

# **Greenbush Child Caring, Inc. School-Age Child Care Programs**

## **Before-School and After-School**



## **2009-2010 Parent Handbook**

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Greenbush Child Caring, Inc.  
620 Columbia Turnpike  
East Greenbush, NY 12061  
Phone: (518) 477-4125 Fax: (518) 479-4240  
[www.greenbushchildcaring.org](http://www.greenbushchildcaring.org)

# **WELCOME TO GREENBUSH CHILD CARING'S SCHOOL-AGE CHILD CARE PROGRAMS**

## **PROGRAM MISSION**

Greenbush Child Caring, Inc. is a private, not-for-profit agency located in Rensselaer County, New York, whose mission is to provide school-age children with developmentally appropriate child care, along with recreational and enrichment activities in a positive environment.

## **ABOUT GREENBUSH CHILD CARING, INC.**

Greenbush Child Caring, Inc. (GCC) has been in operation since 1983. GCC is made up of a volunteer Board of Directors, Executive Director, Program Director, Office Manager, Bookkeeper, Site Directors and direct care employees. Together the employees and the Board of Directors establish policies and procedures concerning the general operation of the agency.

## **PROGRAMS**

We offer before-school, after-school, half-day and full-day programs to children in grades K-8 in the East Greenbush Central School District. (Although GCC utilizes space in the district buildings, we operate independently of the East Greenbush Central School District.)

Our before and after-school programs are located in the following schools: Bell Top, Donald P. Sutherland, Genet, Green Meadow, and Red Mill. We also offer an after-school program at Goff Middle School. Our half-day programs operate at each site and our full-day program is held at Genet School. The GCC summer day camp site will be announced each spring.

Within each of the programs mentioned above we offer a special needs program for those children who are eligible. Children with special needs are defined as having physical and/or developmental disabilities. The goal of the special needs program is to provide quality child care that promotes positive peer relationships for those children with physical and/or developmental disabilities in a safe and enriching environment.

## **COMMITMENT TO QUALITY**

Our employees are committed to providing quality child care for your child. GCC provides its employees with ongoing training throughout the school year to ensure that we reach a high standard of care for your child. We consistently evaluate our programs and survey our families to ensure that we meet or exceed parental expectations.

## **REGULATORY AGENCY**

Our before-school and after-school programs are registered with the New York State Office of Children and Family Services (NYS OCFS).

## **ABOUT THIS HANDBOOK**

The policies and procedures of Greenbush Child Caring's School-Age Child Care Programs are detailed in this handbook. It is important for parents and guardians to read the contents of the handbook to become familiar with how we operate. Parents are responsible for signing a statement on their child's application, which attests to reading the parent handbook. All policies and procedures are subject to change.

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## PROGRAM REGISTRATION

### **Before-School and After-School Program Registration Procedures\***

Registration is open to our current customers during the month of April. Registration forms will be distributed to each family at their before and/or after-school program site. New customers will have the opportunity to enroll during the month of May. Those who inquire when there are no available openings will be placed on a waiting list until space becomes available.

In order to enroll your child in the Greenbush Child Caring (GCC) before and/or after-school program, you must submit the following to the GCC Administrative Office:

- A completed registration form
- A non-refundable, non-transferable registration fee of \$30.00 per child (see financial information for sibling discounts)

**Please note:** We require both parents to sign the child's registration form (unless an extenuating circumstance prohibits a parent from signing) so either parent can make changes to their child's record or enrollment status throughout the school year.

**Incomplete registration forms, or forms submitted without a registration fee, will not be processed.**

### **Half-Day Program Description/Registration Procedures\***

Half-day programs are offered when the East Greenbush Central School District (EGCSD) operates half-days of school. Half-day programs run at each school (Goff half-days may vary). Children who are enrolled in full-time after-school care are eligible to enroll in half-day programs at no additional charge. Children who are enrolled in part-time after-school care will be eligible to enroll ONLY if the half-day falls on a day they would normally attend. If the half-day does not fall on a day that your child attends or your child only attends the before-school program you can register your child at an additional cost, should space be available. To inquire about availability for a half-day program contact the administrative office two weeks prior to the half-day.

**Please note:** In the event that we have to limit the number of children accepted into half-day programs, the half-day may be subject to an additional charge, holding registration by lottery or on a first come, first served basis.

### **Full-Day Program Description/Registration Procedures\***

Full-day programs operate at Genet School during the December, February, and April vacation weeks and on various days that the EGCSD is closed. The programs are available to children who are enrolled in before and/or after-school programs. Full-day programs are not included in monthly tuition and must be registered for in advance. Registration forms for full-day programs will be distributed in parent mail folders and can be found on our web site. To register, submit a full-day registration form and payment to the GCC Administrative Office. *Enrollment for full-day programs is limited; parents are encouraged to register promptly. A waiting list will be maintained for those who do not get accepted into the program due to capacity restraints.* **GCC reserves the right to cancel a full-day program if there is not sufficient enrollment; in that event a refund will be given.**

\*To register for any of our programs customers must have their account in good standing.

## **MODIFICATION TO ENROLLMENT/RECORDS**

### **Withdrawal**

Parents who wish to withdraw their child from a program must notify the administrative office **in writing** two weeks prior to the date they wish to stop attending the program. Failure to provide sufficient notification will result in billing for that time period. (Please be aware that absences or verbal notification that your child will no longer be attending a program **does not** constitute sufficient notification.)

### **Enrollment Status**

Any changes that need to be made to a child's enrollment status, i.e. from part-time to full-time, etc. (should space be available) must be done in writing two weeks prior to the date they wish the change to take effect.

### **Updating Records**

It is imperative that parents update their child's file when any change occurs, i.e. phone numbers, addresses, pick-up authorization, or medical information. Any change must be made in writing and submitted to the administrative office; the updated information will be forwarded to your child's site. Please note: Only parents who have signed the enrollment application may make changes to a child's record or enrollment status.

### **Confidentiality of Records**

All information contained in your child's file is privileged and confidential and cannot be released without the written consent of a parent. Authorized representatives from the NYS Office of Children and Family Services have the right to review all records upon request.

## **OPERATING PROCEDURES**

### **Orientation**

All families who enroll with Greenbush Child Caring will be given an orientation. Families who are registered at the start of the school year will have the opportunity to attend a formal orientation and an open house prior to the first day of school. Families who join GCC after the start of the school year will receive a personal orientation from the Site Director on their first day.

### **Before-School and After-School Program Days of Operation**

The before-school and after-school programs begin operation on the first day of school in September and run until the last day of school in June. (We will operate each day that school is in session.) Part-time (two-four days per week) and full-time (five days per week) care is available.

### **Hours of Operation**

- Before-school programs open at 7:00 a.m. and end at the beginning of the school day.
- After-school programs begin at school dismissal and are open until 6:00 p.m.
- Half-day programs begin at school dismissal and are open until 6:00 p.m.
- Full-day programs are open from 7:00 a.m. to 6:00 p.m. (Unless otherwise noted.)

**Location of Programs**

The designated area for GCC programs is in the school cafeteria. If the program is relocated, the Site Director will post a sign identifying the new location.

**Identifying GCC Employees**

All GCC direct care employees will wear photo identification, which will include their name and title.

**Communication/Contact Information**

Each site is equipped with a telephone and an answering machine. GCC employees are only at the program site during program hours. During non-program hours you may leave a message for the child care staff. The administrative office is open from 8:30 a.m. to 4:30 p.m.

- ❑ **GCC Administrative Office**                      **477-4125**
- ❑ **GCC Administrative Office Fax**              **479-4240**
- ❑ **GCC Administrative Office Email**          **contactus@gbccinc.org**
- ❑ **GCC Web Site**                                      **www.greenbushchildcaring.org**

<b>SITE</b>	<b>TELEPHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
Bell Top	283-7759	belltop@gbccinc.org
DPS	766-9347	dps@gbccinc.org
Genet	477-5971	genet@gbccinc.org
Goff	477-1290	goff@gbccinc.org
Green Meadow	479-4469	greenmeadow@gbccinc.org
Red Mill	449-1500	redmill@gbccinc.org

**Parent Mail Folders**

A mail folder will be assigned to each family at the program site. Mail folders should be checked daily for pertinent information.

**Parent Conferences**

Regular and daily communication with your child’s Site Director is crucial to your child’s success. However, each school year you will be notified in advance when formal conferences will be held. Although conferences are offered, they are not mandatory. Parents who wish to hold a formal conference may request one during the scheduled conference week or any other time it is necessary.

**Attendance**

Children are accounted for through the taking of attendance. All of our attendance records are kept on file at the GCC Administrative Office.

**Absentee Policy**

*The following procedures have been established to ensure the safety of all children.*

**After-school program/half-day program-** If your child will be absent from the after-school program parents must notify the child care staff. Parents should call their child’s site directly by 2:30 p.m. (10:30 a.m. on half-days of school) to report a child’s absence (leave message on answering machine). (Please do not call the school office, as they do not serve as a message center for GCC.)

If a child does not arrive at the program immediately following dismissal, the Site Director will take the following steps:

1. Check with the school office and check the child's classroom.
2. Contact the bus garage.
3. Contact the parents or emergency contacts.
4. Notify the Program Director.
5. The Program Director will contact the police to notify them of a missing child.

Children attending a school activity (intramural, roller-skating, extra-curricular time in the classroom, etc.) must first report to the after-school program with written permission from a parent. The written permission must include the location of the school activity, and the time the child will return to the after-school program.

**Full-day program-** Absences from full-day programs must be reported to the staff by 8:30 a.m. The full-day program is held at Genet School (phone number previously listed).

**Before-school program-** Since parents are required to sign their children into the before-school program it is not necessary to notify the staff of an absence.

### **Transportation**

Parents are responsible for transporting their child to and from the program. Greenbush Child Caring employees are prohibited from transporting children in their personal vehicles.

### **Drop-Off and Pick-Up (Sign-In/Sign-Out) Procedures**

Each morning and evening parents/guardians are required to walk their child into the school and complete the attendance roster by signing their name and indicating the time of drop-off/pick-up. Parents/guardians and those who are listed on the pick-up authorization and/or the emergency contact list will be the only individuals allowed to sign a child out. All persons who are authorized to pick up children must be at least 16 years of age and will be asked for photo identification until such time that the staff become familiar with their identity.

*Changes to the authorization list must be done in writing and submitted to the GCC Administrative Office.*

### **Court Orders Affecting Enrolled Children**

The employees of Greenbush Child Caring are not able to keep a custodial parent from picking up their child unless there is legal documentation on file with Greenbush Child Caring, Inc. Families who have legal documentation regarding their children should attach the documentation to their child's record at the time of registration. Should a court order take effect following enrollment the legal documentation should be submitted to GCC as soon as it becomes available. If an enrolled child resides in two separate households with their custodial parents GCC will require that each parent complete their own pick-up authorization form. In addition, those custodial parents who are billed separately by GCC will only be able to access their own account, not the account of the other custodial parent. However, should an account become delinquent, each parent will be notified in writing to avoid termination of services.

### **Inebriated Parent Policy**

A GCC employee will approach any person who attempts to pick-up a child while they are in an inebriated state. If the inebriated person is a custodial parent the employee will contact the other custodial parent to pick-up the child. If the inebriated person is not a custodial parent the inebriated person will be denied the release of the child. The employee will be required to contact the local police department and Child Protective Services. GCC employees cannot hold a child against the parents/guardians will.

### **Late Pick-Up Policy**

A \$15.00 fee will be incurred for late pick-up for the first fifteen minutes (or any part thereof) a parent arrives late to pick up their child from program. A fee of \$5.00 will be added for each additional five-minute period. Parents will be required to sign a late pick-up slip, which indicates the date and time of pick-up. GCC will issue an invoice to those who incur a late pick-up fee. If a child is left at the program one hour after closing time and parents and emergency contacts cannot be reached the Police Department will be contacted.

### **Visitation**

GCC has an open door policy that entitles any parent or guardian to visit their child or observe the operation of the program during program hours. Parents or guardians have unlimited access to the program and their child at any time while in the care of GCC.

Any person other than parents/guardians who visit the child care program must sign in on the visitor log form, state the date and reason for the visit and sign out when departing. All visitors will be issued a visitor badge that must be worn while visiting the child care program.

## **INCLEMENT WEATHER or EMERGENCIES**

### **School Delay**

In the instance of a school delay, the before-school program will not operate.

### **Early Dismissal**

In the instance of an early dismissal from school the after-school program will not operate. If the East Greenbush School District closes at regular dismissal time, BUT they cancel after-school activities GCC **will** operate its after-school programs.

### **School Closing**

In the instance that East Greenbush schools are closed GCC programs will not operate.

### **Emergency Closing During Program Hours**

In the event there is an emergency during our program hours, which necessitates that GCC leave the building, GCC will contact families immediately. GCC will contact the East Greenbush Central School District transportation department and the children will be moved to another location at the discretion of the Superintendent.

*All delays, dismissals and closings will be announced on our web site and local television stations.*

## PROGRAM INFORMATION

GCC is committed to fostering a sense of autonomy, cooperation, self-control and choice. Creating a secure and safe environment that permits freedom within set limits is a priority. This is accomplished by providing children with a variety of activities that include opportunities for artistic creativity, organized group play, and independent activities. Children have the freedom to choose what activities they would like to engage in on a daily basis. Daily schedules are available for parents to view on the parent information board. Please see the sample elementary school schedule below (middle school schedule will vary).

### **Sample Schedule for the Before-School Program**

7:00–9:00 a.m. sign-in/attendance/daily health check

7:00–8:30 a.m. activities\*

8:30–9:00 a.m. clean-up/roll call/announcements/group game

### **Sample Schedule for the After-School Program**

Arrival–3:30 p.m. attendance and daily health check

3:30–4:00 p.m. roll call/free play/hand washing and snack

3:30–6:00 p.m. activities\*

#### **\*Activities include the following:**

**Learning centers:** dramatic play, building (blocks/Legos), sensory (playdough, foam)

**Free play includes:** board games, coloring, drawing, puzzles

**Quiet activities:** homework, computer, reading

**Enrichment activities:** science, music, geography, languages, clubs (4-H, newspaper)

**Structured activities:** art, gym, cooking

**Outside:** field games, playground, nature

### **Ratios**

Our child care programs maintain a one to ten ratio for children ages nine and under and a ratio of one to fifteen for children between the ages of ten and twelve.

### **Snack**

Each day during the after-school program all children are served a healthy snack with juice or milk. GCC participates in the Child and Adult Care Food Program (CACFP); their guidelines are used to plan the snack menu. A variety of snacks will be served; a monthly snack menu will be posted at the program site. Snacks will also be served during our half and full-day programs.

**If your child requires a special diet or has a food allergy, please list the information on your child's registration form. If a diagnosis is made after registration please submit revised information in writing to the GCC Administrative Office.**

### **Homework Policy**

Children will have the opportunity to do their homework during program hours. Parents who would like for their children to be encouraged to do their homework may speak with the Site

Director. Our employees will remind and encourage children to do their homework, but will not force a homework time upon any child.

### **Outdoor Play**

Children will be given the opportunity for outdoor play on a daily basis whenever the weather permits. The playground will be inspected daily for broken glass and damaged equipment, before children can play outdoors. Employees will document their findings on a playground safety checklist.

### **High-Risk Activities**

During high-risk activities such as woodworking, nature walks or working in a take-apart center, group sizes and ratios will be decreased. Additional employees will also be assigned to such activities. In the event a high-risk activity is planned and additional employees are unavailable the activity will be postponed.

### **Appropriate Dress**

Parents should ensure that children are dressed appropriately for the weather. This includes wearing hats, gloves, boots and snow pants when necessary. Children will engage in art activities; parents may send in a smock with their child to be kept at the program site. Children must have appropriate footwear to play in the gym and for outdoor activities.

### **Field Trips**

Occasionally during half-day and full-day programs the children will be taken on field trips. Parents will be notified in advance and will be required to sign a statement at the time of registration giving permission for their child to travel with GCC. East Greenbush School District buses will transport children.

### **Community Service**

Site Directors will conduct community service projects during each school year. Families will be encouraged to participate in the project in any way they can.

### **Family Involvement**

Parents are encouraged to visit their children during our program hours. Families can be involved in our programs in varying capacities. This may include teaching children about their profession, their family culture, or cooking or reading to the children.

### **Special Events**

Throughout the school year each before-school and after-school program will hold special events. These events may include a play, talent show, family breakfast or dinner or an end of the year picnic. The children will assist the employees with functions that are produced for families. Parents are encouraged to volunteer for site events.

## **BEHAVIOR MANAGEMENT**

GCC wants all children to be successful in our child care programs. It is our goal for each child to have a safe and enjoyable time while in our care. To achieve this goal reasonable limits for behavior must be established by having discipline procedures and rules in place. Children are expected to adhere to established rules. We expect parents to work with the program staff to encourage more appropriate behavior.

**Children are responsible for:**

- Following the direction of child care employees.
- Respecting each other, the employees, the facility and the property of others.
- Staying in designated program areas.
- Remaining with a GCC employee at all times.
- Keeping hands, feet and other objects to themselves.
- Using acceptable language.
- Controlling their anger so that their actions do not harm anyone.

**Child Care Employees are responsible for:**

- Respecting all children.
- The well being of the children.
- Ensuring that children are safe by following program guidelines.
- Establishing rules along with the children and practicing them on a daily basis.
- Providing an environment that is healthy.
- Ensuring that all children have a fun and enjoyable atmosphere.
- Treating all children equally.

**Positive Guidance**

Behavior management is accomplished through a positive approach that respects the child as an individual. Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive feedback and interaction from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline.

Employees will address normal day-to-day behavior by guiding children to resolve their own conflicts. The following techniques will be used to influence children's behavior: positive role modeling, setting limits, re-direction and positive behavior alternatives. Time-out is used as a last resort and cannot exceed ten minutes. During time-out the child will be placed away from the other children in full view of staff. The employee involved will talk with the child about their actions and come up with a solution to avoid such a situation at another time.

Depending on the frequency and/or severity of the child's behavior a meeting will be held with the parent(s), Site Director and the Program Director. With parental assistance a plan will be devised to help us work with the child. GCC reserves the right to suspend or terminate a child from the child care program if behavior does not improve. Any child who inflicts physical harm on other children or an employee may be dismissed from the program immediately.

**HEALTH POLICY****Daily Health Check**

Each day as children are signed into the care of GCC they will have their health assessed by a direct care employee. Assessments are completed by asking a child, "How are you doing today?" While the employee is speaking with your child he/she will be looking for signs of abnormal behavior or an illness or injury. An abnormal behavior, illness or injury that a child exhibits will be documented on a daily health check form.

### **Suspected Child Abuse and Maltreatment**

All child care workers in the State of New York are mandated to report any suspected cases of child abuse, including child endangerment, neglect or maltreatment. Such cases will be reported to the New York State Child Abuse and Maltreatment Register.

### **Allergies**

Please be sure to list any known allergies, including food allergies that your child has on the back of your child's registration form.

### **Illness**

Children who show signs of illness will be given a quiet space to rest in full view of an employee. A parent will be contacted and asked to pick up their child immediately. An unhealthy child who remains at the program can affect the health of other children and employees. Any child who is diagnosed with a communicable disease cannot attend any GCC program and will not be allowed to return to the program without written release from their physician.

### **Hand Washing**

In an effort to keep all children and employees healthy and to prevent the spread of germs hand washing must occur throughout the day. Children and employees are required to wash their hands before and after snack, after toileting and outdoor play and any other time they are soiled, i.e. after blowing their nose, painting, etc.

### **Injury**

Employees will attend to children experiencing minor injuries such as scrapes, bumps or bruises and the child will be given first aid. All injuries will be documented in our medical log and parents will be notified.

### **Medical Emergency**

In case of a major emergency, 911 will be called and the child will be transported to the hospital. Parents or guardians will be notified immediately. A GCC employee will ride in the ambulance with the child to the hospital. (At the time of registration parents will sign a statement consenting to medical treatment.)

### **Medications**

Prescription and orally administered over-the-counter medication may be administered only upon receipt of a completed (original copies only) Medication Administration Form by both the parent and health care provider. Medication must be in the original container labeled with the child's name, the name of the medication, recommended dosage, time intervals for administration, method of administration, expiration date and for prescription medication, the physician's name and license number. (If your child requires medication please contact the GCC Administrative Office to request a Medication Administration Form.) All medications administered during the child care program will be documented in the medical log.

## **FINANCIAL INFORMATION**

### **Registration Fee**

A non-refundable registration fee of \$30.00 per child (sibling discounts are applied) is required and must accompany your child's record at the time of enrollment.

### **Rate Description**

Prices for the before-school and after-school program are based on the number of school days for the entire year. ***(Snow days, holidays, recesses and absences do NOT affect the monthly fee.)***

### **Tuition Schedule**

Prior to the start of the school year payments for the first and last month of the school year must be made. Subsequent payments are made for the upcoming month. If your family is enrolled for the entire school year (and your account is current) the last payment of the school year will be due on or before April 20, 2010.

**Below you will find the tuition schedule:**

<b>Invoice Date</b>	<b>For Child Care Services Provided</b>
July 1, 2009	September 2009
August 1, 2009	June 2010
September 1, 2009	October 2009
October 1, 2009	November 2009
November 1, 2009	December 2009
December 1, 2009	January 2010
January 1, 2010	February 2010
February 1, 2010	March 2010
March 1, 2010	April 2010
April 1, 2010	May 2010

### **Payments**

Invoices are mailed to parents on a monthly basis and monthly tuition is due by the 20<sup>th</sup> of each month. Direct care employees cannot accept payments at their schools. Payments can be made via cash, check or money order or be automatically deducted from your bank account (see below). Please enclose the top portion of your invoice with your payment.

Payments should be made to:

**Greenbush Child Caring, Inc.  
620 Columbia Turnpike  
East Greenbush, N.Y. 12061**

### **Automated Clearing House Payments (ACH)**

Customers may elect to have monthly tuition automatically deducted from their bank account by completing and submitting an ACH authorization form. This service is **only** available for before and/or after-school program tuition payments. *(All other payments/fees must be paid by cash, check or money order.)*

Greenbush Child Caring, Inc. will issue an electronic withdrawal from either checking or savings accounts (at any bank in the United States) and apply it to your tuition. Deductions will be made on a monthly basis on the 20<sup>th</sup> of each month. Please note that monthly statements will continue to be generated and mailed on the first of each month. A new ACH form must be completed each school year.

### **Late Payment Fee**

Monthly payments, which are postmarked the 21st through the 25th, will incur a \$5.00 late fee. Monthly payments that are postmarked after the 26<sup>th</sup> of the month will incur a \$10.00 late fee.

### **Returned Checks**

Customers who have checks that are returned to GCC by the bank for any reason will be charged a \$25.00 fee. Payments must be resubmitted within five business days of notification in the form of a certified check, cash or money order, including the service charge. Two returned checks would necessitate that all subsequent payments be paid by cash, certified check, or money order.

### **Returned Automated Clearing House Payments (ACH)**

Customers whose automatic payments are returned for any reason will be charged a \$25.00 fee. Customers will be notified and have five business days to pay their tuition, including the service charge. Two automatic payment returns would necessitate that all subsequent payments be paid by check, cash, certified check, or money order.

### **Refunds**

When proper notice is given, refunds will be issued when withdrawing a child from a GCC program (see "Withdrawal").

### **Delinquent Accounts**

Failure to make payments or payments that are consistently late is grounds for dismissal from our programs.

### **Tuition Assistance**

Financial assistance is available on a limited basis as determined by the Executive Director. To apply for tuition assistance parents may download the application from our web site or contact the GCC Administrative Office to request an application by mail.

### **Rensselaer County Department of Social Services (DSS)**

Customers receiving financial assistance through Rensselaer County DSS will need to provide the name and phone number of their caseworker upon enrollment. GCC will work in conjunction with DSS to ensure monthly tuition is paid. Parents will be held responsible for any account that cannot be billed to DSS due to excessive absences.

### **Dependent Care Accounts**

Many parents are enrolled in a "Dependent Care Advantage Account". This allows parents to put aside pre-taxed dollars to pay for child care. Those who are enrolled in this program will be required to complete a form that needs to be validated by our Bookkeeper. To get the form validated, mail it in with your monthly payment along with a self-addressed, stamped envelope.

### **Receipts**

To receive receipts by mail please send GCC the top portion of the invoice and a self-addressed stamped envelope with your payment.

**Yearly Statement**

Greenbush Child Caring’s fiscal year is from September 1–August 31. Therefore, we are unable to provide yearly financial statements. GCC will however, provide (upon request only) a statement of all account activity that occurred during the previous calendar year.

**GREENBUSH CHILD CARING, INC.  
2009-2010 SCHOOL-AGE CHILD CARE RATES**

<b>DAYS PER WEEK</b>	<b>1 CHILD</b>	<b>2 CHILDREN</b>	<b>3 CHILDREN</b>	<b>4 CHILDREN</b>
<b>MONTHLY RATES FOR THE BEFORE-SCHOOL PROGRAM</b>				
5	\$99	\$188	\$267	\$337
4	\$89	\$169	\$240	\$303
3	\$74	\$141	\$200	\$252
2	\$59	\$113	\$162	\$201
<b>MONTHLY RATES FOR THE AFTER-SCHOOL PROGRAM</b>				
5	\$160	\$304	\$432	\$544
4	\$144	\$274	\$389	\$490
3	\$120	\$228	\$324	\$408
2	\$96	\$182	\$259	\$326
<b>MONTHLY RATES FOR BEFORE-SCHOOL &amp; AFTER-SCHOOL PROGRAMS</b>				
5	\$259	\$492	\$699	\$881
4	\$233	\$443	\$629	\$792
3	\$194	\$369	\$524	\$660
2	\$155	\$295	\$419	\$527
<b>MISCELLANEOUS FEES with SIBLING DISCOUNT</b>				
Registration	\$30	\$57	\$81	\$102
Half-Day	\$18	\$34	\$49	\$61
<b>FULL-DAY PROGRAM/COST PER DAY (VACATION WEEKS)</b>				
1-3	\$32	\$61	\$86	\$109
4 +	\$27	\$51	\$73	\$92

**ADDITIONAL FEES**

LATE PICK-UP.....	starting at \$15
LATE PAYMENT.....	\$5 if postmarked 21 <sup>st</sup> -25 <sup>th</sup>
<b>OR</b>	
.....	\$10 if postmarked after the 26 <sup>th</sup> of the month
RETURNED CHECK/ACH PYMT.....	\$25
A.M. PROGRAM (One day ONLY – must be currently registered w/GCC).....	\$10
P.M. PROGRAM (One day ONLY – must be currently registered w/GCC).....	\$12

## **MISCELLANEOUS INFORMATION**

### **Lost and Found**

Help us keep track of your child's possessions by clearly labeling all items with your child's name. A box of lost and found articles will be set up at each site and should be checked regularly. All items that remain at the end of the school year will be donated to a charitable organization.

### **Personal Belongings**

Children will be given an individual bag or laundry basket labeled with their name to keep their belongings together (coats, backpacks, etc.) for sanitary purposes.

### **Toys from Home**

Children are prohibited from bringing personal possessions from home. These include electronic devices and toys. Please be aware that GCC does not accept responsibility for belongings children bring to the program. GCC reserves the right to request that children put away personal belongings brought from home.

### **Cellular Telephones**

During program hours cell phones must be turned off and kept out of sight. Greenbush Child Caring, Inc. assumes no responsibility for a participant's cell phone.

### **Photo Release**

Greenbush Child Caring, Inc. reserves the right to take photographs of children who are enrolled in child care programs for promotional purposes (which includes our web site). Please notify us in writing if you do not want your child's photograph taken.

### **Donations**

Donations are an integral part of any not-for-profit organization. Monetary donations are always welcome and are tax deductible. Anyone who would like to donate items such as toys, games, furniture, etc. may contact the Executive Director to make arrangements.

### **Dismissal from Child Care Programs**

Greenbush Child Caring reserves the right to dismiss families from the program if they fail to comply with program procedures. Such dismissal would be at the discretion of the Executive Director.

### **Program Capacity**

The Office of Children and Family Services dictates enrollment capacities and Greenbush Child Caring, Inc. (GCC) reserves the right to limit the number of children accepted into the programs.

### **Liability Statement**

Greenbush Child Caring, Inc. bears no responsibility for the activities of its employees outside of working hours, including any paid or unpaid services provided by employees to families of enrolled children by private arrangement.

### **Your Opinion Counts**

Input from our families is valuable information that assists the administration in developing new policies, re-formulating current policies and looking at the cost of services provided. Each year surveys are distributed to program participants and parents/guardians; so we may determine overall customer satisfaction. Your opinion is important; we encourage you to complete a survey and/or contact a GCC employee at any time with suggestions.

### **Questions or Concerns**

All questions that you may have regarding this handbook or any concerns about our programs should be directed to the Program Director or Executive Director. Questions regarding enrollment should be directed to the Office Manager and questions regarding billing should be directed to the Bookkeeper. All of the above can be reached at the Greenbush Child Caring Administrative Office at 477-4125.

### **Board of Directors**

If you are interested in being on the Board of Directors please contact the Executive Director.