

# 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 Spinelli 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](mailto:ASpinelli@putnamvalley.gov) or [tcortina@putnamvalley.gov](mailto:tcortina@putnamvalley.gov).

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

Annmarie 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-5:30 pm for grades 5-8.

## Financial Policies:

1. Tuition is due by the 20th prior to each month or the next business day if the 20th is on a weekend or holiday
2. A 10% late fee will be added for any late payment.
3. Payments can be made at the Center, PVPR Office or by telephone PVPR 845-526-3292
4. Payments can be made on-line at PVPR Registration Site
5. A service fee of 4.0% is charged on all card payments
6. The PV Children's Center offers a 50% discount for siblings if attending on the same day
7. Electronic payment receipts will be issued by the next business day
8. Refunds for withdrawal from the program, are issued with a Doctor's note ONLY
9. There is a \$25.00 scheduling fee that will be applied each time any changes/drops are made.
10. There is a \$10.00 per child fee applied to any late pickups after 6pm.

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

**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 8:30 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 call the Phone number at the site you are picking up from to let us know you are here for your child. 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.

### VISITOR POLICY:

All Visitors must sign in upon entry with the date, time and purpose of visit. Visitors then must sign out upon departure from the facility indicating in writing the time of the departure.

### MEDICATIONS

Any medication to be administered at the Center must be accompanied by a Written Medication Consent Form, Individual Health Care Plan and an Individual Allergy AND Anaphylaxis Plan. This form must be completed by the parent/guardian and the child's Health Care Provider before the child can enter the program and then 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.

## TOWN OF PUTNAM VALLEY ANAPHYLAXIS PLAN

- The Putnam Valley Children's Center has completed a Health Care Plan that is reviewed and monitored by a Health Care Consultant via the Child Care Council of Dutchess and Putnam, Inc.
- This Health Care Plan includes prevention, recognition and response to emergencies related to anaphylaxis
- All Staff and volunteers will receive professional development on how to recognize the signs and symptoms of allergic reactions
- All staff will be trained on how to administer lifesaving medications
- Information about children with severe allergies will be shared with staff upon child's entrance to program
- Any child that enters the Putnam Valley Children's Center with an allergy must complete an individual health care plan for a child with special health care needs and an individual allergy and anaphylaxis emergency plan
- The Putnam Valley Children's Center will only administer child specific medication

## 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 send mail home to your address for early registration in May. So don't forget to check your home mail, emails and social media.

### ILLNESS/Serious injury or incident

- 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.
- C) When a Serious Injury or Incident occurs at the center, the parents will be notified for pick-up. If the parent is unavailable, the emergency contact will be notified to pick up the child or if the child is being sent to the hospital via Ambulance.
- D) Any child sent home from the Center with a fever or if they vomit, will not be allowed back to the center. All children must be fever free or vomit free for 24 hours and no medication for 24 hours. Just remember children tell us everything!

## **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 a half hour 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.

### SHELTER IN PLACE

These are conducted annually. We do these drills in November and March. You will be notified Via email when these will be conducted.

### 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 NY 10579.

### 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 School Age Child Care Office of Children and Family Services:

The regulations for School aged child care programs in NYS can be found at:

<https://ocfs.ny.gov/programs/childcare/regulations/414-SACC.pdf>

The PV Children's Center is licensed by the Office of Children and Family Services. The local office that we work with is The Child Care Council of Dutchess and Putnam, Inc.

301 Manchester Rd Ste 201A, Poughkeepsie, NY 12603 ·

Website: [www.childcaredutchess.org](http://www.childcaredutchess.org)

Phone number: (845) 473-4141

### Child Abuse and 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.

### Snacks/Food Services:

The PVCC follows the CACFP guide lines to promote a healthier life style and a healthier way of eating. Every day we try to serve a fruit with snack.

<b>•Snack: (Select Two)</b>	<b>Ages 3-5</b>	<b>Ages 6-12</b>
<b>Milk</b>	$\frac{1}{2}$ cup	1 cup
<b>Yogurt, plain or flavored</b>	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
<b>Meat / Meat Alternate/ Cheese</b>	$\frac{1}{2}$ oz	1 oz
<b>Vegetable, Fruit or 100% Fruit Juice</b>	$\frac{1}{2}$ cup	$\frac{3}{4}$ cup
<b>Bread or Bread Alternate</b>	$\frac{1}{2}$ oz equivalents	1 oz equivalents

Reminder this is a small snack, if you would like to pack a snack for your child to eat with us that is fine. Please refrain from sending Peanut Butter snacks if you could or label the snack that might contain Peanuts or tree nuts.



SAMPLE DAILY SCHEDULE FOR BOTH SITES- All children are in groups and do these activities throughout the day.

Before School Schedule

7:00- 8:50 am: Snack, Arts & Crafts, Board games, cards, Gym games, or toys

8:50 am: Clean Up

9:00- 9:05 am: Dismissal

After School Schedule- Elementary School

3:20-3:30 pm: Arrival/Attendance/Daily Health Check/Announcements

3:30-5:50 Snack, Arts & Crafts, Gym games, outdoor playground, board games, or toys

6:00 pm: Close

After School Schedule- Middle School

2:45 pm: Arrival/Attendance/Daily Health Check/Announcements

2:50-3:20 pm: Outside

3:20-3:40 pm: Wash hands/ Snack Time

3:40-5:00 pm: Homework

3:40-5:15 pm: Activity Choices: Arts & Crafts, puzzles, cards, board games, Gym, outside

5:25 pm: Clean up

5:30 pm: Close

