



**8 Banta Street, Suite #100
Phelps, New York 14532
315-548-8481**

School-Age Program

Parent Handbook

2011 - 2012



Phelps Community Center School-Age Program

ENROLL NOW

at the

Phelps Community Center!!!

The Phelps Community Center School- Age Program is a NYSOCFS Certified program. It will be held at the Phelps Community Center, 8 Banta St. Suite 100, Phelps, N.Y. 14532. This program will include quiet time to study, do homework, use computer lab and to read. There will be gym time, use of game room, arts and crafts, weekly trip to the library and much more to keep your child busy while they are here developing in our care. ½ days from school will be charged at a full day off rate.

SCHOOL YEAR PROGRAM

Registration Fee: There is \$35.00 Non-Refundable Registration Fee.

<u>Per Day Fees:</u>	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>
Morning Session*	\$9.00	\$12.00	\$14.00
Evening Session*	\$10.00	\$14.00	\$20.00
Both Sessions	\$17.00	\$22.00	\$30.00
<u>Per Week Fees:</u>	<u>One Child</u>	<u>Two Children</u>	<u>Three children</u>
Morning Session*	\$30.00	\$40.00	\$50.00
Evening Session*	\$40.00	\$55.00	\$65.00
Both Session	\$55.00	\$75.00	\$90.00

***Morning Session will be 6:00 AM to 9:00 AM and Evening Session will be 2:00 PM to 6:00 PM**

SCHOOL RECESS PROGRAM

The Phelps Community Center School- Aged program will be open during school vacations, holidays, conference days, and emergency closings from 6 AM to 6 PM.

	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>
Per Day Fees:	\$25.00	\$35.00	\$50.00
Per Week Fees:	\$75.00	\$100.00	\$120.00

2011-2012 School Recess and Vacation Dates

Oct. 10	Columbus Day	Jan. 16	Martin Luther King Holiday
Nov. 11	Veterans' Day	Feb. 9	Half-Day Supt. Conference
Nov. 16 - 18 .	Half-Day Parent/Teacher Conf.	Feb 20 - 24	Winter Recess
Nov. 25 - 26	Thanksgiving Holiday	Mar. 19	Supt. Conference Day
Dec. 12	Half-Day Supt. Conference	Apr.6 - 13	Spring Recess
Dec. 26 - 30	Holiday Recess	Apr. 18 - 20 .	Half-Day Parent/Teacher Conf.
Jan. 2	Holiday Recess Cont.	May 15	Half-Day Supt. Conference

***Note*: Dates are subject to change per the school year calendar.**

The Phelps Community Center School-Age Program will be **CLOSED** on the following days:
Thanksgiving Day, Christmas Day, New Years Day, and Memorial Day.

Phelps Community Center School-age Program Table of Contents: (alphabetical order)

Administration of:

Prescription Medication	10
Non-Prescription Medication	10
Attendance	7
Authorization for Change in Pick-up Designee	15
Authorization for Medical Treatment of Minors	16
Child Abuse	11
Child Information Sheets	21
Child In Case of Emergency Sheet	19
Clothing	9
Confidentiality of Record	9
Contract – School Year	17
Department of Social Services (DSS) Payments	7
Disciplinary Policies	12/13
Emergency Evacuation Procedures	10
Enrollment Criteria	6
Financial Assistance	7
Fire Drills	10
Goals and Objectives	6
Holidays	8
Homework	9
Illness	10
Late Pickup	8
Licensing/Registration Agency	6
Mission	6
Nutritious Snack or Lunch Suggestions	9
Outdoor Policy	9
Parent Contact Information	18
Parent Handbook Verification	14
Payment/Billing	7
Philosophy	6
Pickup Authorization	7
Policy for Releasing Children	8
Registration Changes	7
Reporting Suspected Cases of Child Abuse	11/12
School Vacations	8
Services Provided	9
Staff Values	6
Visitors	7
Welcome Letter	5

Definition of Abbreviations

Parent/Guardian - Inclusive of legal guardian in this handbook

OCFS - Office of Children and Family Services

DOH - Department of Health

PCC - Phelps Community Center

CPS – Child Protective Services



Phelps Community Center

8 Banta Street • Suite 100

Phelps, New York 14532

315-548-8481

Dear Parents/Guardians

Welcome to the Phelps Community Center School-Age Program. We are delighted to serve your family and your childcare needs. We are committed to providing a safe and nurturing environment for your child with opportunities for mental, physical, and emotional growth.

Many children spend a substantial amount of time in childcare. We would like to serve the community by offering an experience in which significant developmental success can occur. In all aspects of our program we feel strongly that your child will build positive self-esteem while enhancing their skills of relationship building with both adults and peers. In our program we hope to not only provide a service for the working family but also allow the children of our community to learn life long skills while in our care.

The PCC School-age Program is a non-profit organization. Our licensed programs are designed to provide each child with a wide array of services utilizing developmentally healthy and interesting activities throughout the week. All of our staff are trained and experienced in working with children. PCC provides its staff with ongoing training throughout the year. Our PCC staff meets New York State Office of Children and Family Services (OCFS) and the New York State Department of Health requirements. Our staff are also screened by OCFS following an interview process with our Director and fully trained in areas like First Aid and CPR.

In our registration packet there are forms for your child's personal information. PCC provides utmost confidentiality and is guided by the rules of HIPPA. The information is utilized only to better serve your child and maintain the safety of all of those in the program including your child. Some parent's fear that the information may be misused while others are concerned about their child being labeled, singled out, or treated differently. We acknowledge these concerns but assure you that the information will only be used to provide the most optimal programming for your child.

This handbook is designed to assist you better in understanding the philosophy, goals, policies, and procedures of our childcare program. As a parent, you are a vital part of the PCC's success. We encourage you to review this booklet with your child and retain it for future reference. If you have any questions or concerns, please feel free to contact us. We are very interested in your comments, questions, and feedback regarding our programs. Welcome to our Phelps Community Center School-age Program.

Sincerely,

William Krise, Director

Mission and Values of the Phelps Community Center School-Age Program

Mission:

The purpose of the Phelps Community Center School-age Program is to provide quality child-care in a safe and nurturing environment that promotes the intellectual, emotional, social, and physical development of children, while supporting local families.

Philosophy:

The Phelps Community Center philosophy is to provide programs in an affirmative environment that values safety, support, and care while allowing children the opportunity to grow independently while participating in a variety of developmentally appropriate activities.

Staff Values:

We believe the success of our programs, as determined by your child's positive experience, is based in the quality of our staff. Our staff members are selected based on their experience, education, character, talents, and interpersonal skills. Our staff plans, with the oversight of our Director, Center procedures and curriculum development for the children. Training includes, but is not limited to, working with 5 to 12 year olds, principles of childcare; CPR, First Aid (RTE), and child abuse detection are mandated for all staff to complete successfully. All childcare staff are screened through the Office of Children and Families Services following an interview process. Most importantly, our staff has one main value – commitment to the children and families we serve.

Goals and Objectives:

The PCC School-Age Program promotes the values of caring, honesty, respect, responsibility, and healthy lifestyles. The program will meet the needs of children at the different stages of development by creating an environment that is homelike and promotes individuality as well as cooperation among the children who participate. Our daily schedule is structured so that it allows for a choice of a wide-range of developmentally appropriate activities with a balance of active and quiet times while providing opportunities for children to pursue particular interests and develop individual abilities. Children are encouraged to participate in the daily functioning of the programs, especially on the formulation of behavioral expectations and choosing some of the programs themes and activities.

Enrollment and Registration Policies

Licensing Registration Agency:

All PCC programs are licensed/registered by the New York State Office of Children and Family Services located at 259 Monroe Avenue 3rd Floor Room 301, Rochester, NY, 14607, (585) 238-8122, Child & Family Resources located at 429 Exchange St., Geneva, NY 14456, (315) 781-1491, and the New York State Department of Health located at 624 Pre-Emption Road, Geneva, NY, 14456, (315) 789-3030. All childcare programs are mandated to uphold all of the rules and regulations pertaining to childcare licensing registration.

Enrollment Criteria:

The PCC School-age Program is a non-discriminatory program and is open to all families regardless of race, gender, religious affiliation, cultural heritage, financial status, political beliefs, national origin, disability, marital status, or sexual orientation. Registration is open to all individuals who would like to participate in our programs. All registration forms must be handed in before your child can attend our program. Registration packets include:

- Contract - There is \$35.00 Non-refundable fee due upon registration
- Child Information Sheet
- Child Medical Report
- Emergency Treatment Form
- Medication Authorization
- Authorization for Change in Pick-up Designee Form

In addition, we require that parents read the parent handbook and sign a statement verifying that they understand and will adhere to the policies and procedures set forth by the School Age Program. Please contact the Director with any questions or concerns within the handbook.

Registration Changes:

Any change in registration information concerning you or your child must be made immediately through the PCC office (i.e. changes in pickup authorization, address, work or home phone numbers, emergency contacts, etc.).

Payment/Billing:

Payments are due in advance of service in daily or weekly installments. Parents whose payments are late, will be asked to withdraw their child from the program, unless other arrangements have been made with the Director. Please be advised that parents with e-mail will receive their invoices on-line and will be able to make payment online. We accept cash money order, check, Visa, Mastercard, and Discover.

Payments may be delivered or mailed to the:

Phelps Community Center School-Age Program

8 Banta Street, Suite 100
Phelps, NY 14532
Attn: William Krise

Each month all participants will receive a statement personally or by mail of balance due or credits. If checks are returned with non-sufficient funds, PCC will charge your account a \$30.00 Returned Check Fee as well as charging back your account for the amount of the returned check. The resulting balance due must be paid by cash or money order only. If you have any questions about the bill, please contact William Krise at (315) 548-8481.

Financial Assistance:

At this time the Phelps Community Center is unable to provide financial assistance to families unable to pay fees. Financial assistance in the future will be granted based on available resources including grants for Phelps Community Center.

Department of Social Services (DSS) Payments:

DSS parent fees are due on the 15th of every month. A notice of decision must be on file with the PCC at the time of registration. If DSS discontinues or lapses payment on your account you will be responsible for all fees charged to your account.

Attendance:

The Phelps Community Center School-Age Program requests that if a child is to be absent from the program the parent must contact our staff. The parent will be contacted in the event that the child does not arrive at the Phelps Community Center on a scheduled day. If a child does not attend school on any particular day for any reason they may not attend the PCC School-age Program.

Visitors:

The Phelps Community Center encourages parents to visit at anytime. Anyone who enters the site having direct contact with the children, but is not picking up a child, will be required to sign in and out of the program.

Pick-up Authorization:

The pick-up authorization section on the Child Information Form must be completed by the parent prior to the child's enrollment in the program. If a child is going to be picked up by someone other than an authorized person, the parent must notify the program staff within twenty-four hours utilizing the Authorization for Change in Pick-up Designee Form. Parents or designated persons picking up children must come into the building with a photo ID (if unknown to the staff) before taking the child. All persons authorized to pickup must be at least sixteen years of age. Please be aware that if staff suspects the pickup person of consuming alcohol/drugs you will be asked to have someone else pickup your child.

Policy for Releasing Children:

As mentioned in the visitor section, parents are invited and encouraged to visit the programs at any time. The Policy for Releasing Children will be:

- The site must ensure that a child is released only to a parent or an adult designated by the parent/guardian, or to an authorized pickup person.
- No child will be released to anyone under the age of 16.
- The site will have and follow a plan to verify the identity of persons authorized to pickup the child (i.e. request a state driver's license). Each worker will use a check out sheet listing the date, child's name, person picking up the child and driver's license number.

Late Pickup:

On certain occasions when a parent must be late, the Phelps Community Center School-Age Program has established these firm policies:

- Parents must call the PCC School-age Program staff to let them know what time they will expect to arrive or to inform them of alternate transportation arrangements that have been made.
- In the event of tardiness (after 6 PM), your child can be found at our PCC office with an SCR cleared staff member. If two hours late from the official closing time and contact cannot be made to the child's parents or emergency contact people, a call will be placed to the Child Protective Services to report an abandoned child. Staff members will then follow instructions given by Child Protective Services as to what further arrangements are necessary. Parents will be informed to contact Child Protective Services for further instructions.

The New York State Central Register of Child Maltreatment
1-800-342-3720
Local Child Abuse & Maltreatment Hotline
(585) 461-5690

Holidays:

The Phelps Community Center School-Age program will provide each parent with a calendar indicating when PCC School Age Program will be closed with this packet.

School Vacations:

During school recess the Phelps Community Center School-Age Program provides full-day childcare with the exception of some single day closures with priority to children enrolled in the program full-time. Snacks are provided in the morning and afternoon, but parents must provide for their child(ren) a bagged lunch. The Phelps Community Center does provide room for storage of lunches as well as refrigeration if needed. Parents are asked to inform the program of dates needed for care prior to school recess so that program planning can be made accordingly. In the event that your child does not bring a lunch and PCC provides a lunch for that child, your account will be charged \$10.00 for each lunch provided.

Service Policies

Confidentiality of Records:

All information contained in your child's file is privileged and confidential and cannot be released without written consent. Authorized representatives of OCFS and the DOH have the right and responsibility to review all records upon request. All staff will be aware of the confidentiality expectation and held accountable for any breach in this expectation.

Services Provided:

The PCC School-age program offers children a variety of developmentally--appropriate diverse activities. These may include homework assistance including usage of our computer lab, arts and crafts, sports and games, music, dance, science, environmental education, field trips, and swimming (where applicable). Whenever possible the staff will allow the child to guide his/her program while encouraging new experiences for the child.

Homework:

It is PCC policy to provide the opportunity for your child to do his/her homework and to receive assistance when needed. Staff cannot force a child to do their homework. It is the expectation of the PCC program that parents impress upon their child the importance of taking advantage of the homework time offered.

Clothing:

Children in the PCC program are active and involved. They should wear clothes that are comfortable, practical, and wash easily. All belongings should be labeled with the child's name. The PCC is not responsible for lost or damaged clothing. Please ensure children are dressed properly for the different seasons. The Phelps Community Center School-Age staff will provide an up-to-date schedule in order for parents to plan accordingly for activities.

Outdoor Policy:

Children will have the opportunity to go outside whenever weather permits (20 degrees or warmer and no rain). Please have your child prepared for all outdoor conditions including appropriate dress and footwear. Parents may request and providers may permit children to remain indoors as long as staff/child ratio is maintained. During winter weather, children will have the opportunity to play outside as long as they have the required clothing (i.e. coat, snow pants [or change of pants], gloves or mittens, hat, and boots to go outside).

Nutritious Snack or Lunch Suggestions:

The PCC School-Age Program will ensure that a snack is provided for children on a timely basis each day. Staff will ensure that children thoroughly cleanse their hands with soap and running water when they are dirty, after toileting, before and after food handling, and after contact with any bodily secretion or fluids.

During school breaks the Phelps Community Center School-Age Program will provide space including refrigeration for youths to store lunches. It is our expectation that parent(s) provide a nutritious lunch for each of his/her child(ren).

Medication and Safety Related Policies:

Administration of Prescribed Medication/Non-Prescribed Medication:

Effective April 2004 new regulations prohibit the PCC staff from administering prescribed medication/non-prescribed medication to any child. If possible, when a child needs medication, we recommend that the parent/guardian administer prescribed medication/non-prescribed medication before the child attends the program. If this is not possible, PCC is now certified to administer medications to your child while he/she is attending the School-Age Program.

Illness:

The following guidelines have been established regarding illness. These guidelines will be followed unless the child's physician states in writing that the child may attend.

Keep your child home if they have:

- Body temperature 101° 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. Rosella, Strep, Fifth Disease, Chicken Pox, Scarlet Fever, Coxsackie's virus, Croup, etc.)
- Head lice (child must have 1 treatment and parents must agree to additional treatment 10 days later.)
- Ring worm

*We understand that keeping a child home may impose problems. Please understand that bringing an unhealthy child to a childcare facility may affect the health of other children and staff. If treatment requires medication, children must be symptom free for 24 hours without medication before they may return to the program.

Fire Drills:

Fire Drills will be held every month. In case of an emergency evacuation, children will be taken to a pre-determined evacuation site. Vienna Gardens located at 144 Main Street, Phelps, across from the Phelps Community Center, will be our evacuation site in case of emergency. In the event of an actual fire, parents will be contacted immediately to pickup their child(ren).

Emergency Evacuation Information

Staff members are reminded to:

- Remain calm
- Count children before leaving the building
- Take emergency evacuation information-emergency binder
- Leave the building
- Assemble at designated site and take attendance

Method of Evacuation:

1. Staff will escort the children out of one of the four exits, depending on the location of the fire or blocked exit, while a verbal and visual count of all children and staff is done before leaving the building.
2. Walk to the designated area across the parking lot (inclement weather – Vienna Gardens Day Room).
3. Place children with buddies in a line.
4. Take another verbal count of all children and staff.
5. The Director or Head Counselor if the Director is unavailable, will go to each group for child count verification.
6. The staff will remain with the group and reassure the children that they are safe.
7. The group will wait for further instruction from the Director for emergency clearance.

Notifications

The Director, or his/her designee, will notify all parents by telephone of the emergency evacuation or at the time of pick up will hand them a letter confirming the evacuation.

Relocation Site

1. Vienna Gardens Day Room
2. Vienna Gardens Cafeteria

Child Abuse:

Strategies to Help Prevent:

- The PCC has in place a comprehensive pre-employment screening procedure to screen out staff not suited for working with children including a report filed with the Child Abuse Registry and the State Clearance Registry.
- The PCC will take any allegation or suspicion of child abuse **seriously**.
- Staff members understand their legal obligation to report suspected abuse as a mandated reporter.
- Policies, procedure, and trainings are mandated relating to discipline, supervision, staff/participation interaction, and staff Code of Conduct, etc.
- Staff members understand what practices may be considered abusive, and the difference between what may be considered appropriate and inappropriate touch.
- Staff members will communicate frequently with parents regarding day-to-day activities and encourage parents to report or question any behavior or event their child may share that appears out of the ordinary.
- Staff members are trained in how to discuss sensitive issues with children.

Reporting Suspected Cases:

In order to ensure the well being of the children in our care, trained staff members are mandated under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Child Abuse Hotline, and to cooperate in any investigation for such possible neglect or abuse.

The Phelps Community Center School-Age Program does not have discretion in this matter, and is mandated to make such referrals in the event that we have reasonable cause to believe that a child might have been harmed. This includes harm by anyone, including a non-family member, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may also refer the matter directly to the police.

In the event that there is an accusation or suspicion of child abuse, the Phelps Community Center School-Age Program will take prompt and immediate actions as follows:

1. The mandated reporter (employee) must notify the person in charge (Phelps Community Center School Age Director) who then must notify Child Protective Services (CPS) by calling the CPS Hotline or cause such notification to be made. Any suspected abuse **MUST** be reported to the Child Abuse Hotline within 24 hours.

The New York State Central Register of Child Maltreatment

1-800-342-3720

Local Child Abuse & Maltreatment Hotline

(585) 461-5690

2. Create reports (oral and written).
3. At this point, the person in charge, or his/her designee, will ask the CPS worker to determine if the circumstances as described warrants reporting.
4. The mandated reporter immediately implements the directions as given by the CPS worker:
 - a. If the CPS worker does not recommend a CPS report; this fact, plus any other advice or directions given, should be noted on an incident report and the appropriate staff notified so as to ensure compliance. The PCC Director should promptly receive a copy of this incident report.

- b. If a CPS report is warranted in the opinion of the CPS worker, it is to be immediately reported. An incident report is to be completed and promptly forwarded to the PCC Director.
5. If a CPS report was deemed necessary, within 48 hours after such oral report, form OCFS 2221A (Report of Suspected Child Abuse or Maltreatment) shall be completed and mailed to the Local County Child Protective Services. A copy of this form should also be forwarded to the Branch Executive. This form (OCFS 2221A) should be requested from the CPS worker when a report is made. Written reports from persons or officials are required by law to report and shall be admissible as evidence in any judicial proceedings related to child maltreatment.
6. The PCC shall make all efforts to protect the confidential nature of such reports and may request that the reporter's name and the PCC program also remain confidential, if warranted.
7. As a follow-up, the person in charge will request a summary of the findings of any action taken by the child's protective service in response to the report.
8. Other Actions. If the child or program staff seems to be in immediate danger, a call should be made to law enforcement officials.

Disciplinary Policies:

Progressive Methods of Discipline Approved For the Phelps Community Center School Age Program Child Care Workers:

- Using established “Program Rules,” they are stated in a positive manner, so children feel they CAN do.
- We allow transition time warnings.
- We give verbal warnings / reminders.
- We redirect.
- Talk through the problem with the child.
- The child is encouraged to suggest alternative solutions and assist in implementing them.
- Time Out / Cool Down Time (a quiet time for the child in a designated place within view of the staff):
 - We will remove child from activity
 - Ask the child to go sit away from the group
 - After 1 – 2 minutes (five minutes maximum) ask the child the reason why they were removed and if they are ready to return to the activity
- Explain the behavior expected in the future
- If behavior continues to be an issue, we will establish a behavior contract with the child and parent.
- Discuss problematic situations with child and parent(s) and incorporate their suggestion into the child behavior management plan.
- Write a report and have it signed by the parent, for unsafe behavioral incidents.
- Three incident reports may constitute a suspension from the program. (Parents are still liable for payment for the days suspended due to inappropriate behavior.)

Severe behavioral issues which impose harm to themselves, others, or properties are to be taken to the Child Care Services Director. The Director will contact the parent(s) and will set up a conference. A solution is usually made together as to the outcome and/or disciplinary procedure to take place. The final step is for the director, parent(s), and child to meet to clarify behavioral expectations for the future.

In all cases, suspension and/or release of a child from the School Age Program is the final decision of the School Age Program Director. Although utilized as a last resort, release from the program may be necessary to ensure the safety of your child and of others in the group. The Phelps Community Center School Age Program reserves the right to suspend or release a child from any program for a SINGLE incident due to severity.



Phelps Community Center

8 Banta Street • Suite 100

Phelps, New York 14532

315-548-8481

Parent Handbook Verification Form:

I/We have read the Parent Handbook, understanding all contents, and will adhere to the policies and procedures set forth by the Phelps Community Center School-age Program.

Parent/Guardian

Date

Parent/Guardian

Date

Date Received: _____

Reviewed by Director: _____



Phelps Community Center

8 Banta Street • Suite 100

Phelps, New York 14532

315-548-8481

Authorization for Change in Pick-up Designee

I, _____, the parent of _____ give permission for my child to be picked-up by _____ on the date(s) of _____ . I have explained to the pick-up designee that Identification will be required and that he/she will have to sign out my child with a Phelps Community Center School-Age Program staff member per the PCC policy.

Date received: _____

Approval of Director: _____



Phelps Community Center

8 Banta Street • Suite 100

Phelps, New York 14532

315-548-8481

Authorization for Medical Treatment of Minors

This is a LEGAL DOCUMENT

Name of Minors	Birthdates	Indicate allergies, special conditions

I/We the parent(s) or legal guardian(s) of the above named minor(s) do hereby appoint:

Names	Address	Phone
Phelps Community Center	8 Banta St. Phelps, NY 14532	315-548-8481

To act on my/our behalf in authorizing unexpected medical, dental, surgical care, and hospitalization for the above named minor(s) during the period of my/our absence:

From ___/___/___ through ___/___/___

This document shall be presented to a physician, dentist, or appropriate hospital representative at such time that unexpected medical, dental, surgical care or hospitalization may be required.

Parent/Guardian Signature Date Address

Witness Signature Date Address

Family Physician Name Phone Number Address

Insurance Company or Government Program ID or Contact Number

Phelps Community Center School-Age Program

CONTRACT– School Year

Child's Name(s): _____

Date: _____

This agreement made between _____ as the parents for the above named child/children and the Phelps Community Center School-Age Program.

ATTENDANCE:

It is understood and agreed between the parties that the aforementioned child/children shall attend the Phelps Community Center School-Age Program:

- _____ OPTION 1: Before and after school. Circle one: Weekly Daily
_____ OPTION 2: Before School ONLY. Circle one: Weekly Daily
_____ OPTION 3: After School ONLY. Circle one: Weekly Daily
_____ OPTION 4: During School Recess
_____ OPTION 5: Daily; please circle M T W Th F Comment _____

Program runs from 6:00am to 6:00pm, Monday through Friday before and after school hours. Lunch will not be provided however; breakfast, snacks and beverages will be available.

Enrollment in program under this contract is for the entire school year period whether or not the child/children is/are in attendance.

Parents understand and agree that children who are ill will not be allowed to attend the Phelps Community Center School-Age Program. It is further understood that should a child develop an illness while at the Phelps Community Center, the parent will be contacted to pick-up the child.

II. PAYMENT:

The parent(s) agrees that payment shall be made according to the rate schedule (Page 3) and the option chosen above. Said payments must be made by the week prior to the services rendered.

With the execution of this contract, a Payment of \$35.00 shall be paid to the Phelps Community Center School-Age Program. Said payments will be used as a regular fee, which will reserve the child/children's placement in the program.

The participant may be charged for field trips and/or swimming lessons. The parent(s) acknowledges the decision not to participate in any field trips will require the parent(s) to locate alternative care for that date.

In the event the parent defaults in payment for one week or more, the child will lose their placement at the program. Any balance due will need to be paid as soon as possible or through legal action. Should legal action be necessary, the parent(s) shall be liable for all costs incurred including, but not limited to, court costs and reasonable attorney fees.

III. MEDICAL FORMS:

Attached to this contract are the required medical consent/treatment/report forms for the child/children in attendance. The parties agree said forms have been read and executed concurrently with the signing of this contract. Said forms are incorporated by reference to this contract

IV. ALTERATION:

This agreement may not be altered, modified or amended except in writing, properly executed by the parties to it.

William Krise, Director of Education and Recreation

Date

Parent/Guardian Signature

Date



Phelps Community Center

8 Banta Street • Suite 100

Phelps, New York 14532

315-548-8481

Phelps Community Center School-Age Program CHILD INFORMATION SHEET

Welcome to the Phelps Community Center School-Age Program. In order to best fill your child's needs we would like for you to fill out the following form to help us get to know your child a little better. Please feel free to involve your child in filling out the form. We appreciate your time and participation. Thank You!!

Child's Name: _____ Session(s): 2011/2012 School Year _____

Grade: _____ Age: _____ Teacher: _____

Favorite Subjects: _____

Developmental Milestones: _____

What healthy snacks does your child enjoy? _____

What foods does your child not like? _____

Food/Medicinal Allergies: _____

What are your child's favorite hobbies/sports activities? _____

What does your child not enjoy doing or has difficulty learning? _____

How would you describe your child's social interactions and ability to develop friendships? _____

What kinds of thing does your child enjoy talking about? _____

If your child gets upset, how is the best way to handle his/her frustrations? _____

What are your expectations of the Phelps Community Center School-Age Program? _____

Any other comments that may be important for you or your child: _____



Phelps Community Center

8 Banta Street • Suite 100

Phelps, New York 14532

315-548-8481

Phelps Community Center School-Age Program

PARENT CONTACT INFORMATION

CHILD/CHILREN NAME(S) _____

PARENT/GUARDIAN NAME _____

HOME ADDRESS _____

HOME PHONE _____ WORK _____ CELL _____

ALTERNATE CONTACT _____

HOME ADDRESS (If different from above) _____

HOME PHONE _____ WORK _____ CELL _____

WORK INFORMATION:

PARENT/GUARDIAN WORK ADDRESS: _____

ALTERNATE CONTACT WORK ADDRESS: _____

ADDITIONAL INFORMATION: _____



Phelps Community Center

8 Banta Street • Suite 100

Phelps, New York 14532

315-548-8481

Phelps Community Center School-Age Program CHILD INFORMATION SHEET

Child's Full Name: _____ DOB: __/__/__ Sex: _____

Child #2 Full Name: _____ DOB: __/__/__ Sex: _____

Child #3 Full Name: _____ DOB: __/__/__ Sex: _____

Home Address: _____ City: _____

Telephone: () _____ - _____ Cell: () _____ - _____

IN CASE OF EMERGENCY:

Relationship / Name	Address	Work Phone
Mother: _____	_____	_____

City: _____

Authorized for Pick-up _____

Father: _____	_____	_____
---------------	-------	-------

City: _____

Authorized for Pick-up _____

Relative: _____	_____	_____
-----------------	-------	-------

City: _____

Authorized for Pick-up _____

Other: _____	_____	_____
--------------	-------	-------

City: _____

Authorized for Pick-up _____

Please remember, we require identification for pick-up even though the above individuals are authorized for pick-up of your child.

LOCAL FIELD TRIPS: The Phelps Community Center School-Age Program has my permission to take my child(ren) on walking, biking, and other field trips around the local Phelps Community at the staff's discretion.

Parent/Guardian Signature: _____ Date: _____

2. PHOTOGRAPHY: I give my permission to have my child/children photographed at the Phelps Community Center School-Age Program or on a field trip as deemed advisable by staff.

Parent/Guardian Signature: _____ Date: _____

3. POLICIES: I consent to the enrollment of the child(ren) listed above in the facility and have been advised of the policies regarding fees, transportation and the services provided by the facility and the Office of Children and Family Service regulations under which it operates.

Parent/Guardian Signature: _____ Date: _____