

Greenbush Summer Day Camp



2019 Parent Handbook

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East Greenbush, NY 12061
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www.greenbushchildcaring.org

Administrative Office Phone: (518) 477-4125

Camp Discovery Phone: (518) 477-1290

Camp Explorer Phone: (518) 479-4469

L.I.T. Phone: (518) 449-1500



WELCOME TO THE GREENBUSH SUMMER DAY CAMP PROGRAM

PROGRAM MISSION

Greenbush Child Caring, Inc. (GCC) is a private, not-for-profit agency located in Rensselaer County, New York. Our mission is to provide school-age children with developmentally appropriate child care, along with recreational and enrichment activities in a positive environment.

ABOUT GREENBUSH CHILD CARING, INC.

Greenbush Child Caring, Inc. has been in operation since 1983. GCC is made up of a volunteer Board of Directors, Executive Director, Program Director, Office Manager, Bookkeeper, Camp Administrative Staff, and Camp Counselors. Together the employees and the Board of Directors establish policies and procedures concerning the general operation of the agency. Although GCC utilizes space in the district buildings, we operate independently of the East Greenbush Central School District (EGCSD).

COMMITMENT TO QUALITY

The employees have planned a quality summer program, once again. We are committed to providing an enriching camp program and appreciate the trust that parents have placed in us over the years. We will work to provide you and your child with a fulfilling summer camp experience.

OVERVIEW OF GCC SUMMER DAY CAMP PROGRAMS

The Greenbush Child Caring Summer Day Camp Program is accredited by the American Camp Association. All camp participants will have the opportunity to engage in recreational and educational activities. In **Camp Explorer** we offer swim lessons (optional) and a variety of field trips each week such as state parks, amusement parks, museums and much more. In **Camp Discovery** we offer swim lessons (optional) and travel one time per week to a state park. All camp participants are offered enrichment programs such as drama, science, fitness, yoga, sports and more. We also offer a **Leader-In-Training** program for youth ages 13-15; they work with the junior groups in Explorer Camp and train under a camp counselor.

PROGRAM GOALS

To provide opportunities that stimulate the development of each camper's self-esteem, and provide children with developmentally appropriate recreational, physical, educational and enrichment activities in a positive environment.

REGULATORY AGENCY

The Greenbush Child Caring Summer Day Camp Program is licensed with the Rensselaer County Department of Health. We adhere to the regulations as defined in the New York State Department of Health Sanitary Code.

ABOUT THIS HANDBOOK

The policies and procedures of the Greenbush Child Caring Summer Day Camp Program are detailed in this handbook. It is important for parents and guardians to read the contents of the handbook to become familiar with how we operate. Parents are responsible for signing a statement on their child's application, which attests to reading the parent handbook. All policies and procedures are subject to change.

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ENROLLMENT

Grades/Ages Eligible to Enroll in Camp

Children who are **entering** grades K–8 in the fall of 2019 are eligible to participate in our summer day camp programs.

Dates of Camp Operation

Camp will operate Monday – Friday for seven weeks, beginning July 1st (camp will be closed on Thursday, July 4th) and will end on August 16th.

Location

Camp will be held at **Genet Elementary School**. Camp Discovery will primarily utilize cafeteria, gymnasium and outdoor space. Camp Explorer will use the classrooms, gymnasium, and outdoor space.

Hours of Operation

Day camp operates from 8:00 a.m.–5:00 p.m. Extended child care operates at an additional cost per hour from 7:00 a.m.–8:00 a.m. and/or 5:00 p.m.–6:00 p.m.

Enrollment Deadlines

Enrollment for each week of camp will close on Wednesday the week prior, with the exception of the first week of camp that closes two weeks prior to the first day of camp. Should any week of camp become full we will start a waiting list on a first come/first served basis.

Camp Programs

Camp Discovery

Campers will remain on-site Monday-Thursday and travel to a state park on Fridays.

Camp Explorer

Campers will take field trips three days per week (Tuesdays, Thursdays, and Fridays) and remain on-site Mondays and Wednesdays (unless enrolled in optional swim lessons).

Leader-In-Training

Young teens, ages 13–15, will be eligible to apply for our summer camp **Leader-In-Training** (L.I.T.) program. To apply, an enrollment form must be completed by a parent/guardian and the applicant must complete a questionnaire. An interview process will be conducted for all new applicants prior to the start of camp. Leaders-in-training will work and travel with Camp Explorer.

REGISTRATION AND FINANCIAL INFORMATION

Procedures

To enroll your child in the summer camp program (your account must be current) submit the following to the GCC Administrative Office:

- Complete the online enrollment form through the GCC website (new families) or the parent portal (existing families). You will receive an email notification when your enrollment has been submitted successfully. ***This is not a confirmation of enrollment.**
 - A copy of your child's current immunization history
 - A copy of your child's well child visit after August 20, 2018* **or** a signed Medical Statement (printable from our web site).
 - Leader-In-Training questionnaire, if applicable (printable from our web site)
 - Submit a non-refundable, non-transferable, one-time enrollment fee of \$30.00 for the 1st child, \$27 for the 2nd child, \$24 for the 3rd child, due to the administrative office at the time of registration.
- *Please pay in the form of cash/check/money order; we do not accept credit cards or online payments.**
- Payment as detailed below.

****The Rensselaer County Department of Health requires Greenbush Child Caring to have the following on file for each registered camper: a current confidential medical history/statement signed by their physician validating a well child visit after August 20, 2018 and a copy of their up-to-date immunization records must include immunization dates against diphtheria, haemophilus influenza type b, hepatitis b, measles, mumps, poliomyelitis, rubella, tetanus and varicella (chicken pox). Camper medical records will be reviewed by the camp nurse prior to the start of camp. Please note that all medical documentation must be received before registration is confirmed.***

Invoices

Charges will be posted to your child's ledger and a statement will be emailed on 5/1/19 & 6/1/19. Statement detail can also be accessed through the Parent Portal under the Statement tab. Customers are responsible for making payments on time each month even if invoices are not received, i.e. due to email rejection, change in email address, etc. **Payments cannot be made online.**

Payment

The total balance of camp tuition will be invoiced on May 1st. 50% of total charges are due 5/20/19 with the remaining balance due 6/20/19. If any cancellations are made after 4/30, \$25 per week, per child is non-refundable and non-transferable.

Payments can be made via ACH deduction, cash, check or money order to:

**Greenbush Child Caring, Inc.
620 Columbia Turnpike
East Greenbush, NY 12061**

Payments cannot be made at the child care programs.

*ACH option requires a new form to be completed, even if you have enrolled in ACH payments for the school year. ACH form can be found [here](#). Please note that t-shirt charges (if applicable) will be deducted with the first ACH payment in May.

Miscellaneous fees

Miscellaneous fees are non-refundable

One-time enrollment fee	\$30 – first child, \$27 – second child, \$24 – third child
Early drop-off/late pick-up	starting at \$15
Late Payment	\$10 – received 21 st -25 th ; addtl. \$10 – received 26 th -last day of the month
Returned Check	\$25
Addtl. camper t-shirts	\$5
Addtl. L.I.T. t-shirts	\$6
Change of enrollment	\$5 for changes made by 4/30, \$10 for changes made after 5/31

Returned Checks/ACH Payment

Payments must be resubmitted within two business days of notification in the form of a certified check, cash or money order, including the service charge. Two returned checks/ACH payments would necessitate that all subsequent payments be paid by cash, certified check, or money order.

Withdrawal/Change of Enrollment

All changes must be requested **in writing** to the administrative office two weeks prior to the date of the desired change. Please be aware that absences or verbally informing camp employees that your child will not be attending weeks already registered for **does not** constitute sufficient notification of withdrawal. A change of enrollment fee will be incurred for families who drop weeks after April 30th.

Refunds

No refunds will be given without the required notice as listed above. GCC will refund any tuition paid, less the non-refundable, non-transferable enrollment fee of \$30.00 and the non-refundable, non-transferable \$25.00 per week, per child. While the \$25.00 per week is not refundable if a week is dropped, GCC will allow the \$25.00 to be applied to a substituted week provided space is available.

Early Drop-Off and Late Pick-Up

A \$15.00 fee will be incurred for early drop-off and late pick-up for the first fifteen minutes (or any part thereof) a parent arrives early or picks up their child late from camp. A fee of \$5.00 will be added for each additional five-minute period. GCC will issue an invoice to those who incur an early drop-off or late pick-up fee. (Parents are encouraged to sign-up for a.m. or p.m. child care if camp hours do not meet their needs.) If a child is left at camp one hour after closing time and parents and emergency contacts cannot be reached the local authorities will be contacted.

OPERATING PROCEDURES

Communication with the GCC Administrative Office

Questions regarding enrollment status, fees and payments can be directed to the Office Manager. If you need to update information on your child's enrollment form, i.e., phone number, etc., changes can be made through the Parent Portal. Please allow up to 48 hours for any changes to be approved and updated. If you have questions regarding the camp program please contact the Program Director.

School Messenger Text Alerts

To opt in for text service, simply text "Y" to 67587; you must opt in for camp even if you already did so for the school year programs.

Communicating Program Information

A parent information board will be posted at camp to keep parents informed of daily events and activities throughout the summer. Camp calendars will be posted on the web site. Camp Explorer families will also be emailed a detailed weekly schedule and notified of trip changes due to inclement weather, etc. via email and/or text.

A mail folder will be assigned to each family in the camp welcome area. Mail folders should be checked daily for pertinent information from camp staff.

Identifying Employees

All GCC employees will wear a GCC t-shirt and photo identification, which will include their name and title.

Summer Camp Employees

GCC prides itself on the quality of its employees. Supervision is a priority and the quality of our employees and the care we give your child is of the utmost importance to us. All counselors hired for camp are dedicated to providing the children with the best possible summer camp experience. These responsible leaders are selected on the basis of their interpersonal skills, program talents and prior experience. All counselors will engage in multiple hours of camp training and most of them will be certified in first aid and CPR.

Sign-In/Sign-Out Procedures

A GCC employee will greet parents during sign-in and sign-out periods. Each morning and evening parents are required to walk into the school and sign-in and sign-out by entering their unique pin number on the designated iPad. Parents and those who are listed on the pick-up authorization and/or the emergency contact list will be the only individuals allowed to sign out a child. Each authorized pick-up persons will have their own unique pin number (assigned at the time of registration). All persons who are authorized to pick up children must be at least 16 years of age and will be asked for identification until such time that the staff become familiar with their identity.

Please do not share your unique pin number with children or other individuals. Any person who tries to pick-up a child will be asked for identification, regardless of their possessing a pin number.

****Additional authorized pick-up persons will have their own pin number. You can access this information in the Parent Portal by clicking on the Personal tile and then on the name of each authorized pick-up.***

Transportation

Parents are responsible for transporting their child to and from the program. Greenbush Child Caring, Inc. employees are prohibited from transporting children in their personal vehicles.

CAMP DISCOVERY

Camp Phone: (518) 477-1290

Program information

Children participating in Camp Discovery will engage in on-site activities throughout the week and then end each week with a field trip.

Drop-Off/Pick-Up

The designated GCC entrance is located on the playground side of the building under the awning (between the 2 speed bumps). Please utilize the parking lot; parking in front of the door and/or dumpsters is prohibited. The door will be locked at all times; an employee will be stationed at the door to greet parents during drop-off and pick-up times. If no one is at the door please call the site phone (number listed above).

Activities

Each day of camp is packed with a wide variety of age-appropriate activities including; athletics, art, science, nature, swimming, enrichment programs, and guest speakers. Children will also have the opportunity to engage in indoor and outdoor play each day. Children should come prepared with bathing suits daily for on-site outdoor water activities.

Field Trips

Each Friday we will visit either Grafton Lakes or Taghkanic State Park *or an optional non-swim trip* ***Please note that the alternative non swim trips are limited in space and children will be accepted on a first come/first served basis. Children must be registered for the non swim trip.** The cost of the weekly field trip is included in your camp tuition. While at the parks the campers will have a picnic lunch (not included), swim, play on the park playground as well as participate in various nature programs including nature walks, scavenger hunts, crafts, and/or other programs that are offered through the park. Children may bring spending money for the snack bar; please do not rely on the snack bar to be open and be sure to pack your child a lunch and snacks.

Swim Lessons - Albany, NY

(www.cdymca.org/branches/north_albany/north_albany.asp?id=20)

Swim lessons will be held weekly at the Capital District YMCA, North Albany Branch, 616 North Pearl Street, Albany. Swim lessons are **optional and also have limited availability**; parents will choose to sign their child up at the time of registration. ***Please note that your child must be registered for swim lessons in order to attend.** At the end of the summer the children who participated in swim lessons will receive certification from the American Red Cross. Lessons will be 45 minutes in length and 15 minutes of free swim; with travel, children will be off site for approximately 120 minutes. Children will attend lessons each Monday from 1:30-3:30.

Daily Schedule

Monday-Thursday mornings children will choose to participate in the following; cooking, crafts, science, and nature.

Each Monday children will have the option to participate in swim lessons. ***Children must be pre-registered in order to participate.** Tuesday-Thursday afternoons will be spent participating in activities on site and Wednesday afternoons children will enjoy a special event.

CAMP EXPLORER

Leader-In-Training Program Within

Camp Phone: (518) 479-4469

Program information

Children participating in the explorer camp will be split by grade into the following groups.

- **Junior Group (Grades K–1)**
The kindergarten and first grade campers will take three field trips per week. While on site the campers will have a quiet/rest time and are encouraged to bring a sleeping bag or blanket to rest on.
- **Junior Group (Grades 2–4)**
The junior group will take three field trips per week. Activities at camp will focus around the interests of the campers.
- **Senior Group (Grades 5–8)**
This group will have their own dedicated space and participate in innovative activities separate from the junior group. The senior group will also take field trips three times per week. Each camper will experience enriching activities within a safe and structured environment to build self-esteem and independence skills.
- **Leader-In-Training (L.I.T.) Program (Ages 13–15)**
GCC offers a Leader-In-Training (L.I.T.) program to adolescents who are between the ages of 13-15. The goal of the L.I.T. program is to offer youth the opportunity to work with the employees and children in Camp Explorer. During the training period the teens will learn how to plan and implement activities as well as learn how to work with young children. Our hope is that as the youth complete the L.I.T. program they will become employees at the age of sixteen.

Drop-Off/Pick-Up

The designated GCC entrance is located on the playground side of the building under the awning (between the 2 speed bumps). Please utilize the parking lot; parking in front of the door and/or dumpsters is prohibited. The door will be locked at all times; an employee will be stationed at the door to greet parents during drop-off and pick-up times. If no one is at the door please call the site phone (number listed above).

Swim Lessons - Albany, NY

(www.cdymca.org/branches/north_albany/north_albany.asp?id=20)

Swim lessons will be held weekly at the Capital District YMCA, North Albany Branch, 616 North Pearl Street, Albany. Swim lessons are **optional and also have limited availability**; parents will choose to sign their child up at the time of registration. ***Please note that your child must be registered for swim lessons in order to attend.** At the end of the summer the children who participated in swim lessons will receive certification from the American Red Cross. Lessons will be 45 minutes in length and 15 minutes of free swim; with travel, children will be off site for approximately 120 minutes. Children will be assigned a group time; 11:30-1:30, 12:30-2:30 or 1:30-3:30.

Daily Schedule and Activities

Each day of camp is packed with a wide variety of age-appropriate activities. Athletics, art, science, nature, field trips, swimming, and special events are many of the choices campers will have. These, combined with other activities, provide a structured, well-supervised day, with an opportunity for choice and diversity.

On Mondays and Wednesdays the children will engage in a wide variety of activities, including; athletic events, arts and crafts, science and nature experiences, along with cooperative games, free play opportunities, and outdoor time with their group counselor. Prior to departing for field trips and upon the children's return from field trips children will have the opportunity to engage in indoor and outdoor play.

In addition to regular activities, on Mondays children will participate in swim lessons (if registered). On Tuesdays, Thursdays, and Fridays, the campers will take field trips. While at the state parks, children will have the opportunity to participate in swimming as well as various nature programs including nature walks, scavenger hunts, crafts, and/or other programs that are offered through the park.

Camp Field Trips

The cost of field trips is included in your camp tuition. Children are allowed to bring spending money on most field trips to purchase snacks or items from gift shops. **Please note that the alternative Friday trips are limited in space and children will be accepted on a first come/first served basis.*

LEADER-IN-TRAINING

Program Description

The goal of the L.I.T. program is to offer youth the opportunity to work with both employees and children. During the program, the teens will have the opportunity to plan and implement activities, and be taught valuable skills to successfully work with young children. Being a part of the L.I.T. program offers participation in a quality, accredited day camp program. During the L.I.T. program adolescents will have the opportunity to learn and expand their knowledge of GCC while under the supervision of experienced and caring senior staff.

The L.I.T. is expected to enroll in a minimum of four consecutive weeks and is expected to attend camp Monday-Friday (during curriculum hours) from 9:00 a.m. to 4:00 p.m. The L.I.T. Coordinator will hold weekly group meetings and trainings.

L.I.T. Curriculum

Throughout the summer, the L.I.T. will work closely with the L.I.T. Coordinator and their Camp Counselor (mentor) and have the opportunity to learn leadership skills through training sessions, team building, personal guidance and evaluation. Every Monday afternoon the Leaders-In-Training will participate in training sessions with the L.I.T. Coordinator.

First year Leaders-In-Training will begin by shadowing a staff member and observing the daily operation of the camp. As the L.I.T. progresses through the program they will begin to brainstorm, plan, and implement activities. Upon completion of the third year each L.I.T. will be taught the total experience of guiding and leading children during daily activities.

In addition to the educational opportunities available to teens, they will travel on field trips and coordinate and implement team building enrichment programs for children.

Dress Code *GCC will give two t-shirts to each L.I.T. (Additional shirts may be purchased.)*

Leaders-In-Training are expected to adhere to the following GCC dress code:

- GCC t-shirts and nametags must be worn to camp each day.
- Clothing that is revealing, form fitting, or that shows any part of the stomach, behind, or chest should not be worn.
- One-piece sports cross-back bathing suits are required.
- Proper footwear is required at all times. Sneakers are suggested. High heels or open toe shoes are not allowed.

These policies not only enforce professionalism within our program, but also help ensure the safety of the L.I.T.

AGENCY POLICIES AND PROCEDURES

On-Site Ratios

Our summer day camp program will adhere to a ratio of one adult to every ten campers (1:10) in the junior group and one adult for every twelve campers (1:12) in the senior group.

Out-of-Camp Trip Ratios

While on field trips that do not include being in or near water our summer day camp program will adhere to a ratio of 1:6 for children 4 and 5 years old and 1:8 for children 6 years and above.

Waterfront Ratios

Our summer day camp program will adhere to the following ratios when in or around water: 1:6 for 4 and 5 year olds, 1:8 for 6 and 7 year olds, 1:10 for children 8 years and older.

Swim Testing

The New York State Department of Health requires that all children registered for camp must have their swim ability tested **annually** by the GCC Water Safety Instructor (WSI). Each child will be labeled as a shallow water swimmer until they are tested. The purpose of testing is to determine the depth of the water the child will be allowed to swim in during the summer camp program. **(Campers who will not participate in swim lessons must still have their swimming ability tested.)** Please ensure that your child has a bathing suit on the Monday of their first week of camp in order to be tested.

Swimming and Buddy Checks

Each child will be paired with a buddy while they are swimming. Buddies are expected to stay together at all times while in the water. Your child's counselor will stand in the water overlooking their group. Every ten minutes the counselor will conduct a buddy check. At that time all children will come out of the water with their buddy and the counselor will take attendance. The counselor will record the buddy checks each time they are completed. Deep swimmers will be identified with brightly colored wristbands and **shallow-swimmers will only be allowed in water that is less than chest deep.**

Behavior Management

GCC wants all children to be successful in all child care programs. It is our goal for each child to have a safe and enjoyable time while in our care. To achieve this goal, reasonable limits for behavior must be established by having discipline procedures and rules in place. Children are expected to adhere to established rules. We expect parents to work with the program staff to encourage appropriate behavior. **In addition to our expectations and rules, all persons on school property must adhere to the East Greenbush Central School District's Code of Conduct; a copy can be found at http://egcsd.org/district/code_of_conduct.pdf**

Children are responsible for:

- Following the direction of child care employees.
- Respecting each other, the employees, the facility, and the property of others.
- Staying in designated program areas.
- Remaining with a GCC employee at all times.
- Keeping hands, feet and other objects to themselves.
- Using acceptable language.
- Controlling their anger so that their actions do not harm anyone.

Camp Employees are responsible for:

- Respecting all children.
- The well-being of the children.
- Ensuring that children are safe by following program guidelines.
- Establishing rules along with the children and practicing them on a daily basis.
- Providing an environment that is healthy.
- Ensuring that all children have a fun and enjoyable atmosphere.
- Treating all children equally.

Behavior Management (continued)

Behavior management is accomplished through a positive approach that respects the child as an individual. Praise and positive reinforcement are effective methods of the behavior management of children. Children receive positive feedback and interaction from adults and others; in the hope they develop good self-concepts, problem solving abilities, and self-discipline.

Employees will address normal day-to-day behavior by guiding children to resolve their own conflicts. The following techniques will be used to influence children's behavior: positive role modeling, setting limits, re-direction, and positive behavior alternatives. Time-out is used as a last resort and cannot exceed ten minutes. During time-out the child will be placed away from the other children in full view of staff. The employee involved will talk with the child about their actions in an effort to come up with a solution to avoid a similar situation in the future.

Depending on the frequency and/or severity of the child's behavior a meeting will be held with the parent(s) or guardians, Camp Director, and the Program Director. With parental assistance, a plan will be devised to help us work with the child. GCC reserves the right to suspend or terminate a child from the child care program if their behavior does not improve. Any child who inflicts physical harm on other children or staff members may be dismissed from the program immediately. All behavioral incidents will be documented.

Social Media Policy

GCC Employees

Our employees are prohibited from taking photos of children, publishing or sharing images of children or posting information about children on any web site such as Facebook, Instagram, Twitter, Kik, youtube.com, Yik Yak, SnapChat, etc. They are to refuse or ignore requests from any enrolled children to join social media networks.

Employees are strictly prohibited from exchanging phone numbers, emailing, texting, or communicating with enrolled children; including Leaders-In-Training (even if our employees babysit outside of work hours or have relationships with family members, i.e. neighbors, etc.).

They are instructed to not communicate personally with enrolled GCC students on personal social media sites. Banned communication includes, but is not limited to:

- Friending
- Following
- Commenting
- Posting
- Tagging photos or videos

GCC Enrollees

Please review the above policy with your child and report any known social media interaction to the Program Director. Please monitor your child's social media activity; we expect our enrollees to follow respect and comply with the employee policy as stated above.

HEALTH POLICY

Hand Washing

In an effort to keep all children and employees healthy and to prevent the spread of germs, hand washing must occur throughout the day. Children and employees are required to wash their hands before and after snack and lunch, after toileting and outdoor play, and any other time they are soiled (i.e. after blowing their nose).

Illness

If a child becomes ill while at camp, the Health Director will contact the parent. Parents will be expected to pick up their child within a reasonable amount of time. Parents must notify the Health Director if their child has a communicable disease such as: chicken pox, head lice, or a gastrointestinal illness. The Health Director is responsible for notifying the county health department of all communicable diseases. All illnesses will be documented in the camp medical log. *If a child has a contagious illness, the child must be fever and symptom free for 24 hours prior to returning to camp. Depending on the severity of the illness, the child may also be required to be cleared by a doctor prior to returning to camp.

Injury

First aid will be administered to children experiencing minor injuries such as scrapes, bumps or bruises. All injuries and treatment given will be documented in the medical log.

Medical Emergencies

In case of a major emergency, 911 will be called and the child will be transported by ambulance to the nearest hospital with a GCC employee. Parents will be notified immediately following the call to 911. If a parent cannot be reached, individuals listed as emergency contacts will be called. The Camp Health Director is responsible for notifying the county health department of all major injuries.

Sunscreen

Campers will spend a lot of time outdoors; to prevent sunburn GCC requests that parents apply sunscreen to their child each day prior to sending them to camp and send sunscreen in with their child each day. Please label the sunscreen with your child's name and enclose any special instructions. Parents approve their child to carry and use sunscreen during electronic registration. If your child **should not** use GCC provided sunscreen, please email contactus@gbccinc.org.

Special Health Care Plan

Parents of children with special needs must meet with the Camp Director prior to starting a program to devise a special needs plan to ensure that children's needs are being met. Children that have incontinence issues (ie. still require diapers, pull-ups, etc.) may have limited activities and also require a special needs plan.

Medications

Prescription and orally administered over-the-counter medication may only be administered by our certified staff upon receipt of a completed **Medication Consent Form** (original copies only). The consent form must be completed by both the parent and health care provider. **Please note: The forms must be renewed every year unless an early expiration date is noted on the form.**

Medication must be in the original container labeled with the child's name, the name of the medication, recommended dosage, time intervals for administration, method of administration, expiration date and for prescription medication, the physicians name and license number. (If your child will require medication while in our care please contact the GCC Administrative Office to request a **Medication Consent Form** or download the form from our web site.)

An employee that has Medication Administration Training (MAT) administers medication to children. (MAT employees will have successfully completed the course and been certified by the NYS OCFS through the State University of New York's Professional Development Program.) The MAT employee is required to document each administration in the child's medical log.

Suspected Child Abuse and Maltreatment

All child care workers in the State of New York are mandated to report any suspected cases of child abuse including child endangerment, neglect or maltreatment to Child Protective Services (CPS). If an employee suspects abuse or maltreatment they will notify the Camp Director. Upon review the Camp Director and camp employee will decide if a report should be made to CPS. Once a report is made, CPS will conduct their investigation.

Nutrition/Snack

Parents are responsible for sending in beverages and a lunch in an **insulated** bag. GCC will provide morning and afternoon snacks each day; cereal and milk will be served each morning and a variety of snacks will be served in the afternoon. We encourage parents to send a water bottle in with their child. (Please do not send in glass bottles or containers.) Please check the camp calendar to see when lunch is included in a field trip.

If your child requires a special diet or has a food allergy, please include details on your electronic enrollment form or in the Parent Portal.

Appropriate Dress

It is important for children to wear appropriate clothing for outdoor play. Children will participate in sports activities that require sneakers on a daily basis (no sandals please). The children will also participate in arts and crafts; if you wish, please send a smock in with your child to be kept at the camp.

IMPORTANT: All campers are expected to bring a swimsuit and towel on all swim days and swim field trips (see camp calendar). GCC will provide one t-shirt for each child (additional shirts may be purchased).

Children are expected to wear their camp t-shirt on field trip days (not including swim lessons) and are encouraged to bring a sweater or sweatshirt on cool days. Please label and secure all children's belongings in a tote bag or backpack labeled with your child's name.

ADMINISTRATIVE INFORMATION

Rensselaer County Department of Social Services (DSS)

Customers receiving financial assistance through Rensselaer County DSS (including Workforce Development) will need to provide the name and phone number of their caseworker upon enrollment. GCC will work in conjunction with DSS to ensure monthly tuition is paid.

DSS will only pay up to 12 absences in a quarter and will require a doctor's note for three or more consecutive absences; they do not pay for program closures or holidays. Parents/guardians will be held responsible for any unpaid fees due to absences and will be invoiced the following month.

*Parent portions for camp, where applicable, are due on the same billing schedule as our non-third party paid families (half due on 5/20 & half due on 6/20).

Collections/Delinquent Accounts

Those with an outstanding account balance will not be eligible to enroll in any child care program. Additionally, accounts that are sixty days past due will be subject to suspension. Failure to make payments or payments that are consistently late is grounds for dismissal from our programs. All camp charges must be paid in full by 6/20/19 in order to attend camp. Charges incurred during camp weeks are due immediately.

Court Orders Affecting Enrolled Children

The employees of Greenbush Child Caring are not able to keep a custodial parent from picking up their child unless there is legal documentation on file with Greenbush Child Caring, Inc. Families who have legal documentation regarding their children should attach the documentation to their child's record at the time of registration. Should a court order take effect following enrollment the legal documentation should be submitted to GCC as soon as it becomes available. If an enrolled child resides in two separate households with their custodial parents GCC will require that each parent complete their own pick-up authorization form.

Inebriated Persons Policy

A GCC employee will approach any person who attempts to pick-up a child while they are in an inebriated state. If the inebriated person is a custodial parent the employee will contact the other custodial parent to pick-up the child. If the inebriated person is not a custodial parent the inebriated person will be denied the release of the child. The employee will be required to contact the local police department and Child Protective Services. GCC employees cannot hold a child against the parent/guardian's will.

Dependent Care Accounts

Many parents are enrolled in a "Dependent Care Advantage Account". This allows parents to put aside pre-taxed dollars to pay for child care. Those who are enrolled in this program will be required to complete a form that needs to be validated by our Bookkeeper. To get the form validated, mail it in with your monthly payment along with a self-addressed, stamped envelope. Please allow three business days for forms to be returned.

Receipts

Receipts and account statements can be printed from the Parent Portal. If you require additional information, please e-mail the details of your request and your receipt will be emailed within three business days. To receive receipts by mail, please provide a self-addressed stamped envelope with your monthly payment.

MISCELLANEOUS INFORMATION

Lost and Found

A table of lost and found articles will be set up at the school and should be checked regularly. All items that remain at the end of the summer will be donated to a charitable organization.

Personal Belongings

Children will be given an area to keep their belongings together (lunch bags, backpacks, etc.) Please be aware that GCC does not accept responsibility for belongings children bring to the program. Additionally, camp participants are prohibited from bringing personal possessions from home such as toys and electronic devices. GCC reserves the right to request that children put away personal belongings brought from home.

Cellular Telephones

During program hours, cell phones must be turned off and kept out of sight. Greenbush Child Caring, Inc. assumes no responsibility for a participant's cell phone; we reserve the right to request that children put away cellular telephones. The Office of Children and Family Services does not permit screen time during program hours.

Spending Money

Children are allowed to bring spending money on field trip days. Please note that this is optional and GCC does not accept responsibility for any spending money children may bring. Please ensure that your child keeps their money in a safe place.

Emergency Closing During Program Hours

In the event there is an emergency that necessitates that GCC leave the building, GCC will contact families immediately. If possible, the children will be moved to another location at the discretion of the Superintendent.

Photo Release

Greenbush Child Caring, Inc. reserves the right to take photographs of children who are enrolled in child care programs for promotional purposes (which includes our web site), unless you indicate otherwise.

Confidentiality/Release of Records

Information contained in your child's file is privileged and confidential and will not be released to anyone other than parents/legal guardians without the written consent of a parent/legal guardian unless required by law. Authorized representatives from the Department of Health and New York State Office of Children and Family Services have the right to review all records upon request.

We will share the child's file (which includes enrollment information, attendance records, behavior and injury reports, etc.) with all parents or legal guardians that are listed on and have signed the enrollment form upon request, unless we have a court order on file prohibiting us from doing so. In the event that a parent is not listed on the application but supplies sufficient legal documentation that they are the parent, they will have access to your child's information unless we have a court document prohibiting it.

Therefore, if you wish to prohibit a parent from accessing or editing your child's file we must have a valid court order or custody agreement that clearly defines what each parent is permitted or prohibited from doing.

Donations

Donations are an integral part of any not-for-profit organization. Monetary donations are always welcome and are tax deductible. Anyone who would like to donate items such as toys, games, furniture, etc. may contact the Office Manager to make arrangements.

Dismissal from Child Care Programs

Greenbush Child Caring Inc. reserves the right to dismiss families from the program if they fail to comply with program policies and procedures. (Such dismissal would be at the discretion of the Executive Director.)

Yearly Statement

Annual statements are printable through the Parent Portal at any time.

Paperless Policy

All correspondence from GCC will be sent electronically via e-mail; including but not limited to monthly invoices, confirmations, weekly activity schedules, etc. We will continue to send correspondence via U.S. Mail to those who cannot provide an e-mail address.

Liability Statement

Greenbush Child Caring, Inc. bears no responsibility for the activities of its employees outside of working hours, including any paid or unpaid services provided by employees to families of enrolled children by private arrangement.

Visitation

GCC has an open door policy that entitles any parent or guardian to visit their child or observe the operation of the program during program hours. Parents or guardians have unlimited access to the program and their child at any time while in the care of GCC.

Any person other than parents/guardians who visit the child care program must sign in on the visitor log form, state the date and reason for the visit and sign out when departing. All visitors will be issued a visitor badge that must be worn while visiting the child care program and will be in the presence of an employee while on site.

Before-School & After-School Programs

GCC operates before-school, after-school, half-day, and full-day programs to children in grades K-8 in the East Greenbush Central School District and to children in grades K-5 in the Averill Park Central School District. Please see our web site for more information.

Your Opinion Counts

Surveys will be sent via e-mail to all summer camp families. Input from our families is valuable information that assists the Administration in developing new policies, reformulating current policies and looking at the cost of services provided. Most importantly we want to determine overall parent satisfaction. Your opinion is important. Please take the time to complete our survey.

Questions or Concerns

If you have questions regarding this handbook or if you have any concerns about our programs please contact the Program Director or Executive Director. Questions regarding enrollment should be directed to the Office Manager and questions regarding billing should be directed to the Bookkeeper. All of the above can be reached at the Greenbush Child Caring Administrative Office at 477-4125.

Zipper Clause

All other policies, whether written or oral, are declared null and void, ceasing to have any affect whatsoever by the publication and dissemination of these policies. This current set of policies supersedes all prior policies.