parent or other relative may not be allowed to pick up your child (i.e., custody disputes, etc.), the Executive Director must be notified immediately.*

Please note: As mandated child abuse reporters, we will not release a child to any adult if there is suspicion of inebriation. We will call the local authorities to ask them to administer a test to check the level of alcohol in the blood to learn if there is any impairment of the person's ability to drive.

SNOW DAY/EARLY CLOSINGS: If the SAP will be closed or is on a delay, we will announce our decision on the following radio stations: WHCU (870 AM; 97.3 FM), WVBR (93.5 FM), WQNY (103.7 FM), WSKG (90.9 FM), WTKO (1470 FM).

If there is a **COMPLETE CANCELLATION OF IC3 AFTER SCHOOL PROGRAM**, you will hear the following announcement on local radio stations by 6:30 a.m.:

*"Ithaca Community Childcare Center, IC3 Afterschool, and Kendal at Ithaca Childcare are **CLOSED**."*

If IC3 is **DELAYED in opening**, you will hear the following announcement on local radio stations by 6:30 a.m.:

*"Ithaca Community Childcare Center, IC3 Afterschool, and Kendal at Ithaca Childcare are on a (1,2,3) **HOUR DELAY**."*

This means that a decision (on whether to open or cancel) is in the process of being made. On delayed opening days, the Main Center and the SAP will **NOT** open before 9:30 a.m. We may open as late as 11a.m. or cancel for the day. **The final decision will be announced on local radio stations between 8-9 a.m.**

- If there will be an EARLY CLOSING, a decision will be made by 12 noon, and you will hear the following announcement on local radio stations:
 - *"The Ithaca Community Childcare Center and IC3 Afterschool Program will close at ____ p.m. today."*

In the event of an early closing, we also try to notify as many parents as possible by phone (in addition to the radio announcements). IC3 will send out a text and an email to families when we are closed or experiencing a delayed opening.

Health Notes

Medical Form Updates: All children enrolled in our programs are required to have a medical exam within 90 days prior to their first day and subsequent well exams every 2 years thereafter. NEW FAMILIES: If your child has not had a recent medical exam, please schedule one as soon as possible. RETURNING FAMILIES: Please note the date of your child's most recent exam; s/he will need another exam within 24 months of that date. *NOTE: We can also accept a copy of the medical form that you provide to your home school. However, it is your responsibility to obtain a copy of this form for IC3.*

Health Policy: The SAP is administered through Ithaca Community Childcare Center and is licensed and regulated through the New York State Department of Children and Family Services. Therefore, the IC3 Health Policies and Guidelines for Excluding a Child from Group Care apply to the School Age Program as well. A copy of the Health Policy is available at SAP. Any child who is absent from school due to illness must also be absent from After School.

In Case of Emergency: You will be called immediately if your child is sick or injured. Please be sure that the SAP teachers know of your location during program hours. IF your child is injured and you cannot be reached, the staff will notify your emergency contacts and proceed to get medical attention for your child as they see appropriate. Your signature on the Parent/Center Agreement and the Emergency Consent forms give us this authorization. We will document everything we do and continue to try to reach you. We do carry accident, general liability insurance and automobile liability insurance.

Financial Notes

Tuition Policy: Tuition is charged for every scheduled day of SAP operation (including days when the program is closed for holidays, unexpected closings, snow days, or delayed openings).

NOTE: All fiscal matters are handled by the Finance Manager at the main office (579 Warren Road). Please call 257-0200 with any fiscal or tuition questions.

Tuition Statements (Bills): Tuition statements will be provided prior to the 1st of each month and placed in your SAP mailbox. Statements are provided for your records, showing payments and charges to your account for the past 30 days. Because your tuition charges remain the same each month, payment of tuition is expected by the 1st of the month regardless of whether you have received your statement by that date. If you do not find a statement in your box prior to the 1st of the month, please check with your SAP counselors. **If they are unable to locate a bill for you, please notify the main Center immediately.** We recommend you retain these statements for your future income tax records.

Paying Your Tuition:

- **Tuition payments are due in full by the 1st of each month.** Payments not received by the 1st of the month will be assessed a \$15 late fee. In addition, any

account with an outstanding balance as of the 15th of each month will be assessed finance charges at a rate of 1.5% per month.

- **Tuition payments should be given to the SAP counselors** for deposit into the tuition envelope or brought directly to the main Center (579 Warren Road).
- **To ensure that your payment is applied to the proper account**, include your child's full name and the corresponding invoice number on your check.
- **If you would like a receipt**, please request a receipt from the SAP leader.
- **If you have a Select Benefits Form that requires an IC3 signature**, please include the form along with your payment. The form will be signed at the main Center and returned to your parent mailbox within two days. (If no check is attached to your Select Benefits Form, we must verify your payment with our accounting records. We will return the signed form to your parent mailbox in 3-5 days.)

How Tuition Is Calculated: Monthly tuition charges will remain the same each month, assuming no permanent change in your scholarship amount or your child's enrollment has occurred that month.

Monthly tuition is averaged over an entire year, with each month based on an average of 21.75 days (4.35 weeks) of operation. SAP tuition is averaged over the 10-month period from September-June.

If you enroll or withdraw in the middle of the month, your tuition will be pro-rated based on the number of days actually enrolled.

Absence & Vacation Tuition Policy: If a child is absent from the program for any reason (whether sick, on vacation, or staying home with a visiting relative), tuition must still be paid.

For extended periods of absence, a parent may withdraw the child and re-enroll later if:

- The period is for at least seven weeks; and
- Six (6) weeks' notice of withdrawal is given to the Enrollment Leader; and
- Payment for the first two weeks of re-enrollment is paid before leaving ; **and**
- **The Center is able to fill the spot with a child needing only temporary care.**

A child's spot may be held for future re-enrollment if all the above criteria have been met. For all other absences, tuition is paid as usual.

ENROLLMENT CHANGES/WITHDRAWALS: Your child's enrollment has been set according to your request. **If you need to change your child's enrollment or withdraw your child from SAP, you must give the Center at least 6 weeks' written notice.** This allows us time to find and enroll another child into the program. Children may be enrolled for 2, 3, or 5 days/week. The ability to switch enrollment days depends solely on whether we have an opening on the day(s) you request. Generally, children may be enrolled for 2 or 3 days per week only if there is an exact match for that spot (i.e., a T/TH enrollment must be matched with a M/W/F).

Contact the Enrollment Leader with any questions.

Withdrawing From the Program: If a family wishes to withdraw their child from SAP, **a minimum of six (6) weeks' advance written notice is required.** This is necessary to find another child to enroll in that space with no loss of income to the program. If a child is withdrawn without notice, the parents are required to pay six weeks' tuition beyond the date of withdrawal. This final

obligation will be pro-rated only if the Center is able to find a child to enroll in that space before the end of the six weeks. Contact the Enrollment Leader with any questions.

Tuition Assistance & Scholarships: Tuition assistance may be available. Please speak to the Executive Director at the main Center. For short-term emergency needs, a Central Scholarship Fund is administered by the Day Care Council (273-0259). The Department of Social Services may also provide assistance for day care families. Call 274-5286 for more information.

Parent-Center Communication

Please remember to check your Parent Mailboxes daily for news, information, and messages.

The Parent Advisory Group of the Montessori School Age Program

The Parent Advisory Group was established to:

- Support program development and policy decisions
- Serve as an advocate for the School Age Program to the Montessori School and the Parent Teacher Association
- Promote understanding and communication of programmatic, scheduling, and financial issues for parents and prospective parents of the School Age Program
- Assist in the School Age Program and Ithaca Community Childcare Center evaluation.

Members include the Leader of the School Age Program, parents, a Board Member of Ithaca Community Childcare Center, and the Program Director of Ithaca Community Childcare Center. Agendas and meeting notes will be posted in the program. All parents are welcome to attend.

Newsletter: The SAP provides a monthly newsletter that will tell you what the children have been doing and a little about our plans for the next month. We also try to get children to help with the sections. Please let us know if you would like to be involved.

Resolving Concerns: Communication between staff and parents is an essential ingredient in providing high-quality care. If you have any questions or concerns about the care your child is receiving, or any aspects of the SAP program, we urge you to discuss them as soon as possible with the SAP Leader, SAP Counselors or the Executive Director. If the issue has not been resolved to your satisfaction OR you believe that the Parent Advisory Group or the Board of Directors should be aware of the problem, you are encouraged to contact any member of either group. Additionally, Board members' names and numbers are posted on the bulletin board in the SAP Program.