



# Summit Child Care

*Helping Kids Reach New Heights*

**School Year 2022-2023**  
**Enrollment Packet**



Thank you for your interest in Summit Child Care. We look forward to helping your child reach new heights!

## GENERAL INFORMATION

- Dates:** 1<sup>st</sup> Day of School through the Last Day of School
- Days/Hours:** Monday – Friday  
2:30 p.m. – 6:00 p.m. (afterschool); 6:30am-9:00am (before school);  
Morning/Afternoons (K-wrap)
- Location:** Northway Bible Chapel  
440 Moe Road  
Clifton Park, NY 12065
- Eligibility:** For children entering kindergarten through middle school
- Contact Info:** Tracey Fraser: Executive Director (c) 518-368-6338  
Amy Moffre: Site Director (c) 518-225-2967  
Summit Main Office: (o) 518-557-2690
- Director (s) Email:** [Tracey@summitafterschoolcare.com](mailto:Tracey@summitafterschoolcare.com)
- Website:** [www.summitafterschoolcare.com](http://www.summitafterschoolcare.com)

### Note

Summit Child Care, LLC (after school, before school, K-wrap & summer camp) is a fully licensed program with the NYS Office of Children and Family Services (OCFS).

## SUMMIT CHILD CARE

At Summit, we focus on four main areas with your child: Health, Fitness, Enrichment, and Homework. Each day your child will:

- Eat a healthy snack.
- Get fit with friends.
- Participate in enrichment activities.
- Have a structured time to complete their homework.



## **AFTERSCHOOL PROGRAM**

### Schedule

2:30-3:00pm	Student arrival, check-in by Summit staff, hand-washing, healthy snack
3:00-4:00pm	Homework & Quiet Time
4:00-5:30pm	Enrichment Activities
5:30-6:00pm	Students gather personal items, checkout by Summit staff, students depart.

## **BEFORE SCHOOL PROGRAM**

### Schedule

6:30am-8:00am	Student arrival, check-in by Summit staff, playtime, TV, games, homework
8:00am-8:35am	Shen buses arrive at Summit to pick up your children and take them to school

### Transportation

Since Summit Child Care is a NYS licensed program, your children can take the school bus directly to and from our facility! Transportation is available from all Shenendehowa **schools except Chango Elementary**. Simply download the “alternate transportation form” at [www.shenet.org](http://www.shenet.org) under the “transportation” section of the website and follow their instructions.

## **ENROLLMENT**

To officially enroll your child in any of our programs, please read through this entire packet, fill out the Student Enrollment Agreement, registration card & banking authorization form and return hard copies to Northway Bible Chapel anytime between 2:00pm-6:00 pm, Monday-Friday OR simply scan & email them back to us.

## **HOLIDAYS**

Our programs will be closed to observe several holidays. These include: Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Good Friday, Memorial Day, Fourth of July and Labor Day. We will also be closed on Voting days as Northway Bible is a polling station.



## **K-WRAP PROGRAM**

Summits' Kindergarten-Wrap program is for both morning and afternoon Kindergarteners!

At Summit K-Wrap, your child will benefit from our low teacher-to-child ratios in a safe and nurturing classroom environment. Designed to mimic Shenendehowa teaching curriculums, Summit K-wrap will develop language arts, reading, mathematics, physical fitness and science in such a way as to instill your child's love for learning at this formative age. Space is extremely limited.

## **STUDENT RULES**

The children that attend Summit are to expect respect, patience, courtesy, and caring from all staff. In turn, staff can expect the children to follow appropriate rules. The following are rules that you should review with your child before the first day.

### **Student Rules:**

- Respect other children, staff, and property.
- Using inside voices.
- Keeping hands and feet to oneself.
- Sit on the chairs and not on the tables.
- Listen to all staff.
- Quiet down when teachers use the quiet signal.
- Students will remain with a staff member at all times. NEVER leave the room or area where an activity is happening without staff permission.
- Adhere to rules regarding building and playground safety.
- Refraining from using foul language or other forms of verbal abuse.
- No fighting or other physical altercations.

If inappropriate behavior becomes consistent, a parent staff meeting may be required to develop a behavior plan. If the behavior does not cease, the center reserves the right to suspend or terminate services.

If a child exhibits more severe behavior, such as fighting, verbal abuse, unprovoked physical altercations, endangering the welfare of others, assault, vandalism, running away from the program, hiding from staff or leaving the program area without staff supervision, a suspension of 3 to 5 days will be issued. If severe behavior continues upon returning to the program, services will be terminated.



## **POLICIES (1 of 3)**

### **Notification Policy**

All parents of school age students are expected to notify Summit of their child's absence or early dismissal from school as soon as they are aware by calling 518- 368-6338, or 518- 225-3967. All parents must sign up in advance for optional care to ensure coverage for their children by filling out a form at pick up.

### **Check-In Policy**

A Summit staff member will check-in your child at the facility each day. If your child is not dropped off at our program and you did not provide notification to us, you will be contacted immediately if we cannot obtain verification from your child's school regarding his/her absence or early dismissal.

### **Pick-up Policy**

Parents or guardians picking up children must be registered on file with the Summit Child Care program, provide proper identification and sign out their child using the touch-screen check-out computers at the time of pick-up each day in the presence of a Summit staff person.

### **Sick Child Policy**

Children who develop symptoms of illness, headaches, fever, stomach aches, vomiting, etc. will be allowed the opportunity to rest in an area away from the rest of the group, yet in full view of staff. You will be notified of your child's illness and asked to pick up your child up as soon as possible. Your child cannot return for 24 hours from the time he or she leaves the program.

### **Severe Weather/Natural Disasters Policy**

Severe weather is to be expected during the winter months. When the weather is severe enough to cause public/private school closings, delays, and early dismissals, this will not necessarily result in our programs being cancelled. On days where there is a school closing or delay, we will only delay our opening until 9:00 am, unless the weather is too severe. (see Snow Day Policy page). To verify if Summit has had to close for the day, please check the local news stations for reports.

In the event of a natural disaster or any occurrence preventing our programs from remaining in the building, children will be escorted to our designated emergency location which is the hair salon right next door at 432 Moe Road, and parent phone calls will be made from there to arrange pick-ups.

### **Evacuation Plan**

In the event of an emergency where children and staff need to relocate, parents will be notified after all persons are evacuated and safely relocated to our designated emergency location which is the hair salon right next door at 432 Moe Road, (walking distance, across parking lot, heading south right next door).

### **Staff Finger Printing & Background Check Policy**

All School Age Child Care Staff are required by New York State law to be fingerprinted and thoroughly vetted before joining our team.



## **POLICIES (2 of 3)**

### **Discipline Policy**

The purpose of discipline is to guide and assist children to resolve their own conflicts and to regain control of themselves. Each day, some children will have a difficult time following the rules or controlling their temper, etc. Minor behavior problems will be talked about with that child. We will ask the child if everything is okay. It may be that the child is just having a bad day. If, after speaking with the child, the problem does not subside, it may be necessary to redirect and separate the child until such time as the child regains self-control and can return to the group.

Redirecting and separating a child from their group is only be used as a last resort. Before and after every redirection and separation time, staff will talk with the child and be sure that they understand why they are being separated from the group. There are several guidelines that staff must follow when redirecting and separating a child:

- Use this procedure only when a child is out of control.
- This procedure should be used as a time for a child to regain their composure.
- The separation area MUST be in full view of a staff person.
- Before and after this time, the child must be spoken with.
- Whenever a child has to be redirected and separated, be sure to make a note of it in the logbook.

At times, behavior problems may become continuously disruptive or more serious. Examples of this type of behavior may include children physically hurting other children, property damage, continual fighting, verbal abuse toward staff and/or constant use of abusive or foul language. In extreme situations, it may be necessary to remove a child from the program if the behavior does not improve. The Summit Executive Director will make this decision.

### **Communication Policy**

It is our goal to keep you properly informed about our programs and your child's progress. To achieve this, we provide you with this enrollment packet, send messages via email, post items of interest on the bulletin board for you to review, and will hold parent conferences upon request. At times, we will send information home with your child.

As the child's parent or guardian, you are encouraged to observe the program and are welcome to attend at any time. We also encourage you to bring your questions, suggestions and complaints to the attention of our director(s).

### **Parent Resources**

OCFS Regulations - [http://ocfs.ny.gov/main/childcare/daycare\\_regulations.asp](http://ocfs.ny.gov/main/childcare/daycare_regulations.asp)

Healthy Living - [http://kidshealth.org/kid/stay\\_healthy/](http://kidshealth.org/kid/stay_healthy/)

Child abuse - [http://memphiscrisiscenter.org/?page\\_id=66](http://memphiscrisiscenter.org/?page_id=66)

Child Care Complaint Line - <http://ocfs.ny.gov/main/childcare/safety.asp>



## **POLICIES (3 of 3)**

### **Payment Policy**

**All payments for regular care are due on the Monday preceding the week of care (i.e. Care for week of June 13<sup>th</sup> will be due & processed on June 6<sup>th</sup>) using the credit card or bank account listed on EZ-EFT Authorization Form.**

**Registration dates for optional days and EFT payment dates are listed on Tuition Payment Form.**

Payment for care on days when school closes due to severe weather or for optional days will be drawn from the payment account on file the week following care.

**All payments are to be made online by credit card or bank draft by completing the EZ-EFT**

**Authorization Form** provided in this packet. By special arrangement, at our discretion, we can accept cash or checks. Please do not send any payments to school with your children or give them to any Summit staff or director. No Summit staff person will be allowed to receive any payments from parents or guardians. Any cash payments must be sealed in the payment envelope provided and labeled with your full name and your child's name(s). We do not recommend sending cash payments in the mail.

In the event that a payment is not received by due date, we cannot guarantee care for your child for the week toward which the payment applies due to staffing requirements and scheduling. Late payers will be given a late notice to serve as a helpful reminder to submit payment for the care received. **In the unfortunate event that payment is not received for one or more weeks of care received, your child will not be able to return to the program unless a payment arrangement is made in writing with one of the Summit directors or the Summit business director.**

If you have submitted payment and decide to unenroll your child and would like to request a refund, you need to provide notice at least one week prior to the Monday of the week when the care of your child would have taken place. Any refund requests received after the above deadline cannot be guaranteed due to staffing requirements and scheduling. **No reductions in payment are to be made based upon whether or not your child was in attendance on certain days unless agreed upon in advance.** A \$35.00 fee will be charged for ANY returned payments (NSF, expired, hacked or cancelled credit/debit card).

### **Late Pick-Up Policy**

Late pick-up is an exceptional occurrence and not a normal program option. In the event that you find yourself running late (arriving after 6:00 pm), please contact Summit by calling Tracey @ (518) 368-6338, or Amy @ (518) 225-3967 immediately. A Summit staff person will remain with your child until you arrive. **There will be a charge of \$10.00 if you arrive 5 minutes late. Every minute after the first 5, you will be charged an additional late fee of \$1.00 per minute, per child, with no cap.** Fees will be charged to your account on file. It is expressly understood however that emergencies do arise (major highway accidents, snow etc.) that occasionally prevent the timely pick-up of one's child. In these instances, please contact one of the Directors to request having a late-charge waived.



## **SNOW DAY POLICIES (1 of 1)**

Severe weather is to be expected during the winter months. When the weather is severe enough to cause public/private school closings, delays, and early dismissals, in general, this will not result in our program being cancelled.

### **One-hour delay**

On days where there is a 1-hour delay at Shenendehowa, our morning care program will delay opening by 1-hour. (i.e instead of our usual 6:30 a.m. opening, we will open at 7:30 a.m.)

### **Two-hour delay**

On days where there is a 2-hour delay at Shenendehowa, our morning care program will delay opening by 2-hours. (i.e. instead of our usual 6:30 a.m. opening, we will open at 8:30 a.m.)

### **School Closings**

On days where Shenendehowa closes, Summit will open at 9:00 a.m. You must call Summit no later than 8:00 a.m. at (518) 557-2690 and leave a message if your child/children will be attending all day care and their respective names. If you call later than 8:00 a.m., we cannot guarantee that a spot will be available for your child/children.

To verify if Summit has had to close for the day, please check the local news stations for scrolling reports of closures at the bottom of the screen.

Thank you,

Tracey Fraser  
Owner & Executive Director  
Amy Moffre  
Site Director

Tracey Fraser (518) 368-6338  
Amy Moffre (518)-225-3967  
Summit Main: (518)-557-2690





## STUDENT ENROLLMENT AGREEMENT - PAGE 1 OF 3

NAME OF STUDENT \_\_\_\_\_ DOB: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE \_\_\_\_\_:

NAME OF STUDENT \_\_\_\_\_ DOB: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE \_\_\_\_\_:

NAME OF STUDENT \_\_\_\_\_ DOB: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE \_\_\_\_\_:

NAME OF PARENT or GUARDIAN 1 \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

NAME OF PARENT or GUARDIAN 2 \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_



## STUDENT ENROLLMENT AGREEMENT- PAGE 2 OF 3

### PROGRAM RATES

Afterschool Care Only (Kindergarten – 6 <sup>th</sup> grade)	\$85.00 per week
K-Wrap (before or afternoon kindergarten)	\$85.00 per week
Before School Care	\$50.00 per week
Annual Registration Fee	\$40.00 per family

Please note that you will be billed for services you've selected every week of the school year except for December, February and April vacation breaks. During these breaks, you may sign up your children for additional care (see below) as required

**Payments are due on the Monday, one week prior to care, and will be drawn from the bank account on EZ-EFT Form.**

#### Optional Care

<b>School Vacations and Days Off</b>	<b>\$40.00 per day</b>
<b>School Half Days:</b>	<b>\$25.00 per day</b>

Note: Multiple child discounts are available for families with three (3) or more children.

### TUITION

The undersigned agrees to pay the rates listed above in accordance with Summit policies.

In addition to the regular tuition, the undersigned agrees to pay a one-time **non-refundable deposit equal to one week's care that will be applied to the child's first week of care in the program plus a registration fee of \$40.00.**

When using optional care, the undersigned further agrees to pay for these services according to the rates listed above and in accordance with Summit's Payment and Late Pick-Up policies

Note: Discounts may be applied after this agreement. Any discount granted by Summit Child Care will be given in writing and will adjust the above agreement. I understand that this contract may be revised at any time by Summit Child Care with written notice.

Date: \_\_\_\_\_

Signature of parent or guardian 1: \_\_\_\_\_

Signature of parent or guardian 2: \_\_\_\_\_

## **STUDENT ENROLLMENT AGREEMENT- PAGE 3 OF 3**

### **GENERAL TERMS**

I understand that under the terms of this agreement, Summit Child Care, LLC obligates itself to furnish me with a competent program and suitable facilities.

I understand that my child is to faithfully comply with all the rules of the program and that Summit Child Care, LLC reserves the right to revoke or terminate any enrollment at any time. In the event that Summit Child Care, LLC terminates an agreement, a prorated refund of tuition will be made if applicable and no further payments will be required. I further understand that there is a separate fee for care on scheduled days off and snow days.

I understand that before my child engages in any physical fitness program that I should consult with my personal physician and advise them of the nature of the program and agree that all exercises are undertaken at our own risk. I understand that there is a risk of personal injury involved in any program and agree that Summit Child Care, LLC and Northway Bible Chapel, its staff, employees or representatives, shall not be held liable or responsible for personal injuries or damaged or stolen articles inside or outside of the facility.

I further irrevocably authorize the school, its successors and assigns, and those under its authority, to copy, use, publish for art advertising, or any other lawful purpose whatsoever, photographic portraits or video of my child, in which he/she may be included in whole or in part.

I understand if Summit Child Care, LLC chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract.

### **NOTICE OF CANCELLATION RIGHTS**

You have the right to cancel this contract within seven (7) days from the date of this agreement. Notice of cancellation shall be in writing and delivered to the Summit Child Care, LLC in person or mailed by registered or certified mail. This notice of Consumer's Rights is an integral part of this Application and Contract for Enrollment.

If you have submitted payment and decide to unenroll your child and would like to request a refund, you need to provide notice at least one week prior to the Monday of the week when the care of your child would have been taking place. Any refund requests received after the above deadline cannot be guaranteed due to staffing requirements and scheduling. No reductions in payment are to be made based upon whether or not your child was in attendance on certain days unless agreed upon in advance. A \$35.00 fee will be charged for checks, credit cards or debit cards that are returned as "unpayable" for any reason.

### **AUTHORIZATION**

I acknowledge that I have read, understand, and agree with all of policies cited in this enrollment packet and with the terms of this Student Enrollment Agreement.

Date: \_\_\_\_\_

Signature of parent or guardian 1: \_\_\_\_\_

Signature of parent or guardian 2: \_\_\_\_\_



# Parent Evaluation Form

Here at Summit Child Care, we value your input so that we can be as effective as possible in caring for your child. This form is one way we provide you to give us your feedback towards this goal. Thank you.

I. Rate us in the following areas: Strongly Agree 5 4 3 2 1 Strongly Disagree

My child is learning ways to eat healthy: \_\_\_\_\_

My child is increasing in his/her level of fitness: \_\_\_\_\_

My child has had opportunities to discover new talents and interests: \_\_\_\_\_

My child has completed or made good progress on his/her homework:

My child is growing in positive character qualities: \_\_\_\_\_

My child has a good experience at the program: \_\_\_\_\_

II. What aspects of the program are most important to you?

### III. What area(s) could we improve on?