

eliminating racism
empowering women
ywca

YWCA Jamestown After School Program and LEAP Camp Parent & Student Handbook

Programs of:
YWCA Jamestown
401 N. Main St.
Jamestown, NY 14701

(716) 488-2237

www.ywcajamestown.com

Program Contact Information:

Bush After School Program

150 Pardee Ave.
Jamestown, NY 14701
P: 716.338.3827
E: bushadvantage@jpsny.org

Fletcher After School Program

301 Cole Ave.
Jamestown, NY 14701
P: 716.338.6226
E: fletchadvantage@jpsny.org

Jefferson After School Program

195 Martin Rd.
Jamestown, NY 14701
P: 716.338.3066
E: jeffadvantage@jpsny.org

Westfield Before & After School Program

203 E. Main St.
Westfield, NY 14787
P: 716.450-9581
E: westfield@ywcajamestown.com

Partners:

The YWCA is proud to partner with many local, state, and national partners to make the After School Programs possible in Jamestown. Here is a sample of our partners:

- Jamestown Public Schools
- Westfield Central School
- New York State Office of Children & Family Services
- NYS 21st CCLC
- Chautauqua Striders, Inc., as well as a variety of others...

Partner Contact Information:

YWCA Jamestown

401 N. Main St.
Jamestown, NY 14701
P: 716.488.2237
E: info@ywcajamestown.com

Jamestown Public Schools

197 Martin Rd.
Jamestown, NY 14701
P: 716.483.4350

Westfield Central School

203 E. Main St.
Westfield, NY 14787
P: 716.326.2151

Chautauqua Striders

301 E. Second St. – Suite 102
Jamestown, NY 14701
P: 716.488.2203

New York State Office of Children & Family Services

Buffalo Regional Office
295 Main St., Room 545
Buffalo, NY 14203
P: 716.847.3828
F: 716.847.3688

Mission Statements:

Mission Statement of YWCA Jamestown:

The YWCA Jamestown is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

Mission of YWCA After School Programs:

To provide quality enrichment activities in a structured and supervised setting, which allows youth to develop to their fullest potential.

Program Partly Funded By:

Programs at **Bush Elementary and Fletcher Elementary** schools receive some funds from the New York 21st Century Community Learning Centers grant.



New York
21st Century Community Learning Centers
SOARING BEYOND EXPECTATIONS

Programs at **Bush Elementary, Fletcher Elementary, and Westfield Central** Schools receive funds from the NYS OCFS LEAPS grant.



**Office of Children
and Family Services**

Program Goals:

- To provide a safe after school setting for youth.
- To provide students' social, emotional, and academic skills.
- To increase positive choices and behaviors of youth.
- To reduce violence in schools and communities.

Program Operations:

- The Programs are school-aged childcare programs licensed by the New York State Office of Children and Family Services (OCFS).
- The Programs follow the published school calendars. The Program does NOT operate on snow-days, holidays, or any other day when school is not in full day session.
- The Programs offer a wide variety of activities that are researched, planned, and based on the interest and developmental stages of the students, with input from parents, students, and teachers.
- Funding for our programs is provided by grants from the New York State Office of Children and Family Services LEAPS Programs Grant and 21st Century Learning Centers Grant.

Weather / Emergency Closings:

The decision to close schools and/or delay school opening is at the discretion of each school district, and those decisions will be announced as deemed necessary by said district.

- The Program will **NOT** operate if school is **cancelled** (“Snow Day”).
 - In the event of Delayed opening at Westfield school, the BEFORE school program will NOT operate.
 - Delayed openings will not affect the After School programs operation, the program will operate as usual.
- The After School Program will **NOT** operate if after school activities are cancelled by the school district.
 - If after school activities are cancelled, parents/guardians will receive communication from their child’s school regarding the cancellation, and from the After School program in a variety of methods.
 - In this event, all children **MUST BE PRICKED UP BY 3:30pm!**
 - Staff will remain on site and the program will remain open with limited access to activities until 3:30pm.
 - In the event that a child is not picked up by 3:30pm, and no parental contact has been made, the situation will be treated as a “Child not picked up” and emergency contacts will be contacted to arrange safe transport home. Should attempts to reach emergency contact be unsuccessful, the appropriate authorities will be notified.

Who Are the Staff Members?:

- Each program has a Site Coordinator, who is responsible for operations and supervision of the site, staff, and participants.
- Program Leaders (line staff) work directly with children in care, modeling and encouraging appropriate behaviors in a positive and constructive environment.
- Program Leaders plan and implement activities suitable for the age, abilities, and learning styles of the children in care.
- All staff reports to the YWCA Associate Director.
- All staff are hired and trained in accordance with the New York State Office of Children and Family Services Regulations Part 414.
- Each staff member receives a minimum of 15 hours of training per year, including Mandated Reporting, Foundations of Health & Safety, CPR, and First Aid.
 - There is at least one staff member on-site during all operating hours that is certified in CPR and First Aid, as per NYS OCFS regulations.
- All staff must pass criminal background checks in accordance with NYS OCFS Regulations and Federal law.
- The Site Coordinator is available during program hours, and during the school day to meet with parents, guardians, and the community. We encourage all parents/guardians to stop by and visit our programs anytime during regular program hours.

Food Service:

- At Jamestown based programs, an afternoon snack is provided daily by Jamestown Public Schools in accordance with the USDA Federal Snack Program, which is in compliance with the Child and Adult Care Food Program (CACFP) meal patterns as per NYS OCFS requirements.
 - The menu provided by JPS Food Service Office is available online, and may be subject to change.
 - The menu can be found at: www.jpsny.org
- At Westfield program the daily afternoon snack is provided by YWCA Jamestown in compliance with the Child and Adult Care Food Program (CACFP) meal patterns as per NYS OCFS requirements.
- All programs have written permission from Jamestown Public Schools and / or Westfield Central School guaranteeing access to stored food supplies located at each building for usage during a declared local or national emergency in the event that student and staff are sheltering-in-place and are unable to leave.

Withdrawal From Program:

- Notice must be provided to the Site Coordinator at least five (5) days in advance of the desired withdrawal date. **Written notice is required.**

Parent Conduct:

- A child and/or family may be dismissed from the Program in the event that a parent or guardian conducts himself or herself in a way deemed inappropriate while on school and/or YWCA property. Adults are expected to model the desired behaviors and language that is expected of the children in care.
- Profanity, threats, or disruptive behavior will not be tolerated in any format (in-person, electronic communications, text, email, voicemail, and/or telephone calls), and may result in the removal of the child and/or family from the program(s) if multiple children are enrolled at various sites.
 - YWCA Jamestown also reserves the right to deny access to any family member who is displaying such actions, and may permit the child to continue to attend the program so long as another parent or guardian interacts with the program.
- Parent, Guardians, or other Caregivers that appear to be under the influence of drugs or alcohol will be encouraged to allow the program to help them make other suitable and safe arrangements for transportation home.
 - Those that refuse to cooperate and insist on removing the child from the program should note that the program will notify the proper emergency authorities with all available information, and will also be required to place a call to the State Central Registry / Child Protective Services as per NYS OCFS regulations.

Parent Participation:

- The YWCA After School Programs encourage parents to participate! Parents are encouraged and welcomed to visit the program anytime the program is in operation.
- A variety of opportunities exist for parents to participate:
 - Attend the required orientation session, once yearly.
 - Volunteer in the program – reading stories, assisting in crafts/games, assisting with planning of special events, etc.
 - Share their profession or special skills with the participants.
 - Making donations of materials, games, or other relevant items to the program.
 - Attending all family nights / events.
 - Participate in the Parent Advisory Board at the program.
- Please see your Site Coordinator for more information on volunteering.

School Sponsored Events / Clubs / Detention:

- The YWCA After School Programs will not be held responsible for participants who are attending school-sponsored events, clubs, or in detention until the child signs into the program.
- The program will not be responsible if the child does not report to the program after the school-based event is over.
- Participants wishing to attend a club or event after they have signed into the program must have **written** permission from the parent/guardian to sign out and attend the indicated club/event.

Release of Information:

- The YWCA will maintain confidentiality of information. Certain information may be shared with partnering agencies as is permitted by permission provided in the enrollment packet:
 - Info to be shared to and from the local school as permitted on the FERPA form.
 - Shared information with partnering agencies
 - For evaluation purposes.
 - The limited release of information to non-custodial parents and other individuals listed on the enrollment form.

Pick Up / Late Pickup Policy:

- All parents/guardians are required to pickup and/or make arrangements for any child that is reported by the program to the parent/guardian within thirty (30) minutes of the initial contact.
 - This may include a sick child, or child who has been asked to leave for discipline reasons, and if not picked up within the thirty (30) minute window, the staff will contact emergency services, and report the case to the State Central Registry as per NYS OCFS mandated reporter policies.
- In the event that a child is not picked up or released from care by 6:00pm, the Site Coordinator will phone the parent/guardian, and/or any other contacts listed. If the child is

not picked up within fifteen (15) minutes of the initial attempt to contact the parent/guardians the program will contact the proper emergency authorities.

- Staff are required to contact the State Central Registry to report the case as per mandated reporter policies with NYS OCFS (see Safety & Security).
- Excessive, repeated, or habitual late pick-ups may result in the termination of services.

Liability:

- Enrollment in the YWCA After School Program waives any liability against the Jamestown Young Women's Christian Association (YWCA) it's officers, directors, trustees, agents, servants, and employees, that they shall not be liable for any occurred bodily injury to any child while the child is practicing for, or participating in, any contest or exhibition of an athletic or sports nature sponsored by the YWCA, or in any activities as a part of the YWCA After School Programs.

Attendance:

- Grant funding encourages regular and consistent attendance.
- **Children MUST enroll to attend at least 3 days per week.**
 - If your child is enrolled less than 5 days per week, you must specify the days he/she will attend and he/she may only attend on those days. If attendance drops below these requirements, the participant(s) may be removed from the program.
- If your child will not be attending due to other obligations, please notify the Site Coordinator before 2:00pm.
- Parents/Guardians **MUST** attend a parent orientation meeting or participate in a web-based orientation within two (2) weeks of your child's enrollment.
- If a child will no longer be attending the Program, the program must be notified immediately in writing so that the child can be removed from the roster.
- Failure to notify the program in writing of a child's removal will result in the child being automatically removed after two (2) consecutive weeks of no attendance.

Health Insurance:

- YWCA Jamestown does not provide accident insurance covering participants.
- Proof of valid insurance for each child in care **must** be provided to the Site Coordinator at the time of enrollment.
 - A valid insurance card must be presented to the Site Coordinator so a copy can be placed in the child's file.
 - Or the enrolling adult must include a copy of the card(s) with the enrollment packet.

Medication:

- YWCA Jamestown DOES NOT administer any medications to children.
- **NO children are allowed to carry their own medication, prescription or over-the-counter; and are not permitted to administer any medications.**
 - Please consult with the Site Coordinator regarding your child's specific situation.

Court, Custody, & Visitation Orders:

- Copies of court, custody, visitation orders, and divorce decrees must be provided directly.
- Changes to any documents provided to the program should be updated as soon as possible.
- Failure to provide the program with copies of the court documents will prevent the program from upholding parental wishes beyond the extent the law allows.

Health:

- If your child appears to be ill, they will be sent home in accordance with the OCFS Health Care Plan.
- Please keep all emergency contact information up to date.
 - Updating contact information with your child's school DOES NOT update it with our programs. You must update our program separately.
- A child needing medication is strongly encouraged to take it before or after the program, as the program is not authorized to administer medications.
- In accordance with the Health Care Plan, staff will contact the parent/guardian of any child who is sick, becomes ill, or is injured while at the After School Program to make arrangements for the child.
- An ill or injured child will be given first aid and offered a quiet area to wait until picked up by parent/guardian.
 - We require a parent/guardian to pick-up their child within thirty (30) minutes of being notified.
- Any child with a temperature of 101°F or higher, vomiting, diarrhea, or a contagious illness **MUST** go home.
- If a child is seriously ill, the staff will contact parents/guardians and emergency services if needed. Emergency care permissions are authorized on the program registration form.
- The Health Care Plan is available to any parent/ guardian for review upon request.
- Parents/guardians are required to pickup or arrange for safe pickup of their child within thirty (30) minutes of notification by the program.
 - This may include a sick child, or child who has been asked to leave for discipline reasons.
 - If not picked up within the thirty (30) minute window, the staff will contact the appropriate emergency authorities as needed.

Communication:

- In the event a parent / guardian should need to contact a child in the Program while the program is in operation, a parent / guardian may call the program the child attends to speak with the child.
- However, this option should only be used in the event of an **emergency**.

Cell Phone Policy:

- Program staff will convey messages to participants when deemed necessary, but it is not permissible for participants to use a phone during program hours.
- Personal cell phones and other electronic devices (ie: “smart watch”) are **NOT** permitted to be used or CARRIED on their person by any child while in the Program.
 - If a student has a device, it should be stored in their backpack, cubbies, or left with an adult until dismissal.
 - All cell phones and other electronics are to be **POWERED OFF**, and stored during program hours.
- If a student is found using a personal cell phone or other electronic device during program hours it will be immediately confiscated.
 - Any student devices that are confiscated will be held by program administration until the student is either picked-up by an authorized adult, or until a parent can come to retrieve the device.
- **NO confiscated device will be returned to any student!**

Facility Use / Program Environment:

- The program is usually held on school grounds. Field trips require parent/guardian permission.
 - However, some “walking field trips” may occur as authorized on the child’s enrollment application.
- Dress code is the same as the school dress code, although certain activities require special dress (such as a swimsuit).
- If a parent/guardian needs to speak with their child they can call the program. Under **no** circumstance should you attempt to contact your child directly.
- **NO child is permitted to have a cell phone during program hours.**
- Valuables should be left at home, or stored responsibly by the child. The program is not responsible for damaged or lost valuables.
- The school provides rooms and equipment for programs usage. Students and staff alike are responsible for putting equipment away and cleaning areas appropriately.
- The school and program promote open communication by holding regular Parent Advisory meetings. Parents/guardians are encouraged to attend and provide input regarding the program.

CELL PHONE USE BY PARTICIPANTS IS PROHIBITED!

**PARTICIPANTS ARE NOT PERMITTED TO
CARRY A CELL PHONE ON THEIR PERSON
DURING PROGRAM HOURS!**

Cell phones should be stored appropriately, or left with an adult until the participant is released for the day.

Surveillance:

- Security / surveillance cameras are in operation at all school locations and YWCA locations. They are operational during the Program hours. Cameras are located in all public, non-private areas. Footage is secure and confidential. Footage may be used on an as needed basis to confirm facts when an incident may have happened in the view of a camera.
- Due to privacy and confidentiality, camera footage cannot be shared with anyone that is not a program representative, including parents/guardians.

Safety & Security:

- Parents/guardians **MUST** inform the program site coordinator immediately if any contact information, such as phone numbers, change.
 - Updating contact information with your child's school DOES NOT update it with our programs. You must update our program separately.
- The manner in which the student is released and the departure time is designated on the enrollment form.
 - Special circumstances must be provided in writing to the program, and in certain situations may need to be accompanied by written court orders.
- All students **MUST** sign in and out of the program with an adult or authorized pickup person.
 - At all programs, a staff member will sign in students.
 - Authorized persons listed on the enrollment form may pick up any student, or a student at Jefferson Middle School may sign-out his/herself based on information provided by parent/guardian on the enrollment form.
- At the Bush, Fletcher & Westfield programs, students are **NOT** permitted to sign themselves out, and **MUST** be picked up by an authorized adult every day before 6:00pm.
- **Authorized adults should be prepared to show photo I.D. to pick up a child, and be at least 18 years old.**
- Once a student has signed-out, the Program staff is no longer responsible in any way for the child.
- Visitors are considered to be anyone other than Program staff.
 - Visitors are required to sign in and out at the front desk and are given a visitors pass they **MUST** wear while in program.
- Emergency exit routes are posted near each door. Fire drills and fires safety inspections are conducted on a monthly basis.
- Shelter-in-place drills are conducted twice yearly. Parents will be notified prior to the drill occurring.
- If a child abuse is suspected, as mandated reporters, staff will take appropriate action.
- If a parent/guardian suspects their child has been abused or maltreated, call 1-800-342-3720.
- For the safety and security of all, program participants are **NOT** permitted to make communication with individuals outside the program (including parents/guardians) via any communication method.
 - Including phone calls, text messages, emails, instant messages, and other electronic communications. All communication with outside individuals **MUST** come from the program representative working the sign-out desk or the Site Coordinator.
- **Please DO NOT attempt to contact your child directly!**

Evacuation Locations:

- All YWCA After School Programs have dedicated relocation sites where the program will relocate to in the event that the school site is no longer safe.

- The relocation sites are as follows:

Bush:

Camp Street United Methodist Church
110 Sanford Drive - Jamestown

Fletcher:

Kidder Church
Corner of Cole Ave. & Hazzard St. - Jamestown

Jefferson:

Allen Park Ice Arena
Elizabeth Ave. & W. Virginia Blvd. - Jamestown

Westfield:

Lakeshore Assembly of God
252 E. Main St, - Westfield

- **ALL Jamestown programs secondary relocation site is the YWCA Jamestown building at 401 N. Main St. in Jamestown.**
- **Westfield secondary relocation site is the YWCA Westfield building at 58 S. Portage St. in Westfield.**
- In the event of ANY emergency, please refrain from calling the program cell phone as this will cause confusion. Please wait for the program to communicate with you.

Gifts to Program:

- The YWCA After School Programs are non-profit, and any gifts/donations to the program are tax deductible. Our programs are in constant need of supplies and equipment. We typically need art/craft supplies, board games, sporting equipment, and various other materials. Please consider donating to our programs. All donations will be acknowledged with a letter from our organization recognizing your donations.

Bus Procedure:

- Students **MUST** obey staff and bus drivers.
- Attendance is taken each time students get on and off of the bus.
- Staff and students are to make sure the bus is clean at all times.
- Loud talking, foul or abusive language, standing in the aisles, or sitting on seat backs is prohibited.
- Hanging or throwing items out of bus windows is prohibited.
- No food or drink is permitted on the bus, unless approved by the Site Coordinator and bus driver.

Discipline Expectations:

- Participants are expected to abide by all school rules and regulations while in the Program, in addition to the Program rules and regulations.
- The YWCA Programs provides students with guidelines that will foster positive behavior and help students to grow into responsible adults.
- Students are expected to follow ALL rules and regulations for health, safety, and rights of all program participants. Please remind your child(ren) that it is important to follow the rules.
- Program staff will exercise a reasonable amount of discipline to enforce these rules.
- The Site Coordinator, YWCA Associate Director, YWCA Executive Director, School Principal, and/or Administrative personnel will handle discipline as needed.
- Health and safety of all students is our number one priority, inappropriate physical contact will not be tolerated and will result in immediate suspension or termination from the program.
 - In addition the YWCA and Site Coordinator reserve the right to suspend or expel any student who does not follow the rules or is disrespectful to staff members or other students. In the event that a student is suspended from the program, parents/guardians will be expected to pick up their child from the program immediately (within thirty minutes of notification).

Behavior Policy:

- The inappropriate physical contact policy and behavior action guidelines are based on the understanding that a certain level of order is necessary if the program is to function effectively, and the students are to thrive.
- Students are constantly making choices about whether they will positively or negatively contribute to a situation. The staff believes that students can and will make good choices if they are given the opportunity and support. The staff also believes that it is important to hold students accountable for the decisions they make.

Inappropriate Physical Contact:

- If a student commits any physical act towards another student, staff member, or themselves, and/or commits any other serious offense, it can result in an automatic minimum three-day suspension or total expulsion from the program. The length of time a student is suspended or if expelled is at the discretion of the Site Coordinator, and will be determined by the severity of the behavior, past instances of the behavior(s), and any other contributing factor.
- **We have a Zero Tolerance policy regarding inappropriate physical contact!**

Unsanctioned Child Care:

- The YWCA does **NOT** permit our employees to provide childcare outside of the facility for participants of our programs while employed by the YWCA. **No exceptions.**
- The YWCA does **NOT** take responsibility for the actions of our staff when they are not on duty for the YWCA, and does not acknowledge their skills or abilities outside of our licensed care facilities, and further will not be held responsible for their actions outside of the YWCA.

Parent & Child Requests:

- We will make all efforts to accommodate requests made by parent or child that are reasonable and possible in our programs. However, our available space, resources, staff, funding, and other factors that may influence the decision made by the Site Coordinator.
- The program staff or Site Coordinator may alter child activity schedules in the best interest of the child and program as a whole. Children will be expected to follow any schedule changes set forth by staff.
- Requests for children to be sequestered from certain staff will **not** be accommodated under any circumstance.
- Requests to sequester a child from another child will be dealt with on a case-by-case basis, and determined by the Site Coordinator.
- **Decisions made by Site Coordinator are final.**

Vacation / Long-Term Absences:

- We ask that all families who will be taking a vacation or long-term absence from the program that is outside of scheduled school breaks to please notify the program so that we can note this absence in our files.

Loss of Utilities:

- In the event the Programs loses power, water, or other vital utilities, the Program will wait no more than thirty (30) minutes after the loss of the utility to contact parents for the early release of the child into the care of the parent/guardian or other authorized adult.
- In the event that utilities are not restored within the thirty (30) minutes waiting period, the program will begin the process to contact all parent, guardians, or emergency contacts to attempt to arrange for safe transport home for each child in care.

Behavior Action Guidelines:

* Not all situations are equal, and in some situations these guidelines may be dismissed for the immediate actions deemed best at the time by staff in that situation. Decisions made by the program regarding behavior are final.

Step 1 – Verbal Communication:

- Three attempts are made to redirect a child to make better choices, or self-direct themselves to better choices.

Step 2 – Documentation:

- When the situation dictates, or when multiple infractions occur, staff members will document these occurrences on Discipline Reports and/or on an Incident Report.
- When serious incidents of misbehavior or chronic misbehavior occur a discipline report will be issued, and a phone call to the child's parent/guardian will occur.

- When three discipline reports are filed for the same child, regarding the same behavior, the Site Coordinator may issue a suspension of 1 to 5 days.
- All discipline and/or incident reports will be filed in the child's file on record at the program site, and may have a copy filed with the YWCA Director of After School Programs.

Step 3 – Parent Conferences:

- Children whose behaviors or frequency and intensity of behaviors cause staff members to spend an inordinate amount of time disciplining the child will lead to a required parent conference. The goal of the conference is to make the parent aware of the situations and the child's behaviors, and how these behaviors are impacting the safety and overall experience of the child and their peers. The conference should help the program secure the assistance of the parents/guardians in coping with the situation, and to help the program determine the most effective way to help the child.
- Upon completion of a parent conference a definitive strategy of intervention and corrective behavior plan will be developed by the Site Coordinator, along with a timeline with the assistance of the parent/guardian. This guide will be used to help the child make better choices and be a successful participant of the program.
- If a parent/guardian does not attend the scheduled parent conference, the child will not be permitted to attend the program until the conference can be held.

Step 4 – Suspensions / Expulsions:

- In the event that a child commits a severe infraction, or violates the Zero Tolerance policy on physical aggression, the child will be immediately suspended or expelled from the program.
- The After School Program reserves the right to suspend or expel any child who is a danger to themselves or other participants of the program. This may also include if a child willingly leaves the supervised sight of a staff member, is an extreme behavior concern, or has injured any other participants or staff.
- Suspensions or expulsions may occur at the discretion of the Site Coordinator or Director without a parent conference depending on the severity of the situation.
- All policies regarding discipline are at the discretion of the Site Coordinator, Director, and OR Executive Director without notice of change or implementation. All decisions of the program administration are final, and cannot be appealed.

Program Rules:

- It is the **expectation** that parents/guardians are reviewing the rules with their child on a regular basis, and help the program to enforce the rules with support from parents/guardians.

Be Respectful

Be Safe

Be Responsible

Be Active

Have Fun!

YWCA IS ON A MISSION

Disclaimer: All policies and procedures contained herein are subject to change without notice, and all decisions made by the Site Coordinator, YWCA Associate Director, YWCA Executive Director, other YWCA administrative staff, and/or Board of Directors are final and cannot be appealed. Future revision of this handbook takes effect upon the adoption of said policies by the YWCA, and automatically replaces current and past handbooks.

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