



SCOPE
Education Services

Child Care Parent Handbook

www.scopeonline.us

Welcome to SCOPE Education Services (SCOPE).

SCOPE is an educational, not-for-profit organization permanently chartered by the NYS Board of Regents to provide services for school districts. All SCOPE child care programs are licensed by the New York State Office of Children & Family Services (NYS OCFS) and offered to parents as a cooperative effort between SCOPE and the school district to provide high quality, safe and affordable programs.



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Admissions/Enrollment

- SCOPE Child Care is available to all elementary students residing in the district (transportation restrictions may apply).
- There is an annual non-refundable registration fee and a non-refundable monthly tuition fee due upon enrollment.
- Enrollment is on a first come, first serve basis due to staffing and capacity licensing restrictions. A wait list will be established when the program is full.
- Enrollment is based on continuous monthly usage. In order for your child to remain enrolled, the minimum monthly tuition payment must be paid. Refer to the Tuition/Calendar Section.

Program Activities

- A daily schedule is posted on the Program Display Board located at the Parent Sign In/Sign Out table.
- A Program Activity Calendar listing featured games, crafts and events will be posted on the Display Board each month.
- The dedicated time for Homework/Studying/Reading for PM programs is a minimum of 40 minutes daily.
- Daily activities include age-appropriate recreational, educational and quiet games, including arts & crafts and organized active play.
- Special events, presenters and enrichment opportunities are provided throughout the year on pre-determined dates which are indicated on the posted monthly activity calendar.

Snacks/Celebrations

- USDA approved healthy snacks are served daily in AM & PM Programs.
- The snack menu is posted on the Display Board.
- SCOPE is a **peanut free** program and provides gluten free options.
- If your child has dietary restrictions, **peanut free** snacks may be sent in from home with approval from the Program Supervisor.
- Parents are encouraged to donate food items for special events (holiday/birthday celebrations, edible crafts, etc.) as requested by the Program Supervisor through monthly Parent Sign-up Sheets located on the Display Board.
- With advance SCOPE approval, parents are welcome to bring in **store bought peanut free** food items for students to share.

Supervision

- All staff undergo an extensive background check and are fingerprinted and cleared through the NYS Central Registry for Child Abuse & Maltreatment.
- All staff meet/exceed NYS Office of Children & Family Services licensing requirements.
- The staff to student ratio is one adult for every ten children.
- All staff receive a minimum of 15 hours per year of paid mandatory training.
- The Program Supervisor and Program Assistant are certified in First Aid, CPR and Medication Administration Training (MAT).



Health/Safety

In accordance with the NYS approved SCOPE Health Care Plan and OCFS Regulations, parents are responsible to implement immediate pick-up arrangements in the event their child is sick.

- This includes signs and symptoms of fever, vomiting, head lice and other infectious diseases. Parents will be notified immediately in the event of an illness or serious injury. The completed blue emergency card provides SCOPE with parent permission for emergency medical treatment for their child. This includes providing first aid and calling 911 for medical assistance in the event the illness or injury is severe. In the event a child is taken directly to a hospital, a staff member will accompany the child. SCOPE insurance will cover 100% of all uncovered medical costs incurred to a child who is hurt at SCOPE.
- It is important for parents to inform SCOPE of any special health care needs his/her child may have. An individual Health Care Plan may be required. In

the event a child requires more than the 1:10 staff to student ratio, an additional staff member will be hired. An additional nominal fee may be charged to the parent.

- The Program Supervisor and Program Assistant are certified to administer oral, inhaled medication and epinephrine auto injector medication on an emergency basis to children diagnosed with allergy/asthma. Parents are required to complete medication authorization forms and review with the Program Supervisor.
- All other medications will only be administered if it is required under the provisions of the Americans with Disabilities Act (to be determined on a case by case basis).
- Outdoor play is a regulatory requirement unless it is extremely cold or raining. Please ensure your child's comfort by dressing your child appropriately. Exclusions to keeping a child inside during outdoor play time require a doctor's written statement and our ability to cover staff to child ratios.
- Children are required to wear sneakers or closed toe rubber sole shoes in order to use the playground equipment or to engage in active play.
- Children in long dresses and skirts, or a dress/skirt without shorts, may be restricted from using the playground equipment for safety reasons.
- Children are not permitted on playground 'monkey bars' or any hanging apparatus while at SCOPE.
- Children must remove dangling necklaces and earrings before engaging in active play.



- It is a license regulation to inform all parents, in writing, in the event a SCOPE child has a communicable disease. (Child's name will not be disclosed.)
- It is a license regulation for the Program Supervisor to teach children about health and safety.
- As mandated reporters, all SCOPE staff is required to report any suspicion of abuse or neglect and can be held criminally liable if they fail to report suspected child abuse or neglect.
- Report any actions by SCOPE staff that you deem inappropriate to the SCOPE Field Supervisor. If these actions involve suspected child abuse, contact the Child Abuse Hotline immediately at 1-800-342-3720.
- SCOPE will not release a child to a parent or designated pick up person if, in the judgment of the staff, the person is acting in a way that is consistent with the inappropriate use of drugs or alcohol. While we cannot hold a child against his/her parents will, SCOPE staff will be required to contact the local police and CPS.
- If a child resides in two separate households with their custodial parents, SCOPE will require that each parent complete their own emergency pick-up form.

Emergency Information/School Closings

SCOPE, in cooperation with the school district, has established specific emergency and safety plans that are coordinated with local police, fire departments and the NYS OCFS. These plans include the identification of primary and secondary emergency evacuation sites, a designated shelter in place location and documented drills for preparedness. Parents will be notified of the evacuation locations and provided advance notice of the shelter in place drill date.

In the event of inclement weather or other emergencies (e.g., no power) the PM program may be closed or close early. **Parents will be notified through a computerized messaging system via text and/or e-mail. A message will also be left on the program cell phone for parents to call and check the program status.** It is critical for parents to keep all work and emergency contact numbers up to date.

SCOPE cannot accept responsibility in the event a school district has an emergency delayed opening and AM SCOPE is cancelled, or when SCOPE is cancelled or closes early due to an unscheduled emergency. In the event of an early closing, parents are responsible to implement their emergency back up plans to ensure their child is picked up before the closing time. Emergency alternate arrangements are necessary in case your child is sent home early from school. It is important to discuss these arrangements in advance with your child and your emergency contacts.

Parent Communications & Involvement

Parents are always welcome to visit their child at SCOPE and to participate in special events and activities. To facilitate our shared commitment to the well-being of your child, we encourage continuous communication between you and the child care staff at mutually convenient times.

- Add the SCOPE site phone number and SCOPE site e-mail address to your phone contacts. It is important to leave a message in the event there is a schedule change or if you will be late to pick up your child (PM only). In the event it is closing time and we have not heard from you, the Program Supervisor will call all of the phone numbers provided on your Emergency Card and Registration Application, including all emergency contacts. If, after 30 minutes, SCOPE has not established contact with anyone, the Program Supervisor will contact the police.
- Immediately notify SCOPE of updated phone numbers, home address, work place, authorized pick-ups, custody arrangements, health issues or any other changes.
- Parents or other designated pre-authorized adults (age 18 or older) are responsible to escort and sign in for the AM program each day and to sign out for the PM program each afternoon. Photo ID will be required from authorized individuals if they are unknown to the staff.
- Unauthorized persons (anyone who is not listed on the blue emergency card and registration application) will not be permitted to pick-up a child.
- In the event your child has a problem with another SCOPE child, please do not approach the other child. Speak to the Program Supervisor and let him/her resolve the issue. NOTE: SCOPE will not share the disciplinary action for another child.
- SCOPE cannot prevent a parent from picking up his/her child unless copies of court orders are on file. It is the responsibility of the parent to update forms and to provide legal documentation.

Social Media, Electronics, Personal Belongings

- The Program Supervisor is responsible to carry the SCOPE smart phone on his/her person during program hours.
- Students are **not permitted** to use cellular phone during SCOPE program hours.
- If you need to get in touch with your child or the Supervisor during program hours, please call or e-mail the SCOPE site phone and leave a detailed message. (Texting is limited to emergencies.) The staff will check messages throughout program hours.
- Hand held electronic games are **not permitted** while at SCOPE.
- SCOPE is not responsible for the loss or damage of electronic equipment or toys brought from home.

Behavior Management

Behavior guidelines have been developed to help children acquire and improve self-control and to learn techniques to resolve conflicts peaceably through positive guidance and communication. SCOPE rules are posted on the program Display Board and are regularly reviewed with the children. In addition, a Student Code of Conduct Statement is required to be signed by each parent and child upon enrollment. SCOPE staff is trained to guide children in becoming responsible for their own actions and to help them grow in respect for the rights and feelings of others. When conflicts develop, the staff will listen to what each involved child has to say and help resolve the conflict through effective communication. In some instances, children may be removed from one activity and redirected to another. Older children may be asked to complete a Student Report Form (to explain their actions and what he/she will do in the future) to be reviewed and discussed with the Program Supervisor. The Program Supervisor is required to complete an Incident Form (indicating unusual and/or negative behavior) and to review it privately with the parent. The parent is required to sign the form as evidence that the form has been received. The parent and the Program Supervisor are expected to formulate an agreed upon plan of action to support SCOPE's efforts to ensure appropriate behavior.

In the event inappropriate behavior continues after steps have been taken to facilitate improvement, a suspension followed by exclusion from the SCOPE program will occur, if deemed necessary, for the safety and well-being of the children and staff. Corporal punishment is strictly prohibited.

Program Schedule/ Scheduled Early Dismissal Days

SCOPE will follow the school district calendar by operating on all full school days. The Before School Program will also operate on all scheduled early dismissal days. Extended Day Child Care will only be offered on scheduled early dismissal days (for an additional fee) depending on: district approval, if the Program Supervisor and one additional staff member is available to work, and if there is sufficient enrollment. Parents will be notified in writing through the Program Supervisor. Children will need to bring a peanut free lunch. Snacks and drinks will be provided.

Tuition/Calendars

- The program fees and fee schedule is listed in the Registration Packet and on the Program Information Flyer. There are two monthly tuition rates: part time and full time. There is no switching back and forth between rates.
- The first month's tuition is due upon enrollment. There are no credits or refunds for absences.
- SCOPE does not send monthly bills. After the first tuition payment all subsequent tuition is due in advance, no later than the 15th of each month. (The October tuition payment is due by September 15.) Late payment fees and returned check fees will be charged at the current rate.
- There is a **20% sibling discount for the 2nd child; a 40 % sibling discount for the 3rd child and a 60% sibling discount for the 4th child** in the same family.
- A 5% discount is available to parents who prepay for the entire school year.
- Subsidies/reduced rates and limited scholarships are available for income eligible families. Contact the SCOPE office for further information.
- Late pick-up fees will be applied for every 15 minutes, or part thereof, that you arrive late. Excessive lateness (more than 3 times) will result in the removal of a child from the program.
- Students will be withdrawn from SCOPE if tuition is not received within 30 days of the due date.
- Parents are responsible to complete and return a monthly calendar indicating their child's SCOPE schedule for the month. If your child will be attending a school based activity during program hours and then returning to SCOPE, the club/activity must be indicated on the calendar. Children will not be permitted to go to the activity unless it is indicated on the calendar. It is important to ask the Club Leader/Teacher to escort your child to SCOPE at the end of the activity. Speak to the SCOPE Supervisor if this is a problem.
- Monies (cash or checks) may not be collected by SCOPE staff for any reason.
- Parents may pay monthly tuition fees by check, automatic credit card payment or online.

No payments will be accepted at the program site. Mail the registration application, annual registration fee and first tuition payment to **SCOPE Child Care, 100 Lawrence Avenue, Smithtown, NY 11787.**

If paying by check or money order, **mail all remaining tuition payments to:** SCOPE Education Services General Mailbox, PO Box 30550, New York, NY 10087-30550.
Do not include any other paperwork to this address.

Parent Information & Resources

Visit SCOPE at www.scopeonline.us to:

- pay monthly tuition fees (check, charge, debit)
- complete a Parent Survey
- review the Quality Child Care Check List
- download the “Together We Raise Healthy Children” brochure.
- download required forms (Homework agreement, calendar, credit card/auto pay forms, etc.)
- download “Recognizing & Reporting Child Abuse & Neglect” brochure

LI Regional Office of Children & Family Services: (631) 240-2560
Website: www.ocfs.ny.gov

Child Abuse Hotline: 1-800-342-3720
(call to report suspected child abuse or neglect)

Parent Helpline: 1-800-CHILDREN
(call for information about child abuse & neglect, for referrals to local organizations that help parents and children, and to find out what you can do to prevent child abuse)

NYS OCFS Complaint line: 1-800-732-5207
Website: ocfs.ny.gov

Long Island Parent Center: (631) 321-1840

Suffolk County Department of Social Services: (631) 853-8714
(child care subsidies)

Nassau County Department of Social Services: (516) 227-7976
(child care subsidies)

Thank you for taking the time to review SCOPE's policies and procedures. If you have any questions, comments and/or concerns, please contact **SCOPE Student Services @ (631) 360-0800 extensions 120 or 164** or go to the SCOPE website Contact Us page.

SCOPE does not discriminate on the basis of race, creed, color, national origin, disability or sex in the administration of our educational policies, admission policies, programs or employment.

Additional SCOPE Services

Services for Educators

- In-Service Courses
- Graduate School Programs
- Online Courses
- In-District Courses and Workshops
- Superintendent Conference Days
- Teacher Conferences
- Professional Workshops and Interactive Webinars
- School Board Institutes/Training
- School Board Seminars
- Educational Leadership & Administrative Programs
- Workshops/Speakers Bureau for Teachers
- Teaching Assistant Training

Awards of Excellence
Management Studies
Interim Referral Registry

Research Studies
Human Resources Audit
Medication Services

Services for Parents and Children

- District Employee Day Care
- Preschool Programs
- Universal Pre-K
- Summer School Enrichment
- After School Enrichment
- PSAT/SAT/ACT Prep Courses

Outdoor Education Programs
Summer Environmental Adventure Program
Workshops/Speakers Bureau for Parents and Student

Services for Employment and for Certification

New York State Certifications in:

- Child Abuse I.D. and Reporting
- Violence Prevention
- NYSED DASA Certification

Publications

- Education Forum
- Directory of Suffolk County Public Schools
- Directory of Private and Parochial Schools Serving Long Island
- Journal for Leadership and Instruction
- Baby Friendly Long Island

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