



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# AFTERSCHOOL PROGRAM

Serving Saint Mary's of Ticonderoga and  
The Ticonderoga Central School District



**FOR STUDENTS IN GRADES K - 5**

**GROW  
LEARN  
THRIVE**

**SILVER BAY  
YMCA**

Jackie Palandrani  
Youth and Teen Director  
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[www.silverbay.org](http://www.silverbay.org)

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• CARING • HONESTY • RESPECT • RESPONSIBILITY •

# WELCOME!

Thank you for your interest in our program! This manual will provide practical information about our program, as well as, an outline of our philosophy and purpose.

## PROGRAM PHILOSOPHY

Silver Bay YMCA's Afterschool Program aims to encourage children to exemplify the four core values of the YMCA: Honest, Caring, Respect, and Responsibility. Our Program is designed in such a way that we are able to incorporate these values into our daily activities.

## PROGRAM GOALS

- To make a safe, structured environment so children can grow socially, emotionally and physically.
- To build pride and a positive community by establishing a sense of ownership.
- To offer quality program that is safe, convenient, and affordable for all.
- To build strong sense of values by stressing the importance of family, teamwork, and determination.
- To assist children in developing to their fullest potential through academic achievement.
- To offer a structured program with many activity choices for the children.
- To Have Fun!

## OPERATING HOURS



**MONDAY - FRIDAY FROM DISMISSAL UNTIL 6:00PM**

Our program calendar corresponds with the 2015 - 2016 Ticonderoga Central School District calendar.

During the course of the school year, there are many scheduled and unscheduled early dismissal days for teacher conferences, meetings, or snow days etc. Silver Bay will provide care on all of these days from dismissal time until 6:00 p.m. at no additional charge.

## CONTACT INFORMATION

Please contact Jackie Palandrani, the Youth and Teen Director, for questions or concerns regarding the Afterschool Program.

Jackie Palandrani  
(School Year Phone) 518-503-5136  
(Summer Phone) 518-543-8833 ext. 210  
(Email) [jpalandrani@silverbay.org](mailto:jpalandrani@silverbay.org)

## PROGRAM PROVIDED BY

This program is provided by the Silver Bay YMCA Conference and Family Retreat Center. The YMCA stands for youth development, healthy living, and social responsibility.

Funding for this program is provided, in part, through various donations and fundraising efforts. If you, or someone you know, is interested in donating to the Children's Program please contact the Development Office of Silver Bay at 518-543-8833 ext. 209

## THE MISSION OF SILVER BAY

The mission of Silver Bay is to offer all people opportunities to renew, refresh, and nurture their spirit, mind, and body.

## NEW FOR 2015-2016!

In order to better promote healthy living, the Afterschool Program will now provide nutritionally balanced snacks each day.

Snacks may include a combination of the following:

Fresh fruits	Rice cakes
Fresh vegetables	Cheese sticks
whole grain pretzels/popcorn	Water/Fruit juice

Parents may provide their child with an alternate snack. We ask that all items be peanut free. Additionally, soda is not an

## CODE OF CONDUCT

All participants are responsible for following basic rules of conduct and program guidelines. Because our program will be held at the Ticonderoga Elementary School, participants must follow all school rules and regulations, in addition to the code of conduct set forth by Silver Bay YMCA. The essence of these rules are safety, honesty, caring, respect and responsibility.

If a participant displays signs of causing harm to other participants or themselves, it is grounds for immediate dismissal.

## OUR RULES INCLUDE

- |   |  |
|---|--|
| Respect each other's feelings & property.       | transitioning to different areas       |
| Cooperate with each other and all staff members | No fighting, swearing or roughhousing. |
| Stay with your group when                       | Clean up after yourself                |
|   | Be Safe                                |

## DISCIPLINARY ACTION PLAN

The staff governs the behavior of each child and attempts to work through conflicts and problems as they occur. If a child continuously disrupts the program, and compromises the wellbeing of the group, the following steps will be taken:

1. A **verbal warning** will be issued to the child formally requesting increased cooperation.
2. If a child continues to disrupt the program, a **written warning** will be issued to the child, signed by a staff member, the child and a parent/guardian, specifying the area or areas of that child's behavior needing improvement.
3. If there is no improvement in a child's behavior following a written warning, a **two-day suspension**, will follow.
4. Continuous difficulties following suspension will result in **dismissal** from the program.



## SNOW DAYS

If the Ticonderoga Central School District is closed due to weather conditions, the Afterschool Program will be closed.

If the Ticonderoga Central School District closes EARLY due to weather conditions, unexpectedly, the After School Program will provide child care until 6:00pm

## PROGRAM FEE

DAILY: \$20 PER CHILD

WEEKLY: \$56 PER CHILD

## FINANCIAL AID

Financial Aid is available for those who qualify. The amount of assistance granted is based on individual need and family circumstances. The student's legal parent/guardian should submit a copy of their most recent Federal Income Tax form with the Enrollment forms in order to determine eligibility.

## DROP OFF/PICK UP PROCEDURES

Teachers will drop off students in our Afterschool Classroom at school dismissal. Our classroom is located next door to the Elementary School office. Parents must pick up children by 6:00 pm.

If the group leaves the Afterschool Classroom, Staff will leave a note instructing parents where to meet the group.



## LATE PICK UP POLICY

The program ends promptly at 6:00 p.m. In the interest of the child's safety and wellbeing, our lateness policy is strictly enforced.

In the event of a late pick up, parents will be required to pay:  
\$15 for 1-15 minutes late  
\$15 for each additional 15 minutes

The Youth and Teen Director may make exceptions for extenuating circumstances.

## PROGRAM LOCATION

Our Program is located at the Ticonderoga Elementary School in the classroom next to the Office.

The address is 116 Alexandria Avenue, Ticonderoga NY 12883

The phone number for the Ticonderoga School is 518-585-7437

## ACTIVITIES

Each day will include creative time, snack, physical activity, homework time, project time. The activity schedule may vary daily.



### Example Schedule

2:45 p.m. - 4:00 p.m.	Homework Time/Creative Time
4:00 p.m. - 4:15 p.m.	Nutritional Snack
4:15p.m. - 5:00 p.m.	Physical activity
5:00 p.m. - 5:45 p.m.	Project Time

### Activities may include:

- Homework Assistance and Tutoring
- Indoor/Outdoor Active Play
- Arts and Crafts
- Age Appropriate computer play
- Strategy and Board Games
- Science projects

## HOMEWORK ASSISTANCE

Homework assistance is available daily. Children are encouraged to complete their homework during this time and offered assistance to do so. If a child does not have homework, or has finished their homework early, they may participate in a literacy/creative activity. (i.e. chess, art, reading, board games).

Homework assistance is an important part of our program and we will allow children to continue to study beyond the allotted time.

Staff are available to collaborate with each child's teacher in order to provide additional tutoring and assistance.



## PARENT PARTICIPATION

Silver Bay YMCA strongly encourages as much communication as possible between children, families, teachers and staff.

We encourage parents to get involved with our program. Please feel free to drop in and see our program in action at anytime. If you make arrangements with staff ahead of time, you would be welcome to come and lead an activity.

We will gladly accept any donations of games, toys, books, sports equipment, or anything else we could use for our program.

If you have any specific needs to make you and your child's day, please let the Afterschool Staff members know. For example, if your child has boy/girls scout and needs to be dressed and ready by 4:00 p.m. on Thursday we can have them ready to go!



## ENROLLMENT

Each participant must have completed an enrollment form prior to attending the first day of Afterschool. Enrollment forms can be found on our website [www.silverbay.org](http://www.silverbay.org) or at the Ticonderoga Elementary School.

Enrollment forms must be submitted each year; they cannot be pulled from previous years.

## REQUIRED MEDICAL INFORMATION

Parent must complete the Medical Authorization portion of the Enrollment form as well as provide a copy of the student's immunization records.

These forms are required by law and must be provided prior to the student's first day at the Afterschool Program.

Medical Authorization forms and immunization records must be provided each year; they cannot be pulled from previous years

