



# **ARMONK CHILDREN'S CORNER POLICY AND PROCEDURE MANUAL**

Revised: June 2017

**ARMONK CHILDREN'S CORNER**

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**POLICY AND PROCEDURE MANUAL**

(Updated June 2017)

**INTRODUCTION:** Armonk Children's Corner, Inc ("ACC") is a quality school-age child care facility serving children before and after school, since 1982. It is a non-profit, non-sectarian, community based center, running at no cost to the non-participating taxpayer. Membership in the ACC Corporation is attained by paying an annual non-refundable membership/registration fee/deposit. ACC programs provide the opportunity for children to explore and expand their potentials through a variety of social, recreational and educational activities.

**CHILDREN SERVED:** Children in Kindergarten through Sixth grade, residing within the Byram Hills School District or attending the Byram Hills schools may participate in ACC programs. Children who attend ACC come from a variety of backgrounds and living situations. Parents who work in and outside the home, attend school or are faced with emergencies, illness or other commitments, enroll their children in ACC. Children who are in need of socialization skills or the companionship of other children are also enrolled by their parents. Whether it is short or long term, ACC is here to serve the community.

**GOALS AND PROGRAMS:** ACC endeavors to establish a flexible, multi-faceted program responsive to the needs and interests of each participant. Children are encouraged to suggest and help plan activities which are of interest to them. Discipline is maintained with reassurance in the midst of a supportive, caring and warm atmosphere. Our aim is for each child to develop a good self esteem and continue to grow cognitively, socially and emotionally.

## **WHO WE ARE:**

ACC is a social and recreational center where children are encouraged to play together as they would in their own neighborhoods. In both the A.M. and the P.M. programs, Children's Corner designs its programs according to the needs of the group of children attending each day. The children have access to a variety of stimulating, enriching and recreational activities as well as quiet times for homework, resting, reading, and building with Lego's.

**ADMINISTRATION:** ACC is administered and coordinated by an Executive Director qualified in recreational programming and administration. The program is planned and implemented by a Program Director/Head Teacher, along with a staff trained and experienced in early childhood development and education. The programs are staffed according to the guidelines of the New York State Office of Child and Family Services.

The staff provides an environment where children feel safe and secure and are encouraged to grow socially, emotionally and intellectually. The staff is also responsible for developing and executing educational, social and recreational activities suited to the needs of each participating child.

ACC is under the direct supervision of a Board of Directors. Membership to the Board is open to any parent who has at least once child enrolled in one or both of our programs and has paid their membership/registration fee and semester tuition in full. Service on the board is voluntary.

Members who choose to serve on the Board of Directors will not receive any discounts or remuneration for their service. The Board is responsible for assisting the Executive Director in the operation of ACC including, but not limited to budget, recruitment and management of personnel, design and implementation of policies, fundraising, marketing, and community events. Meetings will be set by the Board President and are open to all members of the Board.

**LOCATION:** ACC is housed by the Coman Hill Elementary School and located in the cafeteria. We have use of a playground, gym and library when they are not in use. The office is located at the far end of the Multi-Purpose Room on the lower level of the school.

Mail may be sent to our physical location at 558 Bedford Road, Armonk NY. 10504 (preferred) or P.O. Box 601, Armonk, NY 10504. Messages can be left on our mobile phone voice mail or landline answering machine anytime. Messages can also be left on our email at [info@armonkchildrenscorner.com](mailto:info@armonkchildrenscorner.com). Both are checked several times a day.

**TIMES AND DATES OF OPERATION:** ACC follows the Byram Hills School calendar and operates five days a week from 7:15 A.M. to 9:15 A.M. and from 3:00 P.M. to 6:30 P.M. It is closed when the Byram Hills School District is closed, including holidays, school vacations and announced snow days and emergencies.

**SNOW DAYS, DELAYS AND EMERGENCY EARLY DISMISSALS:** When the Byram Hills School District is closed, the Armonk Children's Corner will be closed. For a 1 hour delay, the Before School Program will open at 8:15 A.M. For a 2 or 3 hour delay, the Before School Program will be closed. Please be advised, in the event of a delayed opening, the after school program will operate as scheduled.

**There will be no refunds or credits for a 2 or 3 hour delay.** For emergency early dismissals, the After School Program will be closed. Byram Hills School District uses an emergency calling and email system to notify families of any early dismissals and/or snow day closures. Announcements are also made on WHUD 100.7 FM, WFAS 103.9 FM and Channel 12 News. You can also log into [www.byramhills.org](http://www.byramhills.org) or call the district's emergency hotline at 273-7250.

In the event of inclement weather, a power outage (especially during the dark, cold winter months) or other emergencies that occur during program hours please try to pick up your children as soon as possible. If severe weather or an emergency occurs before or after school hours, ACC reserves the right to cancel, delay or close the program early.

**There will be no refunds, credits or substitutions for snow days and/or early dismissals due to weather and/or other emergency occurrences out of our control.** All members will be informed of a program closure as early as possible, via email. ***ACC is not considered an after school activity.***

If the Byram Hills School District closes at regular time and announces that "all after school activities will be cancelled" and you have not received an email or phone call from us, then the Armonk Children's Corner will be open. Remember, ACC will send out an email blast to notify our members of program closures, so please keep us up to date with your email addresses, and check your email regularly! **For the safety of your child and in accordance with the law, please never leave your child at the Center without the supervision of an ACC teacher.**

### **PROGRAMS:**

**BEFORE SCHOOL: (7:15 AM-9:15 AM)** ACC provides a warm and nurturing social environment for children before their school day begins. Children may participate in a variety of non-stressful activities. Indoor and outdoor activities including arts and crafts, games, and time on the playground are provided (weather permitting). Children have several choices each day. Prior to the start of school children are either walked to their classrooms, or escorted to a District bus which transports them to their appropriate school. Parents are advised to contact the bus garage prior to the start of the school year to ensure their children have the appropriate transportation to their school. When there is a two or three-hour delay, the Before School Program will be closed.

**AFTER SCHOOL: (3:00 PM-6:30 PM)** ACC provides a dynamic, stimulating and exciting environment for children after a full day of school. Children are welcomed with after school snacks. Afterwards, children may participate in a variety of structured activities both in and outdoors (weather permitting). Supervised homework (upon request), arts and crafts, board games, and enrichment activities are provided on a daily basis. Cooking and baking, science and nature, gym, playground and outside field activities, special events and workshops are also provided throughout the school year. If a workshop that requires additional materials and/or staff is offered, parents of participating children may be required to pay a materials fee. Any other workshops that are run by our center are free of charge for enrolled members.

*\* An enrolled student is a child who is enrolled for at least one day per week in either our before or after school program. Drop-in only students are not eligible for free workshops. Drop-in siblings of enrolled students cannot be substituted for enrolled students.*

**HOMEWORK ASSISTANCE:** Children's Corner will provide homework assistance to any child(ren) whose parents have requested it. Homework Assistance forms should be filled out at the time the request is made and can be submitted to the Program Director and/or Head Teacher. Assistance is limited to coaching through trouble spots and reviewing for completion and general accuracy. Children's Corner also provides a quiet place for reading in the office and in the library when it is not in use.

**FOOD AND SNACKS:** Children will receive a snack each afternoon. Parents of children on special diets must provide ACC with written instructions indicating all restrictions, specific directions and a list of foods their child should not eat. Please make sure the staff members are informed of ALL allergies and the correct protocol if a problem arises. Children with severe allergies must keep an Epi-Pen at the Center. The Epi-Pens must be stored in sealed zip loc bags, with your child's name and picture on it. Any expired pens must be discarded, and new pens must replace the old pens prior to the expiration date. Any Epi-Pens stored at the Center will be returned to the appropriate parents at the end of the school year. Any children who have severe seasonal allergies, and require the use of an inhaler, may keep an inhaler at the Center. Inhalers must be stored in a sealed zip loc bag, with the child's name, instructions of use and your child's photograph in the bag. Parents requiring an Epi-Pen or inhaler must complete and submit a permission form, that can be obtained from the Executive Director. A copy is also included in the Emergency Contact Packet.

Parents are encouraged to send their children to ACC with snacks from home if the children do not care for the snacks we serve, have severe allergies or are on special diets. Any time a parent sends their child to ACC with peanuts, or tree nuts, it is imperative that you notify the Center prior to the child's arrival to ACC. ACC has a designated snack table for children who bring nuts from home.

Although we cannot guarantee a complete nut free environment, we DO NOT serve them for snack and we do our best to keep them out of our food related projects. If nuts must be used in a recipe or food related activity, the children with these types of allergies will be kept away from the project table and at the end of the project, the table and chairs will be thoroughly wiped down with disinfectant cleaner

**HALF DAY DISMISSALS: (12:00 PM-3:00 PM)** When Byram Hills dismisses children early due to Parent Teacher Conferences or the last three days of school in June, ACC provides extended child care to Coman Hill, Wampus and HC Crittenden students from 12:00 PM until 3:00 PM, in addition to its regularly scheduled after school program. Fun and stimulating activities are provided during this time. After school enrolled students may attend the number of days they are regularly enrolled for, free of charge. For example, if a student is enrolled for two (2) days per week in the afternoon, he/she can attend two (2) of our 12:00-3:00 PM programs free of charge, we just ask that a form be completed and returned prior to the scheduled half days. The cost of any additional half day programs, is \$30 per child, per 3 hour session (12:00-3:00 PM and 3:00-6:30 PM). The cost of our half day programs for drop in only students is \$45 per child per 3 hour session. Payment and completed forms for the Half Day dismissals are due prior to the scheduled half days. **Due to limited space, and staffing, any forms from enrolled members received after the final due date, regardless of if/when a child is enrolled in our after school program, must be accompanied by \$30. Please note, these programs fill up quickly and it is very difficult to find additional staff if we exceed the State mandated student to teacher ratio (10:1).** Once we hit 60 children (our legal maximum capacity) these programs will be closed to any members who have not yet signed up. All children attending these half day programs are required to bring a lunch from home. Our half day policy is on the next page.

## Half Day Policy:

- PRIORITY REGISTRATION WILL GO TO OUR ENROLLED STUDENTS
- ALL MEMBERS REGARDLESS OF IF/WHEN THEY ARE ENROLLED AND/OR IF THERE IS A FEE MUST SUBMIT A HALF DAY FORM IF THEY WOULD LIKE TO USE OUR HALF DAY PROGRAMS.
- ALL PM REGULARLY ENROLLED MEMBERS ARE ENTITLED TO THE NUMBER OF HALF DAYS THEY ARE ENROLLED FOR FREE OF CHARGE (PLEASE REFER TO UNDERLINED EXAMPLE ABOVE). A COMPLETED FORM IS STILL REQUIRED IN ORDER TO USE OUR PROGRAMS.
- OPEN ENROLLED PM STUDENTS MAY USE OUR HALF DAY PROGRAMS AT THE COST OF \$30 PER 12-3 PM SESSION
- AM ENROLLED STUDENTS MAY USE OUR HALF DAY PROGRAMS AT THE COST OF \$30 PER 12-3 PM SESSION.
- IF SPACE IS STILL AVAILABLE, SIBLINGS OF OUR ENROLLED STUDENTS MAY USE OUR HALF DAY PROGRAMS AT THE COST OF \$30 PER 12-3 PM SESSION
- IF SPACE IS AVAILABLE AFTER OUR SIBLINGS OF ENROLLED STUDENTS HAVE REGISTERED, DROP IN ONLY STUDENTS MAY USE OUR HALF DAY PROGRAMS AT THE COST OF \$45 PER 12-3 PM SESSION.
- PAYMENT, IF APPLICABLE WILL BE REQUIRED AT THE TIME OF REGISTRATION. THERE WILL BE NO REFUNDS OR CREDITS ISSUED IF YOU DO NOT ATTEND THE PROGRAMS YOU REGISTER FOR.
- IF WE DO NOT RECEIVE A HALF DAY FORM FROM YOU, WE WILL ASSUME YOU WILL NOT BE UTILIING OUR HALF DAY PROGRAMS
- IF YOU FAIL TO SUBMIT A REGISTRATION FORM FOR THE HALF DAYS AND SEND YOUR CHILD AND PUT US OVER OUR LEGAL MAXIMUM CAPACITY OF 60 CHILDREN YOU WILL RECEIVE A PHONE CALL FROM OUR STAFF ASKING YOU TO PICK UP YOUR CHILD. YOUR CHILD WILL BE ESCORTED DOWN TO THE CENTER'S OFFICE TO AWAIT YOUR ARRIVAL.



## HALF DAY DISMISSALS (CONT.):

- IN ADDITION TO THE REGULAR HALF DAY RATE THAT APPLIES TO YOUR STATUS WITH ACC (ENROLLED MEMBER OR DROP IN ONLY MEMBER), THERE WILL BE AN ADDITIONAL PENALTY FEE OF \$5.00 FOR EVERY 15 MINUTES YOUR CHILD IS IN OUR CARE.
- ACC IS ONLY LEGALLY PERMITTED TO CARE FOR 60 CHILDREN AT ONE TIME. ONCE WE HIT OUR LEGAL MAXIMUM CAPACITY OF 60, THESE PROGRAMS WILL BE CLOSED TO ANY MEMBERS WHO HAVE NOT YET REGISTERED IN THESE PROGRAMS.

In the event, we are faced with a very large enrollment, priority registration will be scheduled as follow: (all parents will be notified whenever we need to follow this schedule)

- ENROLLED MEMBERS ( AM & PM) WILL RECEIVE PRIORITY REGISTRATION.
- AFTER THE DEADLINE ASSIGNED, OPEN ENROLLED MEMBERS (AM & PM) WILL BE ABLE TO REGISTER.
- FINALLY, AFTER THIS DEADLINE AND IF SPACES ARE STILL AVAILABLE, SIBLINGS OF OUR ENROLLED MEMBERS MAY REGISTER AND THEN OUR DROP IN ONLY STUDENTS MAY REGISTER.
- DURING HIGH ENROLLMENT YEARS, WE EXPECT THESE PROGRAMS TO FILL UP EXTREMELY QUICKLY SO WE ENCOURAGE PARENTS OF SIBLINGS AND DROP IN ONLY STUDENTS TO FIND ALTERNATE CHILD CARE ARRANGEMENTS ON THESE DAYS AS WE CANNOT GUARANTEE THERE WILL BE ANY SPACES LEFT AFTER OUR ENROLLED MEMBERS HAVE SECURED THEIR SPACES.

**DROP INS:** A drop-in is a child who only uses the program on an occasional basis and is not enrolled for any particular day(s). Drop in children must register with ACC and pay an annual non-refundable registration fee of \$50. Parents must call 24 hours in advance to reserve a space for their child(ren).

Drop-ins will be accepted if ACC can accommodate additional children based upon appropriate student/teacher ratio each day. Drop-in payments must be made at the time of drop-off in the morning and pick up in the afternoon. A late fee of \$5.00 will be added to your drop in balance if your payment is not received by the close of the week your child participated in the drop in. An additional \$5.00 per week will be added to your balance every week your payment is late.

*The cost for an un-enrolled drop in is \$25 in the AM and \$45 in the PM. Enrolled students may drop-in on a non-scheduled day at a rate of \$20 in the AM and \$30 in the PM*

**DROP IN NOTIFICATION POLICY:** ACC's drop in notification policy requires you to notify the Center 24 hours in advance if you are planning to have your child drop in on a day that he/she is not scheduled to attend. This policy is in place to keep the center in compliance with State regulations such as student/teacher ratio. There is a monetary and legal risk if these ratios are violated.

A.C.C. is only legally allowed to care for 60 children at one time. Once we hit the maximum number of children, the program will be closed to any other drop in students.

To help ACC remain in compliance with the State, ACC requires all members to call or email the Center at least 24 hours prior to your requested drop in date so that we can arrange for appropriate staffing to accommodate your child and meet your needs. We understand that schedules could change any time, so on a case by case basis, ACC can consider notification no later than noon on the day coverage is needed, but will need to review staffing availability before we can confirm that we can accept your child. Requests made after 12 noon will only be considered in emergency situations.

Parents who send their children to ACC without notification and receiving our approval, will receive a phone call from ACC staff to come pick up their child(ren). Parents will receive one verbal warning that they have violated ACC policy. Each subsequent violation will result in a \$15 penalty fee, in addition to the daily drop in rate, per child. Repeat violations will be subject to Board review. The safety of all ACC children is our top priority.

Parents are required to notify the Center if a requested drop in date is no longer needed. Parents who fail to notify the Center that they no longer need the drop in, will be charged for that drop in. A space has been reserved for your child, therefore without notification your child will not be attending, due to space limitations we may not be able accept any other children who might need our programs. If you would like to request a drop in, please call us at 914-815-3835 or email us your request at [info@armonkchildrenscorner.com](mailto:info@armonkchildrenscorner.com).

**PROGRAM TOURS:** Prospective parents should contact the Executive Director to schedule a tour of the program to ensure it is appropriate for their child(ren). Parents may schedule tours any time during the school year. During our program tours, parents will tour the classroom, and ask any questions he/she may have about the program and any of the services we provide. Parents are encouraged to bring their children to the tour, as they can choose to participate in one of the projects or activities we have planned for that day while parents sit back and observe.

**TRIAL DAY:** Prospective parents can try out ACC to ensure the program is the right fit for their child before they enroll. Prospective parents must pay a **non-refundable** deposit of \$50 and submit the emergency contact and standard medical forms found in the enrollment packet, before their child's attendance in our program. The drop-in fee of \$45 will be waived on this first attendance. If after the first attendance, parents enroll their child/ren, the prepaid non-refundable \$50 deposit, will be applied as a credit to the family's first semester tuition. Along with tuition, the remaining forms in the enrollment packet must be submitted.

**REGISTRATION/ENROLLMENT:** To register in our program, parents must complete a registration form, which includes the program(s) he/she is interested in and how many days his/her child(ren) will be attending. This completed form is submitted to the Executive Director along with a one-time non-refundable \$50.00 family registration fee. Drop in only students are required to pay an annual registration fee of \$50 per child.

## REGISTRATION/ENROLLMENT (CONT.):

For enrolled students, semester tuition is then paid in full by August 1st for fall semester and January 1st for spring semester. Returning members must submit a registration form along with a \$50.00 non-refundable registration deposit, which will hold your child's spot on our roster until the semester tuition is due. The \$50.00 deposit will then be deducted from your semester tuition.

If a child is enrolled for less than five days per week in the AM and/or PM program(s), the specific days must be determined before the start of each semester. These days cannot be substituted and should not be changed. If additional days are occasionally needed, please request them 24 hours in advance and the drop-in rate(s) will prevail.

If additional days are needed on a consistent basis for the remainder of a semester, the necessary days will be added if space permits, and a pro-rated tuition will be charged.

**DAY SWAPS/SUBSTITUTIONS:** ACC understands that sometimes schedules do change, so as an accommodation to our regularly enrolled members, we allow ONE free day switch/substitution per child, each semester. Any subsequent day changes/substitutions will be subject to a \$20 administrative fee. **Day swaps/substitutions cannot be used on half days.** Day swaps/substitutions cannot be used towards un-enrolled (or drop in only) siblings of enrolled members. In the event a day swap is not used, it can be carried over to the following semester as long as it is within the same school year. Unused day swaps cannot be carried over to the following school year, as they expire on the last day of school in June.

**OPEN ENROLLMENT:** ACC understands that some parents have schedules that change each week, but they still need child care on a regular basis. ACC offers the flexible option to open enroll their children. Parents who wish to use our open enrollment option would pick the number of days per week they need and pay the semester tuition specific to that number of days, but choose their days at the start of every week. ***Please note, half day dismissals are not included in open enrolled tuition. Open enrolled parents must also wait until our regularly enrolled students enroll in the half days before we can open it up to them.***

*Open enrolled parents must pay the half day rate of \$30 for the 12-3 PM sessions if they wish to use them, provided there is still space available in our half day programs.*

**ABSENCES:** In addition to calling your child's school when he/she will be absent, you must also notify ACC by phone or email to let us know that he/she will not be attending that day. **PLEASE NOTE, ACC IS NOT AFFILIATED WITH THE SCHOOL, AND DOES NOT RECEIVE MESSAGES FROM ANY OF THE SCHOOL OFFICES. IF WE DO NOT HEAR FROM YOU, AND YOUR CHILD IS SCHEDULED TO ATTEND ACC, IT WILL BE ASSUMED HE/SHE WILL BE PRESENT.** Failure to notify ACC of a child's absence causes unnecessary alarm to our staff, the district's transportation department and school district officials. It is very difficult for our staff to contact all of the parents who have failed to notify us to address their child's whereabouts.

These calls keep us from receiving other important incoming calls and can disrupt the appropriate staff to child ratio in the classroom, if a staff member is out of the room searching for your child. Furthermore, they bring all other office and program activities to a halt. Child accountability and safety is of our utmost concern. Any call which we make to you concerning your child's attendance is out of courtesy and concern for your child's safety and well-being, but does not change the requirement for you to notify our office of a child's absence prior to the start of our program. You may call us at 914-815-3835 or by email at [info@armonkchildrenscorner.com](mailto:info@armonkchildrenscorner.com).

**FEES AND TUITION:** Tuition is paid on a semester basis. Each semester consists of five months (Fall: September through January 31st , and spring: February 1 through the end of June). Payments are due by August 1st for the fall semester and January 1st for the spring semester. There is a \$25 per month penalty charge if payments are not received by August 15th for the fall semester and January 15th for the spring semester. Failure to pay tuition and other fees within two (2) months, unless arrangements have been made with the Executive Director, will result in the child's expulsion from the program until such time as payment is made. All fees are Non-Refundable.

**RETURNED CHECKS:** Any returned checks will be subject to a \$25 bank fee. If more than three (3) checks bounce within a school year, we will no longer be able to accept checks as payment. The only method of payment we will accept is credit card (Master Card, Discover or Visa).

**NO REFUNDS:** ACC has a No Refund Policy for ALL programs. Parents are required to sign a No Refund Contract, (which is included in the Emergency Contact Packet) each year, at the time of enrollment.

In the event of an extenuating circumstance (i.e. illness, relocation, loss of employment, change in living situation, etc.) a parent may request a refund by writing a letter to the Board of Directors explaining the basis for the refund. If the Board of Directors votes to grant a refund, the parent will be notified in writing, and a refund will be issued less a penalty equivalent to one month's tuition.

In certain cases, if a tuition refund is requested prior to the start of the semester, a refund may be granted and the one month penalty may be waived if the Board agrees the parent is entitled to the refund.

In the event that a refund is granted it will be issued the same way it was paid. If a parent paid his/her tuition via credit card, the credit will be put back on the same card the tuition was charged. If a parent paid via check, then a check will be issued in the amount of the prepaid tuition.

Parents may forego a refund, and ask that we retain the prepaid tuition as an available credit to be used towards any services ACC provides. This too must be approved by the Board of Directors. Requesting the credit must be done in the same manner as a refund request as explained above.

If a parent who has been granted a refund, no longer has access to the credit card the tuition was charged to, they will be issued a credit in the amount of the refund to be used towards any services ACC provides. However, if the parent will not be returning to ACC, and cannot provide the card that tuition was charged to, he/she will be issued a check in the amount of the refund minus a fee of 3%.

**ADMISSIONS:** Before ACC will admit any child, the following forms must be completed and submitted:

- CONTRACT AND TUITION AGREEMENT
- EMERGENCY CONTACT INFORMATION (signatures and date required)
- STANDARD MEDICAL FORM
- MEDICAL REPORT (COMPLETED AND SIGNED BY A PHYSICIAN) AND RECORD OF IMMUNIZATIONS
- EMERGENCY CLOSING FORM
- SUNSCREEN PERMISSION FORM
- DROP IN AGREEMENT
- PHOTO RELEASE FORM
- EPI PEN/INHALER PERMISSION FORM (ONLY IF CHILD REQUIRES USE OF EITHER)
- LAST PAGE OF THE POLICY AND PROCEDURE MANUAL (signature and date)

Parents are required to notify the Director of any changes in medical conditions, recently received vaccinations, addresses, email addresses, phone numbers, etc.

If enrollment becomes limited due to space, admission considerations may include the degree of utilization of the program, priority of the receipt of completed application with tuition, presence of other siblings in the program and any extraordinary needs and circumstances.

**MEDICAL FORMS:** All children must have accurate health records, including a physical examination form completed and signed by a physician, records of immunization, a description of allergies and special medical conditions on file at ACC. Failure to submit complete medical information will delay acceptance of a child to ACC. The New York State Department of Health and New York State Office of Children and Family Services, makes this an absolute precondition to any child's acceptance and participation in ACC's program(s).

*\*New members only, upon initial registration, are required to submit a physical examination form that has been completed and signed by a physician. Returning members are not required to submit annual physical exam forms, unless we do not have a copy on file. If you are a returning member, and we do not have a physical examination and/or records of immunization on file, you will be notified by the Director, that the submission of these forms is necessary to register/enroll your child in ACC.*

**NON-DISCRIMATORY POLICY:** ACC admits students of any race, color, creed, handicaps, or religious affiliations, to all the rights, privileges, programs, and activities generally accorded or made available to its participants. ACC does not discriminate in administration of its education and/or admission policies, scholarship programs and/or other administered programs.

**PAYMENT PLANS:** The Armonk Children's Corner recognizes that there are families within the District that find it difficult to afford the cost of childcare. We offer payment plans to members in good financial standing, who cannot pay semester tuition all at once. All payment plans must be approved by the Executive Director prior to receiving the first payment. We offer two payment plans. Payment option 1 allows parents to pay their semester tuition in 2 installments. For the fall semester, first payment is due on August 1st and the final payment is due on November 1st. For the spring, first payment is due on January 1st and the final payment is due on March 1st. Payment option 2 allows parents to pay their semester tuition in 3 installments. For the fall semester, the first installment is due August 1st, the second installment is due on September 1st and the third installment is due on October 1st. For the spring semester, installments are due on January 1st, February 1st and March 1st. We **do not** offer monthly payment plans. Please note, late payments are subject to a \$25 per month late fee. Consistent late payments will result in the termination of the parent's ability to utilize any of the payment plans ACC offers. Plans must be requested in writing and approved no later than July 15th for the fall semester and December 15th for the spring semester.



**REFERRAL DISCOUNT:** Only members that currently have a child enrolled in one or more of our programs are eligible for a referral discount. Members who refer a new member (a family that has not previously been an ACC member) will receive a one-time discount equal to 5% of the new member's semester tuition. If the referral is made later on in the semester, a one-time discount equal to 5% of the new member's pro-rated tuition will be issued to the referring member in the form of a tuition credit, that will be available for use towards any services that ACC provides. In order to receive the discount, the new member must have paid their tuition due in full and have either completed a referral form indicating the name of the current member that made the referral or indicated the name of the referring member on his/her registration form. **Two or more members cannot claim a referral discount for the same family.**

**SIBLING DISCOUNT:** Any member who has two children enrolled in our program(s) will be eligible for a 20% sibling discount off of the second child's tuition. Families with 3 or more children participating in ACC can take 20% off of their second child's semester tuition and 35% off of their third child's semester tuition. Failure to pay tuition on time will result in the forfeiture of any discounts. Sibling discounts cannot be applied to drop in fees.

**\*PLAY DATE POLICY:** *(Our Play Date Program is currently suspended due to limited space in our programs). Once we begin accepting play dates, the policy will be as follows:*

All enrolled members of Children's Corner will be given free play date passes each year **if space in our program permits**. When a member invites a play date to Children's Corner they must:

- Notify the Center at least 24 hours prior to the scheduled play date (to ensure that there is appropriate staffing in place and that we have collected all of the required paperwork).
- Submit play date's completed and signed emergency contact information, and standard medical information prior to the child's attendance. The play date pass is signed by the enrolled member and page two must be filled out and signed by the play date's parent or guardian.

## PLAY DATE POLICY (CONT.)

- The forms will be distributed to all enrolled members at the beginning of each semester, before scheduled half day dismissals and any time a parent requests a play date at ACC.
- If the play date's parent or guardian will be picking up both of the children from the Center, the individual's name must be communicated to the Center's staff or Director by the ACC member, prior to pick up. The individual picking up the children will be required to show photo identification to the staff on duty.
- The parent of the play date must send the child to school with a note stating that he/she is going to be attending Children's Corner that day.
- If the play date is cancelled for any reason, the Center must be notified prior to 1:30 PM on the day the play date is scheduled
- If the play date attends Wampus or HC Crittenden, the play date's parent or guardian must contact the transportation department (273-4245) to make sure that child is permitted to ride the activity bus over to ACC.

We cannot accept siblings of enrolled members as play dates

The same child cannot attend ACC as a play date more than one time within a school year.

If a child who attended our program as a play date would like to attend our program a second time within the same school year, he/she must register in ACC (the \$50 registration fee will apply), complete and submit the required paperwork and the drop in fee of \$20 in the AM and \$40 in the PM will be waived on that first registered attendance. Any subsequent drop ins will be subject to the drop in rates listed above. If a play date results in enrollment in ACC for at least one day per week, the enrolled parent who invited the play date will be issued a 5% referral discount.

**\*PLEASE NOTE, DUE TO HIGH ENROLLMENT, ACC'S PLAY DATE PROGRAM IS TEMPORARILY SUSPENDED. ONCE WE BEGIN ACCEPTING PLAY DATES, YOU WILL BE NOTIFIED IMMEDIATELY AND THE ABOVE POLICY WILL TAKE EFFECT.**

**NO CASH PAYMENTS:** For security purposes, ACC cannot accept cash as payment for tuition, drop ins, half days, or special events/programs. Payments must be submitted by credit card or checks made payable to Armonk Children's Corner.

**NO POST-DATED CHECKS:** ACC will only accept post dated checks from parents who are paying tuition in installments through one of ACC's offered payment plans. Payment plan installments will not be accepted unless a payment plan has been authorized by the Executive Director.

**NO CELL PHONES:** Please finish your telephone conversation prior to entering ACC to drop off or pick up your child(ren). If a staff member needs to discuss anything with you, it is difficult to do so while you are on the phone. Your cooperation is appreciated.

**AFTER SCHOOL ACTIVITIES:** Parents of children that participate in after school activities outside of Children's Corner on a day(s) he/she is scheduled to attend, must submit a completed activity form, provided by the Center upon a parent's request, prior to the start of the child's activity. Parents must indicate on the form when the activity will begin, when it will end (times and dates), the location of the activity and whether or not a pick up is needed after the activity has ended. If an activity is cancelled due to weather or other emergencies, and that child must report to Children's Corner directly after school, the Center must be notified so that our staff can make sure he/she arrives safely.

**There are no discounts, credits or refunds for the time spent at another activity, as staff has been put in place to cover your child's return.**

**HOLIDAYS AND SNOW DAYS:** ACC is officially closed when the Byram Hills Schools are closed for holidays, vacations and/or snow days. **No refunds, credits or substitutions will be made for these days.**

**EMERGENCY EARLY DISMISSALS:** In the event that Children's Corner must close early due to an emergency such as a power failure, or severe weather, the Center's staff must be able to contact you immediately to inform you of the closing time.

Please be sure to keep the Center up to date on any phone numbers and email addresses that change during the school year so that we can ensure you receive pertinent information as it comes in. Please be advised, the Center will email you early in the day if an early closing is necessary. **No refunds, credits or substitutions will be made for these days.**

**SHELTER-IN-PLACE/LOCKDOWN DRILLS AND PROCEDURES:** Similar to the District, ACC has its own lockdown procedures in place in the event of emergency situations such as severe weather, hazardous chemical spills and exposure, dangerous intruders, etc. During lockdown, the staff and children will be moved over to a secure location within the building and stay there until it is safe to come out.

During a lockdown, assuming we have access to internet and/or phones, parents will be notified as soon as it is safe to communicate to anyone outside of the building. During lockdown, parents will not be permitted in or out of the building.

Children will be released to their parents as soon as we are notified by police or other safety officials that it is safe to do so.

In the event that children and staff must spend the night at ACC during lockdown, food and water will be provided. The New York State Office of Children and Family Services requires that all programs have emergency supplies on hand that can be used in the event that a lockdown is necessary.

The New York State Office of Children and Family Services requires that each program has two shelter in place drills each year. During these drills we will practice moving to the secure location within the building and will stay there for thirty minutes. Parents will be informed in advance of these drills.

**SPECIAL EVENTS AND WORKSHOPS:** ACC offers special events and workshops throughout the school year. Magicians, animal and nature companies, parties, classes and special guest speakers are all part of our special event and workshop program. Enrolled members can attend most of these events and workshops for a minimal materials fee. Children who are enrolled, but not enrolled on a day a workshop is held, may attend at the cost of the workshop plus the cost of the time the child is in our care prior to the start of the workshop (usually an hourly rate is charged). In the event a premiere workshop is offered, members who would like their children to participate, may be required to pay a larger fee. Fees will be determined when a class is scheduled. Drop in children may attend some of our classes and events if space permits for a fee that will be determined when a workshop is scheduled.

*\* A premiere workshop is a workshop that is provided by an outside company, not affiliated with the Armonk Children's Corner.*

**TRANSPORTATION:** Transportation to and from Wampus and HC Crittenden to/from ACC is provided by the Byram Hills Transportation Department. Transportation is not provided from extra- curricular activities off of school grounds to ACC. Should a child attend these activities, it is the parent's responsibility to make transportation arrangements for their child to return to ACC after their scheduled activities. A transportation form is sometimes required by the District.

These forms must be filled out and sent to ACC, along with the required enrollment forms. These forms are then sent to the District before the start of the school year.

*\*The bus that Wampus children take over to ACC in the PM is also called the "Activity Bus".*

**NO BABYSITTING POLICY:** ACC has a strict policy that does not permit the ACC staff to privately babysit for any parents currently utilizing ACC. This policy protects ACC from being held responsible for any incidents that could occur within a parent's home or any environment while his/her child is under the care of one of our current staff members. Please do not ask any of our staff to babysit for your child(ren) during the school year. If a staff is found to be privately babysitting for your child(ren), it is grounds for their dismissal.

**INCIDENT NOTIFICATION:** The Armonk Children’s Corner will be increasing the number of incidents we will be reporting to parents. The Center has made some changes/additions to its Incident Notification Policy to avoid overlooking any possibly severe injuries when they occur, as well as avoiding missing any possible signs that an injury may be more severe than it appears.

ACC staff members have been directed to report ALL incidents and injuries to the Program and/or Executive Director(s), from a scrape and a bruise to the more severe, including head injuries and incidents/ injuries involving the genital/rectal region. Decisions involving how and/or when to report incidents or injuries to parents will be left up to the Director. All incidents will be reported to the parent or guardian. The severity of the incident will determine whether notification will occur immediately or at the time of pick up.

**INJURIES:** Parents are required to notify the Center, in writing, of any moderate to severe injuries their child has sustained (while in our care or outside of the program), prior to their arrival at ACC (i.e. a sprain, broken bones, poison ivy, allergic reaction etc). Parents should explain what type of injury it is, what restrictions their child has and what type of treatment they should receive while in our care. Notification is not necessary for minor injuries such as cuts, scrapes, bruises etc.

**DROP-OFF BY PARENTS:** Children who are dropped off to ACC for the Before School program MUST be escorted into ACC and signed in every day by an adult at least 18 years or older. ACC does not accept responsibility for children unless they are signed in with a teacher on duty. For your child's safety, never leave a child alone without the supervision of an ACC staff member.

**PICK-UP FROM ACC:** Children need to be picked up and signed out from ACC by 6:30 P.M. Children must be signed out by an adult at least 18 years or older. Parents are required to fill out the section of the Emergency Contact form listing the names of the individuals who are authorized to pick up their child(ren) in the event they are unable to do so. Any authorized pickups who have never picked up from ACC, are required to show a photo ID to a staff member on duty at the time of pick up. Parents must notify the Center prior to pick up, who will be picking up their child(ren).

## **PICK-UP FROM ACC (CONT.):**

We require the first and last name of the individual scheduled to pick up your child so that we can appropriately check his/her ID when they arrive at the Center.

Children will not be permitted to leave ACC with any person, other than the child's parent or guardian unless we have been given permission by that child's parent/guardian. Even if an individual is listed as a designated authorized pick up, we must receive permission from the child's parent first before we can release a child to that individual. Photo identification is only required the first time an individual picks up a child. After that, we only require notification from the parent, that this individual will be picking up their child.

**LATE PICK UP POLICY:** ACC requires that all children are picked up by 6:30 PM. A late fee of \$5.00 for the first 15 minutes after 6:30 PM will be charged. After 6:30 PM, \$15 for every 15 minutes (or \$1 per minute) after 6:45 PM will be charged. **ACC STAFF MEMBERS ARE NOT PERMITTED TO TRANSPORT CHILDREN IN THEIR CARS, SO PLEASE DO NOT ASK THEM TO DO SO.** Should the situation arise where we do not hear from a parent, or cannot reach a designated contact person and it is after 6:30 PM, ACC may have to call the North Castle Police Department to take a child to the station to await his/her parents' arrival.

**ACC staff members are not always available to stay with a child after 6:30 PM, so please do your best to arrive on time. If you think you are going to arrive after 6:30 PM, please notify the Center so that we can do our best to make arrangements for someone to stay with your child.**

**CLOTHING:** We will make every effort to provide smocks for messy activities, but accidents still occur. Because your child's clothes may become dirty, it is a good idea to place a clean change of clothes in your child's bag. He/she must be able to manage pants, jeans, etc. Belts and overalls are often hard to manage and can cause bathroom accidents. We do have spare clothing at the Center in the event of bathroom accidents, however if you feel your child is likely to have an accident, please include a change of clothes in his/her backpack. Please label all your child's clothing clearly. If we must use garments from the Center's stock, we ask that you launder them and return the items as soon as possible.

Please note, there is a \$10 restocking fee for any articles of clothing that belong to the Center that have not been returned within 2 weeks.

**NO iPADS OR TABLETS:** The Armonk Children's Corner does not allow iPads, tablets or any other electronic devices at the Center unless they are required for homework. Tablets deter children from participating in our daily activities and socializing with other children. iPads and tablets are expensive devices and can be broken, lost or stolen if left out. For these reasons, these devices must be left at home. If a tablet is needed for homework, parents may fill out a permission form giving their child permission to use his/her tablet at ACC for homework only.

**NO TOYS FROM HOME:** The Center does not permit children to bring toys from home. Toys from home can cause issues among our children including exclusion. Please be sure to keep your children's toys at home.

**HEALTH POLICIES AND PROCEDURES:** To ensure the health and safety of children and staff at ACC, parents must notify the Director or staff of any health problems and restrictions. The staff is instructed to be alert for the symptoms of illness, communicable disease, abuse, child neglect, and/or drug and alcohol abuse and report them to the appropriate people. The staff and children shall follow health practices, which would minimize infections. Any child who exhibits symptoms of an infectious disease will not be admitted to ACC. If the child is sick or injured, the Director or the teacher in charge will notify the parents or designated alternate (if the parent cannot be reached). A child with symptoms of illness is provided a quiet place to rest under the supervision of a teacher, aide or Director until removed from ACC by a parent or authorized person. Parents will be notified if any child has been exposed to a potentially contagious disease. We request that all parents contact ACC if their child has similarly been exposed or contracted an illness which could potentially infect others.

*\* If your child was absent from school due to vomiting, diarrhea, fever, sore throat, red and itchy eyes, etc, please do not drop him/her off at ACC. Your child will not be admitted.*



**MEDICAL EMERGENCIES:** First aid supplies are readily available and include any appropriate directions for their use. In the event of an emergency, 911 will be called first. All staff has been trained and knows what procedures and instructions to follow until the ambulance arrives.

The child's parent(s) will be notified; if unavailable, the designated alternate will be called. A member of the staff will accompany the child to the hospital and bring the medical forms and releases from the child's file. ACC will keep a log of all injuries describing the incident and the procedures followed.

**MEDICATION:** ACC is only allowed to administer over-the-counter ointments, and creams provided the parent has signed a form that states it is appropriate for our staff to apply these ointments. If a parent would like their child to wear sunscreen before participating in outdoor activities, a permission form must be filled out and returned to the Director before the staff can apply it. This form can be found in the Emergency Contact packet that is distributed to parents at the time of enrollment. ACC is NOT approved to administer any prescribed medication. If your child requires medication, he/she must report to the school nurse prior to ACC in the PM and receive the medication there. If your child attends our Before School program, the child must receive the medication either prior to drop off to our program, or right before school begins (by reporting to the school nurse before reporting to his/her classroom).

**PARENT PARTICIPATION:** Parents are encouraged to discuss ideas with the staff that may help enhance the programs ACC provides to benefit the children, as well as the staff. ACC also welcomes the active participation of parents during community service, town and other events, that may be held on or off school grounds.

**SCHOLARSHIPS:** When funds permit, partial tuition scholarships will be granted to families who demonstrate a need for financial assistance. In order for families to be considered for financial assistance, parents must complete an application and provide the Board of Directors all of the required documentation necessary to make an appropriate decision. Scholarships will not be considered without ALL of the necessary documentation required.

**DONATIONS:** Tax-deductible financial donations and corporate matching funds may be made to support ACC's programs. Games, toys, materials, etc in good condition and deemed to support ACC's programs may be dropped off at ACC.

ACC may decline such items if they are deemed unsafe or not age appropriate for the children who participate in ACC's programs.

**OPEN DOOR POLICY:** Parents are welcome to visit ACC anytime. Please be aware that the staff's time must be spent with the children, if the visit is during program hours. If you wish to discuss your child, you may make an appointment with the Program Director and Executive Director at a mutually convenient time.

**PROBLEMS:** If a problem arises with a child, the Program Director/Head Teacher will contact the parent to discuss the issue. The parent is welcome to contact the Executive Director if the matter has not been resolved. If the problem continues and interferes with the safety of the other children in our program, the matter will be referred to the Board of Directors to determine the appropriate course of action.

If a parent has a problem with a staff member, they are requested to discuss the matter with the staff member involved first. If there is no satisfactory resolution to the problem, the Executive Director is to be notified. If a parent still feels the resolution is not satisfactory, a written letter should be submitted to the Board of Directors.

**WITHDRAWALS REQUESTED BY A PARENT:** (refer to No Refunds on page 14):

**WITHDRAWAL REQUESTED BY THE BOARD OF DIRECTORS:** The Board of Directors reserves the right to ask that a child be withdrawn from ACC if he/she is a danger to himself/herself, the staff and/or the other children. In such instances, the Executive Director may assist parents in finding alternate solutions for the child. However, ACC does not assume the responsibility to guarantee placement of the child in any other program. If the child is asked to withdraw, advanced tuition will be reimbursed. Other situations that may require a child's expulsion from our program is the failure to pay tuition or other dues.

**TAX RECEIPTS AND REIMBURSEMENTS FORMS:** Children's Corner will gladly furnish any financial statements for tax purposes, flex plans and/or cafeteria plans. These statements will only be furnished upon request. Parents must specify exactly what dates they would like covered on these statements. Children's Corner will also verify any payments made by signing forms parents present for reimbursement.

Children's Corer will not sign any forms reflecting payments that have not been submitted.

**QUESTIONS:** Questions regarding any of the information contained within this document should be addressed to Jill Merovitch, Executive Director of ACC at 914-273-6224, on our mobile at 914-815-3835 or by email at [info@armonkchildrenscorner.com](mailto:info@armonkchildrenscorner.com).

**CHANGES IN POLICY AND/OR PROCEDURE:** The policies and procedures herein are subject to change at any time. If a change in policy or procedure is required after this handbook has been distributed, you will be notified of that change in writing, via email.

**ARMONK CHILDREN'S CORNER  
PARENT POLICY AND PROCEDURE MANUAL**

I have received the Armonk Children's Corner Policy and Procedure Manual. I understand that it is my responsibility to read and familiarize myself with all of ACC's policies and procedures explicated in this manual.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date