



1035 State Route 9, Queensbury, NY 12804

P: (518) 792-8989 F: (518) 792-5073

Email: campfunspot@gmail.com

thefunspot.net

Our program is licensed and our staff is screened by New York State Office of Children & Family Services.

After School Parent Handbook 2021-2022

Welcome to Camp Fun Spot!

Our Staff is very excited and looking forward to another wonderful year! This handbook contains Camp Fun Spot policies and procedures, which are important to you and your child. By signing the following, you agree that you have reviewed a copy of the School-Age Child Care requirements prepared by the New York State Office of Children & Family Services. You also agree to follow the policies, procedures, and practices placed before you within the Camp Fun Spot Parent Handbook.

****Packets may be turned in Monday-Friday between 9:30am & 5:45pm****

A Few Things to Know 😊

If you are new to our program, welcome! If you are a familiar face, welcome back! This page will discuss a few things you need to know about our Camp Fun Spot After School Program.

We provide After School Care for children who attend the following schools: Queensbury Elementary and WHBI, Lake George Elementary, Kensington, Big Cross, and Jackson Heights elementary schools in Glens Falls. We expect our program to be full again come September! **It is important that you read this entire Handbook carefully and keep it in a safe place for reference throughout the school year.**

When registering your child/children for the school year, we need to know which days your child/children will be attending. You must pay tuition each week according to the schedule for which you signed your child/children up for, whether they are in attendance or not. You pay for the spot you signed up for (Parents are not required to pay for vacation weeks unless your child attends). Any changes you need to make regarding the days your child/children attend Camp Fun Spot will be subject to availability.

If your child is absent from school, you need to call The Fun Spot prior to 1:00 pm to let us know they will not be attending camp that afternoon. It takes a lot of time and waiting around while we talk to the school and/or call you on the phone to make sure we don't leave without your child. We like to stay on schedule so the kids can have as much fun as possible!

Camp Fun Spot is a licensed Daycare Center and NYS requires us to get physicals and immunization records for all of the children in our program. We are also required to have all parents fill out a CACFP Form for the snacks and meals we serve. All information will be kept completely confidential.

Our campers have a lot of fun- after all, this is The Fun Spot! In addition to The Fun Spot activities, our School-Age kids participate in arts & crafts, science experiments, yard games, holiday parties and much more! We also have Homework Club that you can sign your child up for. Homework Club takes place in our Snack Bar area and our staff offers help to all. We also serve NYS approved snacks daily. Each school vacation week, depending on our schedule, we take our campers on field trips too!

We have always taken cleaning and sanitation very seriously here at Camp Fun Spot. We will continue to take part in constant, safe sanitation practices with non-toxic products to clean all surfaces. Our staff and your children will wash their hands frequently as well.

If you have any questions at all, please call or e-mail us. We're available for information Monday-Friday 9:00am until 5:45pm.

We are looking forward to another great school year!

Abbie Curtis

Camp Fun Spot Director

Camp Fun Spot Policies and Procedures

1. **Sign In and Sign Out:** All children, upon arrival at Camp Fun Spot, must be signed in; and all children being picked up from Camp Fun Spot, at any time and under ALL circumstances, **must be** signed out by his or her parent/guardian or designated pickup person.
2. **Parental Visitation:** Parents and/or guardians of enrolled/attending children are permitted to view and observe their children at any time while being escorted by a staff member. We only allow observation by parents of enrolled/attending children.
3. **Designated Pickup Persons:** We will only release children to persons designated by parents on the child's registration form. Parents may also provide an additional list. An ID provided by the designated pickup person must be shown to a staff member at the desk before release of the child will be permitted.
4. **Responsible for Child:** Camp Fun Spot will not assume responsibility of any child until his/her actual arrival and sign-in at The Fun Spot.
5. **Half-Day Dismissals:** **Half-day dismissals are an additional \$15.00 per day and lunch will be included.** It is the parent's responsibility to check their monthly school calendars distributed by their school to be sure that their school's half days are listed appropriately.
6. **Days Off/School Closings:** Days off, school closings and delays are not included in your tuition. Childcare is available for most vacation days, but it is at an additional cost (see School Closing Schedule and Fee schedule). **Camp Fun Spot follows the Queensbury School schedule for delays. If Queensbury School has a delay, then Camp Fun Spot will also have a delayed opening. Notification will be given on the School Closings Network.**
7. **Snow Day:**
 - ** **Full Day:** If your school is closed because of weather, Camp Fun Spot will be **OPEN at 8 am for a full day program.** In extreme weather, Camp Fun Spot reserves the right to close for the safety of staff members. Notification will be given on the Schools Closings Network.
 - ** **Early Dismissal:** Parents must call Camp Fun Spot in the event that their school closes early due to bad weather. Camp Fun Spot will open early to accommodate families in this situation. Half day tuition rates will be charged.
8. **Child Absent from School:** Please remember that it is your responsibility if your son or daughter is absent from school to **call and notify Camp Fun Spot before 1:00pm on the day missed.** It takes a great deal of time, and everyone must wait, while we talk to the school and /or call you on the phone to make sure we don't leave without your child. **A fee of \$5.00 will be charged each day Camp Fun Spot is not notified of your child's absence.**
9. **Pickup: All children must be picked up no later than 5:45 p.m. or a late fee of \$10.00 will be charged. Pick-ups past 6:05pm will result in a \$25 late fee.**
10. **Snack:** A NYS approved snack is provided each day. Additional snacks can be purchased from Camp Fun Spot. A pre-paid snack card can be maintained for your child. See the front office to open, add to, or close a snack account.
11. **Allergies:** All necessary precautions will be taken for any peanut or other food allergies. If allergies do exist to certain things, they will be prohibited from the group/classroom. **At this time, we are PEANUT & TREENUT FREE. Please find alternate snacks/food. Thank you!**
12. **Personal Property:** Camp Fun Spot is NOT responsible for lost, stolen or damaged items brought to camp. **All personal property must be labeled with child's first and last name.**
13. **Lost and Found:** Clothing/items left at camp at the close of each business day will be placed in Lost and Found. It is the parent's responsibility to check this area daily. All items left at month's end will be donated to charity.
14. **Change in Personal Information:** Camp Fun Spot administrative personnel **must be notified immediately** when there are any changes in the following: home telephone, work phone, address, emergency contacts, etc.
15. **Discipline Policy - Definition of a Behavioral Problem:**
 1. Any behavior by a child that is viewed or deemed unsafe to the well-being of himself/herself or any other person/child.
 2. The improper use of language or gestures directed to staff or other children.
 3. Damage or theft of camp property or the property of others.
 4. An overall disrespect to staff or other children

Methods of Guidance and Discipline Used Shall:

1. Be positive.
2. Shall be consistent with the age and developmental needs of the children.
3. Lead to the child's ability to develop and maintain self-control.

Behavioral Disciplinary Actions

1. Children may be removed from a group activity to another area, provided that the child removed is either under the direct supervision of another staff member or continuously visible to a staff member.
2. Verbal warning from director
3. Verbal warning from director with a written notice for parent(s) to be signed.
4. Conference with director
5. Suspension or termination from Camp Fun Spot without refund.
6. Extreme or violent behavior resulting in an injury to another child or staff member may warrant immediate termination from our program without any previous warnings.
7. Camp Fun Spot retains the right to dismiss any student without prior written notice from or conference with the director.
8. The center will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations.
9. Staff members shall not use hitting, shaking or any other form of corporal punishment of children.
10. Staff members shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
11. Staff members shall not engage in or inflict any form of child abuse and/or neglect.
12. Staff members shall not withhold food, emotional responses, stimulation, or the opportunities for rest or sleep from children.
13. Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for the child's age.

16. Policy on the Release of Children:

1. Each child may be released only to the parent(s) or person(s) authorized by the parent(s) to take the child from Camp Fun Spot and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.
2. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, Camp Fun Spot will need to receive documentation to that effect, maintain a copy on file, and comply with the terms of the court order.
3. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:
 - a) The child is supervised at all times.
 - b) Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
 - c) An hour or more after closing time, provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division of Youth and Family Service's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.
 - d) If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that the child may not be released to such an impaired individual:
 - i. Staff members will attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 - ii. If the center is unable to make alternative arrangements, a staff member shall call the Division of Youth and Family Service's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.
 - e) For school-age childcare programs, no child shall be released from the program unsupervised.

17. Policy on the Management of Communicable Diseases: If a child shows any of the following symptoms, he/she should not attend camp. If such symptoms occur at camp, the child will be removed from the area, and you will be called to pick up your child.

Severe pain or discomfort	Infected, untreated skin patches
Acute Diarrhea	Difficult or rapid breathing
Episodes of acute vomiting	Skin rashes lasting longer than 24 hours
Oral temperature higher than 100.4 degrees Fahrenheit	Swollen joints
Sore Throat or severe coughing	Visibly enlarged lymph nodes
Yellow eyes or jaundice skin	Stiff Neck
Red eyes with discharge	Blood in urine

Once the child is symptom free for 24 hours, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to camp. If a child contracts any of the following diseases, please report it to us immediately. The child may not return to camp without a doctor's note stating that the child presents no risk to themselves or others.

Table of Excludable Communicable Diseases:

<u>Respiratory Illnesses</u>		<u>Gastro-intestinal illnesses</u>	<u>Contact Illnesses</u>
Strep Throat	COVID-19*	Giardia Lambli* Shigella*	Impetigo
Tuberculosis*	Whooping Cough*	Hepatitis A*	Lice
Chicken Pox	Meningococcus*	Salmonella*	Scabies
German Measles*	Measles*		
Mumps*	Homophiles Influenza*		

Lice (must remove all eggs/nits before returning to Camp Fun Spot with note from physician)

*Reportable diseases: If your child is exposed to any communicable diseases at our program, you will be notified in writing.

18. **Children's Code of Conduct** While at Camp Fun Spot, children are expected abide by the following rules:
1. Quiet down when counselors use the 'quiet signal'
 2. Respect other children, staff, and property
 3. Follow all staff directions
 4. Stay with a staff member at all times
 5. Adhere to all rules regarding safety
 6. Refrain from using foul language or any forms of verbal abuse
 7. No fighting or other physical altercations

Camp Fun Spot Program Dates and Fees

Camp Fun Spot After School Program runs September 2021 through June 2022

*Program dates will coincide with the opening and closing dates of your child's school.

Invoices are NOT Provided, but will be provided if requested.

Payments are weekly and should be made in accordance with the program fees outlined below.

AFTER SCHOOL CARE is from Pick Up/Drop off time Until 5:4PM

<u>First Child</u>	<u>Additional Child(ren)</u>
5 Day: \$78.00	\$70.20
4 Day: \$73.00	\$65.70
3 Day: \$65.00	\$58.50
2 Day: \$54.00	\$48.60
1 Day: \$36.00	\$32.40



Late Pick-Ups

Arrangements must be made prior to the beginning of the program or notification must be given if you will be late picking up. There will be a late fee if your child is picked up after 5:45 p.m. *This fee must be paid at the time of late pick up on the day applicable.* The following fees will apply: **\$10.00 after 5:45 pm, \$25 after 6:05pm**

Camp Fun Spot Financial Policies

1. **No Refunds or Credits Available**
2. **Payment Due Schedule:** All Payments are due in advance. Payments for the week are due by Friday of the previous week by 5:45 pm. A late fee of \$10.00 will be assessed on any account which is not paid in full by 5:45 p.m. on the previous Friday. **We also offer an automatic credit card charge option. You can provide us with your credit card or bank account information and we will automatically charge you on the payment due date for the camp week your child will be attending. Invoices will not be provided unless requested.**
3. Payment for camp is due upon registration or before commencement of service. **(DO NOT send in with child)**
4. Payments will be applied as follows: registration fee, late fees, past due balances, then current balances.
5. **A non-refundable registration fee of \$25.00 per child is due upon enrollment in any of the Camp Fun Spot programs.**
6. Under no circumstances will Camp Fun Spot credit for absenteeism or cancellation of a child's enrollment in any of our programs.

7. In situations where the parents of a child are separated or divorced, the parent who has signed the registration packet is the parent responsible for payment.
8. **Withdrawal:** A two week written notice is required to be given to Camp Fun Spot. Tuition will be charged for these two weeks.
9. **Returned Checks:** A \$35 fee will be assessed to your account. In the event that this situation occurs twice, cash or a money order will be required for payment for the remainder of the year.
10. **Accounts that are 2 weeks past due will result in suspension or termination from Camp Fun Spot without refund.** If unusual circumstances prevent you from paying on time, please discuss the situation with the Director.
11. If outside assistance is required to collect any outstanding balances on your account, all costs incurred, including any and all attorney fees, collection fees, and/or court costs will be added to your account.

School Closings and Days Off- We are open on the days below:

Days off and school closings are not included in your regular tuition. Child care is available for the school closing dates listed below, but at an additional cost of \$28.00 per Day in addition to regular tuition fees. Pre-registration required. 7:00am – 5:45pm, Snacks and Lunch Included

Columbus Day

Veteran's Day

The Wednesday before Thanksgiving (We are closed Thanksgiving and the Friday after)

Christmas Vacation (We are closed on 12/24, 12/25 and 1/1)

Martin Luther King, Jr. Day

Winter Break Week (February)

Good Friday

Spring Break Week

Any GF, LG, and QBY Superintendent's & Virtual Days

Any GF, LG and QBY Half Days

Camp Fun Spot Closings - Care will NOT be provided on the dates below. Camp Fun Spot will be CLOSED on the observed holiday if the holiday falls on a weekend.

Labor Day

Thanksgiving Day and the Friday after Thanksgiving

Christmas Eve Day and Christmas Day

New Year's Day

Memorial Day

EMERGENCY PREPAREDNESS PLAN

EVACUATION PROCESS

In situations that call for a full evacuation for the center, the acting Administrator will make contact with each employee and inform them of the type of emergency.

CODE RED Is for Center Lockdown and Shelter In Place

CODE GREEN is for an Evacuation

CODE BLUE is for a Lost Child

In instances where the fire alarm begins to sound, all staff are to begin the evacuation process immediately. At this time all employees are to immediately report to their designated area or classroom and begin evacuating the children. Once in the designated meeting area the Administrator will relay any pertinent information directly to the staff. If the fire alarm sounds and evacuation is not necessary, such as in instances of system checks, the Administrator will make contact with all staff prior to the scheduled test.

However, if an employee notices any emergency situation that requires an evacuation that individual is responsible for pulling the fire alarm to initiate the evacuation.

Each room will have a posted copy of that room's evacuation route blueprint. In cases requiring evacuations staff should follow the route outlined on their room's blueprint unless directed otherwise or if circumstances inhibit evacuating via that route.

The center will evacuate as follows:

Toddlers: All teachers in the room are responsible for gathering their children and leading them out of the room. When evacuations are initiated the teachers must direct the children to exit the building using the emergency exit in their classroom. They will proceed to the furthest corner of the parking lot. If the situation inhibits the classroom from using this exit, teachers should utilize the door located in their room, go down the hallway and out the arcade doors. Teachers should ensure they take their binder, emergency first aid kit and radio with them. Once outside of the building, the teacher will verify that each child is present and accounted for.

Ages 3 and Pre-K: All teachers in the room are responsible for gathering their children and leading them out of the room. When evacuations are initiated the teachers must direct the children to exit the building using the emergency exit in their classroom. They will proceed to the furthest corner of the parking lot. If the situation inhibits the classroom from using this exit, teachers should utilize the door located in their room, go down the hallway and out the arcade doors. Teachers should ensure they take their binder, emergency first aid kit and radio with them. Once outside of the building, the teacher will verify that each child is present and accounted for.

School Age: When evacuations are initiated, the teachers must gather all their children and exit the building using the closest emergency exit to where they are located. They will proceed to the furthest corner of the parking lot. Teachers should ensure they take their binder, emergency first aid kit and radio with them. Once outside of the building, the teacher will verify that each child is present and accounted for.

Staff: All other staff present should immediately go to the Daycare rooms or After School Care area to assist the teachers in evacuating the children.

Administrator: Once an evacuation has commenced the administrator will immediately contact all staff and inform them of the type of emergency. However, if the fire alarms should go off, all staff should proceed according to the evacuation plan. The administrator is responsible for taking a phone, the Emergency First Aid Kit and the laptop so they have all the children's contact information and information on which children are signed into the building. Once at the designated meeting point each teacher must check their head count against sign in information to ensure all children are accounted for. The administrator will then check each class' sign in information from the office tablet and compare it to headcount outside.

In emergencies involving a fire in the building the administrator will be responsible for notifying 911 of the emergency once the building has been completely evacuated. In other emergencies not involving the presence of a fire, the administrator will notify the appropriate emergency response agencies of the emergency as soon as the building has been completely evacuated.

If called for, the administrator will utilize the information contained in the laptop to contact each child's parent/guardian regarding the emergency if pick up is necessary, detailing the pick-up location.

Each teacher is responsible for checking bathrooms, closets, and other areas where children may be hiding. It is also their responsibility to know their classes' head count at all times to ensure all children are accounted for in the event of an emergency.

Under no circumstances are the staff to stop for any of their own or children's personal belongings, including jackets, shoes, purses, etc.

DESIGNATED MEETING AREAS

When exiting the building, the designated meeting area for all classes is the furthest corner of the back parking lot.

FIRE DRILLS

Fire drills will be conducted monthly at various times of the day. Staff will be notified that a drill will occur at some point during the week. However, an exact date or time will not be specified.

At the time of the fire drill, the Administrator will sound the drill alarm and the center will be evacuated according to the above evacuation process.

The administrator will be responsible for timing the fire drill, in terms of how long it took to vacate the building. The completed fire drill will be documented on a log, specifying the date, time, and length of the drill once all children and staff have re-entered the building.

Once all children and staff have reached the designated meeting area, teachers must ensure all off their children are present and accounted for.

After all children and staff are accounted for, the Administrator will give the approval to reenter the building. At this point all staff will aid the children in returning to the building and back to their respective classrooms.

All Teachers are responsible for familiarizing the children in their classrooms about the fire drill. Teachers must talk to the children in their classroom about the alarm, rules, and procedures for evacuation.

EVACUATION FROM CENTER PREMISES

In cases where it is no longer safe to remain on the center's premises, the administrator will initiate a center-wide evacuation by calling a code green over the radio. Code Green is for center evacuation. The staff and children will move as a group, from the designated meeting spot to the brewery located next to the center. The center and the brewery have agreed that in emergency situations where the centers' premises are no longer safe, the staff and children may seek refuge inside the brewery until the children are able to be picked up by parents/guardians or it is safe to return to the center.

CENTER LOCKDOWN / SHELTER IN PLACE PROCEDURES

In the event of a natural or man-made disaster or in situations where the safety of the staff and children is in question, the staff will use the following procedures to ensure the safety of all staff and children,

The administrator will initiate a center-wide lockdown, or indicate the need to shelter in place by calling a code red over the radio. Code Red is for center lockdown and shelter in place. Immediately after being notified of a center-wide lockdown or a shelter in place all staff should begin following the appropriate procedures.

In all emergency situations, the owner and administrator shall be notified and are responsible for making the decision to shelter in place. In situation where the safety of the staff and children is in question, the administrator will begin the lockdown procedure and immediately notify the owner of the situation **once** the center is secured.

LOCKDOWN PROCEDURE

When the lockdown procedure is initiated, all staff should immediately close and lock any open windows and pull down any open blinds. Doors located inside the classroom that lead to the outside should be closed and locked. Doors that are located inside the classroom that lead to the center should also be closed. Immediately after the room has been secured the teacher in the classroom will ensure that each child in their care is present and accounted for. All staff are directed to keep to keep themselves and the children away from the windows and doors until the lockdown has been lifted.

In the Pre-K classroom, the children are to sit by the wall between the exit door and the bathroom. In the toddler room, the children should sit along the wall between the bathroom and the corner behind the changing table. In the Pre-school classroom (3's), the children should sit along the closet doors in the corner. For school age children, they should go into the Camp Fun Spot room in the snack bar into the back section. The movable wall should be closed and both the purple and blue door should be locked.

If children are outside when a lockdown is initiated, staff will immediately take the children inside to their designated classroom. The teacher will then commence the lockdown procedure above to secure their classroom and then ensure that each child in their care is accounted for.

When a lockdown is commenced, the administrator will ensure the front entrance is locked and secured as well as the back door leading into the arcade. The administrator will then go to each classroom to check on the welfare of each teacher and child and ensure that each room is properly secured. If the situation prohibits the administrator from immediately checking on each classroom, the administrator will report to the office after securing the exits and check on each classroom as soon as possible.

SHELTER IN PLACE PROCEDURE

When staff are notified of the need to shelter in place, the staff will ensure that all windows are closed and locked and pull down any open blinds. Doors located inside the classroom that lead into the hallway should be closed. Immediately after the room is secure, the teacher in the classroom will ensure that each child in their care is present and accounted for

When the center has initiated the shelter in place procedure the administrator will attempt to determine the extent of time the shelter in place will remain in effect. The administrator will make contact with the parent/guardian of each child present at the center and notify them that a shelter in place procedure has been implemented and inform them of the anticipated time in which it will be lifted. The owner and administrator shall be the primary individuals responsible for making the decision to shelter in place.

Preparations will be made in advance to ensure that enough food, water and equipment is available to sustain all children and staff for a minimum of 24 hours. In the instance that overnight stays are required, the center will accommodate all staff and children to stay overnight safely. Children will sleep on their assigned nap mats or cots with their sheets and blankets. Staff may utilize spare mats, cots and blankets.

An emergency supply of clean drinking water shall be stored in the vending machine. This drinking water should not be used to clean or wash anything as it is to be used as the sole source of fresh drinking water. Canned fruits and vegetables can be used without the need to be cooked first. However, prior to being eaten from, all cans must be wiped clean using a damp cloth. After being cleaned, an adult shall open any cans of food and aid children in eating from the can if clean dishes are unavailable. All other emergency food items can be eaten from the packaging. If a microwave is available, hot foods can be prepared in there. The center will ensure that a manual can opener is on the premises.

ACCOMMODATING CHILDREN WITH SPECIAL NEEDS

In all emergency situations the staff needs to be aware of the individual needs of all children in their care. Special accommodations shall be made and followed to ensure the safety of students with special needs during emergency situations.

CHILDREN WITH PHYSICAL LIMITATIONS

Staff shall be responsible for the children in their care during all emergency situations, including children with physical limitations. During emergency situations where all children and staff are required to leave the building and/or premises, special care shall be taken to ensure the safe transport of any child with physical limitations that may hinder their ability to exit the building or premises. Staff shall assist any ambulatory child/children out of the building using the necessary means of physical support. For any child/children who are non-ambulatory, staff will ensure that the child/children are transported out of the center and off the premises using the appropriate equipment. For any child that is wheelchair bound, staff will assist the child out of the center and off the premises if necessary. For any child/children who are non-ambulatory and do not have access to a wheelchair, staff will utilize any moveable equipment available (chairs, strollers etc) to evacuate the child/children from the center and premises.

CHILDREN WITH COGNITIVE LIMITATIONS

Staff shall be responsible for the children in their care during all emergency situations, including children with cognitive limitations. Special care shall be taken to ensure that any and all children with cognitive limitations are evacuated from the building/premises safely. Staff shall take into consideration the emotional needs of any child, including children with cognitive limitations. Staff shall ensure that all children are comforted during stressful situations, including emergency situations. Staff shall ensure they remain in close proximity to any child with cognitive limitations that may cause the child to leave the group or potentially go to an unsafe area.

CHRONIC ILLNESS

Staff shall ensure that all children who are chronically ill remain with their assigned staff member during emergency situations. Staff shall take the necessary precautions to ensure any chronically ill child is safely guided/transported out of the building/off the premises during emergency situations. Staff shall also ensure that any and all necessary medical equipment/medication is taken with the child when leaving the building/premises during an emergency.

LOST CHILD PROCEDURES

If a child is not accounted for at any time, the staff member responsible for the child should immediately begin searching the premises for the child. Also, the administrator should be immediately notified that a child is missing. Each area that the child could potentially hide inside and outside of the center should be searched. The administrator should double check that the child was not picked up by a parent/guardian.

The administrator will notify all staff to begin a Lockdown Procedure by calling a Code Blue. All exits will be monitored by staff letting no one in or out of the facility.

The staff member responsible for the child will call 911 since he/she will have the best knowledge of what the child was wearing that day along with distinctive features. The following information should be written down:

- Child's name, age, height, weight, date of birth, and hair color
- Child's clothing that he/she was wearing that day and any other distinguishing features
- The time at which the child was noticed missing
- If child abduction is suspected, note if there were any suspicious vehicles or persons located around the child care facility

The administrator will notify the parents/guardians of the child that the child is missing from the facility.

While the police are in route to the facility, the staff of the center will continue to search for the missing child looking in every cabinet, closet, cubby and every other location where the child may be.

The administrator will stay on the center premises at all times to be the contact person for the police department and the parents/guardians.

The police should be asked to activate Amber Alert by the facility administrator.

Dear Parent, Guardian or CACFP Participant,

This center participates in the Child and Adult Care Food Program (CACFP) and provides healthy meals at no cost to all children and adults enrolled in the daycare center. By completing and returning the attached Income Eligibility Form, you will help your center receive money from CACFP for the meals that are served. If your household's income is equal to or less than the amounts indicated for your household size on the chart below, the center will receive a higher rate of funding for the meals served. The Income Eligibility Form needs to be completed every year. Your center and CACFP will keep all information private.

**INCOME ELIGIBILITY GUIDELINES
(Effective July 1, 2021 until June 30, 2022)**

HOUSEHOLD SIZE	REDUCED-PRICE MEALS		
	YEAR	MONTH	WEEK
1	23,828	1,986	459
2	32,227	2,686	620
3	40,626	3,386	782
4	49,025	4,086	943
5	57,424	4,786	1,105
6	65,823	5,486	1,266
7	74,222	6,186	1,428
8	82,621	6,886	1,589
FOR EACH ADDITIONAL FAMILY MEMBER	+8,399	+700	+162

SPONSOR/CENTER OFFICIAL

SPONSORING ORGANIZATION

DATE

This institution is an equal opportunity provider.

See INSTRUCTIONS on reverse.

CHILD CARE CENTER NAME _____

Print the name of the child(ren) enrolled in this child care center

1. _____ 2. _____ 3. _____

DIRECTIONS

Complete SECTION A if anyone in your household

1. Participates in the Supplemental Nutrition Assistance Program (SNAP)
2. Receives Temporary Assistance to Needy Families (TANF)
3. Participates in the Food Distribution Program on Indian Reservations (FDPIR) OR
4. Is a foster child

SECTION A

SNAP Case # _____

TANF # _____

FDPIR # _____

Names of Foster Children _____

An adult household member must sign the application before it can be approved. After reading the following statement and the statement on the back, sign below.

I certify that the above information is true. I understand that the center will get Federal funds based on the information I give.

Signature _____

Date _____

FOR SPONSOR USE ONLY	
CACFP Agreement # _____	
Total Number of Household Members _____ <small>(INCLUDING FOSTER CHILDREN, IF APPLICABLE)</small>	
Total Household Income \$ _____	
Free _____	Reduced _____ Paid _____
Date of Determination _____	
Signature of Center Staff _____	

Complete SECTION B if no one in your household participates in SNAP, receives TANF, participates in FDPIR or if none of the children enrolled in the child care center is a foster child.

SECTION B

List all household members below. Include yourself and all adults and children NOT listed above, even if they do not receive income. Then list all income received **last month** in your household in the column to the right. Gross income includes: earnings from work, pensions, retirement, Social Security, child support, foster child's personal income and any other sources of income.

HOUSEHOLD MEMBER NAME	MONTHLY GROSS SALARY
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____

An adult household member must sign the application before it can be approved. After reading the following statement and the statement on the back, sign below.

I certify that the above information is true and that all income is reported. I understand that the center will get Federal funds based on the information I give.

Signature _____

Print Name _____

LAST FOUR (4) DIGITS OF SOCIAL SECURITY NUMBER DATE _____

USDA is an equal opportunity provider and employer.

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this form. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced-price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the form. The Social Security Number is not required when you: apply on behalf of a foster child; provide a SNAP, TANF or FDPIR number; or when you indicate that the adult household member signing the form does not have a Social Security Number. We will use your information to determine if the center is eligible for free or reduced-price meal reimbursement and for administration and enforcement of the Program.

INSTRUCTIONS FOR COMPLETING DOH-3688

Definition of Income

Income means income before deductions for income taxes, social security taxes, insurance premiums, charitable contributions, and bonds, etc. It includes the following: (1) monetary compensation for services, including wages, salary, commissions or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) Social Security payments; (5) dividends or interest on savings or bonds, income from estates or trusts or net rental income; (6) unemployment compensation; (7) government civilian employee or military retirement, or pensions or veteran's payments; (8) private pensions or annuities; (9) alimony or child support payments; (10) regular contributions from persons not living in the household; (11) net royalties; (12) military benefits received in cash, such as housing allowance except if you are in the Military Housing Privatization Initiative; and (13) any other cash income.

Definition of Household

Household means *family* as defined in Section 226.2. *Family* means a group of related or non-related individuals who are not residents of an institution or boarding house, but who are living as one economic unit.

INSTRUCTIONS FOR PARENTS OR GUARDIANS

Write in the name of the child care center in the space provided.

Print the name of each child in your household who attends this child care center.

Section A: If anyone in your household participates in the Supplemental Nutrition Assistance Program (SNAP), receives Temporary Assistance for Needy Families (TANF) or participates in the Food Distribution Program on Indian Reservations (FDPIR), complete Section A only. Write down the SNAP, TANF or FDPIR number (do not use your ACS or DSS child care subsidy number). Then sign and date the form and return it to the day care center.

Foster children: If your household includes a foster child who is in child care, write in the names of the foster children.

Section B: Complete this section if you did not complete Section A. Write in your name and the names of all other adults and children living in the household, including unrelated people, even if they do not have any income. Do not include the children in child care who are listed at the top of the form.

Enter the amount of income each person received **last month**, before taxes or anything else was taken out. Refer to the Definition of Income and the Definition of Household, above. If any amount last month was more or less than the usual, write in that person's usual income.

The last four digits of the Social Security Number of the adult signing the certification is required. If you do not have a Social Security Number, write *none*. The form must be signed by an adult member of the household.

INSTRUCTIONS FOR CENTERS AND SPONSORS

The For Sponsor Use Only section is to be completed, signed and dated by center or sponsor staff. The sponsor/center representative must review the income eligibility form and ensure that it is completed as indicated in the instructions above. Then indicate the following:

The CACFP Agreement Number.

Total Number of Household Members – This item does not have to be completed if the parent completed Section A. Add those indicated in Section B (if completed) to the children enrolled in child care and the number of foster children, if applicable.

Total Household Income – This item does not need to be completed if the parent completed Section A. Indicate the total monthly income as calculated from Section B. If the parent chooses not to disclose income, the form must be categorized as *paid*.

Number of Free, Reduced or Paid – Compare the total household income and the total number of household members with the current year's Income Eligibility Guidelines (CACFP-3687) to determine if the household should be categorized as **Free**, **Reduced** or **Paid**. Use the appropriate column on the CACFP-3687 to categorize their income. For example, if the parent indicated biweekly income, multiply this amount by 26 to determine yearly income.

Incomplete forms (missing signatures, income information, last four digits of Social Security Number or SNAP, TANF or FDPIR numbers) are categorized in the paid category.

The income eligibility form is valid until the last day of the month one calendar year from the date it is signed by the household member. For example, a form signed on May 12, 2014 is valid until May 31, 2015.



*Convenient and Safe
On-time Payments*



PARENT FAQs

We are excited to offer automatic payments through Tuition Express. It is no longer necessary for you to write a check for tuition and fees. Your bank or credit card account will be safely and securely debited by Tuition Express. You can be emailed a receipt for each transaction. It's easy to sign up – just ask us.

Frequently Asked Questions

When I pay my tuition automatically, how secure is my account information?

Very secure – more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account or worse, steal your identity. Automatic payments greatly reduce this potential problem by limiting the amount of information available and who has access to it. Tuition Express also incorporates additional security procedures, utilizing 128-bit encryption.

What if the child care center makes a mistake and takes out too much money?

Report the error to your child care center immediately – it was most likely an honest mistake. The child care center will then adjust your account accordingly.

What if my child care center and I disagree about a payment?

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your child care provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the child care center access to my account?

Nobody at the child care center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

How will I know when a payment was taken out of my account?

Your child care expenses will be taken out of your account on a schedule that you and the child care center agree upon. Your child care center has the ability to print statements for your records, prior to the withdrawal of any money. Additionally, the charges will show up on your monthly statement as "Tuition Express".

When I sign up for Tuition Express, how will this help my child care provider?

Your child care provider has chosen to offer automatic payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Most importantly, automatic payments reduce the amount of time your child care center spends on management activities, giving staff more time to spend with the children.

How do I get started?

Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at www.tuitionexpress.com.



Automated Payment Processing
Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

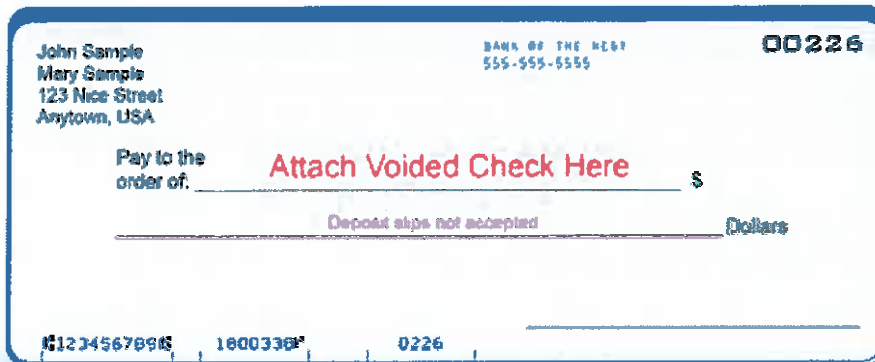
Form fields for Section A: Cardholder Name, Phone #, Cardholder Address, City, State, Zip, Account Number, Expiration Date, Cardholder Signature, Date.

SECTION B (Bank Account)

Form fields for Section B: Your Name, Phone #, Address, City, State, Zip, Bank or Credit Union Name, Bank or Credit Union Address, City, State, Zip, Routing Transit Number, Account Number, Checking/Savings checkboxes, Authorized Signature, Date.

For Official Use Only

Form fields for official use: Date Received, Employee Signature.



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Camp Fun Spot After School Registration

Child's Full Name _____ Nickname _____
 Gender: Male Female Grade _____ Birth Date: _____ School: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____ Home Phone: _____

Mother's Full Name: _____ DOB: ____/____/____
 Mother's Address: _____ City: _____ State: _____ Zip: _____
 Mother's Cell # _____ Mother's Home Phone: _____ SSN: _____
 E-Mail: _____
 Mother's Employer _____ Work Phone: _____ ext. _____
 Mothers Occupation: _____ Hours at work: _____ to _____ Days at work: _____

Father's Full Name: _____ DOB: ____/____/____
 Father's Address: _____ City: _____ State: _____ Zip: _____
 Father's Cell # _____ Father's Home Phone: _____ SSN: _____
 E-Mail: _____
 Father's Employer _____ Work Phone: _____ ext. _____
 Fathers Occupation: _____ Hours at work: _____ to _____ Days at work: _____

Parent's Marital Status: Married Separated Divorced Single Widowed
 Child Lives With _____ If Divorced, Who Has Legal Custody _____
 May the Non-Custodial Parent Pickup Child _____

Child Pick Up and Emergency Contact Information

The following people (other than parents/guardian) also HAVE permission to pick-up the child named above from Camp Fun Spot. It is the parent's responsibility to notify Camp Fun Spot in writing of any changes.

	Pick Up		Emergency Contact
1. Name: _____ Relation: _____ Address: _____ City: _____ State: _____ Zip: _____ Work Phone: _____ Cell Phone: _____	Y	N	Y N
2. Name: _____ Relation: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ Work Phone: _____ Cell Phone: _____	Y	N	Y N
3. Name: _____ Relation: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ Work Phone: _____ Cell Phone: _____	Y	N	Y N

Note: Any person unfamiliar to us will be required to show proof of identification. Under NO circumstances will the child be released to anyone other than those listed above without WRITTEN permission from the parent.

Photography Permission

The Fun Spot occasionally uses photography/video for publicity purposes. We would like your permission to photograph/video you/your relatives for possible inclusion in our publications, website and other publicity material. The image(s) will remain the property of The Fun Spot and will be used for the designated purpose of promoting The Fun Spot.

Name of parent/guardian: _____

I permit The Fun Spot, to use photographs/videos of me/my relatives in The Fun Spot's publications and publicity material.

Parent/Guardian Signature: _____ Date: _____

Neosporin & Sprays Permission

I _____ give permission for the staff at Camp Fun Spot to apply topical ointments, spray on sun screen, and spray on bug spray to _____ when they deem necessary.

Parent/Guardian Signature: _____ Date: _____

Homework Club Enrollment:

For no extra charge enroll your child(ren) into the Camp Fun Spot Homework club to get help in completing their homework each day.

____ Yes, I would like _____ to be enrolled in the Camp Fun Spot Homework Club.

____ No Thank You, I would not like _____ to be enrolled in the Camp Fun Spot Homework Club.

The Fun Spot Activities Permission

I _____ give permission to _____ to participate in any of The Fun Spot activities during Camp Fun Spot (Example: Roller Skating, Playground, Go Karts, Adventure Golf, and Laser Tag.)

Parent/Guardian Signature: _____ Date: _____

Transportation Permission: I give permission for _____ to be transported by Camp Fun Spot and contracted providers chosen by them to and from Camp Fun Spot. I also authorize Camp Fun Spot to transport my child at any time Camp Fun Spot chooses for daily excursions without notifying parent or guardian. Walking excursions are also permitted in and around the surrounding property/buildings of Camp Fun Spot and the Town of Queensbury. A child will never be left unattended in any motor vehicle or other form of transportation. Every child will board or leave the vehicle from the curbside of the street. Each child will be secured in safety seats or safety belts as required by law. Safety seats will be supplied by Camp Fun Spot. Drivers will be 18 years of age or older and hold a current valid license to drive the class of vehicle they are operating. All vehicles used to transport children must have a current registration and inspection sticker. Parents are provided a copy of this plan at enrollment. If the plan changes, the parents will be provided a copy of the amended transportation plan, prior to its start date. The use of cell phones or any other electronic device during transport, including hands free devices, is prohibited. Necessary calls will be made once the vehicle is parked in a legally permitted position off the road. During the transport of children, the program will adhere to the required ratio of caregivers to children at all times as determined by regulations.

I have been informed of and agree to the above transportation plan for Camp Fun Spot

Parent/Guardian Signature: _____ Date: _____

Emergency Release / Consent to Medical Treatment

In a true emergency, a child may need to be treated without parental consent. I hereby give my permission that in my absence, Camp Fun Spot Staff may act on my behalf regarding the treatment of my child. I also give permission for my child to be transported by car or ambulance to an emergency center for treatment. In the event that I cannot be contacted immediately and a delay would result in increased risk to the child's life or health, medical or surgical treatment can be administered to my child as prescribed by a treating physician.

Parent/Guardian Signature: _____ Date: _____

Camp Fun Spot will not be responsible for paying for the child's health care.

Child's Physician: _____ Phone: _____

Child's Dentist: _____ Phone: _____

Child's Hospital / Medical Care Facility: _____ Phone: _____

Insurance Company: _____ Policy #: _____ Group #: _____

Regular Medications: _____

Medicine Allergies: _____

Food Allergies: _____

Any other Allergies: _____

Any special health conditions: _____

Days to Attend Camp:

Days of the week care is needed: Monday Tuesday Wednesday Thursday Friday

Comments:

CAMP FUN SPOT CANNOT ACCEPT THIS REGISTRATION FORM AND WE CANNOT RESERVE A SPOT FOR YOUR CHILD IN OUR PROGRAM UNTIL:

1. This registration form is completely filled out and accepted by Camp Fun Spot.
2. Your child's immunization records and a copy of their last physical must be submitted with this registration form.
3. A NYS Blue Card will be provided to you. It must be filled out and signed in person at The Fun Spot.
4. The \$25.00 registration fee and payment for the first week your child will be attending.

I understand this is a legally binding document. I have read and understand all Camp Fun Spot policies and procedures.

Signatures:

Parent/Guardian: _____ Date: _____

Provider: _____ Date: _____

Enrollment Requirement Check Sheet – Staff Use Only

All personal information will be kept confidential, unless required to be given to the appropriate staff to meet your child's individual needs.

STAFF NOTE: Please Initial as Received

- _____ Camp Fun Spot Registration
- _____ Child's Pick Up Form
- _____ Emergency Contact Information
- _____ Photography Permission
- _____ Neosporin & Sprays Permissions
- _____ Homework Club
- _____ Fun Spot Activities Permissions
- _____ Transportation Permissions
- _____ NYS Blue Card
- _____ First Week's Tuition

- _____ Emergency Release / Consent
- _____ Child's Medical Information
- _____ Days to Attend Camp
- _____ Signed Handbook Acknowledgement Form
- _____ Income Eligibility Form (CACFP)
- _____ Immunization Record from Doctor
- _____ Copy of Child's Last Physical
- _____ Registration Payment