

Silver Bay YMCA of
the
Adirondacks

After-School
Program



Silver Bay's After-school Program

Welcome

Welcome to Silver Bay YMCA After-school Program! Each year our experienced staff will design an annual program of activities. As we look at the physical resources available, activities may vary. These are some activities your child may participate in:

- **Homework Assistance**
- **Sports**
- **Arts and Crafts**
- **Computer work**
- **Chess/board games**
- **Outdoor fun/Snow games**

Program Goals

1. To have fun. To encourage children in a positive manner by using four core values Honesty, Caring, Respect, and Responsibility.
2. To make a safe structured environment so children can grow socially, emotionally and Physically.
3. To build pride and a positive community by establishing a sense of ownership.
4. To offer a safe, convenient and affordable quality program for all. To build strong sense of values by stressing the importance of family, teamwork and determination. To assist children in developing to they're fullest potential through academic achievement.
5. To offer a structured program with many activities choices for the children.
6. To Have Fun!!!

Parent Handbook

Silver Bay of the Adirondacks Program

Thank you for your interest in our program. This manual provides you with practical information about our program, as well as an outline of philosophy and purpose. **The program will be located at the Ticonderoga Elementary School on Alexandra Ave.**

Silver Bay address is 87 Silver Bay Rd, Silver Bay NY 12874. If you have any questions please contact Jackie Palandrani:

- Mon-Fri 10:00am – 1:30pm (518) 543-8833 ext 210
- Mon-Fri 2:30pm-6:00pm (518) 369-8833
- Or email jpalandrani@silverbay.org

Mission Statement

The mission of Silver Bay YMCA of the Adirondacks is to offer all people opportunities to renew, refresh and nurture their spirit, mind and body.

PROGRAM DATES AND HOURS

The after school program operates Mon-Friday 2:45pm to 6:00pm. This program corresponds with the Ticonderoga School Calendar. The cost of the program is \$17.00 dollars a day or \$47.00 a week. Vacation Camp \$28 a day.

During the course of the school year, there are several days when there is no school or there is early dismissal for teacher conferences, etc. Silver Bay will provide care on most of those days, with exceptions being days such as Thanksgiving Day, Christmas Day, New Years Day, etc. We will be opened on school vacations except for the days that are specified as schedule days off, which are yet to be determined. Also there will an additional fee for these days. On early dismissal days, we will provide care from dismissal time until 6:00pm.

Daily Pick up Drop off Procedures

Our staff will meet the children in the multi-purpose room that is located outside of the elementary school library. Once everyone is assembled in the attendance will be taken.

Behavior Code

All participants are responsible for following basic rules of conduct and program guidelines as determined. Because our program will be held at the Ticonderoga elementary school participants would have to follow the schools guidelines as well. The essence of these rules is safety, honesty,

caring, respect and responsibility. If a participant is not able to conduct him/her self in an appropriate manner we will call a parent/guardian. Participant will receive a verbal warning and then a written warning and then a meeting with Parent and child. When child may cause harm to self or other participants this can cause immediate dismissal.

The rules are:

1. Respect each other's feelings and property.
2. Cooperate with each.
3. Stay with your group.
4. No fighting, swearing or rough housing.
5. Clean up after yourself
6. Be Safe
7. Have Fun

The staff governs the behavior of each child and attempts to work through conflicts and problems as they occur. If a child continuously disrupts the program, and compromises the well being of the group, then the site director or director will call a parent or guardian and the following steps will be taken:

1. A **verbal warning** will be issued to the child formally requesting increased cooperation.
2. If a child continues to disrupt the program, a **written warning** will be issued to the child, signed by a counselor, the child and a parent or guardian, specifying the area or areas of that child's behavior needing improvement.
3. If there is no improvement in a child's behavior following a written warning, a **two-day suspension**, without reimbursement, will follow.
4. Continuous difficulties following suspension will result in **dismissal** from the program.

Parent Participation

Silver Bay strongly encourages much communication as possible between children, families, teachers and staff.

We encourage parents to get involved with our program. Please feel free to drop in and see our program in action at anytime. If you make arrangements with staff ahead of time you would be welcome to come and lead an activity.

We will gladly accept any donations of games, toys, books, sports equipment, or anything else we could use for our program.

If you have any specific needs to make you and your Childs day to flow easier please let your Childs teacher know? For example, if your child has boy/girls scout and needs to be dressed and ready by 4:00pm on Thursday we can have them ready to go.

Activity Schedules

Activity schedule may vary daily. Each day will include creative time, snack, physical activity, homework time, project time. Here is a sample schedule.

2:45pm- 3:20pm Homework Time/Creative Time

3:20pm- 3:30pm Snack

3:20pm-4pm Homework Time/Creative Time

4:00pm-5:00 pm Physical activity

5:00pm- 5:45 pm Project Time

5:45-6:00 pm Home Time (computers, board games things that can be left easily)

Homework Assistance

Homework assistance is available Monday- Friday for approximately 60 minutes. Children are encouraged to complete their homework during this time and offered assistance to do so. If a child does not have homework, or he/she has finished their homework early, they may participate in a literacy/creative activity. (i.e. chess, art, reading, board games). While homework assistance is an important part of our program, we will allow children to continue to study beyond the allotted time. We will offer special help for those children who need the extra time.

Special Events

It is our hope to build enriching experiences for our children. It is our hope to create a positive sense of community and we encourage as much family involvement as possible.

Late Pick Up Policy

In the interest of the children's safety and well-being, our lateness policy is strictly enforced. To discourage late pick up, parents will be required to a \$15 late fee for any part of the first 15 minutes they are late. And an additional \$15 late fee for each 15 minutes increment there after. The program ends promptly at 6:00pm. Exceptions will be made in situations of emergency and at the discretion of the School age program Director.

Snow Day Policy

Days the Ticonderoga School District is closed due to weather conditions the After-school program will be closed. If the school is closed early due to weather conditions the After-school program **could be** cancelled as well.

School Vacations/Early dismissal

During school vacations the program hours will be from 8:00am to 4pm. The cost of the program is \$28.00 dollars. On early dismissals day the program will be from dismissal time until 6:00pm for no extra cost.

Medical forms

Each participant must have a completed medical form signed by a parent, with your child's immunization records. This is required before your child's first day of the after-school program.