



**Family Handbook**  
*2023-24 NECC Out of School Time Program*



**Executive Director:** Christine Sergent  
**Youth Program Director:** Brandon Wolfe

North East Community Center  
51 South Center Street/ PO Box 35  
Millerton, NY 12546  
(518) 789-4259

*North East Community Center Phone: 518-789-4259*



## **PROGRAM STAFF**

**Youth Program Director:** Brandon Wolfe

**OSTP SEL Coordinator:** Jane Taylor

**OSTP Senior Assistant:** Claudia Green

**OSTP Senior Assistant:** Mark Stonehill

**OSTP Senior Assistant:**

**OSTP Assistant:** Myesha Torres

**OSTP Assistant:** Kaylyn Vogel

## **PROGRAM ADDRESS INFORMATION**

North East Community Center  
51 South Center Street/ PO Box 35  
Millerton, NY 12546  
(518) 789-4259

Webutuck Elementary School  
175 Haight Rd.  
Amenia, NY 12501

Eugene Brooks Intermediate School  
194 Haight Rd.  
Armenia, NY 12501

## **CONTACT INFORMATION**

**Procare:** Our program utilizes a childcare app called 'Procare'. You will receive an invitation to join the app when you register your child. We prefer you communicate with us over this app's messaging feature. You will also pay your tuition and receive updates on your child via this app.

**Email:** brandon@neccmillerton.org; jane@neccmillerton.org

**Youth Program Director Phone:** 518-789-4259 ext. 117

**Program Phone:** 518-225-7326

## **HOURS OF OPERATION**

**WES Site:** 3:05pm-6:05pm (You can pick your child up any time during programming hours, but must pick up your child before 6:05pm.)



**EBIS Site:** 2:15pm-5:30pm (You can pick your child up any time during programming hours, but must pick up your child before 6:05pm.)

On days when school is dismissed early due to inclement weather or other unforeseen emergencies, the program will be closed. When the Webutuck CSD cancels all after school activities due to an impending weather situation, we also will close. Parents of children in the After School Program will need to contact the school office to indicate where they would like their children to go at dismissal. Since our program is housed on the Webutuck CSD campus, we will not be open on scheduled early dismissal days or on superintendent conference days.

## **PROGRAM OVERVIEW**

We strive to create a fun, safe, and inclusive community during the school year that aligns with NECC's mission and values. In our community we value empathy, respect, and autonomy. As such our program is designed to engage a child's natural inquisitive, playful nature through monthly or weekly studies. These inquiries will be presented as themes, and our structured activity times will be designed around them. Children will also have time for choice-based activities during the daily schedule such as free play, art, board games, etc.

Our Out of School Time Program is designed for students in Kindergarten through the 6th grade. Students arrive at school dismissal and must leave before 5:30pm for our EBIS site and 6:05pm for our WES site. We close promptly at those times.

Scheduled daily activities may include independent study time, literacy and enrichment activities, STEAM projects, sports, games, creative arts, community service projects, cultural activities, field trips, board games, and other special events. We encourage teachers to spend a majority of their day outside if possible. While children enjoy a healthy snack, they may hear a book read by staff or participate in a discussion. Our objective is to:

- Promote an environment of acceptance, respect, conflict resolution, and problem-solving strategies.
- Provide an emotionally and physically safe place to go after school.
- Offer enriching, educational, and fun activities that support development and learning.
- Help children with school work as requested by the children.
- Develop socially responsible youth through community service initiatives.
- Model acceptance, respect, conflict resolution, and problem-solving strategies through restorative practices.

## **APPROACH TO DISCIPLINE**

The North East Community Center's Youth Programs is committed to a person-centered approach to working with individuals, whether that is our own staff or participants in our programs. As such our Out of School Time Program is committed to *Restorative Practices* to address disciplinary issues within our community. At NECC we believe the most impactful form of discipline comes from all members of the environment rather than from one person, in this case the teacher. We believe this approach correlates to real and lasting change.



Restorative Practices have been utilized in many different cultures for hundreds if not thousands of years. The goal of Restorative Practices is to acknowledge harm that is caused to relationships through our actions and repair that harm through taking direct responsibility. This empowers programs, such as ours, to handle discipline as a shared responsibility.

Traditional forms of discipline tend to be “top-down” and focus on what policies or rules have been broken by the individual. Rather than address the root cause of the conflict amongst all parties, they separate the individual from the shared environment. While the conflict is addressed one-on-one, the effect of the incident on others and even actions that may have led to the behavior tend to go unaddressed. This makes traditional forms of discipline more short-term without lasting effects.

For NECC’s Youth Programs, Restorative Practices teaches students how to resolve conflicts on their own and in small groups with the guidance of a facilitator/mediator. Essentially, the idea is to bring students together in peer-mediated small groups to talk, ask questions, and air their grievances.

If there is a persistent issue with a child’s behavior, we will likely request a conference with parents or guardians so together we can find ways to resolve the issues and help your child grow. If a child is demonstrating harmful behavior to themselves or others, we will call a parent/guardian for immediate pick-up. If a child’s behavior does not improve or is causing distress to the community it may affect their ability to be in the program.

## **HEALTH & SAFETY**

NECC makes Health & Safety a top priority for all community members. Staff will guide your children in taking appropriate infectious disease precautions and perform informal health checks during drop-off. Before children enter the program each day, classroom surfaces will be sanitized. Children will wash their hands/use hand sanitizer immediately on entry into our classrooms, and at other times during the program as directed by our staff. We are also a mask friendly program, meaning we encourage our community members to wear a mask indoors when feeling unwell but it is your choice. Throughout the day we will be sure to spend lots of time outdoors.

We are a “WELL CHILD ONLY” facility. If a child is sick, we will contact the parent for immediate pick up. Signs and symptoms of possible serious illness include: lethargy (more tired than usual), uncontrolled coughing, persistent crying, inconsolable, irritability, difficulty breathing (faster than usual), nasal flaring, use of accessory muscles, wheezing, persistent sneezing not due to sinus allergies.

Please note your child may be excluded from attending if he/she has:

1. COVID-19: Anyone with symptoms of Covid-19 or who test positive for Covid must stay out of the program for at least 5 days or until they receive a negative Covid test. **If the test is negative and symptoms are improving they may return to the program but must wear a mask for 5 days.**
2. Influenza: If a child exhibits fever and other symptoms the child may not return until 5 days after



the onset of symptoms AND 72 hours without symptoms or fever without the aid of analgesics OR upon presentation of a negative Covid-19 test/alternate diagnosis from a medical professional.

3. Fever, whether or not accompanied by behavioral changes or other signs of illness
  - a. Fever is defined as an elevation in body temperature.
4. Diarrhea (frequent watery stools not associated with diet changes or antibiotic use). May return once the diarrhea resolves for a 24-hour period. Exceptions include:
  - a. Toxin producing *E. Coli* or *Shigella* infection: until diarrhea resolves and the test results of 2 stool cultures are negative for these organisms.
  - b. *S. Typhi* infection: until the diarrhea resolves, the results of 3 stool cultures have come back negative and the child has been cleared by a health professional or the Health Department.
5. Vomiting more than 2 times in the previous 24 hours unless vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
6. Abdominal pain that continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
7. Mouth sores with drooling.
8. Rash with fever or behavioral changes or joint pain.
9. Pink or red conjunctiva (whites of the eyes) with yellow or white discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin around the eye, until treatment has been given for 24 hours.
10. Tuberculosis: until the child's physician or local health department states the child is on appropriate treatment and can return.
11. Impetigo: until 24 hours after treatment has been started.
12. Streptococcal Pharyngitis (i.e. strep throat or other streptococcal infection): until 48 hours after treatment has been started.
13. Head lice or nits: until after the first treatment.
14. Scabies or ringworm: until after treatment has been given.
15. Chickenpox (Varicella) or shingles: until all lesions have dried and crusted (usually 6 days after onset of rash).
16. Pertussis: until 5 days of appropriate antibiotic treatment.
17. Mumps: until 9 days after onset of parotid gland swelling.
18. Measles: until 4 days after onset of rash.
19. Hepatitis A infection: until 1 week after onset of illness or jaundice or as directed by the health department when immune globulin has been given to the appropriate children and adult contacts.
20. Meningitis or any suspicion of the same including fever, stiff neck, discomfort to bright lights, seizures, blood red rash. Child may return when cleared by a health professional.
21. A non-contagious illness that prevents the child from participating comfortably in activities or a non-contagious illness that results in a greater need for care than the staff can provide and still maintain adequate care for the other children at the program.

## **SUPERVISION**

In order to provide a safe environment we:

- Maintain a staff/student ratio of 1:10 or better at all times.
- Ensure that children only leave with an approved parent, guardian or other adult. You must be on the authorized pick-up list to pick up your child.



- Ensure the physical and emotional safety of all participants.

## **PARENTAL EXPECTATIONS**

We expect parents to:

- Communicate regularly with staff via Procure (absences, concerns, etc.).
- Attend virtual conferences as needed.
- Support the rules and schedule of the program.
- Be an active participant in our program, contributing talents and/or time to NECC whenever possible

## **ADMISSION POLICIES & PROCEDURES**

NECC is an equal opportunity program provider. Admission to our Out of School Time Program is open to any youth entering Kindergarten through 6.

Parents must fill out the *entire* Registration Packet, including the Personal Health and Medical Records. Your child cannot attend the program until all necessary health forms are complete. If you anticipate your child needing to take any medications (including asthma inhalers or epinephrine auto injectors) during our programming you will need to complete the Written Medical Consent Form. If your child has allergies or other medical conditions you will also need to complete an Individual Health Care form and the Allergy and Anaphylaxis Emergency Plan form. All of these forms are included in the Registration Packet. This packet is available at the NECC by appointment only, and can be downloaded from the NECC website.

After completing the Registration Packet, but before attending our program, parents must speak with the Youth Program Director.

We do not discriminate based on race, religion, physical or emotional disabilities, sexual orientation, or any other factor. However, we may be unable to accommodate children whose needs extend beyond our staff's capabilities. We will do our best to work with each child and parent to determine reasonable accommodation.

## **BILLING**

Fees will be based on a sliding scale according to income. You will be sent a monthly invoice on Procure (our childcare app). The full rate is \$60 per week. Please inquire with the Youth Program Director should you have any questions (i.e. sibling discount).

## **ATTENDANCE POLICY**

In your Enrollment Packet, please indicate the weeks your child will attend. ***If your child is sick or has an appointment, we ask that you message the Procure app or call the program cell phone (518-225-7326) to let us know your child will not be attending on that day no later than 9 am.*** This information helps us effectively plan staffing and snacks for the day. If you are keeping your child home because they are exhibiting covid-19 symptoms or have been exposed to someone with covid-19 we would appreciate your notifying the Summer Enrichment Program classroom staff so that we can effectively monitor other children. You are also expected to keep



your child home until they are symptom free.

### **PICK UP PROCEDURE**

Children are released only to a parent or a person listed on the child's registration form. These forms may be amended in writing at any time. Parents who are separated or divorced must furnish NECC with a copy of their custody arrangements to avoid any misunderstandings about when the non-custodial parent may pick up the child. Anyone picking-up a child will be asked to show ID.

***Parents are expected to pick their child up no later than 5:30 pm at EBIS, and 6:05 pm at WES. If there are issues with this it may affect your ability to utilize our program.*** When staff routinely has to stay past closing time, it impacts both our budget and the staff person's personal schedule. We ask that you respect our schedule and pick up your children in a timely manner.

To pick up your child at WES please come to the side doors to the left of the building. To pick up your child at EBIS, please come to the back of the building (as far as you can go) and use the double doors. Please message Procure or call us at (518) 225-7326 when you arrive. You will be required to sign-out your child.

We are aware that traffic conditions and unexpected delays sometimes occur, preventing a parent from reaching Webutuck CSD on time. If you are going to be tardy, we ask that you call the relevant phone numbers listed above in the Pick-Up procedures. If we have not had communication with you by closing, we will first call emergency numbers. If a student is not picked up after 2 hours, the sheriff will be contacted and the child will be handed over to the authorities. Please note that staff CANNOT transport your child in personal vehicles.

### **FOOD PROGRAM**

Our program participates in the Child and Adult Care Food Program (CACFP). As a result, children are not permitted to bring candy, sweets or drinks to the program. Children are provided with healthy snack foods every day. If your child has special dietary needs, please communicate that information with us in advance and we will work to provide appropriate snacks to meet their needs.

### **PARENT CONFERENCES**

Parent conferences are available anytime. Parents are encouraged to reach out directly to their program staff via the emails and numbers listed to arrange an appointment. Comments and new ideas are always welcome. We want to work closely with you and hope you will work closely with us.

### **ACADEMIC REPORTING POLICY**

Our program is principally funded through an Advantage Afterschool Grant. This grant requires us to provide objective evidence that the program is making a positive impact on children and on their learning in school. In order to show our granters that the children in our program are maintaining or improving their level of achievement in school, we are asking parents to give us a copy of their child's report cards each marking period. No identifying information will be used for our reporting; we simply need to report the number of children in each age category who are





maintaining or improving. You may bring your child's report to us and we will be happy to make a copy.

### **INFORMED CONSENT**

The purpose of this document is to allow you to make an informed decision about communication of information regarding participants in the NECC After School Connection.

### **COMMUNICATION WITH FAMILIES**

We will provide you with general feedback about your child's participation. We encourage you to touch base with us when you are picking up your child so we can mention any issues which may have arisen during the day. Periodically the program director provides an e-newsletter to parents outlining special activities, scheduling details, or permission slips to be signed. These letters are usually left on the desk by the sign-out book.

### **CONFIDENTIALITY OF INFORMATION**

We respect you and your child(ren)'s rights to confidentiality within the limits of the law. Many of our projects are funded by private agencies or foundations which may periodically ask for general data about participants such as age, race, gender, and academic improvement. We will release only general data and **will not** release any specific information (name, address, etc.) about you or your child(ren)'s services without your consent. The exception would be if we receive a court order to release your records.

### **MANDATED REPORTING**

All staff members receive training in recognizing signs of physical, emotional, and sexual abuse, and neglect. All program collaborators are mandated reporters required to breach confidentiality in cases of suspected child abuse, suspected dependent, adult, and/or elder abuse, and in cases of danger to self or others. We must inform all mandated reporting agencies when a child or youth is determined to be, or suspected to be in danger. The Child Abuse Prevention Center publishes a manual with full guidelines by which our staff operates. A copy can be provided upon request.

### **PERMISSION TO CONTACT SCHOOL**

Service providers within our program and collaborators will communicate with one another regarding student participation and needs. With your permission, NECC staff may communicate with your child's guidance counselor or teacher if deemed necessary to help your child with academic and/or behavioral issues. It is often helpful to us, as well as to your child, if we are able to use the same methods as your child's teachers, and if we are able to check in with the teacher about homework as well as about any special needs that should be addressed or any other help we could provide.

### **RECORDS**

You have the right to a copy of your child's records or summary of records; however, the original records remain the property of the North East Community Center.