



**UB Child Care Center**



**UBCCC** *School-Age*

# **Handbook**

SOUTH CAMPUS  
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# Welcome to UBCCC School Age Program

**UBCCC School Age Program**, for ages 5 to 12, is a program of fun filled adventures, new experiences, meaningful learning and lots of fun! Small peer groups with enhanced adult-to-child ratios, theme focused activities, field trips, swimming and sports will bring new and meaningful experiences to your child.

## Registering Your Child

Your child is registered for *UBCCC School Age Program* when the following paperwork has been completed and received at the administrative office:

- Registration Fee of \$40/child
- Registration Agreement (Vacation Club or Summer Camp)
- NYSOCFS Day Care Enrollment Form ("blue card")
- Child Profile
- Registration Checklist
- Parent Consent Form (Field Trips & Swimming / Sun Safety / Photo & Video)
- Transportation Release / Parent Affiliation / Health Information Authorization
- Medical Form (requires physician's signature)\*
- Written Non-Medication Consent Form for Sunscreen
- Written Medication Consent Form (OTC and prescription medication if applicable; Requires physician's signature)
- CACFP Income Eligibility Form
- Signed Behavioral and Discipline Policy (page 12 of Handbook)
- Attend Summer Camp Orientation (for Summer Camp only)

**\* Full Disclosure is needed on the medical form. Please be sure to list any relevant medical information about your child, including (but not limited to) allergies, current medications, and medical conditions/history.**

## Payment

- Payment is due **in advance** according to the Registration Agreement and Payment Schedule outlined in the Summer Camp Brochure.
- Failure to make payment by the due date will result in an automatic \$10.00 late payment fee being added to your bill. After one week of non-payment, your child's space in the UBCCC School Age Program and your one-week deposit will be forfeited.
- We cannot accept postdated checks.
- If a check is returned by your bank, a \$35.00 fee will be imposed. Money orders or cash payment will be required for the next pay period.
- Children picked up after the 5:45 pm closing time are charged a late pickup fee per child, for every fifteen minutes (or portion thereof) they are late, as follows: \$10.00 for the first occurrence; \$15.00 for the second occurrence; \$20.00 for the third occurrence, etc. After two late pickups during the semester, a conference is scheduled between the parents and the Director. We ask that families also be mindful of the time it takes to leave the building at pick-up. Staff is scheduled until 5:45pm and the goal is for everyone to be out

of the building by that time. Parents are requested to call the Center if they know they will be late picking up their child. Late fees will still be charged. If a parent or guardian has not called or picked up their child beyond thirty minutes of the closing time, UB Campus Police may be called.

## **Staff Qualifications**

Qualified staff is always supervising children to ensure their health and safety. Just as in the other Center classrooms, the *UBCCC School Age* provides staff supervision meeting the requirements of the New York State Office of Child & Family Services (NYSOCFS) and the criteria of the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children (NAEYC).

The *UBCCC School Age Program* staff promotes the physical, intellectual, communicative, social, cultural and emotional well being of each child. Our staff of Lead Teacher and Teacher Assistants are carefully recruited and screened. All are qualified by education, experience, and training specific to programming for school-age children.

## **Arrival / Departure**

Parents are expected to accompany their child into the classroom and make sure that the child is comfortably settled and is under the care of a teacher in charge before leaving. Please take time to communicate any pertinent information about the child's well being to the teacher in charge. The teacher will carry out a "health check" to document the child's physical condition upon arrival. Please remember to say "*Goodbye*". If your child will not be attending on a scheduled day, please call the Center to let us know.

When picking up your child, be sure the staff knows he or she is leaving and check your child's cubby and mailbox for updates and notices. Please be sure that all individuals authorized to pick up your child are listed on your child's registration profile. If someone other than yourself is to pick up your child, you must notify us in advance. Forms for this purpose are available from the office. A photo ID will be required before your child is released.

**Please be advised that when you are at *UBCCC School Age Program*, at arrival and departure, or when visiting during the day, your child is your responsibility.**

## **What Your Child Should Bring**

- A backpack or pull string bag with child's first and last name on it
- A bagged lunch on field trip days (**Please remember that UBCCC is nut-free.**)\*
- A plastic water bottle with tight top closure
- An extra change of clothes
- A towel and bathing suit
- Swim Cap
- Any sun protection items – hat, lotion, sunglasses, etc.

**Please label all belongings with your child's first *and* last name.**

## WHAT YOUR CHILD SHOULD WEAR TO SUMMER CAMP

**Footwear:** Shoes suitable for walking and/playing sports on grass and pavement are required. Appropriate closed-toe and closed-heel shoes include sturdy tennis shoes or some other type of sport shoe. Sandals will only be allowed for water play and swimming.

**Clothing:** Children should be dressed comfortably each day. We will be outside during the day and children should be dressed appropriately for the weather. Please only send your child to school in clothes that you are okay with getting dirty. All children should have some sort of hat. Hats will help prevent sunburns when we are outside and on our field trips

**Topical Sunscreen:** Children should arrive with sunscreen already applied. Staff will help them reapply sunscreen at intervals throughout the day.

**Swim Wear:** Children should have a bathing suit, swim cap, and towel for swimming. They will be given time to change into and out of their swimsuits

**Optional:** Bug Spray, Coat, Sunglasses

## What Not To Bring To Camp

Valuable items such as expensive cameras, game systems, cell phones, tablets, designer clothes and jewelry can be easily lost or broken at camp and we ask that these items stay at home. We cannot be responsible for lost, broken, or stolen items. Please do not allow your child to bring his or her own toys, trading cards, or electronics. (Please see “Lost and Found” policy).

We have lots of toys and games for the children to enjoy while at *UBCCC School Age Program*.

UBCCC School Age Program is AN “UNPLUGGED” Program. The time the children and teachers spend here is focused on learning, interacting, building relationships, and making friends. Taking a break from tablets, cell phones, gaming devices, and computers allows children to focus on these important face to face interactions. We ask that all electronic devices are left at home. Any electronics that are brought to the center will be held in the Directors office until the end of the day.

## Daily Communication

Announcements and general information will be posted outside the *School Age* classrooms and distributed to families at drop off and pick up times. Please feel free to approach a *School Age Program* staff member when you have concerns about your child, questions to ask, or information to share. In order to attend to your child’s individual needs, it is important for us to be made aware of any changes within the family unit, problems at home, etc. Each child will have their own mailbox and cubby. Please check mailboxes daily for important information. Please label all the child’s possessions to help the school age staff keep the room tidy.

## “A Picture is Worth a Thousand Words”

*UBCCC School Age Children* may be in the news media (television, newspaper, UB Reporter, etc.) from time to time. We’d like to have permission to use photographs and video footage taken of your child involved in *School Age* activities for these and other public relations opportunities and promotional events. Please note on the Parent Consent Form if you would not like your child to be included in such photos or videos.

## Field Trips

Field trips are an integral part of the *UBCCC Summer Camp and Vacation Club* programs. The featured trip schedule is indicated on the calendar sheet in your registration information. All children attending the program on a day of a scheduled field trip will participate in that activity. All field trips will take place from 9am-3pm unless otherwise indicated on the Activity Calendar.

Parents are asked to provide a bagged lunch on field trip days. This is one day a week. \*Please remember UBCCC is nut-free.

Permission is required for all field trip experiences. Please sign the Parent Consent Forms, and/or all permission other slips included in the registration materials.

Occasionally, field trips need to be postponed or cancelled due to circumstances beyond our control (i.e. weather, field trip venue issues, etc.). Because our cost of providing care and programming remain the same regardless of activity or field trip, no credits or refunds will be issued as a result of field trip postponement or cancellation.

## TRANSPORTATION PLAN

Transportation for our off-site field trips is provided by a local, reputable bus rental company. Transportation to the University at Buffalo North Campus will be provided by the UB Stampede as part of their typical schedule. Children and staff will walk to UB Clark Hall for swimming. The mode of transportation for each trip will be indicated on the Parent Consent Form and/or permission slip along with additional details. Children will be transported in rental buses that are equipped with safety belts.

UBCCC complies with NYSOCFS mandated staff: child ratios (see below) in order to provide adequate supervision of children in care at all times. These ratios are followed at all times, whether in the center, or on excursions away from the center.

AGE OF CHILDREN	STAFF/CHILD RATIO	MAXIMUM GROUPSIZE
through 9 year	1:10	20
10 – 12 years	1:15	30

Teachers will be scheduled to provide adequate supervision for all field trips. Children will never be left unattended in a bus. Teachers will travel on the buses with the children, taking head counts before and after each departure and arrival. Teachers will have cell phones and first-aid supplies on every field trip.

Parents are invited (and very much welcome) to accompany children on field trips, although prior notice of attendance is appreciated. Because of limited bus space, parents may be asked to provide their own transportation. However, if seating is available on the bus, parents are welcome to ride with the group. Parents are also responsible for their own admission fees, where applicable.

## SWIMMING PLAN

UBCCC Summer Camp children swim at UB Clark Hall (South Campus). The pool is supervised by lifeguards provided and trained by the University at Buffalo. Teachers are also expected to swim with the children. One teacher will sit out with children who choose not to swim.

Before leaving the center for the pool, a head count is taken and compared to the sign-in sheet. Sign-in and attendance sheets move with the group so there is a checklist of what children are present. The non-swimming children are supervised by one teacher who remains with them and is also not swimming. The children remain in the pool area until the group is ready to return to the center.

Periodically, activity is stopped and a head count is taken of all the children actively swimming.

If a child is determined to be missing, all children will be removed from the pool to join the remainder of the group while the teacher in charge begins the search for the child.

At this time, the UBCCC policy for a missing child (see below) will be followed.

## **MISSING CHILD POLICY**

UBCCC complies with NYSOCFS mandated staff: child ratios (see below) in order to provide adequate supervision of children in care at all times.

Minimum Supervision Ratios Based on Group Size for School-Aged Children:

AGE OF CHILDREN	STAFF/CHILD RATIO	MAXIMUM GROUPSIZE
through 9 year	1:10	20
10 – 12 years	1:15	30

All Center staff receives regular in-service training regarding supervision of children. Attendance is recorded daily, parents are required to sign-in and sign-out their children at drop off and pick up times. Head counts are conducted frequently throughout the program day and documented.

In the event that a child is missing from UBCCC, the following procedure would be implemented:

1. All activity would be suspended and each classroom teacher would gather her group of children together to take attendance. Children would be kept in their designated classrooms until the missing child has been located.
2. The Director will interview the staff member(s) responsible for supervising the child and if appropriate (if children are of preschool age) members of the peer group to determine the last time the child was seen, what activity he/she was engaged in, etc.
3. The Director and one staff member responsible for the child will retrace all steps and completely search all rooms within the Center. If child is not located, the Director will alert Campus Police (2222) about the situation and request assistance in searching the remainder of the campus.

## **Lost and Found**

Please label your child's belongings with his or her first and last name. *UBCCC School Age Program* does not accept responsibility for lost, misplaced, or damaged items.

## **UBCCC School Age Behavior Policy**

### **School Age Policy Agreement**

Teaching appropriate behavior and values is an important part of the UBCCC School Age experience. We aspire to create a safe and stimulating environment for all school age's - an environment where sensitivity, respect for others, and cooperation are valued.

We have developed and maintain a Code of Conduct for the members of our community. The code is intended to be a guide for general behavior. Please review this with your child.

1. Each person is respected and valued.
2. Each person has a responsibility to help make School Age a better place.
3. Each person is expected to use appropriate behaviors and language and encourage others to do so.
4. Each person is expected to think about the results of one's actions and how they affect others.
5. Each person is expected to solve disagreements by talking, listening and compromising.

### **Discipline and Behavior Management**

Behavior management is essential in order to ensure the safety and enjoyment of all children. Discipline and behavior management helps children to feel secure while building self-control and self-esteem. The objective of discipline and behavior management is to promote behaviors that are beneficial to the child's development and welfare, and to change and/or eliminate behaviors that are harmful or distressing to the child or others.

These are acceptable behaviors:

- Complimenting your friends
- Cleaning up after yourself throughout the day
- Using your manners
- Listening to the staff
- Following the School Age Rules
- Having fun

Unacceptable behaviors are in direct violation of our Code of Conduct. These unacceptable behaviors include but are not limited to:

- Possession or use of any drug or other illegal substances
- Any form of bullying behavior
- Non-consensual touching of another student or teacher
- Physical aggression (anything unacceptable in public, i.e. fighting)
- Indecent exposure
- Inappropriate use of language (i.e. cursing)

- Graffiti of any type
- Leaving the group without permission
- Raiding and/or interfering with other people's property
- Possession of any medication not kept locked in the medicine cabinet
- Any inappropriate public display of affection
- Possession of any destructive objects, i.e. knives, etc.
- Starting a false alarm or tampering with the fire extinguisher

### **Consequences for Inappropriate Behavior**

Please assist us with explaining to your child what behaviors are and are not appropriate at UBCCC and what the consequences are of inappropriate behavior. If a teacher is unable, through discussion with a child, to solve the problem, the teacher will bring the child to the UBCCC Director where the following procedures will be implemented:

**First Occurrence** – The first time an incident happens will result in a phone call home. Your child's Lead Teacher will explain to you what happened and that such behavior is not acceptable. The child may be given a one day suspension from UBCCC, with no refund for that day. Staff will explain the policy to the parent. The Director will also contact the parents of the recipient of the incident, so that they are aware of what has occurred and assured that the matter is being dealt with appropriately.

**Second Occurrence** – The second time an incident occurs may result in a second phone call home from the UBCCC Director. At least one day suspension may be given, if not more (with no refund) and it will be explained to the parents that the next occurrence will result in the camper's expulsion from UBCCC without a refund. The Director will also contact the parents of the recipient of the incident, so that they are aware of what has occurred and assured that the matter is being dealt with appropriately.

**Third Occurrence** – The third incident may result in immediate expulsion from UBCCC without refund. The Director will make final determination for expulsion. The Director will also contact the parents of the recipient of the incident, so that they are aware of what has occurred and assured that the matter is being dealt with appropriately. In addition, the Director reserves the right to send any child home if she determines that certain behavior does not conform to the health, safety or philosophical standards of our center.

\*No refunds will be made for any time a child is suspended due to inappropriate behavior.

\*\*At the discretion of the Director, any other occurrences may be expedited.

## **Dignity for All Students Act (DASA)**

The Dignity for All Students Act (Dignity Act) ensures that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, at a school function or that is initiated off school grounds and continued at school.

Harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to email, instant messaging, blogs, chat rooms, pages, cell phone, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as "cyber-bullying."

UBCCC is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all UBCCC students have the right to:

- Expect a school environment that is conducive to learning
- Be treated respectfully by those in the school community
- Take part in all UBCCC activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability (consistent with the UBCCC School Age Behavior Policy)
- Be provided with school rules, and when necessary, receive an explanation of those rules from school personnel
- Present their version of the relevant events to school personnel authorized to impose
- a disciplinary penalty, in connection with the imposition of the penalty

## **Accident Reports**

If your child is seriously injured while at *UBCCC School Age Program*, all efforts will be made to contact you (or your Authorized Designee). In cases of serious injury, the Center will follow UB policy, which is to notify Campus Public Safety who will obtain emergency medical treatment. Any accident occurring at the center is recorded in a written report that is kept in the child's file, in addition to sending a copy of the report home for the guardian(s).

## Medication and Child's Daily Health

According to New York State Office of Child & Family Services (NYOCFS) regulations, children may not be given ANY medication without written instructions from the parent and physician stating that the Center Staff may administer it. Only staff who is certified by NYOCFS may administer medication.

**Prescription or Nonprescription (OTC) Medication.** A written order from a physician must be provided for the Center staff to administer any medication to a child, including both prescription and non-prescription medication. All medication must be in the original container, labeled with the child's full name, medication name, recommended dosage, times and method of administration and possible side effects.

**Topical Ointments:** Topical ointments may be applied as needed to protect against sun under written parental instructions.

All medication is stored out of the reach of children in a medicine cabinet. A medication log is maintained in each classroom.

## Illness and Exclusion

A physician must complete a medical exam before any child is admitted to *UBCCC School Age Program*. Only the form provided by the Center is acceptable. All immunizations must be up-to-date.

In order to help insure a healthy environment for all of the children, we ask you to please keep your child home when ill. When a child is absent due to illness, we ask that you notify *UBCCC* as early as possible in the morning. In the event a child contracts a communicable disease, please contact the office immediately so that we may alert other parents. University at Buffalo Child Care Center's illness return policy is outlined on the Chart of Common Illnesses (below).

In order to work together, the staff tries to keep you informed of any signs of possible illness. If your child becomes ill while at *School Age*, a written illness report will be generated and you (or in your absence your Authorized Designee) will be contacted and arrangements made for the child's immediate pickup. Parents are expected to respond promptly in such an instance. It is essential that you have a back-up care provider who is available at all times in the event you cannot be reached.

***If you take your child to the doctor, please return with a written report of doctor's findings. Please refer to the Chart of Common Illnesses which identifies the conditions requiring a written MD note before the child can return to the Center.***

<b>CHART OF COMMON ILLNESSES</b>	
<b>FEVER</b>	<p>A child who has temperature elevation the night before the attending the Center should be presumed ill and should not return to the Center. If temperature is “normal” only with aspirin or acetaminophen, your child is probably still sick and should not attend. The center will send a child home who is acting sick and has a temperature equal to or greater than:</p> <ul style="list-style-type: none"> <li>* 100 degrees F. axillary (in the arm pit)</li> <li>* A temperature measured with an aural thermometer (in the ear) that corresponds to the 102 degrees F. in the rectum or 101 degrees F. in the mouth</li> </ul> <p>Your child may return 24 hours after temperature returns to normal.</p>
<b>DIARRHEA</b>	<p>If a child has loose / watery stools and poor fluid intake during the course of a day, the child will be excluded from the Center. Your child may return when bowel movements are normal for that individual child and fluid intake is good and MD note stating the child is able to return.</p>
<b>VOMITING</b>	<p>If a child vomits and shows other signs of illness (not to be confused with infant’s occasional spit-ups) s/he will be sent home. A child who has vomited in the preceding 12 hours, is listless, or has a poor appetite, should not be brought to the Center.</p>
<b>UPPER RESPIRATORY ILLNESS (URI)</b>	<p>Children who have congestion, large amounts of nasal discharge, sneezing, coughing, listlessness, or an inability to keep up with the day’s activities should remain at home. Physician-documented allergic reactions and/or asthmatic-related conditions are excluded.</p>
<b>UNDIAGNOSED RASH</b>	<p>Unless specifically diagnosed by your child’s pediatrician as non-contagious, the Center will send home any child who has or develops a rash during the day.</p>
<b>CONJUNCTIVITIS (PINK EYE)</b>	<p>There is a white or yellow eye discharge, redness, itching, and soreness. Child may return to Center if all drainage, excessive tearing and redness have subsided with MD note stating that treatment was prescribed or that child is not contagious. Child should be on treatment 24 hours before returning.</p>
<b>CHICKEN POX</b>	<p>Child may return to Center after no new lesions have formed and all have crusted (scabbed over).</p>
<b>IMPETIGO</b>	<p>Child may return to Center 24 hours after treatment has started with MD proof that treatment was prescribed.</p>
<b>HEAD LICE</b>	<p>Child may return to Center 24 hours after treatment has started with MD proof that treatment was prescribed, and all the nits are gone.</p>

<b>STREP THROAT</b>	Child may return after physician's diagnosis and 24 hours of treatment with antibiotic and MD proof that treatment was prescribed.
<b>SCARLET FEVER</b>	A strep infection with a rash. Child may return to Center after being seen and diagnosed by physician and after 24 hours of treatment with antibiotic and MD proof that treatment was prescribed.
<b>RUBELLA (German Measles)</b>	Child may return to Center no earlier than five days after rash appears
<b>EAR INFECTION (WITH NO OTHER SYMPTOMS)</b>	There will be no exclusion
<b>FIFTH DISEASE</b>	Child may return to Center 24 hours after temperature returns to normal and rash fades.
<b>RINGWORM</b>	Child may return to Center 48 hours after treatment has begun with MD proof that treatment was prescribed.
<b>PINWORMS</b>	Child may return to Center 24 hours after treatment has begun with MD proof that treatment was prescribed.
<b>HAND, FOOT &amp; MOUTH DISEASE</b>	Child may return to Center when lesions disappear (usually after five days).
<b><u>MEDICAL POLICIES WILL BE STRICTLY ENFORCED!</u></b>	
(Adapted from US Health Department Guidelines and American Academy of Pediatrics)	

## Sun Safety and Protection

Please help your child prepare for days in the sun by doing the following:

1. **Before bringing your child to the program each day, please apply a liberal coating of sunscreen or other sun protection lotion.** If you would like sunscreen to be reapplied throughout the day, you must provide a tube or bottle labeled with your child's first and last name and complete the Written Medication Consent Form.
2. **Please have your child bring a plastic water bottle to the School Age Program each day.** We can keep the bottle filled with fresh tap water so that your child stays adequately hydrated.
3. Since some of our activities take us to outdoor wooded areas and fields, we suggest that you apply some sort of bug or mosquito repellent to your child's skin prior to bringing him or her to the program on those days.



Parent Attestation

I acknowledge that I have received and read a copy of the UBCCC Behavioral Expectations and Discipline Policy and have thoroughly explained it to my child/ (children). I understand that UBCCC may, from time to time, change or discontinue the policies or procedures with or without notice.

Print name\_\_\_\_\_

Parent Signature \_\_\_\_\_

Child #1\_\_\_\_\_

Child #2\_\_\_\_\_

Date \_\_\_\_\_