



Learning, fun and quality care

# Parent/Guardian Handbook 2017-2018

School's Out, Inc.  
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[www.schoolsoutinc.org](http://www.schoolsoutinc.org)

## **Mission Statement**

Established in 1983, School's Out, Inc. 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, Inc. supports families with trained and caring staff who develop and implement programs which build children's interests, social skills, self-confidence, and creativity. School's Out, Inc. will continue to provide the highest quality of care through programs and address the changing needs of the parent/guardians 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.

School's Out, Inc. 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

## **The Beginning of School's Out, Inc.**

Parent/guardians, have you ever wondered how School's Out, Inc. began in the first place? To quote Marty DeLaney, former School's Out, Inc. founder and parent/guardian, 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 parent/guardians 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/guardian 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, Principal 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 and safety, activities, policies, 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 care programs. In fact, the name we chose came from the title 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 parent/guardians 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 know that Principal 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 parent/guardians, I often spoke to groups in other communities-and soon, we became known as pioneers in the field. By the springs 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 heard about School's Out and I ended up as a member of the panel on his show along with my 8 and 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 30 plus 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. We thought the story was memorable and knew our parent/guardians would be interested in hearing how School's Out began! Thank you to our former predecessors and parent/guardians who with vision and hard work, made School's Out 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, was very supportive of School's Out, Inc. and we enjoy working with the current superintendent, Jody Monroe.

Thank you to all the Board Members and parent/guardian committees through the years that have contributed to School's Out Inc.

School's Out Inc. will be celebrating 35 years of service to the Bethlehem community during the 2017-2018 school year.

## **What is School's Out, Inc.**

School's Out, Inc. (SOI) is a nonprofit organization which operates before and after school child care programs during the school year for children who reside in the Bethlehem School District in grades Kindergarten through Fifth. The school year programming also includes child care programs for scheduled half and full vacation days. SOI also offers a full day summer program for children who are entering grades first through sixth.

SOI does not discriminate based on race, color, religion, sex, national origin, or disability. If a child requires or has daily access to an aide in the classroom, parent/guardians 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). SOI will make every effort to accommodate every child. Please notify SOI at the time of registration if your child has special needs to help us plan for your child.

SOI is required to maintain a minimum ratio of one (1) staff person for every ten (10) children under the age of ten (10) years. For children over the age of ten (10), the required ratio is one (1) staff person for every fifteen (15) children. Children unable to independently work within these mandated ratios may be unable to continue in the program.

SOI is not licensed for drop-in care. SOI cannot allow children to use a program (before and/or after school) in which they are not enrolled in on a consistent basis.

All SOI programs are registered with the New York State Office of Child and Family Services (OCFS).

## **Open Door Policy**

SOI has an open-door policy by which parents/guardians may observe any SOI program. All visitors must sign the Visitor Log Sheet.

## **Before and After School Programs**

The before and after school programs are in the cafeterias of the five Bethlehem Elementary Schools; Eagle, Elsmere, Glenmont, Hamagrael, and Slingerlands, as well as the SOI Enrichment Center located at 239 Delaware Avenue in Delmar. The before school program operates from 7:30am to the start of the school day. The after-school program operates from school day dismissal to 6:00pm. Private school children are enrolled at the Enrichment Center. Parents of private school children and children with special needs from other district schools (BOCES) must inform the school and the bus transporting your child that drop off begins at 3:30pm.

Below is an example of a typical schedule for the before and after school programs;

### Before School Program

- 7:30am – 8:00am: Open – Parents/Guardians sign children in. Children wash hands and sign up for activities, SOI staff completes daily health check, children do homework, reading, music, board games, manipulatives, creative art
- 8:00am – 9:00am: Rotation of grades Kindergarten to Second (2) and Third (3) to Fifth (5) through activities.
  - 8:00am – 8:45am: Activity time – Planned special interest centers chosen by each child including arts and crafts, science, cooking, etc. Special themes are posted every week.
  - 8:45am – 9:00am: Homework/Quiet time, wash hands.
- 9:00am – 9:15am: Clean up, attendance, news of the day, group games. Children are dismissed by grade when the bell rings.

### After School Program

- 3:00pm – 4:00pm: Children and buses arrive, children sign up for activities, attendance, wash hands, staff completes daily health check, news of the day, homework, music, choice of games, and activities both indoors and out. Snack and drink are served after children wash hands.
- 4:00pm – 5:30pm: Rotation of grades Kindergarten to Second (2) and Third (3) to Fifth (5) through activities.
  - 4:00pm –5:30pm: Activities– Planned special interest centers chosen by each child including arts and crafts, science, cooking, etc. Special themes are posted every week.
  - 5:30pm- 6:00 pm Homework/Quiet Time, wash hands, clean up

Throughout the school year all SOI sites will involve the children in community service projects such as collections for the local food pantry, humane society, cards to the troops, veterans, and senior citizens. The SOI sites will also have celebrations with input from the children such as carnivals and talent shows.

### **SOI Staff Training**

All SOI staff are required to attend 15 hours of training per year about school age child care topics at the SOI Enrichment Center. Training is provided by the Capital District Child Care Coordinating Council, the Professional Development Program, Rockefeller College, SUNY Albany, Center for Autism and Related Disabilities, American Red Cross, and Epilepsy Foundation. SOI annually reviews its training programs and adds additional providers as needed.

## **Parent Communication**

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

Information regarding enrollment for all SOI programs and any other pertinent information will be emailed/texted to parent/guardian and is available on the SOI website; [www.schoolsoutinc.org](http://www.schoolsoutinc.org) . Paper copies of forms/information at SOI sites.

Parents/Guardians may request a conference with SOI staff at any time it is deemed necessary and are also offered on an annual basis.

## **Enrollment in Before and After School Programs**

Children can be enrolled in one of two before and after school programs; 1-2 days or 3-5 days. Those children that are enrolled in the 1-2-day program will automatically be assigned to the SOI Enrichment Center. Children who are enrolled in the 3-5-day program can be assigned to their child's elementary school site or SOI Enrichment Center.

Parent/guardians will be asked to complete the SOI registration packet which includes forms required by the Office of Child and Family Services (OCFS). Parent/guardians may be asked to complete additional forms annually as required by OCFS. Also, required at the time of application for children entering grades K through 5, is a non-refundable, annual \$50.00 family registration fee. In April, fall enrollment opens to current SOI families two weeks prior to the public. Current enrollment at a school site does not guarantee future enrollment at a school site.

## **Vacation Care Program**

SOI follows the Bethlehem School District calendar and provides child care programs on most of the full day vacation days and all half days. Approximately one (1) month prior to vacation care program days, registration forms with field trip information or special activities will be emailed to all currently enrolled families and is available on the SOI website; [www.schoolsoutinc.org](http://www.schoolsoutinc.org) . Parent/guardian may complete the form on-line and submit electronically or can be returned directly to the SOI office. A limited number of paper copies will be available at the SOI sites.

The tuition for the half and full day vacation care programs and a signed registration form must be submitted to SOI office to reserve a space. Registration is accepted on a first come, first serve basis because SOI is limited by facilities and staff.

Half day vacation care programs are from 11:45am to 6:00pm. Special activities are planned by the SOI Site Managers. Half day vacation care programs can be held at any of the SOI sites.

Full day vacation care programs are from 7:30am to 6:00pm. Special activities and field trips are planned by the SOI Site Managers. Full day vacation care programs can be held at any of the SOI sites.

SOI reserves the right to cancel or change field trips and /or activities.

A SOI site assignment for the half and full day vacation care program will be emailed the week before the program is scheduled which will include where the SOI site is located and what children need to bring. SOI provides snacks with a drink. Children must bring their own lunch and drink for both vacation care programs, lunch will not be provided by SOI. Any outstanding payments must be reconciled prior to participation in any of the vacation care programs.

### **Private School Children**

There is an additional \$10.00 change for private school children on days when the Bethlehem School District has early dismissal for scheduled half days as well as full day vacations.

Parents/guardians of children attending private school also must complete the vacation care program registration form. A SOI site assignment for the half and full day vacation care program will be emailed the week before the program is scheduled which will include where the SOI site is located and what children need to bring. SOI provides snacks with a drink. Children must bring their own lunch and drink for both vacation care programs, lunch will not be provided by SOI. Any outstanding payments must be reconciled prior to participation in any of the vacation care programs.

### **Special Needs Program**

SOI offers a Family Support Program for children with special needs to be included in the SOI before and after school programs. Family Support Program applications must be submitted by a parent/guardian to the SOI office and approved by the SOI Executive Director. In addition to the Family Support Program Application, the parent/guardian must provide proof of two (2) diagnoses and a copy of the child's Individual Education Plan with a psychological evaluation. The documents will be reviewed by the SOI Executive Director and a meeting will be scheduled to determine final acceptance into the program. SOI staff will work with the parent/guardian in setting goals for the child. A discount off tuition for the before and/or after school program will only be provided after being accepted into the Family Support Program.

If a child requires or has daily access to an aide in the classroom, the parent/guardian must provide an aide for safe participation in the before and/or after school and vacation care programs.

There is additional information available regarding resources for families with special needs children through the Office of People with Developmental Disabilities (OPWDD); <https://opwdd.ny.gov/welcome-front-door/home> .

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!

## **Full Day Summer Program**

The full day summer program is Monday to Friday from 7:30am to 5:45pm.

Full day summer program registration packets are emailed to currently enrolled families in March of each year. They are also on the SOI website; [www.schoolsoutinc.org](http://www.schoolsoutinc.org) and hard copies are available at every SOI site. The summer program is located at the Enrichment Center and is open to rising first (1) – sixth (6) grade children.

The summer program has weekly themes and activities. Every week there are two (2) scheduled field trips to local swimming pools or beaches as well another field trip to a local area attraction such as the New York State Museum, Baseball Hall of Fame, MiSci, or Henry Hudson Planetarium. SOI reserves the right to cancel or change field trips and /or activities.

SOI provides a morning and afternoon snack with a drink. Children must bring their own lunch and drink, lunch will not be provided by SOI.

A non-refundable registration fee of \$25.00 will be charged per family per summer. A deposit for each week children are enrolled will be also be required at registration.

## **Tuition**

Tuition will be billed monthly for the school year programs (before and after school and vacation care) and weekly for the full day summer program. Invoices will be sent via email.

Tuition for school year programs is due by the first of the month and a 5% late charge will be assessed on the 11<sup>th</sup> and 30<sup>th</sup> of month if payment is not received. Full day summer program tuition is due two weeks prior to the scheduled week. Additional fees are outlined on the Tuition Fees located on page 19. Tuition fees are voted on yearly by the SOI Board of Directors.

SOI accepts tuition payment by:

- Credit Card: MasterCard, Visa, Discover
- [Tuition Express Auto Pay](#)
- [MyProcure.com](http://MyProcure.com)

## **Financial Assistance**

SOI is contracted with the Albany County Department of Social Services, who can provide financial assistance with before and/or after school programs.

**HOW TO APPLY:** To learn more about this program, ask questions regarding eligibility and services or to request an application please call the Albany County Department of Social Services Child Care Subsidy Unit at **(518) 447-7435** or

Email at [DSSchildcaresubsidyunit@albanycounty.com](mailto:DSSchildcaresubsidyunit@albanycounty.com). An application will be mailed to you and the process may be done entirely by mail.

A letter and all required forms from the department must be received by SOI prior to a child attending any SOI program.

## **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. During the summer, parents will be billed immediately. **Continuous lateness will result in termination of enrollment in all programs**

## **Transportation**

Parents/guardians 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/guardians are responsible for arranging transportation. Children can be released only to adults authorized by their parent/guardian in writing. No call in 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 from the SOI Enrichment Center to their schools at the end of the before school program and in the afternoon from the school to the SOI Enrichment Center for the after-school program.

SOI is not responsible for childcare arrangements outside of SOI's regular hours of operation. If a parent/guardian requests that a SOI staff member transport their child to or from a SOI site, the parent/guardian and the requested SOI staff member must complete a Waiver of Liability form, and submit to the SOI Executive Director.

## **Arrival and Pick-up Procedures**

For both the before and after school programs, only parents/guardians 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 and per NYS regulations, identification will be requested (driver's license or photo ID) at the time of pick-up. SOI asks that parents/guardians please inform the designated adults who are listed as pick-ups or emergency contacts of this policy.

Children who are signed up for extracurricular activities at their school and the SOI site is the elementary cafeteria, children must check into the SOI program first with the Site Manager. SOI must have a signed permission slip from the parent/guardian in advance of the activity. Children who are enrolled at the Enrichment Center and attend extracurricular school functions, must be picked up immediately after the activity. They cannot join the SOI program in the school cafeteria as they are not registered at the site and there is no emergency information on premise for the child.

If the SOI program is being held in a different location or the children are outside, a note will be left at the their regular SOI site indicating where they are. Attendance is taken when the children are lined up to go out and back to the SOI site as well as every fifteen (15) minutes in between. If children are attending intramurals at the elementary school and are assigned to that SOI elementary school site, a SOI staff member will be assigned by the Site Manager to meet the children so that they may be escorted back to the SOI program.

## **Inebriated Parent**

If the SOI staff reasonably believe that a parent/guardian arriving to pick up a child is under the influence of alcohol/drugs and the SOI staff are concerned for the safety of the child, the parent/guardian will be required to provide alternative transportation for the child. While SOI employees cannot hold a child against the parents/guardian's wishes, in the event that SOI staff reasonably believe the parent/guardian to be under the influence of alcohol/drugs and are concerned for the safety of the child, if the parent/guardian refuses to arrange for alternative transportation, the SOI staff, as mandated reporters, will be obligated to make a report to authorities (the police and New York State Child Abuse Hotline).

## **Weather Related School Delays and Closings**

In the event of Bethlehem School District delays, early dismissals, or closings, SOI will be listed on all the major television and radio stations'.

When the Bethlehem School District is closed, all SOI programs are closed. When the Bethlehem School District has any delay in the morning, SOI before school program is closed.

When the Bethlehem School District dismisses one (1) hour early at 2:00pm, SOI will operate the after school program until 4:00pm. Children must be picked up by this time. When the

Bethlehem School District dismisses two (2) hours early at 1:00pm, SOI after school program will be closed.

### **Dress Code**

Children must come to any SOI program with the appropriate dress for indoor and outdoor activities. Please label all clothing and belongings with the child's 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 SOI Site Managers and Program Supervisor.

One (1) SOI t-shirt will be given at the beginning of the school year or upon enrollment. SOI t-shirts are required on all field trips that are scheduled for vacation and summer programs. Additional SOI t-shirts may be purchased at the SOI office for \$7.00/each.

### **Breakfast and Afternoon Snack**

Children may bring their own breakfast to the before school program. SOI staff will provide a comfortable place for the children to eat. If the parent/guardian wants their child to have breakfast at the program, they must provide everything the child will need. Children can participate in the school breakfast program at their elementary school, if it is available.

SOI provides a scheduled afternoon snack for the after-school program. A monthly menu is posted on the parent board at each SOI site. If the menu for the day changes for whatever reason, the SOI Site Manager will write in the substitute food on the menu. Children are welcome to bring their own snack.

SOI keeps an updated list of children who have special dietary requirements. Parents/Guardians must up notify SOI immediately of any changes and/or new dietary requirements. Peanuts are avoided in the SOI snack menu, but many products may still contain trace amounts of peanuts.

### **Homework**

SOI Site Managers strive to provide a quiet homework area dependent upon what space is available during the before and after school programs. SOI staff cannot provide private tutoring for homework. However, SOI does offer a Homework Contract which is signed by the parent/guardian and the child, agreeing that the child will try to work on their homework a certain amount of time each day. Please contact your SOI Site Manager for more information.

## **Personal Possessions**

SOI Site Managers have the children choose one (1) day of the week designated to bring in home toys to be available for play at specified times during the before and after school programs. A sign will be posted for the parents/guardians 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 Inc. programs. School's Out Inc. is not responsible for lost, stolen or damaged items.

## **Medication Administration**

SOI will not be responsible for administering medication to any children enrolled in any SOI program. SOI is not responsible for the transportation or storage of any medication. Children cannot carry or bring in medication to any SOI program. All medications must be stored at home. Parents/guardians/family members are welcome to administer medications at any SOI site.

Notwithstanding the above, immediate emergency medications, that are properly labeled and given to the SOI Site Manager with the Doctor and Parent/Guardian Consent Form completed, can be administered only by the SOI Site Managers such as asthma inhalers or EpiPen for bee sting or food allergies. If emergency medications are located at a child's daily SOI site, parent/guardians are responsible for picking them up, bringing them to the vacation program site, and returning them to their daily SOI site.

In order for SOI Site Managers to administer medications, SOI Site Managers must complete ten (10) hours of training and receive a Medication Administration Certificate from New York State. Parents/guardians will be notified immediately if a child is found with unauthorized medications. If a child requires medication and there is no MAT certified staff available, parents will be notified that they are responsible for their child's medication.

## **Absences**

Please email your child's SOI site or the SOI office if your child will not be attending the SOI PM program. It is imperative the parent/guardian contact SOI regarding a child's absence or SOI will search for them. (All SOI site contact information can be found on page 22.)

When SOI is not notified of a child's absence, the SOI staff will start a search for the child by phoning the parent/guardian, emergency contacts, elementary school, and the Bethlehem School District Bus Garage until the child is located. After three (3) incidents of searching, SOI will apply a \$15.00 charge for each additional occurrence. Continuous non-compliance could result in termination from the SOI program.

## **Illness and Daily Health Check**

A daily health check occurs when the children arrive at any SOI program and continues throughout the day. Any unusual findings are entered into the medical log. If children in any SOI program are exposed to a communicable disease as described by the OCFS, this will be communicated in writing via the parent/guardian bulletin board at their SOI site.

Any child who arrives with signs of illness will not be accepted into any SOI program. These symptoms include a temperature of one hundred (100) degrees or more, vomiting, or more than one episode of diarrhea within a twenty-four (24) hour period. Children showing any of these symptoms while at a SOI program, will be isolated in a quiet area and parent/guardians or emergency contact will be notified to pick the child up immediately. In the before school program, children with signs of illness will not be dismissed from program and will not be sent to school. Any child sent home from school is not eligible to return and attend the after-school program at their SOI site.

Any child who has a history of occasional bathroom accidents, must have a change of clothes at their SOI site and must bring them to any vacation programs.

## **Injury and Medical Emergencies**

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

In case of a severe incident, 911 will be called and parents/guardians/emergency contacts will be notified immediately. A SOI employee will accompany the child in the ambulance. The SOI Administrative Staff will call the parent/guardian the next day for updates on the child's condition.

## **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 using 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. Upon prior approval, social media maybe used for educational purposes. "Social Media" is defined as Internet based media including but not limited to wikis, podcasts, RSS feeds, blogs, and sites using digital images, and video, Twitter, Facebook, YouTube, and other social media websites.
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. Prohibited Conduct:

1. Cyberbullying
2. Accessing, uploading, down loading or distributing pornographic, obscene or sexually explicit material.
3. Vandalizing the account or data of another user.
4. Sharing personal user ID or password.
5. By-passing the internet filtering system.
6. Disrupting or damaging equipment or software.

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/guardians 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

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

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

## **Withdrawals and/or Changes to Before and After School Programs**

A two (2) week written notice to SOI is required should any parent/guardians decide to withdraw their child from the before and/or after school programs 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 of charge. Each additional change will cost \$10.00.

Parent/guardians may make a maximum of three (3) requests for additional days not normally scheduled during the school year if space is available. Those requests should be sent directly to the SOI office.

Thirty (30) days from the withdrawal date, your deposit will be refunded if a two (2) week written notice was given. No withdrawals will be accepted after May 15<sup>th</sup> for the school year program.

## **Respect for SOI Staff, Other Students, and Property**

SOI asks that all children have respect for SOI staff, other SOI students, SOI property and/or equipment, and the Bethlehem School District grounds and property. This includes following all rules and policies set by SOI on the proper use of certain property and/or equipment. In instances of a child showing repeated disregard or disrespect for property and/or equipment, the parent/guardian will be notified immediately and appropriate consequences will be taken.

## **Written Behavior Reports**

After three written (3) behavior reports for failure by a child to respect SOI staff, other students, SOI property and/or equipment, or the Bethlehem School District grounds or property, the SOI Executive Director will have the option of removing the child from the program.

## **Removal from Any SOI Programs**

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

- Inappropriate behavior by a child, parent/guardian, or other family member
- 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/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 permitted to

return to the program the following day. If severe behavior continues upon return to the program, a suspension of up to five (5) days may be issued. Continued severe behavior may result in termination of services.

Any parent/guardian/guardian demonstrating inappropriate behavior or misconduct toward the SOI staff and/or other children enrolled in the program may result in the parent/guardian being banned from the location, in which case, SOI will either require alternate pick-up arrangements or removal from the program.

### **Child Abuse and Maltreatment/Mandatory Reporting**

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 at each SOI site and can be accessed at [www.ocfs.ny.gov](http://www.ocfs.ny.gov) . Any suspected cases can also be reported to the New York State Child Compliant Hotline, (800) 732-5207.

Information regarding mandated reporting can be found in New York Social Services Law, Article 6, Title 6, Section 413; <https://www.nysenate.gov/legislation/laws/SOS/413> .

### **Questions/Comments**

Any parents/guardians that have any questions or comments, please feel free to contact the Program Supervisor, who directly oversees all the SOI sites, or the SOI Executive Director at (518) 439-9300. Both can also be reached by email at [soi@schoolsoutinc.org](mailto:soi@schoolsoutinc.org) .

SOI strives to do the best every day to provide exemplary services to our families and we thank you for sharing your most precious gift with us...your children!

## **Tuition Fees for 2017-2018**

### **Before & After School Programs**

- Non-refundable registration: \$50.00/family
- Before school program
  - 1-2 day program: \$104.00/month
  - 3-5 day program: \$133.00/month
- After school program
  - 1-2 day program: \$167.00/month
  - 3-5 day program: \$216.00/month
- Before & After school program
  - 1-2 day program: \$270.00/month
  - 3-5 day program: \$335.00/month

### **Veteran's Discount**

- 10% discount on tuition with proof of service

### **Sibling Discount**

- 10% discount on tuition

### **Vacation Care Program**

- Full day program: \$45.00/day
- Half day program: \$30.00/day
- Private school children: additional \$10.00/day

### **Full Day Summer Program**

- Non-refundable registration: \$25.00/family
- Summer Program: \$225.00/week

### **Additional Fees**

- Tuition late fee: 5% of tuition if payment is not received by 11<sup>th</sup> of the month and additional 5% if payment is not received by 30<sup>th</sup> of the month
- Late pick-up fee: \$1.00/minute past program end time
- Returned check/Auto pay decline fee: \$35.00/occurrence
- Two (2) separate payment accounts for one (1) child fee: \$10.00/month
- Search fee after three (3) occurrences: \$15.00/occurrence
- Schedule change fee after one (1) schedule change: \$10.00/change



**2017-2018 School Year Calendar**

September

Thurs 7 First Day of School  
First Day of AM/PM Program  
Thurs 21 Rosh Hashanah  
Full Day Vacation Program

October

Mon 9 Columbus Day  
Full Day Vacation Program

November

Fri 10 Veterans Day  
Full Day Vacation Program  
Tues 14 Half Day Vacation Program  
Wed 22 Full Day Vacation Program  
Thurs 23 **Closed**, Thanksgiving Day  
Fri 24 **Closed**, Thanksgiving Recess  
Wed 29 Half Day Vacation Program

December

Fri 8 Half Day Vacation Program  
Mon 25 **Closed**, Winter Recess  
Tues 26 **Closed**, Winter Recess  
Wed 27 **Closed**, Winter Recess  
Thurs 28 **Closed**, Winter Recess  
Fri 29 **Closed**, Winter Recess

January

Mon 1 **Closed**, Winter Recess  
Mon 15 **Closed**, Martin Luther King Jr. Day

February

Mon	19	Presidents Day Full Day Vacation Program
Tues	20	Full Day Vacation Program
Wed	21	Full Day Vacation Program
Thurs	22	Full Day Vacation Program
Fri	23	Full Day Vacation Program

March

Fri	30	Good Friday Full Day Vacation Program
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April

Mon	2	Full Day Vacation Program
Tues	3	Full Day Vacation Program
Wed	4	Full Day Vacation Program
Thurs	5	Full Day Vacation Program
Fri	6	Full Day Vacation Program

May

Mon	28	<b>Closed</b> , Memorial Day
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June

Wed	20	Last Day of School Half Day Vacation Program
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**Enrichment Center – EC**

239 Delaware Avenue  
Delmar, NY 12054  
Phone: (518) 478-9298  
Email: [enrichmentcenter@schoolsoutinc.org](mailto:enrichmentcenter@schoolsoutinc.org)

**Eagle Elementary School Site – EAG**

27 Van Dyke Road  
Delmar, NY 12054  
Phone: (518) 439-0195  
Email: [eagle@schoolsoutinc.org](mailto:eagle@schoolsoutinc.org)

**Elsmere Elementary School Site – ELS**

247 Delaware Avenue  
Delmar, NY 12054  
Phone: (518) 478-0897  
Email: [elsmere@schoolsoutinc.org](mailto:elsmere@schoolsoutinc.org)

**Glenmont Elementary School Site – GLE**

328 Route 9W  
Glenmont, NY 12077  
Phone: (518) 463-1063  
Email: [glenmont@schoolsoutinc.org](mailto:glenmont@schoolsoutinc.org)

**Hamagrael Elementary School Site – HAM**

1 McGuffey Lane  
Delmar, NY 12054  
Phone: (518) 439-6025  
Email: [hamagrael@schoolsoutinc.org](mailto:hamagrael@schoolsoutinc.org)

**Slingerlands Elementary School Site – SLI**

25 Union Avenue  
Delmar, NY 12054  
Phone: (518) 478-9517  
Email: [slingerlands@schoolsoutinc.org](mailto:slingerlands@schoolsoutinc.org)

