

2021-2022



Chazy After School Program
C/O Chazy Central Rural School
609 Miner Farm Rd.
Chazy, NY 12921

Tax ID 1411684066

CASP

Preschool Program Parent Handbook

Adapted by Board of
Directors on
2/25/2020

Updated April 2021



Dear Parents,

Thank you for entrusting the care of your child to the CASP Preschool program. Enclosed you will find general information and policies about our program. CASP is committed to providing the best possible environment for your children. Please note that this handbook may not cover every issue that may arise; therefore I welcome any comments or questions you may have.

I would ask you to please fill out the enclosed registration forms and return them in a sealed envelope labeled CASP to the main Chazy School office, or mail to the following address:

Chazy After School Program
C/O Chazy Central Rural School
609 Old Miner Farm Rd.
Chazy NY, 12921

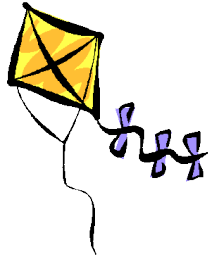
Please note that a \$30.00 non-refundable registration fee must be included for your application to be processed. Checks can be made payable to the Chazy After School Program or "CASP".

If you have any further questions please feel free to contact me through the CASP office at 518-420-5362, or email caspchazy86@gmail.com. Please keep this handbook for your future reference. I look forward to an open and caring relationship with your family!

Sincerely,

Kendra Miller
Director

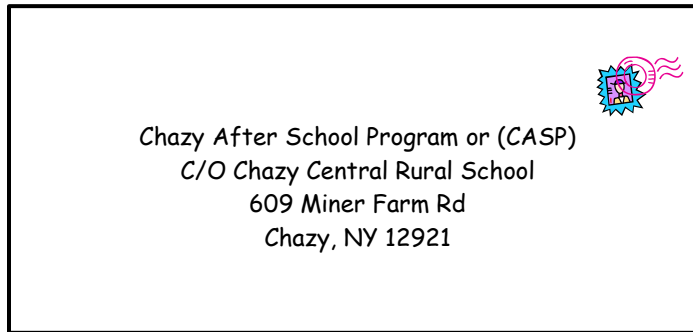
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Contact Information:



Hours of Operation:

Full time Preschool Option
7:00AM-5:30PM
3 Full Day Part Time Option
7:00AM-5:30PM
5 ½ day Part Time Option
8:00AM-12:30PM

Email:

caspchazy86@gmail.com

CASP Phone:

518-420-5362

Preschool Room

518-846-7135 x 116

CASP follows the Chazy Central Rural School calendar. We are open on all regularly scheduled school days. CASP will be closed on all Superintendent's days, holidays and vacations, in addition to the long-held tradition of "Class Day." In the event of a cancellation due to inclement weather, please note that when Chazy Central Rural School Closes, CASP will also be closed. Cancellations can be found on WIRY, News Channel 5, and CASP Facebook.

Licensing Agent:

Jessica Webster
Albany Regional Office
52 Washington St., 3
Rensselaer, NY 12144
518-474-2082

CASP is committed to compliance of all NYS Day Care Regulations. A complete set of regulations are posted in the program office, and copies can be made available upon request. Parents can also visit the Office of Children and Family Services web page for more information.

<http://www.ocfs.state.ny.us/main/childcare/regs>

Background Information

CASP has worked in partnership as a non-profit facility with the Chazy School District since 1986. We have successfully provided Chazy families with quality childcare these many years based on the principals of early childhood development and education. The Preschool Program has been a wonderful addition and service to the Chazy community. As the demand for quality child care grows, CASP hopes to continue to offer our families the best possible environment to help our children grow.

Our Mission

Our mission is to provide quality, affordable child care and education to the Chazy community. Our Board of Directors and staff, in partnership with parents and the Chazy Central Rural School, strive to provide a safe, compassionate, and stimulating environment. Our program curriculum and activities are designed to develop minds and bodies promoting a spirit of health, happiness, and respect for all individuals.

Vision

CASP envisions itself as a leader in early child care and education in our region. We strive to meet the challenges of building a vital and healthy community for the future through innovative and compassionate youth development.

About our Preschool Program

Enrollment Procedures

Parents wishing to enroll their children or add them to a waitlist must fill out and return an enrollment form. Children will be added to the enrollment list after their enrollment paperwork and registration fee is submitted to the Director. Our program currently accepts 15 children aged 3-5 years. Enrollment is first come first serve. Preference will be given first to returning CASP preschool children, then to younger siblings of currently enrolled CASP school aged children. Following spots will be offered to new families living within the Chazy School district and children of Chazy School teachers. Families must be current residents of Chazy school district at the time of the enrollment availability. Lastly, any remaining spots will be open to out of district children.

An ongoing roster will be maintained by the Director to establish order of inquiry. The deadlines for returning CASP families is March 15th and April 1st for new families. At open enrollment those families who meet the above criteria for available placements will be sent a confirmation letter and information about the upcoming school year. Those families who do not make the initial approved enrollment will be sent written notification that they are on a wait list and will be contacted for available openings by the order in which they are eligible and placed on the roster. Part time enrollment is limited by year, if available at all. If at enrollment time a wait list develops, those families indicating a preference for part time placement may be asked to bump up to full time enrollment or relinquish the spot to a family in need of full time placement. Once the school year commences, part time children will maintain their schedule for the remainder of the school year and will not be asked to bump up their enrollment to full time or relinquish their placement.

****No placement is guaranteed until a family receives a letter of enrollment confirmation.***

The preschool program utilizes the Creative Curriculum, the standards of the Pre-Kindergarten Foundation for the Common Core, and other quality early childhood education materials. During their preschool time, children will experience a classroom group setting with peers to work on social skills such as communication and problem solving. Our curriculum will help enhance children's fine and gross motor skills. Children will also be granted many activities to strengthen their bodies through movement and dance and be provided with balance and coordination improving activities. They will experience skill building activities to recognize letters, shapes and colors, practice writing skills, and counting. We believe strongly that preschool children learn through play. Our classroom offers many opportunities for children to freely explore, be creative, and build friendships while being immersed in a fun and flexible school environment.

Throughout the school year, our little learners will also have the opportunity to enjoy many areas of the school building including; the library, gym, and school auditorium for special events or movie days. They will also practice being attentive and sitting quietly during teacher directed activities, take part in sensory activities, have opportunities to foster independence, as well as many other school readiness practices that will help ensure their elementary school days be positive and enjoyable!

Please note that all children entering the program must be able to manage all toileting needs independently. We will work with children who have the occasional accident. An extra set of labeled clothing is required.

Teaching Ideology

Our teaching philosophy states that we believe children's learning is multifaceted. We consider that children learn through play; make believe, building, painting, reading, singing and dancing, and through interactions with adults and peers. Our curriculum and daily activities are flexible and varied, allowing for individual interest and growth.

Child Observation and Assessments

CASP utilizes the Teaching Strategies Gold assessment tools to measure your child's development quarterly during the school year. Your child's social emotional, physical and cognitive development will be assessed in a play-based environment. In addition, we will document growth in language and literacy. The results of these assessments are very important in helping the classroom teacher understand your child's needs and help develop classroom curriculum. Following quarterly formal observation periods your child's teacher will meet with you to discuss their strengths and areas targeted for growth. All information gathered is confidential and is used strictly to help provide the best learning experience.

Transitioning within and out of the preschool program

For new students entering a preschool the transition period generally takes several days. The length of time depends on the child's age, temperament, and familiarity with child care. Children who have been in care since infancy may transition differently from children for whom this is their first child care experience.

First, our program will hold a summer parent orientation and child visitation event. While parents attend a short presentation on policies and procedures in the school auditorium children will have the opportunity to play in their

classroom and meet their teachers and new friends. Following the parent presentation, families can join their children in the classroom. This is a great opportunity to meet the professionals who are working with your children and other parents of children in the classroom.

On the first day of school we typically see children who are upset and crying and others whom transition very easily. Some children hardly notice as their parents leave the classroom. Others take a bit longer and may be tearful. Our staff is exceptionally skillful at comforting little ones who are having a hard time, and the children always come around. This may take mere moments, or several days of a few extra hugs and reassurance from both the parents and the staff that parents “always come back”.

Sometimes, it’s the parents who are fearful. After all, they’re leaving us with their most precious possession, and we are at first relative strangers. We encourage parents to develop good relationships with teachers. Once the transition period is over (parents who drop in during the transition period run the risk of confusing and upsetting the child when they leave again), parents are welcome to stop in unannounced at any time, and they can call any time they like. We have experienced the full spectrum. Some parents never call during the day; others call several times. We are committed to good communication because it helps develop trust. We also have some resources on attachment and separation we’d be happy to share with you.

As our little learners graduate from preschool and transition to kindergarten our teachers work collaboratively with school personnel to help settle your child into a new school environment. CASP will keep you informed of important dates like kindergarten parent orientation as well as screening and visitation dates. In addition, before the school year ends, your child’s teacher will visit with the kindergarten teachers to share their strengths as well as developmental and educational goals helping your child settle into their new role as kindergarteners.

From time to time, other changes may occur while your child is in our care. Change isn’t easy for anybody, whether your big or small! Some examples may include changes in teaching staff or withdrawal of a friend from the classroom to another program. We will do our best to prepare children for these changes gradually and have them actively participate in the separation in such ways as discussing the change ahead of time, how they might feel after the change and what we can do as adults to help make them feel better. Sometimes addresses are exchanged for playdates, pen pals are developed, or a return classroom visit can be arranged. In all, we try to remember that the little people in our care come to care deeply for and become attached to adults and friends in their classroom and can experience a grief period while experiencing these transitions.

Daily Schedule

Time	Activity/learning opportunity
7:00-7:50	Arrival: Attendance, health check, greet each family, wash hands, help children transition into the day, look at books, continue working on projects left incomplete the day before, and free play
7:50-8:30	Breakfast: (Optional) Wash hands, teachers sit with children as they eat breakfast and have conversations, independent activities and free play
8:30-9:00	Group Morning Meeting: Welcome songs, attendance and assign classroom jobs, calendar, weather, and introduce theme or daily study topic, read-aloud
9:00-9:15	Large Group Activity: Journals/Names: Children draw and write in journals (M,W,F). Children practice name writing (T/TH). Other daily writing activities also included.
9:15-10:30	Choice Time & Small Group Activities: Children are given free play time to interact with learning interest areas, are supervised as they practice prosocial behaviors with peers, and are gathered for developmentally appropriate activities to build upon individual and group knowledge base
10:30-11:00	Music and Movement: Whole group music activities that may include dancing with or without props, use of instruments, learning songs, and more!
11:00-11:45	Lunch: Bathroom Breaks and hand washing, children offered a school bought lunch, or lunch from home
11:45-12:45	Outdoors/Gross Motor Play: weather permitting, gym when available, or free play/group activities
12:45-1:00	Group Meeting: Bathroom breaks and hand washing, and quiet down time; yoga, stretching, read-aloud
1:00-2:30	Rest time: 20 Minute minimum rest break for all children, longer rest period for those who need it, and quiet activities offered for those who don’t
2:30-3:00	Snack time: wash hands, program provided snack
3:00-5:30	Free Play & Outdoor/Gross Motor Play (weather permitting) children interact with each other and staff within the different interest centers, get caught up on projects, play games, etc.
5:30	Closing time



Staff Qualifications and Supervision of Children

CASP staff consists of a Director, Assistant Director, Head Teachers, Educational Aides, and Child Care Providers. All employees meet the requirements of our overseeing agency, the Office of Children and Family Services. All employees are specifically screened for their love and dedication in working with children. In accordance with NYS Child Care Regulation 418-1.13 all CASP staff members meet required qualifications for education and experience working with young children. Staff members, substitutes, and regular volunteers must provide character references, submit to extensive background checks through the NYS Central Registry of Child Abuse, and are required to earn at least 15 hours of professional development training yearly on the topics of: Statutes and regulations pertaining to childcare, statutes and regulations pertaining to child abuse and neglect, safety and security procedures, principles of child development, nutrition and health needs of children, foundations of health and safety, child day care program development, child abuse and maltreatment and identification and prevention, and business records maintenance and management. Also, all staff at CASP are certified to administer CPR and First Aid, and many are also qualified to administer medication to your child should the need arise.

From time to time, we have visitors at CASP who come to visit for program improvement or community involvement. Examples of this include, but are not limited to: older Chazy students, volunteers from various community organizations, or college students working in fieldwork or internship placements. In these cases, the visitor supplies photo ID, signs in a registry book stating the purpose of the visit, are highly supervised and never left alone with the children.

We take pride that majority of the CASP staff have been with our program for many years, enabling them to enjoy watching our children grow and transition from a young child to young adult!

CASP is licensed for a total of 19 children by the NYS Office of Children and Family Services. The preschool aged group requires a staff to child ratio of 1:7.

Confidentiality Clause

Our program keeps a locked and confidential file on each child enrolled at CASP. This includes but is not limited to: enrollment forms, health records, any approved developmental and educational screening measures, progress reports, notes from home or teachers, or any other pertinent information specific to the child. This information is used only for parents/guardians, administrators, teachers, or our OCFS licensing agent who ensures we are in compliance of all NYS Child Care Regulations. No information will be released without written consent or legal action. In addition, CASP will release information to the Department of Social Services if a child has been indicated in a report of child abuse or maltreatment, or otherwise required by law. Staff will not discuss discipline issues concerning specific children, nor will they release names concerning behavior or illness. We ask that parents also consider the confidentiality of the children and staff in our center. Please do not publish or post information or photos of children or staff on social media networks without written permission. All staff must sign a confidentiality statement adhering to these confidentiality standards.

Photographs/Publicity Clause

Parental or guardian permission must be given for their child to be photographed or videotaped. These images may be used for art projects, reproduction in monthly newsletters, and publicizing in flyers or web pages. Pictures posted online will never contain a child's name, and posts will be highly edited to ensure no identifying information is given. Parents can choose how they will allow if at all, their child's image to be utilized. Children are not allowed to take pictures of other children with personal cameras or devices.

Materials

All school related materials such as crayons, paper, scissors, and glue will be provided by the program. Extra sets of clothes are required in the event of accidents. Families are welcome to bring in extra sets of sneakers, snow pants, and boots to be kept in the children's cubbies. For safety reasons we ask that children not wear flip flops or jewelry. Parents are asked to provide sunscreen, and bug spray, to be left in the classroom; as well as 2 boxes of tissues to be shared throughout the school year. Your child's teacher will provide a welcome letter with more specific information.

Children are also welcome to bring in the occasional toy from home, but we will stress prosocial sharing with other children. We ask that handheld video games, iPods, or other expensive technology be left at home as the children will not be allowed to use them while in the program. CASP will not be held responsible for any lost or damaged toys or items from home.

Nap time

As per NYS Regulation 418-2.7 all children must have a scheduled rest time. All preschool children will be required to rest quietly and relax for a period of time. Although a one-and-a-half-hour quiet rest time is scheduled daily, after a brief period of time laying quietly those children who do not sleep will be given quiet activities until nap time is finished. Nap mats will be provided, but children are welcome to bring in a small blanket and/or stuffed animal from home as a comfort

item. These rest items will be sent home every Friday to be washed. Because each child's needs may be different, we welcome and will do our best to try to accommodate parent's wishes for individual rest time.

Discipline Policy

At CASP we strive to create a safe and nurturing environment based on mutual respect. CASP utilizes positive guidance to help children develop self-control and prosocial behaviors. Children may receive reminders, positive reinforcements, and quiet time in an area to calm down with an adult who can help them process their conflicts. Staff members will never utilize corporal punishments of any kind, including spanking. We ask that parents refrain from spanking in our center as well.

Severe behavioral offences will be documented with a CASP Behavioral Report and be referred to the Director and/or Board of Directors. Suspension is possible if the offense warrants it but will be used as a last resort. Suspensions and possible expulsion of a child from the program will be at the discretion of the Director and Board of Directors. All conversations will be documented.

We also like to acknowledge children who strive to be helpful to others, kind, and considerate with their providers and peers, and who demonstrate teamwork and sportsmanship. From time to time, incentive rewards will be given to reinforce positive behaviors, in recognition of improvements made and recognition of a job well done. If we all work together, we can create an environment that builds on strengths.

Elopement Policy

Child elopement is defined as any willful leaving of a supervised area against adult instruction.

The following steps will be taken if a child elopes:

- The safety of the child will be taken into consideration
- The staff person will assess if it is beneficial to follow the eloped child, or to call 911
- Staff will indicate verbally or by use of program walkie talkie radio of the incident to fellow staff
- Once the child's safety has been ascertained, parents and/or guardians will be notified to pick up their child. They may return the next day.
- A Behavior Report will be filed
- If more than one elopement occurrence happens within a 30-day period, the child's continued enrollment in the program will be evaluated.

Mandated Reporting of Child Abuse, Neglect and Maltreatment

All CASP staff members are mandated reporters. This means that they are required by law to report any suspected cases of abuse, neglect, or maltreatment involving any child enrolled in our programs while serving in their official capacity as a CASP Staff member. **If you suspect child abuse or maltreatment you must report it by calling NYS Central Register of Child Abuse and Maltreatment at 1-800-342-3720.** It is open 7 days a week, 24 hours a day.

Aggressive Behaviors Policy

The safety of the children while at our program is our primary concern. CASP's aggressive behaviors policy addresses the actions the staff will take if a biting or aggressive behavior incident occurs.

Children may bite or exhibit other aggressive behaviors towards others for many different reasons. A child might be experiencing a developmental delay or be overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Children may exhibit poor verbal skills and can be impulsive without a lot of self-control. Sometimes aggressive behaviors will occur for no apparent reason. CASP will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain close and constant supervision of the children at all times.

The following steps will be taken if a biting or aggressive behavior incident occurs at our program:

- The aggressive behavior will be interrupted with a firm "No...we don't hurt people!"
- Staff will stay calm and will not overreact.
- Staff will remove the child who is exhibiting aggression from the situation
- The injured child will be comforted.
- Any injury shall be assessed, cleansed with soap and water; ice may be applied, or be treated by any other appropriate first aid method.
- The parents of both children will be notified of the incident. Appropriate forms will be filled out (Incident or Behavior Report). *Note: If an injury requires medical treatment, a copy of the incident report must be mailed to the Office of Children and Family Services within 7 calendar days.*

Confidentiality of all children involved will be maintained.

Any injuries should continue to be observed by parents and staff for signs of infection.

If aggression continues:

- Classroom staff to meet with the director on a routine basis for advisement, support and strategy planning.
- Chart every occurrence, and indicate location, time, participants, behaviors, staff present, and circumstances.
- Let all parents know that there is a problem and the procedures that will be followed to deal with it.
- Head off aggressive behavior situations before they occur.
- Teach non-aggressive responses to situations and reinforce appropriate behavior.
- Adapt the program to better fit the individual child's needs.
- Teach responses to potential biting and aggressive situations: "No" or "Don't hurt me!"
- Work together as partners with the parents/guardians of children to keep all informed and develop a joint strategy for change.
- Hold a conference with the parents/guardians of the child who is exhibiting the aggressive behaviors to develop a written plan of action.
- Schedule follow-up meetings or telephone conversations as needed.
- Give parents/guardians information on community programs that offer screenings for potential developmental risks and/or delays.
- If it is deemed in the best interest of the child, the program, and the other children, the child may be terminated from CASP enrollment for the duration of the aggressive behavior stage. Written warning will be given to the parents before this action will be taken.

If an occurrence* happens more than one time in a given school day, the parent/guardian will be called to pick up the child who is exhibiting aggressive behaviors. The child may return the following class day.

*An aggressive occurrence is defined as any instance requiring the necessity of first aid treatment and an OCFS incident report.

Acceptable Adult Behavior Policy

While in the CASP setting all parents, guardians, and other adults approved to drop off or pick up children are expected to abide by the CASP mission and vision of providing a safe and compassionate environment. Parents and other adults are asked to refrain from language and behaviors which may be perceived as inappropriate, threatening, demeaning, or violent. This includes but is not limited to; name calling, swearing, damaging property, throwing things, or any other action perceived as negatively affecting the wellbeing of children, staff, and/or volunteers in our program. It is the parents and/or guardian's responsibility to relay these expectations to any individuals listed to approve pick up of their children. Breach of this policy will result in one verbal or written warning. Any further complaints will result in the inability of the individual to enter the CASP environment or dismissal of the family from the program.

Termination of Child Care

CASP reserves the right to terminate services. Reasons for termination of services include but are not limited to: failure to pay for services, failure to supply required health or other pertinent documentation. Also, termination may occur if, by Administrative discretion, the child poses a threat to the wellbeing of other children or is otherwise overly disruptive to the point of negatively impacting the program for other children. Termination may also be issued by Administrative discretion, if any parent or guardian is deemed to be a safety threat or a threat to the wellbeing to staff or other children.

Safety and Environment

The CASP site meets all of the requirements and safety codes for public school facilities. An elevator provides handicap accessibility, as does well-proportioned activity rooms and bathroom facilities. As per ADA standards, CASP will make every reasonable accommodation necessary to enroll children with special needs. Movement throughout the school is always supervised. Rules regarding safe conduct within all locations of the school are strictly enforced. CASP follows the school fire and evacuation drills and conducts unannounced drills monthly. Should we need to evacuate the building for any reason; the children will be taken to our evacuation site, the Sacred Heart Church Hall. Please make note of this. In the event of an evacuation, or lock in, parents will be notified based on the emergency contact information you supply in your registration form. For this reason, we ask that you keep us updated on any pertinent changes to address or phone numbers. CASP also has a cell phone (518-420-5362) which is kept on during programming hours.

Entering the Building

To be least disruptive to buses and the school schedule, parents are asked to park behind the school in the main parking lot. Those entering the building in the morning before 8:15 are asked to use the handicap entrance located by the cafeteria. All doors in the building are locked between 8:15-3:30 daily. To pick up your child during those hours, parents must enter through the back main courtyard doors and buzz the office to gain entrance to the building. After 3:30pm, the handicap doors located by the cafeteria will be keyed open again for parent pick up.

Attendance and Sign Out Procedures

Attendance will be taken daily when the children arrive at their program. If your child will be absent we ask that you call the CASP office and let us know. We ask that you sign your child in and out of the program every day. CASP does not provide transportation of children. No child will be released to an individual not approved by parents or guardians listed on their emergency contact form. We ask that parents or other designated adults bring a picture ID until CASP members have been able to establish recognition of the person removing the child from our care. For your child's safety, CASP reserves the right to refuse removal of a child by any adult who seems unfit to provide care or does not adhere to these procedures.

ALL PARENTS OR DESIGNATED ADULTS MUST CHECK IN WITH STAFF AND SIGN CHILDREN IN AND OUT OF THE PROGRAM!



These policies allow us to keep children safe and maintain accurate billing.



Custody Related Issues

Our program must grant equal access to both parents of a child. In the event of a separation or divorce, CASP assumes that both parents have equal custody unless court documentation is provided. If a parent has been denied access of a child, or an order of protection is ordered through court documentation, we **MUST** have a copy on file. The parent signing the enrollment paperwork is responsible for tuition.

On Going and Open Communication

It is the goal of our center to maintain open and ongoing communication with our families. Notices will be sent home through your child's take-home folder. CASP has an open-door policy; parents are always welcome and are encouraged to spend time in our programs. Our program also maintains a Facebook page (Facebook search CASP: Chazy Before and After School Age Program and Preschool Program) and creates a monthly newsletter to keep parents updated on activities, opportunities to be involved in your child's classroom, and other important information. If you ever have any suggestions, comments, concerns, or questions please do not hesitate to contact your child's teacher or the Director. If she cannot speak to you immediately, she will respond to you as soon as possible! Conferences and meetings can be scheduled to discuss any concerns. We are all committed to working together to provide a rich and rewarding experience for you and your child!

Media Use Policy

The American Academy of Pediatrics recommends that television time should be limited to no more than 1-2 hours of quality programming per day for children over 2 years of age. Any media use at CASP shall meet a defined educational objective, be used only as an educational enhancement to the daily program and will not be used as a substitute for planned activity. Media use is not allowed during naptime or mealtime and will contain no commercial advertising. Media use will be limited to no more than 30 minutes per week. As we work hard to provide quality programs for our children, handheld video games, iPad, iPod and other media technology are asked to be left at home. CASP will not be held responsible for damage, loss or theft of technology items.

Health Policy

All preschool aged children are required to be up to date on all immunizations and have a copy of a current health record on file at CASP. Failure to maintain immunization will result in the removal of your child from the program. CASP reserves the right to request a doctor's note.

CASP makes every effort to prevent the spread of illness in our program. Strict sanitation and hand washing policies are enforced for both children and staff. Safety is a #1 priority! Every action is made to keep our spaces safe to prevent accidents. As per NYS regulations, first aid kits are kept for staff disposal and CASP program will always staff a member present trained to administer emergency CPR and first aid.

If symptoms of illness develop while your child is in the program, we will keep them comfortable and allow them to rest away from other children until you or another designated adult is able to pick them up. If a parent cannot be immediately reached, we will notify an individual on your emergency contact list. As NYS Day Care Regulations specify, your child **MUST be symptom and fever free for 24 hours before returning to school or CASP.** For example, if your child needs to get picked up during the school day because of a fever they may not return the following day. If he or she is feeling unwell, and is running a fever, please do not give them medication and send them to school. These actions run the risk of spreading illness to other families.

CASP currently is licensed to administer medications to your child. If your child is in need of a medication, we have specific forms for you and your child's doctor to fill out. All medications must be in their original containers. For prescription medications, the pharmacy label containing your child's name, medication name, and dosage must be intact. In the event of serious illness or injury, parents will be called immediately. If emergency care is needed, 911 will be notified for an ambulance and your child will be taken to CVPH in Plattsburgh (as per the release on the registration form). The Director will accompany your child in the ambulance to the hospital as long as there is sufficient coverage for the remaining children in the program. ***For your child's safety, and your peace of mind, it is imperative you notify the Director immediately of any changes in phone numbers or place of work.***

Field Trips

From time to time we may take our children on brief walking excursions. Some examples of field trips may include walking to the Chazy Public Library, the Alice Miner Museum, or to the Chazy Recreation Park. Parents will always be notified ahead of time and are highly encouraged to attend!

Meals and Snacks

Current cost of meals through school: Breakfast \$1.75, Lunch: \$2.75*

Children in the Preschool program will have the option of buying a school prepared breakfast and lunch which meet all USDA standards and is in accordance with the Federal Child and Adult Food Program. Copies of these standards and portion sizes are available upon request, or can be found at

<http://www.health.ny.gov/prevention/nutrition>

Families are also welcome to provide a breakfast or lunch for their child to bring into school. Meals must be cold as there are no facilities for warming foods. Our program will also supply an afternoon snack to tide over little tummies until dinner time. If a child has forgotten to bring a meal or money to purchase a meal, a school breakfast or lunch will be provided by the school. Parents will be expected to reimburse the school for the meal.

A Note on Food Allergies

CASP will not serve foods containing nuts if we have children enrolled in our program who are allergic; however, the school is NOT allergy and nut free. Foods prepared by the school may contain or have been prepared in an area containing food allergens. If your child has specific food allergies or dietary restrictions, please specify on your registration form and we will do all in our power to protect them from exposure. CASP reserves the right to ban nuts or other foods containing allergens from home that may affect the health of other children.

Also:

- Menus for both the school provided meals, and program snacks will be sent home at the beginning of the month
- Barring any specific health, allergy, or religious circumstance children may enjoy only program supplied food at *snack times*. In the event of any of these circumstances, parents may be asked to supply a doctor's note and possibly provide a snack for their child
- Should any changes in these meal policies need to be made, parents will be notified in writing

Outdoor Policy

Children should be prepared to go outside *daily in every season*. We follow the school guidelines for when outside time is appropriate. This includes weather appropriate articles like a jacket, ski pants, hat, winter boots, rain boots, and gloves. We will work with children on the skill of dressing independently, but clothing that is easily put on and off by your child is encouraged. All clothing should be labeled with your child's name. If weather does not permit us to go outside, we will use open gym time

Parent Involvement

Parents and families are encouraged to participate and visit our program in many ways. Parents serve on our CASP Board of Directors and help establish program policies. If your schedule does not allow for serving as a Board Member, we often offer small committee meetings for special one-time projects.

We also welcome parent involvement in the form of informal visits to the classroom at any time, as well for planned events where parents can share their skills or hobbies, accompany the class on walking field trips, or participate in social events. From time to time your child's teacher may plan a "parent involvement project" where you and your child work together at home to share with the class. We respect all families of every shape and size and value your input in our classroom.



Payments & Billing

CASP is a private not for profit program. Therefore, all program staff members, supplies and bills are funded through program participation. It is preferred that payments are made in advance. However, the director will work with you to

establish a weekly, biweekly, or monthly payment plan. We ask that if you intend to withdraw your child from the program that you notify us in writing at least 2 weeks in advance. **Scheduled vacation weeks do not count toward a 2 week notice.** There is a \$30 non-refundable enrollment fee. If you choose to pay the monthly fee, payment is due by the the **15th of the month.** Weekly or biweekly payments are due no later than the **Friday of the specified week.** You will be given a receipt once payment has been made, as well as a monthly invoice for your personal records. Detailed fee amounts will be provided with your enrollment package. Please note that CASP reserves the right to change fee amounts. In this event, a 30-day written notification will be given.

Tuition is based on the yearly rate of enrollment for your child, divided equally by the 10-month school calendar year. This allows for convenient and easy billing. Therefore, full weekly, biweekly, or monthly rates apply for all school weeks including: Superintendent's days, snow days, Labor Day, Columbus Day, Veteran's Day, Thanksgiving vacation, December Holiday Vacation, Winter Break, Spring Break, and Memorial Day. Please note that payment is due in full even if your child misses a day or days.

***Subsidized Care through the Department of Social Services is available for low income families. Please see the Director for more information.**

Late Pick Up

Please note that there will be an additional \$1.00 per minute, per child added to your bill if your child(ren) are picked up late. This payment is expected upon the day you are late.

Returned Checks & Late Payments

Returned Checks are subject to a \$25 fee.

Late Payment Policy:

Step 1: If tuition is not received by the due date (15th of the month), you will receive a written late notice/payment reminder to have payment in within 5 days.

Step 2: If not payment on the account has been made by the 20th of the month, a 10% late fee will be applied to the account.

Step 3: In the event payment is not made by the 1st of the following month, a payment plan will be set up to bring the account current.

Step 4: If by the 15th of the following month, the account is still past due (now by 2 months) a discharge from the program is possible pending board action.

Step 5: In the event a payment plan is not followed or never formulated and agreed upon, the child may be removed from the program and collection action may begin. Collection action includes payment plan arrangements after a child has been discharged from the program, referral to a collection agency once account reaches 9060 days past due (2 months), and possible legal action.

We realize that temporary financial setbacks can happen to anyone and we are willing to work with families in this situation. Please contact the Director immediately, if you need a little more of a grace period.

2021-2022 Preschool Enrollment Costs by Program Option

Program Option	Hours	Price
<u>Full academic week</u> 5 days a week	7:00 AM-5:30 PM	Monthly : \$725 Weekly : \$181.25 (4 payments/mo)
<u>Part time</u> 3 full days <i>*limited availabilities</i>	M W F 7:00 AM-5:30 PM	Monthly : \$580 (month) Weekly: \$145 (4 payment/mo)
<u>Part time</u> 5 ½ days <i>* limited availability</i>	8:00 AM-12:30 PM	Monthly : \$580 (month) Weekly: \$145 (4 payment/mo)
*Children who are enrolled in the half day are welcome to stay past 12:30 for an additional fee and prior approval		\$15 daily

**cost based on the 2020-2021 school year*

- Parents may elect to pay monthly, biweekly, or weekly with Director’s approval at enrollment time
- ***Tuition is based on the yearly rate of enrollment for your child, divided equally by the 10-month school calendar year.*** This allows for convenient and easy billing. Therefore, full weekly, biweekly, or monthly rates apply for every month September-June regardless of:
 - Snow days
 - Holidays
 - Any other scheduled or nonscheduled vacation.
- Some program options have limited spots and are first come-first serve
- In the event of a wait list, part time families will be given the option to upgrade to a full-time spot or relinquish it to a family in need of full-time care
- The Director will inform you of programming availability at enrollment time
- Overdue accounts accrue a 10% late fee of total bill – See “*Returned Checks and Late Payments*”
- Parents picking up their children past the allotted time of their programming option will accrue a \$1 per minute, per child late pick up fee

Parent Handbook Addendum: Emergency Procedures due to Pandemic

CASP will implement the Pandemic Section of the Parent Handbook under the guidance and direction of the program administration, local licensing agency, federal, state and local governmental agencies. To ensure the safety of children, families and staff, the center will monitor the situation and take into account the guidance and suggestions from the authorities. Decisions made by the center will consider the safety of children, families and staff. Program changes may include:

Unplanned Center Closures

On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our center, as well as work as creatively as possible to provide care and support to our families and staff.

Remote Learning Opportunities During Closure (if staff remain employed):

- Teachers will maintain ongoing communication with families and children.
- Online platforms (such as Zoom, Google Meets, TS Gold, and apps like ClassDojo) will be utilized for activities, sing along and story time; individually and in group settings.
- Phone calls, emails and newsletters will be sent regularly from teachers and administrators.

Changes When Program is Reopening:

When the program reopens, all required protocol mandated by our local licensing agency, and our Health Care Consultant will be initiated. Some examples of practices that may be implemented are:

- Temporary reduction of program hours: hours will be determined based upon staff availability and parent need. Reduced hours may also be considered to provide staff with enough time for extra cleaning and program planning.
- Enhanced health screenings and temperature checks upon arrival.
- Stricter child exclusions for signs of illness: Refer to Emergency Health Policy.
- Limitation of family members in the building: Rest assured, you will always have access to your children, but in an effort to reduce the number of people coming into the building we have amended our drop off/pick up policy, see below. Please note, if you do enter the building, you will be required to follow our health screening procedures, must wear a mask and follow physical distancing guidelines.
- Elimination of non-essential visitors into our building.

Pick Up and Drop Off: To create a safe and manageable way for children to arrive and leave our program, we will be implementing the following protocol:

Children will be received from the front door closest to the nurses office/loading dock (the first entrance in the front loop). Families can pull up to the front curb and call the CASP phone for a staff member to meet you at the door closest to the nurse's office/receiving room. The children will be screened before entering the building, as well as a daily screening that has been completed at home and submitted prior to arrival at school (by 7:30 am).

At the end of the day, as you come to the building please line up at the front curb by the nurse's office/receiving room in your vehicle and call the CASP phone, a staff member will escort your child to the car.

Please adhere to physical distancing when dropping off or picking up your child. Teachers will communicate with families via, phone, email or our app (ClassDojo).

Personal Items from Home:

- Because we are limiting the cross contamination of bodily fluids, even more stringently at this time, staff members will provide you a list of mandatory supplies for your child. These supplies must be maintained on a daily basis in order for your child to attend the program. (for example: an extra set of clothes, a mask, hats and mittens when needed).
- Children may bring a lightweight blanket for naptime.
- Toys and other items from home will NOT be permitted without director approval.

Mealtimes and tooth brushing

- Tooth brushing will be temporarily discontinued. Please consult with the director if you are in need of a toothbrush or toothpaste so you can continue this practice at home.
- Family style dining will be temporarily discontinued for snack time. Food will be plated for each child individually by the Teacher and many snacks will be prepackaged.
- Lunch time will remain the same, with children either bringing their lunch from home or purchasing a school lunch. Staff members will pick up any purchased lunches from the cafeteria, so that our children can remain in the classroom.
- **Amplifying our daily cleaning efforts:** While this is part of our normal routine, there will be additional efforts made to disinfect the classrooms, gross motor spaces and high traffic areas, paying special attention to doorknobs, phones, tables, chairs, keyboards, handrails, gates etc. We will be disinfecting with an approved cleaner that has been recommended by the CDC/NYSDOH. In addition to classroom cleaning, all staff members will be assigned various areas of the building for frequent disinfecting.

Tuition Agreement Contract- Catastrophic Event/Pandemic

Tuition Payments Due to Catastrophic Event or Public Health Emergency (Pandemic)

Tuition Payments: Under normal situations, families are expected to pay tuition regardless of whether your child attends the program or not. Tuition payments secure a space for your child and allows us to pay for our expenses, which includes staff salaries. In the event that the program is closed due to a sudden catastrophic event, including but not limited to: weather-related emergencies, terrorism, or public health emergencies such as a pandemic, tuition will be expected as follows:

- For the first 2 weeks of closing, families will be charged full tuition.
- Closure of 2-4 weeks: Tuition will be billed at 50%, unless staff is furloughed (see below)
- If the program is closed and staff are furloughed, tuition will not be charged.

If the program will be closed in excess of 4 weeks or more: A re-assessment of tuition billing will be conducted.

Hold Policy: If the program reopens and you are not comfortable with returning, contact the director to request your space be temporarily held. Determination is based on enrollment, staffing and current waiting lists and this may involve a monetary fee.

I acknowledge that I have read and understand the tuition policies and know that I am responsible to pay tuition in accordance with your policies if a catastrophic event such as a pandemic were to occur.

Parent Signature

Date

CASP Parent Handbook Agreement

Please return this page with your waitlist or registration paperwork

Please **read** and **initial** the following agreements:

1. I give permission for my child to take part in developmental and academic screenings.
 Parent/guardian initial
2. I give permission for CASP staff to speak to school or other relevant personnel (teacher, special education teacher, OTPT specialist, speech teacher, principal, counselor, nurse, psychologist) to better meet and understand my child's needs.
 Parent/guardian initial
3. I give permission for my child to be photographed and videotaped for activities, program development, or to promote program enrollment. Circle: YES, or NO
If YES, list exceptions if any:
 Parent/guardian initial

4. I give CASP permission to put the sunscreen/bug repellent I have provided on my child.
 Parent/guardian initial
5. I give permission for my child to take part in walking excursions away from the facility under proper supervision with prior written notification.
 Parent/guardian initial
6. I give CASP permission to seek emergency medical care should it be needed.
 Parent/guardian initial
7. I understand that tuition is based on the yearly rate of enrollment for my child, divided equally by the 10-month school calendar year and that full monthly rates apply for every month September-June regardless of days off, snow days, holidays, or any other scheduled or nonscheduled vacation. I understand that I may choose to pay monthly, biweekly, or weekly. I will notify the director at least 2 weeks in advance before terminating services with CASP.
 Parent/guardian initial
8. I understand that it is my responsibility to notify the Director should any changes in billing, guardianship, address, medical, or any other pertinent information which could affect the care of my child.
 Parent/guardian initial
9. I agree to not be under the influence of controlled substances or alcohol when I remove my child from CASP. I understand CASP will not release any child under any suspicion of the adult being impaired by drugs or alcohol.
 Parent/guardian initial
10. I agree to abide by NYS laws with regard to child car safety and use the appropriate car seat and/or booster seat after removing my child from CASP.
 Parent/Guardian initial
11. I have read, understand and agree to abide by the Acceptable Adult Behavior Policy.
 Parent/guardian initial

I (print parent/guardian name) _____ have read, understood, and agree to comply with the policies and procedures of the Chazy After School Program (CASP) outlined in the Parent Handbook. I understand that CASP reserves the right to change any or all of these policies at its sole discretion.

Signature

Print Name

Date