



Handbook

2019-2020



43 West Avenue, Dansville, NY 14437

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Program Staff

Program Director – Derek Wadsworth

Email: derekw75@gmail.com

Administration and Finance – Trisha Heap

Email: Dansvillecommunitycenter@gmail.com

Primary School Site Supervisor – Judi Wadsworth

Email: wadsworthjudi@gmail.com

EBH Elementary School Site Supervisor – Tyler Harnish

Email: tylercharnish@gmail.com

Contact Information

Main Office: Phone: 335-7890 11:00 am – 1:30 pm (M-F)

PLEASE CALL THE SCHOOL SITES 1:30 PM – 6:15 PM (M-F)

School Sites: Primary Phone: 335-4040 ext. 2131

EBH Elementary Phone: 335-4030 ext. 3129

The Center Phone: 335-7890

Program Information

Student Pick-Up

The DCC After-School Program operates on school days Monday through Friday from dismissal until 6:15 pm. **Parents are expected to come into the school cafeterias and or Center to pick up and sign out their child.** There is a specific after-school doorbell located near the cafeteria. Please use the doorbell so we can let you in to pick up your child. *The After-School staff will not bring your child to you for any reason.* If your child is not picked up by 6:15 pm, a late fee of \$1.00 per minute will be charged to you. A bill will be sent to you in the mail. If it is not paid within 3 business days, your child may be excused from the program.

Primary Doorbell – Located on the right side of the building between the H.S. and Primary

EBH Doorbell – Located on the left side of the building past the gym Until 3:30pm

The Center – Located at 43 West Avenue.

PLEASE NOTE – We are no longer able to offer “call in” send your child out service at EBH. All parents must now come in to pick up their children (*OCFS NYS has mandated this, there is nothing we can do*)

Program Closings

The After-School Program may be closed on certain days for staff development. You will be made aware of these dates through our newsletters. Please refer to the rate card for special offering during school closings.

Emergency Closings

If school is closed due to inclement weather or impassable roads, an announcement will be made over the following radio stations: WDNY, WHAM, WYSL, and WHHO; and the following television stations: WXXI (channel 21), WHEC (channel 10), WHAM (channel 13), WRGZ (channel 2), and WROC (channel 8).

Please have an emergency plan for school/program closings and make sure that your child knows what to do and where to go.

Program Goals & Activities

The Dansville Community Center (DCC) Programs exist;

To be the premier provider of school age care, while meeting the needs of the students, parents, schools and community we serve.

We will provide our **4 pillars** of development; **Health & Wellness, Social & Recreation, Character & Community** and **Academic & STEM** (Science, Technology, Engineering, & Math) learning opportunities that builds upon individual strengths and interests, necessary for lifelong success.

Health & Wellness – First and foremost youth are at a safe place when they are at our programs. Youth enjoy at least 30 minutes of moderate to vigorous physical activity daily through the coordinated activities and participation in sports and other high-energy activities. Youth also enjoy a healthy snack and learn the importance of good nutrition. Childhood obesity is a serious concern in the United States, we help combat this with exercise and education. We will also provide instruction on healthy eating through partner programs. We also infuse the 40 developmental assets into our daily activities.

Social & Recreation- Youth need social and emotional skills to achieve success in school and in life. One of these skills is resilience, or the ability to “bounce back” from frustrations, challenges, and setbacks. Another of these core competencies is hopefulness: we define this as the ability of youth to imagine and anticipate a positive future. DCC programs instill skills like empathy, resiliency, trust, and responsibility. Close relationships with dedicated and caring staff ensure that youth can learn and have fun while they grow emotionally and intellectually. To implement genuine care, respect and courtesy for students, parents, the community, and each other.

Specific Program example - We will use Search Institutes “40 Developmental Assets”, integrated into our programming on a weekly basis. Search Institute released a framework of 40 Developmental Assets, which identifies a set of skills, experiences, relationships, and behaviors that enable young people to develop into successful and contributing adults. The Developmental Assets framework and approach to youth development became the most frequently cited and widely utilized in the world, creating what Stanford University’s William Damon described as a “sea change” in adolescent development. Data collected from Search Institute surveys of more than 4 million children and youth from all backgrounds and situations has consistently demonstrated that the more Developmental Assets young people acquire, the better their chances of succeeding in school and becoming happy, healthy, and contributing members of their communities and society.

Character & Community- Character is caught as well as taught. We place emphasis on living out good character with our staff so the youth see it in action every day. We also employ various methods to teach character development with the youth on a regular basis. Whether they are participating in a canned food drive or cleaning up their communities, youth in our programs have the opportunity to “give back.” They participate in ongoing projects to create positive, lasting change. Youth explore local community resources including the local library, historical museum, community center, and parks.

Specific Program example - We will use the “Character Counts” approach. The Josephson Institute, a 501(c)(3) nonprofit organization, administers the national office of CHARACTER COUNTS! (the Center for Youth Ethics). CHARACTER COUNTS! is the most widely implemented approach to character education, reaching millions of youth. CHARACTER COUNTS! Is a framework centered on basic values called the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring and citizenship. The program also covers the very important subjects of bullying, and violence prevention strategies and healthy coping mechanisms.

Academic and STEM- Through our key partnership with EnCompass we are able to offer:

EnCompass Extended Learning programs provide an afterschool learning and enrichment opportunities. The hallmark of EnCompass Extended Learning programs is the combination of targeted tutoring and inquiry-based learning opportunities.

Targeted Academic Tutoring - Academic supports are offered by certified teachers or content area specialists in push-in and pull-out settings. Youth academic skills, performance and behaviors are supported within the targeted tutoring opportunities provided on a daily basis. Youth work directly with an Academic Coach in small groups to address academic skills and performance specifically in the areas of ELA and math. Individualized learning goals are established for each youth participating in the program using the NYSED Common Core standards for ELA and math. Goals are based on reported school performance, criterion-based assessments; youth's identified learning needs and strengths.

Inquiry-Based Learning - opportunities for students to explore, inquire, and discuss topics relating to a chosen inquiry are incorporated on a daily basis. The inquiry-based learning opportunities promote a cohesive learning community fostering social-emotional competencies (e.g., self-management, peer social skills) as well as academic skill development.

Students are required to participate in homework lab. It enables students the opportunity to get their homework done or to receive “one-on-one” help with subjects they are having difficulty with. We will also be integrating Science, Technology, Engineering and Math (STEM) into these activities.

***Parents and students will be made aware of field trips, special events, and various program activities by newsletter and/or verbally by the program staff.**

Our Philosophy and Core Values:

- DCC programs strive to provide a safe, secure and supportive environment that gives families peace of mind when you cannot be there yourself.
- We believe that a child's experience is dependent on family life and community life – DCC programs strive to support the entire family with a variety of programming and character-based curriculum.
- We believe in focusing on your child's strengths rather than their shortcomings.
- We believe that when youth are exposed to consistent displays of positive character traits, they will develop a healthy self-esteem and a willingness to help others.
- We believe that by supporting your local school and community, your child will experience success. Our programs offer a holistic approach to your child's development by offering activities that strengthen, expand and provide real life context to information learned in the classroom.
- We believe that building strong kids and strong families will strengthen the foundation of our community.

Continuous Improvement and Evaluation Vectors

40 Developmental Assets evaluations are conducted on every student, there is a pre and post survey applied to determine school year progress.

The NYSAN tool will be used annually as a full scale audit of our program.

Children's grades will be monitored for academic success.

Children's behavior will be monitored for social success.

The DCC After-School Program is a Registered School-Age Child Care Program and functions under Office of Children and Family Services regulations. The following relate to specific Child Day Care Regulations pertaining to:

Child Abuse and Maltreatment: (Section 414.10)

- A. Any abuse or maltreatment of a child either as an incident of discipline or otherwise will not be acceptable by the program. This will be grounds for immediate dismissal of the worker.
- B. All staff will be finger printed and put through the Statewide Central Registry of Child Abuse and Maltreatment as a requirement of employment.
- C. All volunteers will not be left alone with children at any times.
- D. All staff are mandated reporters and thus must report any suspected cases of child abuse.

Supervision of Children: Section 414.8

A) Our staffing qualifications are as follows:

Position	Qualifications
Program Director: Derek Wadsworth	<ul style="list-style-type: none">• Bachelors in Counseling• Associates in Human Services• Over 15+ years after school experience
Financing: Trisha Heap	<ul style="list-style-type: none">• Associate's Degree in Business Administration• 15+ years of experience in after school
Site Supervisor (2): Judi Wadsworth* Tyler Harnish **	<p>* 5+ years' experience working in after school programs, Bachelors of Science in Nursing</p> <p>** 5+ years' experience working with youth, and after school programs, Current Education student.</p>
Youth Workers	<ul style="list-style-type: none">• All of our youth workers are passionate to work with children, they go through a rigorous interview and clearing process before they are hired.
Volunteers	<ul style="list-style-type: none">• ADULT - A high school diploma or GED equivalency• STUDENT - A member in good standing from the National Honor Society or from the Academic Eligibility List (preferably a Junior or Senior)

Admissions Policy

Price - See Rate Card on page 12.

Absolutely no refunds will be given for any reason.

Please note: Financial hardship scholarships are being made available. If you want to apply, contact Trisha Heap. Income verification will be required. Scholarship awards will be dependent on available scholarship funds.

Fundraising

Parents are expected to assist in the Annual Wong's Buffet and Auction held each year early spring. You have a choice to either; sell 5 tickets or contribute a raffle basket worth \$50 or simply donate \$50. All options are per child. This is **mandatory**.

Equal Opportunity

Our program provides equal opportunities for all. We do not discriminate based on gender, race, color, national origin, or religion.

Maximum Enrollment

The maximum enrollment for the program is **96** students. A maximum of **56 students for Primary** and **40 students for EBH/Center**; all other registrations will be held on a waiting list to be notified when an opening is available.

Sickness Policy

If a child is absent or dismissed early from school, they are not permitted to attend the program for that day.

*If the staff notices any of the following, the parent will be called and expected to pick up their child from the program:

- The child does not feel well enough to participate comfortably in the usual activities.
- The staff cannot care for the sick child without interfering with the care of the other children. The decision will be made at the discretion of the site staff and/or site supervisor.
- An auxiliary (armpit) temperature of 100 degrees or greater and behavior changes or other signs and symptoms.
- Uncontrolled diarrhea (accidents – child can't get to the toilet in time; or 3 or more bouts of diarrhea in one day).
- Vomiting in the previous 24 hours until the vomiting stops or a health professional determines that the child may be in child care.
- Pink eye with white or yellow discharge, until 24 hours after treatment is started.
- Scabies, head lice, or other infestation until 24 hours after treatment is started and the child is nit-free.

DCC After-School Program is Medication Administration Training (MAT) Certified.

We are able to serve children with special health care needs. Defined by NYS this is:

“A child who has a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and who requires health and related services of a type or amount beyond that required by children generally”

We can accept and administer Asthma inhalers, Benadryl, EpiPens, and other child specific medications at both of our program sites.

If you would like to take advantage of this service, please speak with your Site Supervisor. The following steps will need to be completed:

1. Site Supervisor will complete OCFS-LDSS-7006 *Individual Health Care Plan for a Child with Special Health Care Needs*, with your assistance.
2. Complete an OCFS-LDSS-7002 *Written Medication Consent Form* with your health care provider – return the complete form to the Site Supervisor.
3. Deliver your child’s medication to the Site Supervisor. You will sign another form documenting the delivery of any medications.

All medications will be kept in a secure, locked area. Emergency medications (i.e., EpiPen) will be placed in the first aid backpack that travels with staff and children. If you have any questions, please speak with your Site Supervisor.

Student Behavior and Discipline

We follow the Dansville School Code of Conduct. These policies may be found in your school handbook or on the Dansville Central School District Website. We also value the Three “**R**’s” of Respect: **R**-espect the staff, **R**-espect yourself and others, **R**-espect all property.

Discipline Policy:

All grade levels will hold a “Group Meeting” during the first day of Program and each day thereafter. The rules will be established by the students and the staff and reviewed frequently. The rules will be posted and will be enforced as follows:

First Offense: Verbal Warning – Discussion between student and staff regarding appropriate behavior and why the student is being given the warning – assure that the student understands what behavior is expected. Redirect the student, if possible, to an appropriate behavior or activity.

Second Offense: A period of time separated from the activity and rest of the group to cool down and then discuss appropriate behavior. The time period should be up to 1 minute for year of age of the student, but could be less. For example: if on the playground, the time out would be by an adult sitting on the bench; in the classroom, it would be a designated seat or location and an incident report will be given to the parent/guardian.

Third or Severe Offense: Consult with the Program Director - and a second incident report sent by mail to parent warning of 1 day suspension. A “severe offense” would be considered physical violence toward anyone or blatant disrespect of staff (this can result in a week off of program).

Fourth Offense: Parents are called and the student will be excluded from program the following day or for an extended period of time, based on the severity of the offense. This is at the discretion of the Program Director and Executive Director.

The following acts of misbehavior are grounds for disciplinary action:

1. Running in the hallways
2. Making unreasonable noise
3. Inappropriate gestures, noises, behavior, or language
4. Engaging in any act that is disruptive to the school community
5. Challenging an adult's authority
6. Failure to comply
7. Showing others disrespect
8. Committing an act of violence (i.e. hitting, kicking, punching, or scratching)
9. Displaying what appears to be a weapon
10. Threatening to inflict bodily harm
11. Damaging the property of a student, teacher, administrator, or other school employee
12. Lying to program personnel
13. Stealing
14. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner
15. Harassment
16. Utilizing cell phones, unless being used to call a parent/guardian

RATE CARD 2019-2020

Price Per Child grades PK-6

**Due to NYS ever increasing minimum wage policy, we have no choice but to raise our prices. We will be going from \$60 per week to \$70. We still are only charging \$3.50 per hour, compared to NYS/ Livingston county rate of \$6.25 per hour.*

Please select a payment option below. *(Circle one)*

Option 1 = \$2,800 full year, receive winter and spring recess free, free 2hr party rental (\$500 discounted value)

Option 2 = \$280 per month. Due the First Monday of the month. *(equivalent of \$70 per week)*

Option 3 = \$75 per week. Due on the Friday of that week. ***Must pay at Site**

*The price **NOW** includes coverage for Columbus Day, Veteran's Day, MLK Jr. Day, Superintendent's Conference & parent/teacher Days & Snow days.

The program will be closed for Thanksgiving Recess, Holiday Recess, & Memorial Day - You will **not** be charged for these days.

Late Bill fee— \$10 *Repeatedly being late may result in you losing your child's spot on the roster.

Bounce Check fee - \$30

Late Pickup fee - \$1 per minute per child.

Optional Add Ons

Winter Recess Vacation Club- \$150 – for the week (\$30 per day)

Includes 7:30am – 6pm day coverage, 2 snacks and lunch, enrichment programming at Community Center.

Spring Recess Vacation Club - \$150 – for the week (\$30 per day)

Includes 7:30am – 6pm day coverage, 2 snacks and lunch, enrichment programming at Community Center.

Payment Methods - We accept: cash, check, PayPal, Visa, MasterCard, and money orders.

You may pay online, at site, or at the center. When you pay in person you will be given a receipt, please keep your receipts for proof of payment.

Discount Opportunities

1. Join our Fundraising Team = 50% off of one child. See application for details.
2. Work a Skating Party = \$20 off per session worked. *(Total of 18 sessions available).*
3. Sign up for automatic withdrawal and receive free vacation clubs (\$300 value)
4. Multiple Child Discount – 15% off for 2nd child and 25% off per additional child thereafter.

FREE or REDUCED Program

How to see if you qualify for FREE and/or Reduced afterschool program.

Livingston County Dept. of Social Services states on it's website the following

"Day Care provides for reimbursement of Day Care expenses to Day Care Centers, Registered Providers, and approved Legally-Exempt Day Care Providers on behalf of those determined eligible for this subsidy. Temporary Assistance recipients receive full day care reimbursement while working, attending approved training, or otherwise participating in mandatory employment requirements. Other working families within specific income thresholds may qualify for the program, with some contributing a small family share toward their day care expense." The Dansville Afterschool Programs are registered school age child care centers, we are licensed through the Child Care Council under the NYS Office of Children and Family Services. Dansville Community Center's afterschool qualifies for this DSS program.

To see if you are eligible please contact the Livingston County Department of Social Services at:

Livingston County Department of Social Services 1 Murray Hill Drive

Mt. Morris, NY 14510

Ph: 585-243-7300 Ph: 585-335-1748 Fx: 585-243-7364

Hours Monday - Friday 8 a.m. - 4 p.m.

How to apply for Free and/or reduced childcare w/ Livingston County Dept. of Social Services Steps to take

1. Call Department of Social Services (DSS) at 585-243-7300
2. Request childcare application
3. When you receive the application fill it out
4. Under Provider section fill in our information below (depending on child's age)
 - a. DCC Primary afterschool #652188
 - b. DCC EBH afterschool #659979
5. Please mail copies of your paystubs (or other income) with the application (this will save time)
6. Once you have completed these steps let us know
7. Your child will be able to start (even before you hear back from DSS)
8. Finally if you have any questions give us a call 585-335-7890