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# School's Out, Inc.

239 Delaware Avenue

Delmar, NY 12054

439-9300

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www.schoolsoutinc.org E-mail: soi@schoolsoutinc.org

office hours: 7:30 am – 4:30 pm

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## Parent Handbook 2016-2017

### WHAT IS SCHOOL'S OUT, INC.

School's Out, Inc. is a nonprofit organization which operates Before and After School Child Care Programs, Special Needs, Vacation Care Full and Half Day Programs, and a Full Day Summer Program for children living in the Bethlehem Central School District. These policies are subject to change during the year with a Board of Directors vote. School's Out, Inc. will promptly inform parents of any changes.

## Parent Information and Policies

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#### Included In This Packet:

School's Out, Inc.  
Calendar

Our Programs are registered with the New York State Office of Child and Family Services (OCFS).

### Eligibility

Children must reside in the Bethlehem Central School District to participate in programs. Before and After School Programs can accommodate children on a full-time (3-5 days) or part-time basis (1-2 days) per week. School's Out, Inc. cares for children in grades kindergarten through fifth.

School's Out, Inc. is not licensed for drop-in care. School's Out, Inc. cannot allow children to use a program (morning or afternoon) in which they are not enrolled in on a consistent basis. A limit of 3 times use for additional days not normally scheduled is permitted during the school year if space is available. (You must call the office 3 days prior to the date for approval).

School's Out, Inc. does not discriminate on the basis of race, color, religion, sex, national origin or disability. If a child requires or has daily access to an aide in the classroom, parents must provide an aide for safe participation in the Before/After School and Vacation Care Programs. The child must be able to independently care for themselves (i.e. feed themselves, toilet themselves, independently communicate). School's Out, Inc. will make every effort to accommodate every child. Please make a note on the Registration Form if your child has special needs to help us plan for your child. Thank you.

## **THE BEFORE AND AFTER SCHOOL PROGRAMS**

The **Before and After School Program** is located in the cafeteria of the Eagle, Elsmere, Glenmont, Hamagrael, and Slingerlands Elementary School as well as the School's Out Enrichment Center located at 239 Delaware Ave., Delmar. The morning program operates from 7:30 am to start of school. The after school program operates from school dismissal to 6:00 pm.

**Private School** children are enrolled at the Enrichment Center. Parents of **Private School** children and children arriving with special needs from other District Schools (BOCES) must inform the school and the bus transporting your child that your child cannot be dropped off until 3:30 pm at the start of the program.

## **Ratios**

School's Out, Inc. is required to maintain a minimum ratio of one person for every ten children under the age of ten years. For children over the age of ten, the required ratio is one staff person for every fifteen children. Children unable to independently work within these mandated ratios may be unable to continue in the program.

## **Enrollment**

Only enrollments of 3-5 days will be allowed in the elementary schools. If you choose to change from a 3-5 day enrollment to a 1-2 day enrollment, your child must be transferred to the overflow site or pay the 5 day rate.

## **Application**

Required at the time of application for children entering grades K through 5, is a non-refundable, annual \$50.00 family registration fee.

The registration packet includes forms required under the NYS Department of Child and Family Services regulations.

**TUITION FEES  
2016-2017**

**BEFORE & AFTER SCHOOL PROGRAMS**

Registration Fee	non-refundable annual fee, per family		\$50
		<b>Monthly</b>	
		<b>1-2 days*</b>	<b>3-5 days</b>
BEFORE SCHOOL		<b>\$104</b>	<b>\$129</b>
AFTER SCHOOL		<b>\$167</b>	<b>\$210</b>
BEFORE & AFTER SCHOOL		<b>\$270</b>	<b>\$325</b>

\* Enrichment Center only

**VETERAN'S DISCOUNT** – 10% Discount on tuition with proof of service

**SIBLING DISCOUNT** – 10%

**VACATION CARE PROGRAM**

			PER DAY
FULL DAY	7:30 am – 6:00 pm		\$45
HALF DAY	11:45 am – 6:00 pm		\$30
Private School (BCSD half day) After School Care			\$10

<b>SUMMER PROGRAM 2016</b>	per week	<b>\$225</b>
Summer Registration Fee	non-refundable annual fee, per family	\$25
Late Parent Pickup	after 5:45 pm	\$1.00 per minute

**MISCELLANEOUS FEES**

Late Fees	assessed on the 11 <sup>th</sup> and 30 <sup>th</sup> calendar day of the month	5%
Returned Check/Auto Pay Decline Fee	per occurrence	\$35
Two accounts for one child	monthly fee	\$10
Child Search Fee	after three searches	\$15
Schedule Change Fee	after one schedule change	\$10
Late Parent Pickup	after 6:00 pm	\$1 per minute

MasterCard / Visa / Discover/ Checks accepted/ Tuition Express Auto Pay/ Online payment
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## 2016-2017 School Year Calendar

### September

Wed 7 First Day of School  
 First Day of AM/PM Program

### October

Mon 3 Rosh Hashanah  
 Full Day Vacation Program  
 Mon 10 Columbus Day  
 Full Day Vacation Program  
 Wed 12 Yom Kippur  
 Full Day Vacation Program

### November

Fri 11 Veterans Day  
 Full Day Vacation Program  
 Wed 23 Full Day Vacation Program  
 Thurs 24 **Closed**, Thanksgiving Day  
 Fri 25 **Closed**, Thanksgiving Recess

### December

Mon 26 **Closed**, Winter Recess  
 Tues 27 **Closed**, Winter Recess  
 Wed 28 **Closed**, Winter Recess  
 Thurs 29 **Closed**, Winter Recess  
 Fri 30 **Closed**, Winter Recess

### January

Mon 2 **Closed**, Winter Recess  
 Mon 16 **Closed**, Martin Luther King, Jr. Day  
 Wed 25 Half Day Vacation Program  
 Thurs 26 Half Day Vacation Program  
 Fri 27 Half Day Vacation Program

### February

Mon 20 Presidents Day  
 Full Day Vacation Program  
 Tues 21 Full Day Vacation Program  
 Wed 22 Full Day Vacation Program  
 Thurs 23 Full Day Vacation Program  
 Fri 24 Full Day Vacation Program

### March

### April

Fri 14 Good Friday  
 Full Day Vacation Care  
 Mon 17 Full Day Vacation Program  
 Tues 18 Full Day Vacation Program  
 Wed 19 Full Day Vacation Program  
 Thurs 20 Full Day Vacation Program  
 Fri 21 Full Day Vacation Program

### May

Mon 29 **Closed**, Memorial Day

### June

Wed 21 Last Day of School  
 Half Day Vacation Program

## **Internet Access Acceptable Use Policy**

School's Out, Inc. believes accessing data on the Internet is a useful skill for lifelong learning. The goal in providing Internet access to the children at School's Out, Inc. is to facilitate communications in support of research and education. School's Out, Inc. grants permission to use this system for educational purposes only.

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. School's Out, Inc. reserves the right to read, print, delete, store, or use any transmission on this system at its discretion. Users hereby waive any right of privacy regarding information/messages sent or received by them on this system. The administration, faculty, and staff of School's Out, Inc. may deny, revoke, or suspend specific user access.

### ***School's Out, Inc. Procedures for gaining access privileges to the Internet:***

1. Children will receive access after School's Out, Inc. receives the Acknowledgment of Internet Acceptable Use Policy that has been signed by the parent/guardian consenting to abide by the Internet Access Acceptable Use Policy.
2. Children may use the Internet only if approved by School's Out, Inc. staff.
3. Any financial charges incurred by the child while using the Internet are the child's full responsibility and he/she will be held accountable for payment.
4. Inappropriate use of access privileges may result in disciplinary action or access restrictions or cancellation of privileges by School's Out, Inc.
5. Parents/guardians may request cancellation of access privileges by contacting School's Out, Inc.

### ***Internet User Terms and Conditions***

1. The use of the Internet accessed from or by the use of School's Out, Inc. property must be in support of education and research and consistent with the educational objectives of School's Out, Inc. Transmission of any material in violation of any federal or state regulation is prohibited, including, but not limited to copyrighted material, threatening, violent or obscene material or material protected by trademark. Use of the Internet for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.
2. The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges.
3. Internet users are to abide by the rules of network etiquette, including, but not limited, to:
  - a. Vulgarity or other inappropriate language is unacceptable.
  - b. Promotion of, or solicitation for, illegal activities is strictly forbidden.
  - c. Do not reveal any personal information such as your address or phone number nor that of other children at School's Out, Inc.
4. Access to or use of social networking sites and personal email are prohibited.
5. Through the use of filtering software, to the extent possible School's Out, Inc. intends to restrict Internet access to websites and sources that have been evaluated by School's Out, Inc. and

approved for use by children at School's Out, Inc. However, even with the filtering software, families should be aware that children may find ways to access other materials via the Internet. While School's Out, Inc. will take reasonable precautions to supervise the child's use of the Internet, School's Out, Inc. cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of School's Out, Inc. in violation of School's Out, Inc.'s policies. School's Out, Inc. makes no warranties of any kind, whether expressed or implied, for the Internet service nor is it responsible for any damages you suffer from Internet use, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. School's Out, Inc. denies any responsibility for the accuracy or quality of information obtained through Internet.

6. This document is not intended to encompass all activities of our users and should not be considered all inclusive of appropriate or inappropriate activities.

### Acknowledgment of School's Out, Inc. Internet Acceptable Use

The purpose of this policy is to ensure all children and parents understand the guidelines that must be followed to gain internet access. Participants will have a maximum of 15 minutes at a time of internet and computer use. Staff will monitor time and will redirect children to other activities once their time limit has been met. The program will utilize the internet and computer access throughout the year to promote the building of skills with technology. These activities could include, but are not limited to:

- Power Point Presentations
- Microsoft Word Software
- Graphic software
- Building websites
- Navigation of websites
- Search engines

I understand and will follow the above Internet user rules. I also understand the result of my breaking these rules may be the loss of access to the Internet provided by School's Out, Inc.

I have read the Internet Access Acceptable Use Policy and User Policy. I understand that this access is designed for educational purposes. I recognize it is impossible for School's Out, Inc. to restrict access to all controversial materials and I will not hold School's Out, Inc. or its employees responsible for materials my son/daughter acquires on the Internet.

## Parent Communication

Families will be given a site tour by the site staff on the first day of the program.

Parent conferences are offered annually. Parents may request a conference at any time it is deemed necessary.

Vacation Care Program flyers, Fall and Summer Registration, and any other pertinent information will be e-mailed and be available on the website, [www.schoolsoutinc.org](http://www.schoolsoutinc.org). At the sites, paper copies of forms/information will be posted on or near the parent board.

# Tuition

Tuition will be billed on a monthly basis during the school year via e-mail (August – May), weekly during the summer program. Tuition will be due the first day of each month. A late charge of 5% will be assessed on the 11<sup>th</sup> and 30<sup>th</sup> calendar day of the month. Summer tuition will be due the week prior to summer program attendance.

Payment accepted: Check

Credit Card (MasterCard, Discover, Visa)

Tuition Express Auto Pay (forms can be found on website, schoolsoutinc.org)

Online – [www.tuitionexpress.com](http://www.tuitionexpress.com)

For specific information, please contact the School's Out, Inc. office at 439-9300 or via e-mail at [soi@schoolsoutinc.org](mailto:soi@schoolsoutinc.org).

School's Out, Inc. offers a 10% sibling discount and a 10% Veterans Discount with proof of service in the armed forces.

All declined payments will be assessed a \$35.00 fee.

Parents who request two accounts for their child will incur a \$10.00 monthly fee for this service. (\$5.00 per month per account)

# Late Pick Up

The program closes promptly at 6:00 pm during the school year and 5:45 pm during the summer programs. Parents of children who remain past 6:00 pm (or 5:45 pm in the summer) will be charged \$1.00 per child per minute. Parents must sign the late pick-up form upon their arrival at the program. The overtime will be determined by the School's Out clock. Parents will be billed for late charges on the next month's tuition bill. During the summer, parents will be billed immediately. **Continuous lateness will result in termination of enrollment in all programs.**



# Withdrawals or Changes

**Two weeks written notice to the School's Out, Inc. office is required should parents decide to withdraw their child from the Before and/or After School Program or change their schedule for any reason.** Approval for requested schedule changes will depend upon space availability. **Only one (1) change per school year is free. Each additional change will be charged a \$10.00 processing fee.**

Thirty (30) days from the withdrawal date, your deposit will be refunded provided that a two (2)-week written notice period is given. This notice period allows us adequate time to fill the space. No withdrawals will be accepted after May 15<sup>th</sup> for the school year program.

## Removal

School's Out, Inc. reserves the right to remove a child from a program with a two (2)-week advance notice to the family. However, in the event that it is determined that the child's continued presence in the program jeopardizes the health, welfare and safety of other children and/or School's Out, Inc. staff, School's Out, Inc. reserves the right to terminate child care services immediately. Reasons for the immediate removal of a child from our program include, but are not limited to:

- Inappropriate behavior, by child or other family member, considered to be potentially harmful to children or staff
- Chronic tardiness at pick up time
- Overdue fees

If a child exhibits behavior that is more severe such as fighting, verbal abuse, unprovoked physical altercations, endangering the welfare of others, assault, vandalism, running away from the program, hiding from staff or leaving the program area without staff supervision, a parent/guardian will be notified that the child must be picked up within one-half (1/2) hour. If the child is not picked up within one half (1/2) hour, the child will not be allowed to return to program the following day. If severe behavior continues upon return to the program, a suspension of up to 5 days may be issued. Continued severe behavior may result in termination of services.

Any parent/guardian demonstrating inappropriate behavior or misconduct towards the staff and/or program participants may result in the parent being banned from the location, in which case, we will either require alternate pick-up arrangements or the child(ren) will be removed from the program.

## Dress

Children must come to the program with the appropriate dress for outdoor activities. Please label all clothing and your child's belongings with their name. Outdoor activities will be incorporated into the program on a regular basis except during inclement weather. The decision to play outdoors will be made by the Site Managers and Program Supervisor.

One School's Out, Inc. t-shirt is given at the beginning of the school year or upon enrollment. School's Out shirts are **required** on all Vacation Care Program Full Days and Summer Program field trips. Additional shirts may be purchased at the School's Out office for \$7.00.

## Medication



**School's Out, Inc. will not be responsible for administering medicine to the children enrolled in all School's Out Programs. School's Out is not responsible for the administration, transportation or storage of medication. Children cannot carry or bring in medication to any of the School's Out Programs. All medications need to be stored at home. Family members are welcome to administer medication at the site.**

Notwithstanding the above, **IMMEDIATE EMERGENCY medications** that are properly labeled and given to the Site Manager with the Doctor and parent consent form can be administered only by the

School's Out, Inc. Site Managers such as an Asthma Inhalers or Epipen for a bee sting or food allergies. **If emergency meds are located at your child's daily site, parents are responsible for picking them up, bringing them to the Vacation Care Program Site and returning them to their daily site.**

**In order for Site Managers to give meds, they are trained for ten hours and receive a Medication Administration Certificate from New York State.**

Parents will be notified immediately if children are found with unauthorized medications.

## Illness

A daily health check occurs when the child arrives at the program and continues throughout the day. Any unusual findings are entered in the medical log. If children in the program are exposed to a communicable disease as described by the New York State Department of Children and Family Services, parents will be informed in writing via the parent bulletin board.

Children who arrive with signs of illness will not be accepted in the program. These symptoms include a temperature of 100 degrees or more, vomiting, or more than one episode of diarrhea within a 24-hour period. Children showing any of these symptoms will be isolated in a quiet area and parents or their emergency contact will be notified to pick them up immediately. In the morning program, children with signs of illness will not be dismissed from School's Out and sent to school. If children get sent home from school they are not eligible to attend the afternoon program. Parents will be called and they must arrange to have their children picked up immediately. Children who have occasional bathroom accidents must have a change of clothes at their site and with them on the Vacation Care Program days.

## Injury

First aid will be administered for minor injuries. All injuries and treatment given will be documented in medical log.

## Medical Emergencies

In case of a severe incident 911 will be called. Parents will be notified. A School's Out, Inc. employee will accompany the child in the ambulance. The Administrative Staff will call the parents the next day for updates.

## Absences

Please call, fax or e-mail the office by 12N to leave a message that your child will be absent from the Half Day Vacation Care Program or After School Program. **It is imperative that you contact us regarding your child's absence or we will search for them.**

**SEARCH FEE – When the office or Site Manager is not notified of your child's absence, the Site Manager will search for your child, phoning you, your emergency contacts, the school and the bus garage until your child is located. After three (3) incidents of searching, there will be a search fee of \$15.00 for each additional occurrence. Continuous non-compliance will result in termination from the program.**

## Transportation

Parents must arrange for their children's transportation to the Before School Program and from the After School Program. Should a child be required to leave the program early, parents are responsible for arranging transportation. **Children can be released only to adults authorized by their parents in writing. No call in of alternate adults to pick up your child will be accepted unless they are listed as an emergency pick up on the registration form.** Under no circumstances may staff transport children.

The Bethlehem School District transports children after the morning School's Out, Inc. Program from the overflow site to their schools, and in the afternoon from the schools to the School's Out, Inc. overflow site.

School's Out, Inc. is not responsible for anything that happens in regards to childcare arrangements during non-working hours. If a parent requests that a staff person transport their child to or from a School's Out Inc. site, the parent and staff person must complete a Waiver of Liability located in the forms binder, and submit it to the Executive Director.



## Arrival and Pick-Up of Children

For both the morning and afternoon programs, only parents or designated adults will be allowed to sign children in or out from the program. If a person other than the designated adults specified on the registration form will be picking up your children, a written note from the parent is required. **For the protection of your children, identification will be requested (license or picture ID).** Parents, please inform other adults who are listed on the pickup sheet of this policy. Parents or guardians must sign their child(ren) out with the time indicated and your signature.

Children who are signed up for extracurricular activities in their school and their School's Out site is the elementary cafeteria, your child must check into the School's Out Program first with the Site Manager. School's Out must have a signed permission slip from the parent in advance. Children who are enrolled in the overflow sites and attend school functions, must be picked up immediately after extracurricular activities. They cannot join the School's Out, Inc. Program in the school cafeteria as they are not legally enrolled in this site and there is no emergency information on premise for your child.

If the program is being held in a different location or the children are outside, a note will be left notifying parents of the location. Attendance is taken when the children are lined up to go out and back to the site and every fifteen minutes in between. If children are attending intramurals, a staff member will be assigned by the Site Manager to meet the children so that they may be accompanied back to the other children.

School's Out, Inc. has universal playground safety rules for all sites. The schools have specific rules regarding the use of the playgrounds which School's Out, Inc. will enforce. Activities such as gymnastics, football and wrestling are prohibited.

## Inebriated Parent

Parents/Guardians picking up children who the staff feels are under the influence of alcohol/drugs, will be asked to have alternative transportation for the child arranged or a taxicab may be called to take you and your child home. If the parent/guardian refuses to arrange for alternative transportation and/or the parent becomes violent, the child care staff, as mandated reporters, will be obligated to make a report to authorities (the police and New York State Child Abuse Hotline). School's Out, Inc. employees cannot hold a child against the parents/guardians will.

## Open Door Policy

School's Out, Inc. has an open door policy by which parents or guardians may observe the program. All visitors must sign the Visitor Log Sheet located in the back of the Parent Sign In binder.

## Breakfast

Children may bring their own breakfast to the Before School Program. Staff will provide a comfortable place for the children to eat. If parents want their children to have breakfast at the program, they must provide everything the children would need. We ask parents to bring nutritional breakfast food. Children can participate in the school breakfast at the elementary schools.

## Snack

School's Out, Inc. provides a scheduled afternoon snack.

A monthly menu is posted on the parent board. If the menu for the day changes for whatever reason, the Site Manager will write the substitute food on the menu. Children are welcome to bring their own snack.

**We have an allergy list but request that parents tell the Site Manager of allergies such as peanuts, dairy, etc.** Peanuts are avoided in our School's Out snack menu but many products may still contain trace amount of peanuts.

## Discipline

**After (3) three behavior reports and working with the family, if there is little improvement, the Director will ask the parents to withdraw their child for the safety of the other children enrolled.** Also, if there are continuing violations of school rules while we are a guest in the elementary schools, the Executive Director may ask the parents to transfer their child to the overflow site.

**A child will be suspended from the program immediately for any acts of violence, verbal abuse or deliberate destruction of property or is deemed a safety concern. During the Summer and Vacation Care Programs, after one (1) behavior report, a child will be suspended from the next Vacation Care Program day or Summer Program.**

# Child Abuse and Maltreatment

Under New York State law, all childcare workers are mandated to report any suspected cases of child abuse, including child endangerment, neglect or maltreatment. Such cases will be reported to the New York Statewide Central Register of Child Abuse and Maltreatment. Any information regarding a suspected case of abuse will be treated with the highest degree of confidentiality. New York State School Age Regulations are located on the Parent Board and can be accessed at [ocfs.ny.gov](http://ocfs.ny.gov). New York State Child Complaint Hotline – 800-732-5207

## Homework

Site Managers strive to provide a quiet homework area depending upon the space available. School's Out, Inc. staff cannot provide private tutoring for homework.

However, School's Out offers a Homework Contract which you and your child sign, agreeing that your child will try to work on their homework a certain amount of time each day. The Site Manager would be happy to help you and your child with this agreement.



## Weather Related School Delays and Closings

When the Bethlehem School District is **closed**, all of the School's Out, Inc. programs are **closed**.

When the Bethlehem School District has **any delay in the morning**, School's Out, Inc. **morning program will be closed**.

## Weather Related School Early Dismissal

On days where the Bethlehem School District dismiss **one hour early** at 2:00 pm, School's Out, Inc. will operate the afternoon program **until 4:00 pm**. Children must be picked up by this time.

When the school district **dismisses two hours early** at 1:00 pm, School's Out, Inc. will be **closed**.

**In the event of delays or school closing, School's Out, Inc. will be listed on all the major television and radio stations' school closings and delays.**



## Vacation Care Program Days

### Half Day/Full Day Vacation Care Program Days Sign-Up

School's Out, Inc. follows the Bethlehem School District calendar and provides care on most of the full vacation days off and all half days. Approximately one month prior to vacation care program days, registration flyers with field trip information or special activities will be e-mailed and be available on the website. Parents may complete them and return them to our office. A limited number of paper copies will be available at the sites.

The tuition for the half and full day vacation care programs and a signed registration sheet submitted to the office will reserve a space. Registration is accepted on a first come, first serve basis. Vacation care program days may fill up quickly. School's Out is limited by facilities and staff.

**Half Day Vacation Care Program** - The hours for the half day vacation care program are 11:45 am to 6:00 pm. The sites used on the half day vacation care program days are generally the School's Out, Inc. Enrichment Center and school sites.

**Full Day Vacation Care Program** - The hours for the full day vacation care programs are 7:30 am to 6:00 pm. Special activities are planned by the Site Managers and field trips if weather permits. The sites used on the full day vacation care program days are the Enrichment Center and school sites.

A site assignment confirmation will be e-mailed to you the week before the vacation care program day explaining where the site is and what your child needs to bring. School's Out, Inc. provides snacks with a drink. **School's Out does not provide lunch so please send a lunch and a drink if signed up for full and half day vacation care programs days.** Balances on accounts must be paid before participation in the vacation care program.

## Private School Children

There is an additional \$10.00 charge for Private School children on days when the Bethlehem School District has early dismissal half days and full days. School's Out follows the Bethlehem School District calendar and hours.

Parents must register on a vacation care program registration flyer. A confirmation sheet will be given to you one week in advance. Your child's site may be different from their daily site.

Full day vacation care program days are charged at the regular rate indicated on the fee sheet for Private School students if they are off from school. School's Out, Inc. provides a calendar that lists all the School's Out vacation care program days.

## Full Day Summer Program

Registration Packets are available to our current families via e-mail, on the web site and in hard copy at the sites in March. The program is located at the Enrichment Center at 239 Delaware Avenue for children entering grades 1 to 6.

The program follows exciting weekly themes and travels daily - 2 times a week for swimming and 1 time per week for field trips. Morning and afternoon snack and a drink are provided.

A non-refundable registration fee is \$25.00 per family per summer. A deposit for each week is due upon registration. (Fees are voted on yearly by the Board of Directors.) The Summer program hours are 7:30 am to 5:45 pm.

## Special Needs Program

A respite program provides family support for children to be included in our Before and After School Programs. Applications must be submitted by parents to the School's Out office and approved by the Executive Director. Proof of two diagnoses, a copy of the child's Individual Educational Plan with a Psychological Evaluation and a visit with parents is required before consideration of acceptance. We ask the family for goals that the School's Out staff at the site can work on with your child during the year.

If a child requires or has daily access to an aide in the classroom, parents must provide an aide for safe participation in the Before/After School and Vacation Care Programs. A discount off tuition for the Before and/or After School Program only is provided after being accepted into the Family Support Program. Our goal is for the child with special needs to be totally included socially with their peers and have fun while participating in the School's Out, Inc. program!

## Financial Assistance

School's Out, Inc. is contracted with the Department of Social Services Day Care Unit. Please call 447-3017, if you need financial assistance for the Before and/or After School Programs. Working parents may also apply for assistance through the Troy Workforce Development Institute by calling 272-3500. A letter from the department must be received by School's Out, Inc. prior to your child attending the program and all forms must be signed and received by School's Out.

## Personal Possessions

Site Managers have the children determine the one day each week designated for home toys to be available for play during a specific time. A sign will be posted for the parents and children to know what day this activity will be allowed. Electronics are prohibited when not part of a planned developmentally appropriate program activity per NYS Regulations.

All items not permitted in the elementary schools will not be allowed in the School's Out programs. School's Out, Inc. is not responsible for lost, stolen or damaged items.

## Respect For Equipment

Please talk with your child about respect for School's Out, Inc. and District grounds and property including proper use of the computers, large pool tables, toys, games, etc. If a child persists on breaking toys purposefully, parents will be notified immediately and appropriate consequences will be discussed.

## Theme Based Units

The Site Managers plan each week around an enriching and exciting theme. The weekly activity plan can be found on the Parent Board. Arts and crafts, games, science, computer games, special visitors or parties are all planned around this weekly theme. Parents are invited at any time to give input on program activities.

## Staff Training

All staff are required to attend 15 hours of training per year about school age child care topics. Training are delivered inhouse, through the Capital District Child Care Coordinating Council, the Professional Development Program, Rockefeller College, UAlbany, Center for Autism and Related Disabilities, UAlbany, American Red Cross, Epilepsy Foundation, to list a few.

All staff receive a site orientation with the Site Manager which includes proper procedures for varying situations as well as a safety tour of the site.

## Before & After School Program Times and Activities

### Typical Schedule for Before School Programs

7:30 – 8:00 Open – Parent sign children in, wash hands, daily health check, homework, reading, music, board games, manipulatives, creative art

### Rotation of grades K to 3 and 3 to 5 for Activity I and Activity II

8:00 – 8:30 Activity I – Planned special interest centers chosen by each child and arts and crafts, science, cooking, etc. Special themes every week are posted.

8:30 – 9:00 Activity II – Outdoor play and/or gym games, wash hands

9:00 – 9:15 Clean-up, attendance, news of the day, group games. Children are dismissed by grade when the bell rings.

### Typical Schedule for After School Programs

3:00 – 4:00 Children and buses arrive, attendance, wash hands, daily health check, news of the day, homework, music, choice of games and activities both indoors and out, hand washing. A snack and a drink are served.

### Rotation of grades K to 3 and 3 to 5 for Activity I and Activity II

4:00 – 4:45 Activity I – Planned special interest centers chosen by each child and arts and crafts. Science, cooking, etc. Special themes every week are posted.

4:45 – 5:30 Activity II – Outdoor play and/or gym games, wash hands

5:30 – 6:00 Homework, group games, creative art, manipulatives, reading and clean up.

Throughout the school year sites will involve the children in community service projects such as collections for the food pantry, humane society, cards to the troops and veterans and senior citizens, etc. They will also have celebrations at the sites such as carnivals, talent shows, and planning with the children's input.

**Questions? Comments?** Parents, our staff are here for you and your child. If you ever have a question or comment, feel free to call the Program Supervisor who is monitoring the sites daily or the Executive Director at 518-439-9300 or e-mail us at [soi@schoolsoutinc.org](mailto:soi@schoolsoutinc.org). Thank you for sharing your most precious gift with us. We strive to do our best every day to provide exemplary services for your family.

## **School's Out, Inc. Mission Statement**

Established in 1983, School's Out is a community based, non-profit organization dedicated to providing safe, reliable, quality and convenient care to complement elementary education within the Bethlehem Central School District. School's Out supports families with trained and caring staff who develop and implement programs which build children's interests, social skills, self-confidence and creativity.

Revised at the Board Retreat on 1/2006

## School's Out, Inc. Beginning

Parents, have you ever wondered how School's Out came into being in the first place? To quote Marty DeLaney, a former SOI parent and founder, here is what happened...

"Early in 1982, after being a stay at home mom for 5 years, I went back to work part time and found myself talking to parents at the Hamagrael Elementary School about the difficult balancing act of after school care. The names that come to mind right now, Nancy Ray, Bonnie Cohen, Christopher Smith and Pam Siegal, among others, helped me formulate an idea to bring to Principal Joe Schaefer.

If we could find space in the community, the parent group would create an after school care program busing children to a central location for an enrichment program. We all agreed that we wanted it to be what we referred to as the "Helderberg Workshop" of after school care: not a babysitting service, but enrichment, outdoor play and snacks. Our vision is unchanged to this day and I know we became role models for other towns shaping similar programs.

Right from the start, Joe Schaefer was amazing! He went to bat for us with then Superintendent Lawrence Zinn. Joe suggested we recruit expert volunteers from the community to form a Board of Directors for personnel issues, insurance, health & safety, activities, policies and procedures. We used to meet in my living room in the evening, with various little ones running underfoot. Many in the group were flying by the seat of their pants; we had a vision, but only each other to motivate us to get it going.

Our research into other communities showed no other after school care programs. In fact, the name we chose came from the title of a magazine article "What Happens When School's Out and Nobody's Home?". The whole process took almost a year, and as I think back on it now, it was like having another baby! Dr. Zinn was not inclined to support the effort at first, thinking that Bethlehem parents had little need for such a program. I remember the edge in his voice whenever he answered my phone calls; he no doubt hoped the stumbling blocks would make us give up and drift away.

I knew that Joe Schaefer would eventually become a hero, by helping us convince the school board how much need there really was. Most of us were working part time and getting home anywhere from 20 to 90 minutes after the school bus dropped our children off. Since the term, "latch-key kid:" had a negative connotation; some of us even hid the fact that our children reached the front door before we did!

At one especially memorable school board meeting, we were given a list of at least a dozen requirements that had to be met before any further talks could take place. A big hurdle was the busing situation, as well as how to handle contingency situations. We surprised Dr. Zinn and ourselves when we got it all together, and it was as a team that we went forward from there!

The First United Methodist Church was very helpful in getting us started, letting us share space with their Sunday school classes and installing separate phone lines in the building. Our first Director, Terry Pullman, also donated much of her time during those early months, shopping for bargains and recruiting more help.

When the program opened in the fall of 1983, there was still doubt in the minds of many bus drivers and school secretaries as to how this would all work out. Moreover, there were no licensing guidelines for after school care in the early 1980's, so the following years brought much work for Board Members to get us licensed.

Nevertheless, with luck and hard work, the program began to flourish. As one of the founding parents, I often spoke to groups in other communities—soon, we became known as pioneers in the field. By the spring of 1987, we even had a call from the producers of “The Phil Donahue Show” who were doing a show about alternatives to “latchkey” care. They had heard about School’s Out and I ended up as a member of the panel on his show along with my 8 & 10 year old daughters.

It has been gratifying to watch School’s Out grow and add new and exciting services. The number of families now served is astounding...we envisioned a big program, but no one really knew just how big it would be 25 years later!”

Many thanks to Marty DeLaney, who is the past President of Bethlehem's Chamber of Commerce, for taking the time to write this article. We thought the story was memorable and knew our parents would be interested in hearing all about School’s Out’s beginnings! Joe Schaefer is affiliated with the College of St. Rose. Thank you to our former predecessors and parents who had a vision and with hard work, became a reality.

Dr. Leslie Loomis and Dr. Michael Tebanno, who are now the retired Superintendents of the Bethlehem Central School District, have been very supportive of School’s Out! We are very grateful for their collaboration and encouragement of the program during their tenure. Dr. Thomas Douglas, the immediate past Superintendent of the Bethlehem School District, has been very supportive of School’s Out, Inc. and we look forward to maintaining a good rapport with the new superintendent, Jody Monroe.

Thank you to all the Board Members and parent committees through the years that have helped School’s Out with its growing pains!

## **SCHOOL'S OUT, INC.**

### **VISION STATEMENT**

SOI will continue to provide the highest quality care through programs and address the changing needs of the parents and the community of the Bethlehem School District. This will include strengthening relationships and partnerships with the community and the school district while maintaining organizational autonomy and financial viability.

SOI will be known for:

- its diverse, consistent and enriched educational and recreational opportunities
- providing access to technological resources
- talented, competent and dedicated staff
- programs that are fun for children