

# **NEW MILFORD YOUTH AGENCY**

**At SMS**

## **PARENT HANDBOOK**



**Main Office (860) 210-2030**

**Monday-Friday**

8:30 am – 5:00 pm

### **Location**

Schaghticoke Middle School

(860) 210-2034

### **Program Hours**

Monday-Friday 2:15pm-6:30pm\*

\*Hours are adjusted accordingly for early dismissals, snow days, school recesses etc...

## **ENROLLMENT**

Final acceptance of a child into our program is contingent upon the following:

1. Completed registration form.
2. Signed authorization for medical care.
3. Signed permission for off-site trips.
4. Current school health form.
5. No outstanding balances.

**Please inform us of any changes to your registration form throughout the year, (phone numbers, emergency information, etc.).**

**Please be sure you are informed of your child's site location, site phone number, supervisor's name and bus number (if applicable).**

## **Full-Time REGISTRATION**

Families already enrolled in our program will have the first opportunity to sign up for the summer programs and school year. Siblings of students already enrolled are given priority. After this registration period ends, any remaining openings will be offered to the general public. Re-enrollment is available to families with good payment history and no outstanding balances.

## **Enrichment Activities/Classes**

Throughout the school year, all Schaghticoke students will have the opportunity to participate in enrichment activities. **These activities are separate from the full-time after school program.** Schedules will be released on our **Youth Agency website and will be updated on a bi-monthly basis.** **Parents must register with the Youth Agency prior to any classes.**

## **Students in Clubs and Sports**

Students who are involved in clubs or sports who do not have a ride will have the option of joining the Youth Agency at the dismissal of their activity. Students must make a deposit with the Youth Agency for five (5) days that a student will attend a club and pay on a continuing basis if supervision is needed. If an activity is cancelled, the students will be asked to leave on their regularly scheduled bus. **Charges will be deducted only when a club meets whether or not a student is in attendance.**

## **School Closures**

### **FULL DAYS**

**Location: The MAXX**

**860-210-2165**

**(Full-Time Program Only 7:30am-6:30pm)**

During the school year, supervision will be available, for an additional fee, for many of the FULL DAYS when school is closed. You must sign-up during the given period of time in order for your child to attend. Once signed-up, you are financially responsible for that day or days, whether or not your child attends.

### **Early Dismissal**

In the event of an early dismissal we will provide supervision for your child at the regular site. In case of an emergency or evacuation during the school day, students will be asked to leave school grounds on their primary buses.

### **CHILD CARE FEES**

Payments are expected the Friday prior to each week. Payments can be made directly to the site supervisor in cash or check or by delivering them to the Youth Agency's Main Office at 50 East Street, New Milford CT 06776. Credit Card payments can also be made by calling the Youth Agency during office hours. Outstanding balances may jeopardize your spot in the program. There is no additional cost for EARLY DISMISSALS. Payments are required even when your child will not attend the program.

The Youth Agency reserves the right to drop a child or children from the Program if a balance of over Two (2) weeks is not received and payment arrangements have not been made.

Financial hardships should be brought to the attention of the Program Director in advance, since they may be able to provide guidance for obtaining financial assistance.

### **PAYMENT EXEMPTION**

We understand that illnesses, vacations and other circumstances may keep your child out for full weeks. A maximum of up to two weeks during the school year is allowed. Under these conditions, the Youth Agency's Program Director may exempt a family during the school year only if the office is called or written notice is given to the site supervisor in a timely manner.

### **LATE FEE**

The program will assess an overtime **charge** of \$10.00 for the first 15 minutes after 6:30 pm and \$15.00 for every 15 minutes after 6:45 pm. A courtesy call is requested so that the staff and your child do not worry if you are going to be late.

## **HEALTH POLICY**

**The following signs and symptoms serve to determine whether a child should remain at home:**

- \*Oral temperature over 100F**
- \*Upset stomach or vomiting within the past 24 hours**
- \*Any intestinal disturbance with diarrhea**
- \*Any discharge or drainage from eyes, nose, ears or open sores**
- \*Signs of a newly developing cold or severe coughing**

If your child develops any of these symptoms while at the program we will contact you and request that you have your child picked up as soon as possible.

If your child develops or has been exposed to a contagious disease, please inform our staff immediately so other children can be watched for symptoms.

## **MEDICATIONS POLICY**

**The Youth Agency allows trained Youth Agency staff to administer medication with a cartridge injector to students with a medically diagnosed allergy. This policy also allows for students with asthma to self-administer a prescribed inhalant medication. No other medications will be administered.**

## **CLOSINGS**

The program will be closed at the beginning and end of each summer for several days (these closings will be determined by the school calendar) for maintenance, repair and staff training. The program will be closed on the following holidays or the observed weekday:

1. Independence Day
2. Labor Day
3. Election Day
4. Thanksgiving & that Friday
5. Christmas
6. New Year's Day
7. Good Friday
8. Memorial Day

*\*Advanced notice will be given for any additional closings.*

## **SAFETY**

Any student who presents a danger to themselves or others may be asked to leave the program after reasonable efforts have been made to accommodate the student and to provide a safe environment for all.

## **RESPECT**

The Youth Agency promotes respect and compassion for each student and staff's individuality. We will not tolerate prejudice by anyone within our program. As with other serious behavior problems, infractions will result in suspension or removal from the program.

## **SMS Tuition Fees**

Enrichment Activities and Classes: Set prior to sign-up

### **Students joining from clubs or sports:**

(5 sessions per renewal)

Clubs/Sports Ending 3:30 and prior: \$65

Clubs/Sports Ending after 3:30: \$55

### **Full Time (M-F program 2:15pm-6:30pm)**

(Paid Weekly)

	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child
Single Income	78	72	68
Double Income	89	84	79

### **Full Day Rates (Snow Days, Holidays etc...)**

(Add to Regular Weekly Fee)

	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child
Single Income	17	14	14
Double Income	20	17	16

### **Vacation Week Daily Rates**

(Spring/Winter Recess Per Day)

	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child
Single Income	32	28	27
Double Income	37	33	31

### **BEHAVIOR**

If a student misbehaves, disrupting the group or program activities, he or she will be reminded by the staff of program expectations. Persistent acting out will result in the child being asked to talk with a staff member for a short time until they have demonstrated they are ready to rejoin their group. The consequences for continued negative behavior will result in the child speaking to the Site Supervisor, the Program Director and/or parents.

### **CONCERNS**

If you have any concerns regarding the operation of the Youth Agency at SMS Program, we encourage you to talk with the Program's Director or the Site Supervisor promptly. We are certain they will address your concerns appropriately.

All discussions are private and will be handled professionally. Parents who have further concerns have the right to speak with the Agency's Program Coordinator or Executive Director.

### **AUTHORIZATION TO PICK-UP**

If someone other than a parent is going to pick up your child, we must have advanced written permission from you. If this person is unknown to us, we will request proper identification before we release your child into that person's custody. If one parent is NOT AUTHORIZED to pick up their child, we must have a copy of the COURT ORDER on file.

### **SUMMER REGISTRATION**

When registering for the summer program, you may choose which weeks you would like your child to attend. In order to change or drop weeks for the summer program, you must do so by the posted date. After that date, you will be financially responsible for all registered weeks. We request that our families honor this policy.

## **Snow Days**

**Location: The MAXX**

**860-210-2165**

The Youth Agency at SMS will be available on snow days unless there is a state of emergency. In the event of a snow day, the program will open at 7:30 am. If it is necessary for the program to close, announcements will be made on the following CT TV stations: **WFSB, NBC and Fox** as well as the **Youth Agency's website, youthagency.org**.

**Anytime winter weather creates hazardous driving conditions, we would greatly appreciate you picking your child up as soon as possible. Although it is not our policy to close early on days when weather is bad, the possibility does exist. In this case we will notify you.**

## **Clothing and Personal Items:**

Seasonable attire should be worn year round, so that your child can play comfortably outdoors and during the Program's Activities.

- Socks and sneakers should be sent daily for activities.
- During the summer weeks, your child needs to bring sunscreen, bathing suit and towel, to be taken home at the end of each day.

**● The Youth Agency is not responsible for lost, damaged or stolen electronic items. The Youth Agency asks that students keep their electronic devices home or in their backpacks for the duration of the after school program unless it is being used for homework purposes.**

- Students are responsible for all personal items  
*\*Please clearly mark your child's belongings\**

**Check the LOST & FOUND at the end of each day. The Agency is not responsible for items that are lost or stolen.**

## **Snack / Lunch**

During the school year, please send a nutritious snack with your child to have upon arrival at our program in the afternoon. On full days and during the summer the children need to bring lunch and a drink in addition to a snack.

Throughout your involvement with the Youth Agency's Middle School Program at Schaghticoke Middle School, we encourage on-going communication between parents, staff and the main office. Good communication will ensure a safe and positive experience for both you and your child.

### **WITHDRAWAL FROM THE PROGRAM**

If you need to withdraw your child from our program during the school year, we request a two weeks notice.

\*\*\*Please contact us if you have any questions regarding our program.\*\*\*

**Schaghticoke Program Purpose:** The Youth Agency's SMS Program was developed to provide a safe and well supervised AFTERSCHOOL, and SUMMER Program support network for the SMS population of New Milford. While providing recreation, creative, social and educational group activities and classes; we also hope to allow room for individual growth and development.

The New Milford Youth Agency was established by the Town of New Milford in 1977 to assess the need of the youth in New Milford in regards to housing, employment, health, recreation, legal and other relevant matters. Present services include; support groups, substance abuse councils, Student Advisory Board, maple syrup production, parent workshops, employment opportunities, family events and much more.

**New Milford Youth Agency**  
**50 East Street, New Milford, CT 06776**  
**[www.youthagency.org](http://www.youthagency.org)**