

Putnam Valley Children's Center



Parent Handbook

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Dear Parents,

Welcome to the Putnam Valley Children's Center. This handbook has all of our information and program policy's that you will need throughout the year.

The Putnam Valley Children's Center is a state registered school aged childcare program designed to meet the needs of working parents and guardians who need a convenient, safe environment for their children while they work. The Center, held at the Elementary and Middle School, specializes in taking care of your children by providing them with sports, games, arts and crafts, homework help, and a healthy snack.

The Children's Center is available to all school age children regardless of race, creed, ethnic origin, or disability.

The Center is designed to provide an informal atmosphere that is safe and enjoyable for your child. The goal of the staff is to nurture the social, emotional, and physical development of all the children through a variety of structured and non-structured activities. The interaction of the children with the staff, and each other, will encourage the development of self-confidence and self-respect, as well as responsibility and respect for others.

Please feel free to reach out to myself or Annmarie Santaniello anytime regarding any issues or concerns regarding your child. We can be reached during business hours at the Parks and Recreation office 845-526-3292 or email ASpinelli@putnamvalley.gov or tcortina@putnamvalley.gov.

We look forward to getting to know you and your child during their time at the Putnam Valley Children's Center.

Annamarie Spinelli

Toni Ann Cortina

PV Children's Center

PV Children's Center

Director

Assistant Director

Important Phone Numbers & Locations

Putnam Valley Parks & Recreation
265 Oscawana Lake Rd.
Putnam Valley NY 10579
Recreation Director: Frank DiMarco

Office: 845-526-3292
FAX NUMBER: 845-306-2114

PVCC Registration Website: <https://reg.pvpr.com>

PVCC Sites:

Putnam Valley Elementary School
171 Oscawana Lake Rd
Putnam Valley NY 10579

Elementary School: 845-656-5298
Site Director: Annmarie Spinelli
Site Supervisor: Toniann Cortina

Putnam Valley Middle School
141 Peekskill Hollow Rd
Putnam Valley NY 10579

Middle School: 845-656-1631
Site Supervisor: Vickie McDonald

ENROLLMENT

New students may enroll in the program at any time during the school year. In order to secure your child's enrollment you must:

- A) Enroll & Register on <https://reg.pvpr.com>
- B) Make Payment at Parks & Recreation/PVCC sites or in person or by telephone

The forms are available on our website: <https://reg.pvpr.com>.

24 HOURS ADVANCE NOTICE IS REQUIRED BEFORE JOINING THE PROGRAM.

HOURS OF OPERATION

- The PV Children's Center operates on all school days at the Putnam Valley Elementary School from 7:00 am-9:00 am and 3:30 pm - 6:00 pm for grades K-4
- The PV Middle School Center operates all school days from 2:30 pm-6:00 pm for grades 5-8.

TUITION PAYMENT AND POLICIES

- 1) Tuition can be made in two ways: Monthly (due on the 20th prior to each month)
- 2) Monthly tuition statements will be sent electronically by the 15th of the month to all client families.
- 3) Monthly tuition payments are due by the 20th of the month prior to the month attending.

--If the 20th falls on a weekend or a school holiday the tuition is due on the next business day that the center is open thereafter.

--If your child is not scheduled to attend or is absent on the day the tuition is due, you must still submit the payment or be charged a late fee.

- 4) A 10% late fee should be charged for any late payment.
- 5) Payments can be made at the Center or the Recreation Office. Credit card payments can be made at Parks and Recreation in person or by telephone 845-526-3292 or at the Elementary school site in person or over the phone

6) Unscheduled attendance days and late pickup fees are expected at the time services are received.

7) No substituting days. Substitutions may only be made with a Directors approval.

8) Half day dismissals & Superintendent Conference days are provided for an additional fee and you must pre-register for these days on our website.

9) All Receipts will be sent electronically within one to two business days of payment.

10) Refunds for withdrawal from the program will only be issued with a doctor's note.

The Putnam Valley Children's Center has a mailbox in the Main Office at the PV Elementary School and at the Main Office at the PV Middle School. Please address the envelope: Putnam Valley Children's Center. You may also mail your payment to: Putnam Valley Parks and Recreation, 265 Oscawana Lake Road, Putnam Valley, NY 10579.

Income Tax Child Care Credit:

Children's Center fees are eligible for income tax child care credit for working parents. If you need your Financial records please log onto your account and under Programs→ Children's Center→ Financial statement. TAX ID #: 146002391

DROP OFF / PICK UP PROCEDURES

AM Session at the Elementary School:

Children are dropped off between 7 am and 9 am at the cafeteria. Please pull over to the side of the circle to allow others to get around. A staff member will be at the cafeteria door to let your child in. Attendance will be taken at that time. A small snack will be served between 7am to 8:45 am.

PM Session at the Elementary School:

All children attending the Children's Center in the afternoon must send a note to your child's teacher letting them know the days they attend the PVCC. All children are dismissed from the school to the old gym where our staff members then walk them down to the cafeteria.

When picking up your child, we must let you into the cafeteria. All doors are locked. All parents/guardians must sign their child out of the program. When signing out your child please write your name & child's name in PRINT! Please be prepared to give your pin code or show your identification when picking up your child.

Please call the center phones to let the staff know if you are going to be late or if someone else is picking up your child.

The Center closes promptly at 6:00 pm. After 6:00 pm there will be a late pick-up fee of \$5.00 for every 15 minutes you are late. Two staff members will remain with your child until he/she is picked up.

PM Session at the Middle School

When picking up your child, we must let you into the Middle School. Pick up is at the door in the courtyard on the right hand side. The PVCC has a doorbell at the door- please ring it to let us know that you are here. We ask that you sign your child out in our visitor log. When signing out your child please write your name & child's name in PRINT! Please be prepared to give your pin code or show your identification when picking up your child. Please call the center phones to let the staff know if you are going to be late or if someone else is picking up.

The Center closes promptly at 6:00 pm. After 6:00 pm there will be a late pick-up fee of \$5.00 for every 15 minutes you are late. Two staff members will remain with your child until he/she is picked up.

MEDICATIONS

Any medication to be administered at the Center must be accompanied by a Written Medication Consent Form. This form must be completed by the parent/guardian and the child's Health Care Provider before the medication can be administered. These forms are available on at <https://reg.pvpr.com> or at the Center. All medication must be in original container with their child's name on it. Medication must not be expired.

INSURANCE POLICY

I understand the Putnam Valley Parks & Recreation Registration and Policies Statement. I assume all risks of personal injury involving these activities. Acting for my dependent, I do release the Town of Putnam Valley, The Parks and Recreation Commission, The Putnam Valley Central School District, all staff personnel, of all liabilities including claims and suits at law or equity, for any injuries which results directly or indirectly by reason of participation at the Children's Center. I am aware that The Town of Putnam Valley does not provide any Accident Insurance. When registering for our program you will be asked to agree to this statement before ending the registration process.

COMMUNICATIONS/ATTENDANCE

The success of the Center is based in part on the successful communication between the staff, parent, and child. Parents are often able to provide valuable insight that may affect how a child will behave when at the Center. The Center Director is available throughout the year to discuss any questions or concerns you may have. Please call the Parks and Recreation Office to make an appointment at 845-526-3292.

It is imperative that the SCHOOL & THE CENTER be notified if your child will be missing a session due to another function. The Elementary Center has a cell phone 845-656-5298. The Middle School site also has a cell phone (845) 656-1631. You can text or leave a voice mail on either phone for each site. The Center Director can also be reached during the day at 845-526-3292.

We also have mass email, or you can "like" us Facebook or Instagram. We also have our parent sign out board to remind parents of upcoming events & happenings at the PVCC. So don't forget to check your emails, social media and sign out boards!

ILLNESS

A) If a child is absent from school or sent home ill, the Center will be notified.

B) If a child becomes ill during the time he/she is at the Center, the parent will be notified for pick-up. If the parent is unavailable, the emergency contact will be notified to pick up the child. This is for the safety of the child and others at the Center.

UNSCHEDULED ATTENDANCE DAYS

A registered child may attend on an unscheduled basis providing there is available space for that day. The Center must be notified at least 24 hours in advance. No child will be admitted to the program without 24 hours advance notice or a pre-approved agreement with the Center Director for a variable schedule.

BEHAVIOR

The enjoyment and safety of all the children attending the Center is the primary concern of the staff. The same behavior that is expected during school is expected of the children at the Center. Parents will be notified of any problems by the Center Director.

Enrollment at the Center is a privilege which may be removed, if a child's behavior warrants suspension, or expulsion. The Children's Center management reserves the right to deny entry to or remove any participant from any program due to disciplinary problems, or to avoid creating a staffing hardship situation which is beyond reasonable expectations of the Putnam Valley Parks and Recreation Department.

Behavioral Expectations at each site

Middle School

Expectations:

1. FOUL LANGUAGE ISN'T ACCETABLE
2. KEEP YOUR HANDS TO YOURSELF
3. RESPECT OTHERS AT ALL TIME
4. RESPECT PVCC EQUIPMENT
5. THREATENING ANYONE WILL NOT TOLERATED

SPECTATOR CODE OF CONDUCT

1. Demonstrating a high degree of sportsmanship by modeling appropriate behavior.
2. Showing team support by making only positive comments and by using appropriate language.

3. Showing positive respect for the judgment of coaches, officials, and referees.
4. Acknowledging that fields, courts, bench area and equipment are the player's domain during a contest.
5. Spectators should remain within the designated areas.

ELECTRONIC CODE OF CONDUCT

ELECTRONICS ARE TO BE USED APPROPRIATLY AT ALL TIMES!

The PVCC at the Middle School has designated "electronic" days. Students may use their personal computer devices for playing games and listening to music. Students may not text or use devices for anything other than the above. Online bullying will not be tolerated at the PV Children's Center.

Failure to abide by above policies will result in limited, suspended or revoked electronic privileges. Students are responsible for their own electronic devices. The Putnam Valley Children's Center will not assume any responsibility for this equipment.

ELEMENTARY School Code of Conduct

The Putnam Valley Children's Center is a place for children to learn to become social and how to communicate with others. Please go through our rules with your child so they have an understanding to what is expected at The Putnam Valley Children's Center.

Main Rules in all Areas of the Children's Center

1. Use Manners at all times
2. Act in a kind and caring way
3. Always use table manners
4. Speak in a normal tone of voice
5. Clean up own mess
6. Respect each other
7. Always ask permission to leave a room and be walked to the area by an adult
8. Threatening anyone will not be tolerated

Snack Time

1. Wash your hands
2. Wait in line patiently
3. Throw away your garbage

GYM

1. Play fair and for fun
2. The adult is the referee
3. Stay off the bleachers & the school district equipment
4. Follow directions

Outside

1. Stay in the sight of the adult
2. Stay away from the woods
3. Do not climb on top of playground
4. Rocks & sticks stay on the ground
5. All outdoor toys are played with appropriately

CONSEQUENCES AT BOTH SITES

- 1) GIVE 3 WARNINGS
- 2) LOSS OF PRIVILEGE
- 3) IN-HOUSE SUSPENSION
- 4) OUT OF CENTER SUSPENSION

HOMEWORK POLICY AT BOTH AFTERNOON SITES

The Putnam Valley Children's Center will provide all participants with a quiet environment to complete homework on a daily basis during our afternoon program for approximately one and one half hours per day. We will provide children with the tools necessary to do this. However, we are not able to provide children with the tools needed to complete long-term projects. We will provide individual homework help, however we will not provide one-on-one tutoring.

If special arrangements need to be made for certain children, we will do our best to be accommodating with assistance from the parent, teacher, and/or school district personnel.

If a homework assignment has the word PARENT in it, the PVCC Staff will not complete this assignment with your child.

WE WILL NOT CORRECT YOUR CHILDS HOMEWORK, we will make sure that they have finished it, but will not correct it. This will give the teacher a better idea of where your child may be having difficulty.

The Putnam Valley Children's Center staff reserves the right to ask a child to leave the homework room due to disruptive behavior or if they are working under extreme distress.

The staff will remind your child that they have homework, but if the child refuses to go to the homework room they will not be forced to go.

EMERGENCY EVACUATION

If there were to be an emergency at Indian Point while the Center was in session, the Putnam County Emergency Management Department would transport us by school bus to the George Fisher Middle School- Fair Street-Carmel NY. You would then pick your child up there.

Due to the PV Children's Center sites being within the ten mile radius, the county has made KI available to us in the event of an incident that involves the Indian Point Power plant. We have available on both sites Potassium Iodide (KI) to administer to the children, in the event of a situation at Indian Point. The dosage for children is 65 mg; we have both tablets and a liquid form of the medication. When signing up your child in our enrolment process you will have a choice to OPT Out of the administration of KI.

If there is a malfunction in either of the school buildings where we conduct our programs, the PV school district will bus our staff and children to the Putnam Valley Ambulance Corp. to shelter us. However, NY State Regulations do not allow us to conduct our program from our emergency sheltering site.

At this point in time, all parents/guardians will be notified to pick up their children from the PV Ambulance building at 218 Oscawana Lake Road, Putnam Valley.

Relocation Site in the Event of an Evacuation

If it appears that we will not be able to return to the PVES Cafeteria, we will be relocated to the:

Putnam Valley Volunteer Ambulance Corp. 218 Osacawana lake Rd. Putnam Valley NY, 10579
Phone # 845-526-3119

OR

Putnam Valley Volunteer Fire Department. 12 Canopus Hollow Rd, Putnam Valley NY, 10579
Phone # 845-526-2879

The Putnam Valley School District will provide buses to transport us to either site. In the event of relocation we will be notifying parents by: Mass Email, WHUD radio 100.7, and if possible relocation posting on the PVCC main entrance.

LOCK DOWN PROCEDURES

The PV Children's Center has worked closely with the school district to follow the same lock down procedures that they employ. Our main concern is the safety of the children. We have incorporated lock down drills into our safety procedures and are practiced periodically.

NY STATE SACC REGULATIONS/Child Abuse & Maltreatment

Our program is registered by the New York State Department of Children and Family Services, in accordance with Regulation 414-School Age Child Care Program Regulations.

These state regulations are available for inspection and parents/guardians are encouraged to review the regulations. Please contact the Center Director to obtain a copy of these documents.

As part of the State regulations, each staff person is a mandated reporter of Child Abuse. In accordance with the provisions of the Social Services Law, school age child care providers and workers must report any suspected incidents of child abuse or maltreatment concerning a child receiving day care, to the State Central Register of Child Abuse and Maltreatment.

SCHOOL EMERGENCY CLOSINGS/WEATHER BULLETIN

DELAYED OPENING

If there is a 1 hour Delay the PVCC AM Program will open at 8am.

If there is a 2 hour Delay the PVCC AM Program will open at 9am.

If there is a 3 hour Delay the PVCC AM Program will open at 10am.

School Early Dismissal

In the event that the Putnam Valley Schools close early due to inclement weather, THE CENTER WILL CLOSE. The Children will be transported home according to the early dismissal plans established by yourself and the school.

Full Day/Normal School Dismissal

In the event that all after school activities in the Putnam Valley Schools are canceled due to inclement weather, the Center will operate until 5:00 pm. We ask that you all be mindful of the 5:00 pm closing time-We too want to get home safely in the inclement weather.

PERSONAL BELONGINGS AT THE CENTER

Please label all of your child's jackets, water bottles, lunch boxes and bookbags. We make every attempt to keep track of all belongings, however if your child is missing something, please check with the staff. Any belongings not identified by the end of the year we will bring to the school nurse.

The Putnam Valley Children's Center is not responsible for any valuable or personal belonging that are brought in from home.