

CAMP WILBUR HERRLICH

ADVANTAGE BEFORE CARE PROGRAM POLICIES

PROGRAM HOURS

The Advantage Before Care Program will be open for all scheduled school days. Hours of operation are 7:00AM – 9:00AM, Monday through Friday for the school calendar year. The Advantage Before Care Program **will not** be open for any snow days or delayed openings. You must have an alternate plan in place when schools are unexpectedly closed or delayed. We **will not** be open for scheduled school closings (darkened dates on the school calendar).

PAYMENT

A \$100 deposit must accompany each child's registration. The first month's tuition payment must be received prior to attendance. Thereafter, the billing will be processed on a monthly basis on the first of each month. In other words, on October 1st you will be billed for November tuition. We ask that you please remit your monthly payments no later than the 15th of each month. You may mail payment to the camp office or give tuition payments directly to the school's Site Director.

DROP OFF/EMERGENCY PICK UP

Please enter the school building to drop off your child. For the safety of the children in the program, you **must** check in with a staff member and sign your child in each day.

Registration forms indicate other adults who are able to pick your child up from the program in case of an emergency or illness. **Your child will not be allowed to go with anyone else unless a written note is provided. This will be strictly enforced by the Advantage Before Care Program Staff.**

Children who are students in Kent Primary School and are registered to participate in the Advantage Before Care Program at Kent Elementary School will be escorted from the program at KES to KPS by the Advantage Staff at 9:00AM.

SCHOOL CLOSING/DELAY PROCEDURE

In the event that the school must be closed OR delayed in opening due to inclement weather or an emergency situation, the Advantage Before Care Program **will be** cancelled. Announcements for school closings are made over the local radio stations, cable television channel 22, or you may call the Carmel Central School District information telephone line at 225-1637. If there is an emergency in the school building during Advantage Before Care program hours, the program staff will call the persons indicated on the registration form to pick up your child. It is critical that you select individuals for emergency contact that are available to pick up your child in a timely manner.

This is a two-sided document →

HEALTH CARE AND MEDICATION

All children enrolled in the Before and/or After School programs must complete a MEDICAL INFORMATION FORM.

If a child develops any new health concern subsequent to initial registration, a new Medical Information Form must be completed stating any limitations or restrictions as well as care guidelines from the child's health care provider.

CAMP HERRLICH BEFORE & AFTER SCHOOL PROGRAMS SERVES WELL CHILDREN. If a child becomes ill while at the program, the parent will be called. Every effort will be made to make the child comfortable until pick-up. The child will be well supervised yet removed a safe distance from the other children to decrease the spread of any potentially communicable illness. Depending on the severity of the symptoms, emergency/back-up contacts will be called if the parent cannot be reached. In general, if the illness, symptoms, or the child's reaction to the symptoms prevent the child from comfortably participating in program activities and/or requires more than staff can provide, or compromises the health and safety of others, the child must not attend until the symptoms are resolved.

Infection control procedures are practiced at all before and after school program sites. Staff and students practice good hand-washing techniques. All staff observes universal precautions using proper medical glove techniques and cleaning/disinfecting surfaces.

Medication

Camp Herrlich School-Age child care programs **WILL ADMINISTER PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS**. The New York State Office of Children and Family Services guidelines for medication administration will be followed. Each program site has a staff member available who is certified to administer medication. These staff members also hold current certifications in CPR and first aid.

Written consent must be given to the MAT provider at the program site for any on-going or "as needed" medications signed by the parent and licensed health care provider. Consents must be updated at least every six months.

Medication must be in the original container labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and, for prescription medication, the prescriber's name and license number. All package inserts, instructions and dosing equipment must accompany each medication.

If medication is needed for one-day only, a verbal consent from the child's physician may be allowed followed by a parent signature. All consent forms and administration guidelines can be obtained from the MAT provider at the program site.

Please call the program phone # if your child will not be attending the program for any reason.

PROGRAM PHONE NUMBERS

Kent Elementary School	(845) 629-2519
Matthew Paterson Elementary School	(845) 629-2516
Camp Herrlich Administration Office	(845) 878-6662