



PARENT HANDBOOK

2026-2027 School-Age Childcare Programs

Before-School / After-School / Vacation Camp

**The policies and procedures in this book are subject to change.
The Colonie Youth Center, Inc., is a New York private non-profit organization.**



ABOUT THIS HANDBOOK

The policies and procedures of the CYC Childcare Programs are detailed in this handbook. Please take the time to review all of the information. A parent/guardian must sign a statement verifying that they have received, reviewed, understand and agree to abide by all regulations and policies contained therein. Please retain this handbook for future reference.

Rev. 3/2026

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AGENCY INFORMATION

Mission Statement

The mission of the Colonie Youth Center, Inc. is to provide programs and services to enhance the living experience of all people in the greater Capital Region.

Program Philosophy

It is the philosophy of the CYC School-Age Childcare Program to provide a child-centered environment in which children are given the opportunity to grow, learn, socialize and have fun.

Program History

CYC has provided safe and affordable before-school and after-school programs for more than 35 years and is one of the largest providers of school-age childcare in the Capital Region. We proudly serve children at 13 locations in the North and South Colonie school districts and at our home office at 15 Avis Drive in Latham.

Office Hours

CYC Administrative Office hours are Monday - Friday from 8:30am - 4:30pm, unless otherwise posted.

Questions or Concerns

Please direct all questions regarding the agency, this handbook, enrollment, billing or concerns about our programs to the CYC Administrative Office.

- Mailing address: 15 Avis Drive, Latham, NY 12110
- Phone: 518-438-9596
- Email: info@colonieyouthcenter.org

AGENCY POLICIES

Non-Discrimination Policy

CYC is committed to providing a safe, welcoming, and inclusive environment for all children, families, and staff. We believe that every child deserves the opportunity to learn and grow in an environment free from bias and prejudice.

CYC does not discriminate in its enrollment or programs on the basis of: race, color, or national origin; creed or religion; sex, sexual orientation, or gender identity/expression; disability (physical or mental); or familial status. We will make reasonable modifications to our policies and practices to integrate children with disabilities unless doing so would fundamentally impact our ability to run our programs or create an undue burden on CYC and its employees.

Freedom of Communication and Expression

CYC is a private program and maintains the right to set standards for respectful communication to ensure a safe environment for children. While we value diverse perspectives, the following types of speech or expression are strictly prohibited and may result in the termination of services: (1) speech that targets an individual based on the protected characteristics set forth in CYC's Non-Discrimination policy; (2) discussion of protected information including private medical, behavioral, or personal information of any child; (3) any speech that is abusive, intimidating, or interferes with our ability to care for children safely.

Freedom of Choice of Materials

CYC believes that children develop critical thinking and a love for learning when they have access to a wide range of stories and information. We are committed to maintaining an environment that reflects the diverse world in which we live. Children participating in our program have the right to: (1) choose books and reading materials based on their own interests, curiosity, and developmental level; (2) use materials that represent a broad range of cultures, family structures, identities, and histories; and (3) explore challenging ideas through age-appropriate literature without fear of censorship or viewpoint discrimination. CYC will not bar or prevent children from using materials solely because of the origin, background, or views of those contributing to their creation, nor because of partisan or doctrinal disapproval unless such material is obscene, harassing, or otherwise presents a violation to the policies set forth herein.

Conflict Resolution Policy

CYC values open communication and takes all concerns seriously. If a parent or guardian believes there has been a violation of our Non-Discrimination Policy, Freedom of Communication and Expression Policy, or Freedom of Choice of Materials Policy, or has any concern regarding program operation, they are encouraged to express such concerns directly to the site director. We maintain an "open door" policy for constructive feedback regarding your child's care. CYC strictly prohibits retaliation against any family who expresses a concern in good faith. Raising such a concern will not negatively impact your child's enrollment or standing in our program.

ENROLLMENT INFORMATION

Before-School / After-School Programs (BSP/ASP)

Before-school and after-school programs are offered at all North and South Colonie Elementary Schools. After-school programs are also offered at Menands Union Free SD and a separate after-school program is available at 15 Avis Drive for children enrolled in the Avis Drive location of North Colonie's UPK program. Enrollment at each program site is subject to New York State regulations, space restrictions and staff availability.

Programs begin operation on the first day of school each year and continue until the last full day of school.

All before-school programs are held each school day from 7:00am to the beginning of the school day, excluding days when there is a delay. School-based after-school programs are held every FULL school day from school dismissal until 6:00pm.

The Avis Drive after-school program for UPK students is held every FULL school day from school dismissal until 5:30pm.

Vacation Camps / Half-Days

Programs are offered for children in grades K-5 in North Colonie/Menands and K-4 in South Colonie at designated locations on some days when school is not in session or when school is operated on a scheduled half-day.

- Vacations camps are contingent upon location and adequate staffing.
- Space is limited and offered on a first-come first-served basis.
- Enrollment in these programs is an additional cost (see p.9).
- Unless otherwise stated, full-day programs operate from 7:00am - 6:00pm and half-day programs operate from dismissal - 6:00pm.

NOTE: CYC will not operate on half-days in June due to a variety of factors including staff availability, adequate space and the potential for excessive heat.

Eligibility Requirements

All children must meet the following requirements for enrollment in the before-school and/or after-school programs and vacation camps (collectively referred to as school-age childcare programs or "SACC"):

- Children in grades K-5 must be able to function in a 1:10 staff/child ratio.
- Children in UPK must be able to function in a 1:8 staff/child ratio.
- Children must be fully toilet trained and able to use the facilities independently.
- Children must be able to communicate needs to CYC staff

Special Circumstances

CYC works collaboratively with families to make reasonable accommodations to serve children with disabilities or behavioral concerns and will evaluate each situation individually. Each child with an identified need will have a call made to the family and an individualized care plan developed to assist staff in successfully meeting the needs of the child. The plan will be developed with input from the family and other professionals and will be completed prior to the child starting the program.

Special Circumstances, cont.

NOTE: It is imperative that detailed information regarding any special circumstances be provided to CYC so that staff may adequately care for your child. CYC recognizes that every child is unique and has individual needs that may be met in a variety of ways. While we are committed to working with every child, failure to disclose information at the time of enrollment may result in the need to suspend or terminate services if CYC does not have the resources to safely and sufficiently support and care for your child.

Please contact our Administrative Office if you have any questions/concerns regarding these eligibility requirements.

BSP/ASP Re-Enrollment for Current families

Re-enrollment for before-school/after-school takes place in the spring for the fall of the upcoming school year. Children who re-enroll must be in good-standing through the last day of school in order to secure their spot in before-school and/or after-school programs for the fall. Children who withdraw before the last day of school will forfeit their spot in before-school and/or after-school programs for which they have enrolled in the fall and shall be subject to the waitlist for our programs.

BSP/ASP Enrollment for New families

A lottery for new families is conducted each spring for the before-school and after-school programs; instructions are posted on CYC's [website](#). Registrations will continue to take place throughout the school year based on availability.

Vacation Camp/Half-Day Registration

Registration for these programs takes place in the [parent portal](#) in accordance with published vacation camp/half-day schedules which are distributed in September and posted on CYC's [website](#).

Waitlist

CYC maintains a waitlist for children in need of the before-school and after-school programs on a first-come, first-served basis. A new waitlist is started each year once re-enrollment is complete and all open spots have been filled. A separate waitlist is maintained for vacation camps as they occur.

Program Withdrawal

Withdrawal from the before-school and after-school programs requires written notification to the administrative office at least two weeks prior to the child's last day of attendance. Failure to give notice will result in continued charges to your account. Only parents/guardians who submitted the initial application form may withdraw a child.

NOTE: Non-attendance or notification provided to staff at a program site is insufficient notification of withdrawal.

Withdrawal from vacation camp/half-day programs requires written notification to the administrative office at least one week in advance.

Administrative Changes

Changes to addresses, phone numbers, emergency contacts, etc. should be made in the [parent portal](#) or sent in writing to the CYC Administrative Office.

FINANCIAL INFORMATION

Fees for the before-school and after-school programs are based on an average of 180 days. The total cost for the school year is then divided into 10 equal payments.

Temporary school closures (whether scheduled or the result of inclement weather or other unforeseen circumstance) shall not result in any reduction in monthly fees.

Additional fees apply for full-day vacation camps as well as half-day vacation camps - regardless of whether a child also attended a before-school program on the same day.

MONTHLY FEES – 2026/27	1 CHILD	2 CHILDREN	3 CHILDREN
Before-School Program	\$260.00	\$520.00	\$780.00
After-School Program	\$290.00	\$580.00	\$870.00
Both Before-School & After-School Program	\$522.00	\$1,044.00	\$1,566.00
VACATION CAMP (in addition to monthly fees)	1 CHILD	2 CHILDREN	3 CHILDREN
Half-Day Vacation Camp Program (per day per child and due at time of enrollment)	\$40.00	\$80.00	\$120.00
Full-Day Vacation Camp Program (per day per child and due at time of enrollment)	\$50.00	\$100.00	\$150.00
LATE PAYMENT FEES			
Late Payment Fee	Payments made after the 18 th of each month will be assessed a late payment fee of \$15.		
MISCELLANEOUS FEES			
Late Pick-Up Fee (per child)	\$15.00 for each 15 minutes, or any part thereof, after program end time		
Returned Checks	Checks returned to CYC by our bank will be assessed a \$35.00 service charge. We DO NOT redeposit returned items.		
Declined Credit/Debit Cards	Any credit/debit card that is declined twice in the same month will be assessed a \$15.00 service fee.		

BSP/ASP Payment Schedule

With the exception of the first payment, monthly fees are due on the 15th of each month *prior* to the month of service. A \$15.00 late fee will be incurred if payment is not received by the 18th of each month.

September services:

October - June services:

Due by August 5th

Due by 15th of each month beginning in September, 2026 and ending May, 2027

NOTE: CYC does not send monthly invoices. Payment reminders will be announced by email and the parent portal.

Vacation Camp Payments

Full payment is due at the time of enrollment. Fees are separate from and in addition to fees for before-school and after-school programs.

Late Payment Fees

Payments made after the 18th of the month will be assessed a late payment fee of \$15.00. Any account with unpaid late fees will not be permitted to register in additional programs until fees are paid.

Miscellaneous Fees

Parents/guardians will be notified of fees via email. Full payments for additional fees must be submitted to CYC within five business days of notification.

Any parent/guardian who has two months of returned/declined payments within one program year may be required to remit payment in cash for the remainder of the program year, at the discretion of the CYC Executive Director.

Payment Options

- Online – [parent portal](#) (see p.18 for more information)
- By phone – credit/debit cards
- By mail – check or money order
- In person – credit/debit cards, check or money order, cash
- **Automatic payment option:** CYC strongly encourages the use of automatic payments in the EZChildTrack [parent portal](#). This option is a convenient way to ensure your payment is made on time every month.

Delinquent Accounts

Parents/guardians are expected to make timely payments. If an account is more than three days past due it is considered in arrears, a late fee is assessed and CYC reserves the right to terminate services for any and all CYC programs. All parents/guardians will receive all account notices unless legal documentation is on file directing otherwise.

Split-Pay Accounts

If payment for services is split with another party, all parents/guardians will receive past due notices unless legal documentation is on file directing otherwise. In order to attempt to collect past due fees and maintain your child's enrollment with us, we are prepared to notify all account-holders until satisfactory payment arrangements are made.

Refund Procedure

All requests for refunds must be made in writing. Determination of a refund amount, if any, will be made on a case-by-case basis. When requests for withdrawal are received, accounts will be adjusted accordingly and any resulting credit balance will be refunded via credit card if applicable or by check. Please allow up to one month for CYC to process approved refunds.

Receipts/Detailed Statements

Receipts and detailed statements are available on demand in the [parent portal](#).

Annual Statements

Annual statements will be made available in the [parent portal](#) by January 31st of each year.

Dependent Care / Flexible Spending Accounts:

- Form signatures are provided in person, fax or e-mail, upon request.
- Custom receipts are e-mailed upon request only.

Financial Assistance:

- Albany County DSS Child Care Subsidy Program: Financial assistance may be available. Call the county intake line at 518-447-7435.
- For more information regarding financial assistance, please contact us by [email](#) or by calling 518-438-9596.

PROGRAM INFORMATION

Before-School & After-School Programs

CYC's before-school and after-school programs are registered with the NYS Office of Children & Family Services. (OCFS regulations may be found at www.ocfs.state.ny.us)

It is the philosophy of the CYC SACC Program to provide a recreationally based environment in which children are given the opportunity to grow, learn, socialize and have fun.

All programs are child-centered in nature. Our goal is to provide children with a safe, healthy and active atmosphere where they can engage in a variety of age-appropriate activities. Children are encouraged to participate and are given the opportunity to choose the activities they enjoy.

Examples of activities and materials that are available for use are as follows: arts & crafts, gym games, dramatic play, homework space, outdoor play, learning centers and building materials. The length of activity averages 30 - 45 minutes.

Before-school and after-school programs may use the cafeteria, gymnasium and playground of each school – subject to availability and the discretion of school administration. If program space is unavailable due to district needs, the program may need to close on certain days. In select schools, additional rooms may be used as permitted by school administration.

Whenever children are moved to a different location in the school, a sign will be posted in the program areas advising parents/guardians of the location change.

Once children are signed in with our program they must stay in the designated area(s) as directed by CYC.

CYC will provide equipment and supplies for your child to use during our program. We recommend that children not bring toys and games from home except when specifically permitted for a scheduled program activity such as props for a talent show, reward for good behavior, etc.

Children may be given the opportunity for outdoor activities when weather permits and provided they have appropriate clothing for the weather conditions.

There is an information board displayed at each program with regulatory information. There is also an area where parents/guardians will sign in and out. Important CYC information may be displayed at the sign-in/sign-out area. Please check frequently for notices and reminders.

Sign-In & Sign-Out

Your child(ren) is required to be signed into the before-school program and/or out of the after-school program every day they attend either program by a responsible adult. CYC assumes no responsibility for children who are not signed into the program site.

Pick-Up Authorization & Procedure

No one other than the parents/guardians and authorized individuals listed on the application will be permitted to pick up your child under any circumstance. Anyone (including parents/guardians) picking up your child may be asked for picture identification at any time at the discretion of CYC staff. All persons authorized to pick up your child must be at least 16 years of age. The childcare staff may not prevent a parent/guardian or authorized individual from picking up your child(ren) without a validly issued and binding court order on file. If there is a court order relating to custody and/or rights of your child(ren), please provide such court order to CYC's Administrative Office as soon as possible.

School Notification

Families are required to notify their child's teacher on the first day of school or first day they will be attending the after-school program stating that they should report to the after-school program at dismissal. No school notification is required for the before-school program.

Attendance Policies

NOTE: absences do not reduce monthly fees.

After-School Program

In the event of illness or absence from our after-school program, please notify CYC prior to 2:00pm by calling CYC at 518-438-9596 or e-mailing us at info@colonieyouthcenter.org.

When a child is expected at the after-school program and does not arrive at the appropriate time, the following steps will be taken:

- Staff will contact CYC for messages from parents regarding absent children.
- Staff will check with the school office for absences and early dismissals.
- Staff will contact parents/guardians and/or any people listed on the child's application.
- If parents/guardians and emergency contacts cannot be reached, CYC reserves the right to call the Colonie Police Department.

Children enrolled in a school-based program and attending a school activity (intramurals, homework club, etc.) must first check in with the after-school supervisor. All children must have a written note from a parent/guardian stating that the child has permission to go to the school activity. If you wish to have your child return to the after-school program after a school activity, please indicate in the note the location of the activity and what time to expect your child to return to the after-school program.

Before-School Program

CYC does not require parents/guardians to report absences from the before-school program.

Department of Social Services (DSS) Attendance Policy

DSS Child Care Subsidy Programs limit the number of paid absences in a given year. Absences above allowable limits become the financial responsibility of the parent/guardian. Please refer to your county authorization letter or speak with your county worker for additional information.

Late Pick-Up Policy

The CYC school-based after-school programs end at 6:00pm and the Avis Drive UPK after-school program ends at 5:30pm. Parents/guardians will be charged a fee of \$15.00 per child for each 15 minutes, or any part thereof, that they are late in picking up their child(ren). In the event of consistent tardiness, a meeting may be called to discuss the situation, at the discretion of the SACC Director.

In the event that a parent/guardian knows that they are going to arrive after program ends, you are required to call the program staff to alert them of the lateness. If the program staff does not receive a call from the parent/guardian, the following steps will be taken:

- A staff person will attempt to contact parents/guardians and/or the emergency contacts listed on the child's application.
- In the event that a child is left in our care after one hour from the official closing time and parents/guardians and emergency contacts cannot be reached, a call may be placed to Child Protective Services or to the Colonie Police Department.

Closings/Delays/Early Dismissal

NOTE: school closures, delays & early dismissals do not reduce monthly fees.

Closings

If the North Colonie, South Colonie and/or Menands School Districts close due to weather conditions or any other type of emergency, CYC will not operate the before-school or after-school childcare program in that district and/or buildings impacted by such closure. Please note, our location at 15 Avis Drive follows the North Colonie School District closing procedures. If all districts close, the CYC Administrative Office will also be closed.

When CYC lists closings or delays on local television news stations and the Albany Times Union website, the abbreviations are as follows and are subject to change:

- NO AM Program = Before-School Programs will not operate
- NO After-School Programs = After-School Programs will not operate
- NO BSP/ASP = Before-School, After-School Programs will not operate

Delays

If the North Colonie, South Colonie and/or Menands School Districts delay the opening of school for any reason, CYC will not operate a before-school program.

Early Dismissal

In the event of an early dismissal from school (15 minutes or more before regular dismissal time – due to weather conditions or another type of emergency) the after-school program will **not** operate. Parents/guardians are responsible for ensuring that their child's school office has the proper emergency dismissal information in the event that the after-school program is cancelled.

In the event that weather conditions are severe or an emergency arises that is beyond our control, the CYC administrative staff reserves the right to close the program prior to 6:00pm and will notify parents/guardians via email and text using contact information on file with the CYC Administrative Office.

Miscellaneous

There may be days when CYC is unable to operate when our program space is being used for school events, trainings, etc. Every effort will be made to provide ample notice to families so alternate arrangements can be made.

Electronics in Program

The use of electronics is prohibited in the before-school and after-school programs per New York State Office of Children and Family Services (OCFS) regulations unless such use is part of a planned program activity, or on a case-by-case basis as determined by CYC staff. For this purpose, electronics include cell phones, chrome books, smart watches, tablets, etc. Chrome books are allowed only when being utilized for required school assignments. CYC reserves the right to store electronics in a program cabinet until parent/guardian pick up if children are found using devices beyond allowable guidelines. In the event of an emergency, and with staff permission, students will be allowed to call their parents/guardians using the program cell phone.

Personal Belongings

CYC is not responsible for items brought from home which are lost, stolen or damaged.

Lost & Found

At each program there is a lost & found where parents/guardians may check for missing items. Please direct questions to site staff.

BEHAVIOR / SUPERVISION

Staff Training

CYC's childcare staff is committed to providing quality care for your child. All staff meet requirements set forth by OCFS. CYC provides its staff with ongoing training throughout the year to ensure that we reach a high standard of care for your child.

Ratios

All of our childcare programs are mandated to maintain the following ratios:

- UPK: 1 staff member for every 8 children
- BSP/ASP/Vacation Camp: 1 staff member for every 10 children

Children who are determined by CYC to be unable to independently work within these mandated ratios may be unable to participate or continue in the program.

CYC reserves the right to limit the number of children accepted into the programs based on space restrictions and staff availability.

Behavior Policy

Parents/guardians are expected to review all behavioral rules with their children before the SACC program begins. Children are expected to display age-appropriate behavior and follow established rules including, but not limited to:

- Respect other children, staff and property
- Follow staff direction
- Stay with a staff member and within program areas at all times
- Adhere to rules regarding building and playground safety
- Refrain from using foul language or other forms of verbal abuse
- No fighting or other physical altercations
- Adhere to the school and CYC policies and procedures

Child Guidance & Discipline

Staff will address minor behavior issues and conflicts by assisting children in resolving their own conflicts. Staff will document the behavior or conflict and parents/guardians will be notified if the behavior continues. If inappropriate behavior continues, a parent/guardian may be called to discuss strategies or develop a behavior plan.

If a child exhibits behavior that is more severe and may jeopardize the safety of themselves, others, or the program, a parent/guardian may be notified that the child must be picked up within 30 minutes. Based on the nature and severity of the behavior, CYC reserves the right to request a meeting with the parent/guardian or to suspend or terminate services.

Property Damage

Parents/Guardians are responsible for the cost of any damage (beyond normal wear and tear) to any facility, property or equipment caused by their child.

Parent Code of Conduct

Parents, guardians, and other adults given responsibility for the delivery and pick-up of your child(ren) are expected to conduct themselves appropriately towards our staff and/or program participants.

If the safety of staff or program participants becomes in jeopardy, CYC reserves the right to terminate services immediately.

Any inappropriate conduct may result in immediate termination of services.

Inappropriate conduct includes, but is not limited to:

- Harassment
- Discrimination
- Disrespectful conduct
- Threatening behavior
- Use of foul language
- Disciplining a child other than your own
- Violence or aggressive behavior

In the event that CYC staff perceive that a parent/guardian or adult picking up a child from our programs is under the influence of drugs or alcohol, you will be asked to arrange alternative transportation. If the pick-up individual refuses to cooperate in arranging for alternative transportation, our staff -- as mandated reporters -- are obligated to make a report to the appropriate authorities.

In addition, other reasons for termination include, but are not limited to:

- Repeatedly arriving late to pick up your child from program
- Extended absenteeism without notification
- Nonpayment, late payment, or non-sufficient funds for fees
- Willfully withholding pertinent information which prohibits CYC from providing adequate care for your child
- Application information not being kept current – i.e., Incorrect emergency contact name and phone numbers, medical information
- Failure to adhere to sign-in and sign-out procedures

SAFETY & SECURITY

Maintaining the safety of your children and our staff is our number one priority. The following policies have been put in place to assist us in achieving that goal.

CYC maintains regular communication with the North Colonie, South Colonie and Menands School Districts to ensure optimal safety and security at all locations. Many of our safety and security measures have been designed in conjunction with the school districts. Please be aware that security procedures – including, but not limited to, entry procedures and use of security cameras and emergency evacuation plans, vary from location to location. To learn more about specific procedures related to the program your child attends, please review the information posted at your child's site or contact the CYC Administrative Office.

Emergency Communication Procedure

From time to time, events such as power outages, a disruption in the water supply, an airborne illness or a weather-related emergency may occur. When this happens, CYC will communicate using any or all of the following methods: e-mail, text, phone, social media and local media outlets. To ensure receipt of information via these methods, please include CYC on your safe senders list and provide authorizations as necessary. It is best to rely on more than one source of information when it comes to emergency announcements.

Emergency Evacuation

In the event of an evacuation during program hours, your child will be transported to the nearest school or to the CDPHP® Fitness Connect at the Ciccotti Center at 30 Aviation Rd. Albany, NY, 12205 (518-867-8920). Specifics for your relocation site will be available at your child's program location. Should an emergency evacuation take place, the childcare staff will notify parents/guardians.

Safety Drills

Each before and after-school program has defined protocols for handling emergency situations. Included in these protocols are monthly emergency evacuation drills and shelter-in-place drills conducted twice each school year. During shelter-in-place drills, no one is allowed to enter or exit the program space and you will receive advance notification of when these drills will occur.

Program Temperature

CYC monitors program temperatures and takes action to relieve heat-related discomfort as needed.

Transporting Children

Parents/guardians are responsible for transporting their children to the before-school program, from the after-school program, and to/from the full day vacation camps.

CYC staff are prohibited from transporting children in their personal vehicles for any reason.

Pets

Please refrain from bringing pets during drop-off or pick-up due to safety and liability reasons.

Electronic Surveillance Equipment

All CYC program space has surveillance equipment.

Recording of Students or Staff

Personal recording of students or staff without permission is prohibited.

Photo Release

Please indicate on your child's application whether or not you give permission for your child's photograph to be used for promotional purposes.

Custodial Issues / Court Orders

Employees of CYC are not able to prevent a parent or legal guardian from picking up their child unless there is legal documentation on file with CYC. Families who have legal documentation regarding their children should submit a copy to the CYC Administrative Office. This policy also applies to a parent who may not be listed on the application. In the event that a parent is not listed on the application but supplies proof that they are the parent, they will have access to your child's information unless we have a legal documentation prohibiting it. CYC reserves the right to seek legal counsel at the expense of all involved parents/guardians should disagreements occur between the parties.

Confidentiality of Records

Information contained in your child's file is privileged and confidential and will not be released without the written consent of a parent/guardian unless required by law or provided herein. Authorized representatives from OCFS have the right to review all records upon request.

We do, share application information, attendance records, behavior reports and accident reports with all parents or legal guardians, upon request, unless we have a court order on file prohibiting us from doing so. Therefore, if you wish to prohibit a parent from accessing your child's attendance records, from adding a pick-up authorization or otherwise changing their application (i.e. adding an emergency contact) we must have a valid court order or custody agreement which clearly defines the parameters of what each parent is permitted or prohibited from doing. In addition, we share incident reports for school sites with the applicable school district.

HEALTH POLICIES

Medical Information

Please list allergies, medical conditions or prescriptions in the designated area on your child's application. Any information that we have regarding your child and/or any school services that they receive will be extremely helpful to the childcare staff that works with your child each day. You will be contacted regarding additional paperwork that may need to be completed.

Medical Records

Children enrolled at the Avis Drive location are required to submit a current physical and immunization record.

Medications

CYC administers **emergency medications at all program locations**. If your child requires any other type of medication, please contact the administrative office for further guidance. These medications are limited to epinephrine auto injector devices (epi-pen), asthma inhalers, and nebulizers. CYC may administer diphenhydramine only when prescribed in conjunction with an epi-pen. If the doctor indicates "Benadryl" on the consent form, Benadryl® brand must be provided and not a generic form of the medication.

Administration of emergency medication will require written permission from a custodial parent/guardian and written instructions from a health care provider on the OCFS approved medical consent form stating that the CYC School-Age Childcare Program may administer such medication and listing the side effects of the medication and the signs and symptoms of the medical condition. For children 5 years and older, a new medication consent form from the health care provider is required every 12 months. Children under 5 must submit a new medication consent form every 6 months. Medication must be in the original container labeled with the child's name, the medication's name, recommended dosage, and time intervals for administration, method of administration and expiration date.

An individualized health care plan will be developed for each child utilizing medications. CYC will maintain first aid and CPR certified staff at each location so these medications may be administered by trained staff. Staff administering these medications will be at least 18 years of age. In the event that an epi-pen is administered we will call 911 immediately. We will also call 911 if a participant's breathing does not return to normal after the administration of an inhaler/nebulizer.

PLEASE NOTE: CYC staff does not transport medications between programs. If your child attends our before and/or after-school program and registers for our vacation camp or summer camp program, a parent/guardian must transport the medication to the different site or bring additional medication to each program site.

Illness / Communicable Disease

In the event of an airborne or foodborne illness, or other contagious conditions (strep, head lice, chicken pox, etc.), parents/guardians will be notified in writing of the outbreak and related symptoms. If the illness is gastro-intestinal, the site director will monitor the medical log for other suspected cases.

Illness / Communicable Disease, cont.

Per OCFS, children with a contagious illness will be excluded from the program until a note from a doctor indicating they are no longer contagious is on file. If a child becomes ill with these symptoms while at a program site, they will be given a place to rest in full view of the staff. Parents/guardians will be notified and asked to pick the child up within one hour.

When there is an airborne infectious disease, such as COVID-19, CYC will follow applicable guidance from OCFS, the New York State Department of Health (NYSDOH) and the Centers for Disease Control and Prevention (CDC), as well as the requirements of the applicable school district and school. CYC will also follow its plan under the New York State HERO Act for its staff, when applicable. CYC will notify parents of guidance that pertains to children participating in CYC programs.

Injuries

A medical log is maintained at each site which includes information about very minor medical treatment (e.g., band-aids for paper cuts) provided to children. All injuries requiring any medical attention, will be documented on an incident report form which will be provided to parents/guardians, upon request. In addition, the following procedures will be followed:

- **Minor Injuries:** All sites are equipped with portable first aid kits which will be used by trained staff attending to children experiencing minor injuries such as scrapes, bumps or bruises that do not require attention by a medical provider.
- **Serious Injuries:** In case of a more serious injury possibly requiring attention by a medical provider, in addition to administering first aid, staff will notify parents/guardians as soon as possible. If the child's parents/guardians are unavailable, staff will call individuals on the child's emergency contact list (*please be sure to notify the Administrative Office any time phone numbers change for yourself or anyone on your emergency contact list*).

When necessary, as determined by the supervisor in charge at the site, 911 will be called to provide treatment and the child may be transported by ambulance to the nearest hospital. When an injury may be life threatening, 911 will be called immediately. When a child is transported to the hospital, a staff member, along with your child's file, will accompany and stay with the injured child until a parent/guardian or emergency contact person arrives at the hospital.

Suspected Abuse, Maltreatment or Neglect

All childcare staff are mandated to report any suspected cases of child abuse, maltreatment or neglect to New York State Child Protective Services. If a staff person suspects abuse they will call the child abuse hotline.

Nutrition

Parents/guardians are responsible to send snacks from home. Many children in our care have food allergies to such items as peanuts, tree nuts, gluten, dairy and fructose. In some cases, a child's reaction to their allergen is mild, but in other cases it is quite severe, even fatal. The most severe allergies are often from peanuts and/or tree nuts. For that reason, CYC asks that every effort be made to send snack items that are peanut-free and tree nut-free.

Parents/guardians are expected to provide as much information as possible regarding their child's food allergies. If your child's application indicates a food allergy, you will be contacted for additional information.

Allergy and Anaphylaxis Policy

Anaphylaxis Prevention

At the time of registration, parents/guardians are asked to provide information regarding their child's medical conditions, including any allergies and any emergency medication that may be required to prevent anaphylaxis. Required documents will be completed in collaboration with the program, the parent/guardian, and the child's physician. The documents will summarize for staff the actions to take in response to an allergic or anaphylactic reaction. Documents and emergency medications will be stored in the program first aid kits as described in the program's healthcare plan and staff will be aware of this policy. Throughout the year parents can update the medical or medication information as needed through the electronic parent portal.

Required Documents for children with a known allergy

NYS OCFS form 7006 - Individual Health Care Plan for a Child with Special Healthcare Needs or approved equivalent.

NYS OCFS form 6029- Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent.

NYS OCFS form 7002 – Medication Consent Form or approved equivalent.

These documents will be completed in collaboration with the program, the parent/guardian, and the child's physician. In the event of an anaphylactic reaction, staff will call 911 and will follow guidance set-forth in these documents.

Staff Training

Once hired, CYC staff will receive training in the prevention, recognition, and response to food, insect, and other allergic reactions. Ongoing, this training will be conducted annually as part of staff training curriculum. Multiple staff will maintain CPR/first aid certification. MAT certification will be received and maintained by staff when program enrollment warrants. Training on how to administer a prescribed epinephrine dose will be provided by a parent/guardian or certified staff member, such as a nurse.

Strategies to Reduce the Risk of Exposure to Allergic Triggers

A list of children and their relevant allergy will be posted for staff to visually review inside the front flap of the program's forms binder. Staff will monitor and take action to prevent exposure to known allergy triggers. Staff action to prevent exposure may involve reading labels or inspecting play areas for insect nests. All regulations related to allergies and anaphylaxis will be followed by staff and volunteers, including hand washing and cleaning.

Communication

Staff will be made aware of the enrollment of a child with an allergy, medication details if needed for the allergy, and ways to reduce exposure to the allergies. Families will be made aware of the types of allergies present in the program and suggestions on steps to take to reduce exposure to the allergy will be provided (i.e. if a participant has an allergy to nut/tree nuts, it will be suggested that families only send nut/tree nut foods in with their children for meals or snacks). All confidentiality protocols will be followed when making families aware of this information.

Annual Notification to Families

This policy will be part of the program's parent handbook and will be reviewed and provided to families annually.

COMMUNICATION & SUPPORT

Although we make every effort to maintain current contact information in our database, it remains the responsibility of parents/guardians to ensure that correct information is on file.

E-Mail

CYC requires a valid e-mail address on file for financial matters, emergency information, periodic program announcements and any other pertinent CYC information. To ensure receipt of all e-mails, please add [colonieyouthcenter.org](mailto:info@colonieyouthcenter.org) to your address book and mark as a "safe sender." E-mail addresses will not be shared with third parties.

Text

Texting is reserved for information which is considered critical and/or time sensitive. Parents/guardians must opt-in to receive text alerts and may opt-out at any time.

Parent Portal

EZChildTrack is an online interface where parents/guardians can:

- Register online for childcare programs.
- View account balance and future payments.
- Make online payments using credit card or bank account.
- Enroll in automatic payments by credit card.
- Print receipts and tax statements.
- Manage information on family members, emergency contacts, etc.
- Communicate with program and administrative staff.
- Download registration forms and other documents.

Site Phones

Each of our programs is equipped with a cell phone so that you may contact staff during program hours only. You may leave a voice or text message for the childcare staff and they will return your call as necessary. For immediate assistance during non-program hours, you may call the CYC Administrative Office.

Questions or Concerns

Please direct all questions regarding the agency, this handbook, enrollment, billing or concerns about our programs to the CYC Administrative Office.

- Mailing address: 15 Avis Drive, Latham, NY 12110
- Phone: 518-438-9596
- Email: info@colonieyouthcenter.org