



After School Youth Program

Policies and Registration Info
2020-2021 School Year





Welcome to Christ the King!

Nestled in the majestic countryside of upstate New York, Christ the King is a vibrant retreat center for people of all ages who gather for overnight conferences, day meetings, family reunions, banquets, overnight accommodations, recreation, summer camp, worship, Christian education, spiritual direction, and more.

Located in Washington County at the Eastern border of Greenwich and Easton, the Center encompasses 500 acres and includes a private lake, natural wetland, miles of trails and outdoor activities for all seasons.

Mission Statement

The mission of the Christ the King Youth Programs is to build Community in Christ by teaching such values as love, compassion, forgiveness, service, & thankfulness. We aim to provide a safe, wholesome, Christian environment for children to grow.

Registration

Attached please find a copy of the 2020-2021 registration form. To enroll your child(ren) you will need to fill out a registration form for each child attending. Due to spacing and staffing limitations we have a maximum capacity of 20 children at the youth program per day. Children will be added on a first-come, first-serve basis upon receipt of paperwork. Registration paperwork needs to be filled out in its entirety before it can be considered received and your position in line can be held. **A copy of your child's immunization is required at the time of registration.**

Please keep in mind that changes to your child's registration throughout the year will require filling out a new registration form and will only be permitted if spots are still available or at the discretion of management. **If your child is scheduled to attend, per your registration form, you will be billed for those days regardless of actual attendance.**



Rates and Payments

Rates:

- Grades K-4 \$16/day
- Grades 5-7 \$14/day

We operate under a tuition based system. Once you have selected the specific days your child(ren) will be attending, your weekly bill will reflect that. Lack of attendance and early pickup will still result in a full charge on your account.

Payments are to be made on a weekly basis prior to the close of the current week. Running 'tabs' is not permitted. Checks made out to Christ the King, cash or credit card payments will be accepted. Check payments can be dropped off in the check box during pick-up. Cash payments can be made at the Welcome Center during business hours. Credit Card payments can be made during business hours at the Welcome Center by phone or in person.

On days Greenwich CSD is closed for non-holidays, CTK Youth Program may offer full or half day programming. A sign-up sheet will be put out two weeks prior to the day/s in question and parents/guardians will be given seven days to sign up. If we receive enough signatures of commitment, programming will be offered. Families will be given notice a minimum of one week prior to the date stating whether child care will be offered or not. Once signed up, we are unable to remove the charges on your account and you will be responsible for the cost regardless of attendance. Rates of full and half day programming will be announced at the time that the program is offered.

CTK youth programming ends at 5:30 p.m. Pick-ups made from 5:31 p.m. and 5:45 p.m. will result in an additional \$15 charge. Pick-ups made after 5:46 p.m. will result in an additional \$1 per minute charge. We also ask that you inform us of your late pickup.

Holidays and Closings

CTK Youth Program will follow the same closing schedule as Greenwich Central School District. In the event that Greenwich CSD does close for snow, weather, or other event, CTK will not offer programming. CTK Youth Program does not offer programming in the event of an emergency evacuation. You will not be charged for snow days.



Youth Program Standards

Youth are to be dressed appropriately for the weather, as we often go outside.
Please do not send your child with or wearing:

- Makeup
- Materials with inappropriate content
- Provocative clothing
- Toy weapons
- Electronics

You may send your child with the items below, as long as the children understand that they will have limited use and that if they pose a problem, they will be asked to put them away or leave them at home:

- Gifts or invitations to share as long as there are enough for all children present
- *CtK is not responsible for any items damaged or lost while at the Youth Program.*

Supervision Ratios

A ratio of 1:10 will be maintained at all times between staff and students.

Visitors

Every visitor must sign-in. The sign-in includes name, date, time in, purpose and time out.

Encouraging Good Behavior

The techniques used to teach the child good behavior include:

- Giving praise to reinforce positive behavior
- Thanking the child for doing something good
- Focusing on the behavior, not the child
- Giving the child choices when appropriate

Conflict Resolution

The techniques used to avoid potential conflicts or resolve conflicts include:

- Non-verbal communication like eye contact and concerned facial expressions
- Offering children positive choices in a non-threatening and non-punitive way to assist them in choosing the correct behavior and meeting expectations
- Encourage children to work together, with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts

Inappropriate Discipline

Disciplining a child will never include:

- Inflicting corporal punishment in any manner
- Associating disciplinary action with rest, food, or toileting
- Demeaning and humiliation

Unresolved behavior

Proper behavior is expected, if a child repeatedly has difficulty following directions, is disrespectful, or acts inappropriately, they will not be able to attend the program. Communication between staff and parents, as well as parent and child, is critical in dealing with these situations.

Procedures for Reporting Suspected Child Abuse

- Every staff member is mandated by law to report all suspected child abuse and maltreatment situations to the *NYS Child Protective Services*.
- If a staff member suspects a child may be being abused or maltreated, they must report this immediately by calling the NYS Child Abuse hotline at 1-800-342-3720, or the Child Care Complaint Line 1-800-402-3030.
- Once the situation has been discussed with the Hotline, the Hotline will decide the appropriate action, notify the appropriate investigative agency, and provide instruction to the reporting staff member.
- Staff members who do not report suspected abuse or maltreatment, no matter how insignificant these might appear, are subject to fine and imprisonment. Please note that per NYS law, the staff member who alerts the Hotline or the management of the Christ the King Center are not obligated to speak with suspected abuser before or after reporting a suspected infraction. These types of situations are handled exclusively by the authorities.



Daily Schedule

Per the Office and Child and Family Services (OCFS), Christ the King Center operates a single purpose program. As a result, activities each day are based around our weekly instruction theme. Daily schedules will consist of planned activities and discussions.

- 1:00pm K-4 Pick-up
 - Children will be met by a member of the youth staff at the bus drop off on Burton Road and transported to the program building for free play.
- 2:00pm 5-7 Pick-up
 - Children will be met by a member of the youth staff at the bus drop off on Burton Road and transported to the program building to join the rest of the group.
- 2:15 Circle time
 - Each day will start with circle time where children are able to participate in whole group discussion. This time will also serve as our prayer and Christian Education time. Each Bible lesson will be presented in an age appropriate manner and will be accompanied by an activity.
- 3:00 Snack
 - Snack time will consist of 2-3 healthy choices and water. Children are allowed to bring their own snack but sugary items, such as candy or cookies, will not be permitted. Snack is included in the cost of tuition.
- 3:30 Homework
 - Immediately after snack time, any child with homework or projects will be dismissed to the homework room. A member of the Youth Program staff will be present for supervision and support. This time is limited to a maximum of one hour per day.
- Group activity
 - Students will be provided with an opportunity to work hands on the daily Christian Education topic.
- <5:30 Pick-up
 - Pick up will normally be at the Infirmary Building, however, if you pick up prior to 5:00-5:30 we may be in a different part of Christ the King using our extensive property. In that event, we will leave a note at our base location saying where we are so you can easily find your child.



Health Policies

We remain a well-child facility. Parents/guardians may be notified to pick-up immediately if a child is found to have:

- Sickness
 - A fever of 100 F or higher or chills
 - Diarrhea or Vomiting
 - Continuous coughing
 - Breathing trouble
 - Sore throat
 - Swollen glands
 - Red and/or crusty, watery eyes
 - Loss of taste or smell
- Lice. The child may not return until treated and no more lice or nits are spotted

If there is an immediate threatening emergency, 911 will be called and the child's parents will be notified.

At Christ the King, your child's safety remains a high priority. In order to implement safety here, the following policies are to be upheld:

Hand Washing:

Staff and children must wash/sanitize their hands upon arrival to the program, before snack, and after they become soiled (after sneezing, coughing, bathroom, etc.).

Health Checks:

We remain a well-child facility. If your child has any symptoms of illness listed above in the duration of their time with us, we will contact you for pickup. Your child will be placed in an isolated space in the Infirmary building until they can be picked up.

Christ the King will conduct a temperature check only if a child is suspected of having a fever, understanding that each child receives a temperature check from a parent/guardian each morning or by Greenwich CSD.

Physical Distancing:

Children & staff will be expected to maintain proper distancing of 6ft, as laid out by the CDC & State regulations, when possible. Programming each day will be conducted from our pavilion (located next to the Infirmary), as weather permits, to allow for additional space and for good ventilation.

Face Covering:

A face cover is recommended at all times however is required any time a child enters the Infirmary building or a distance of 6ft is unable to be maintained. Children should bring their own mask to the program each day. Disposable masks will be available for children who have forgotten or misplaced theirs. Staff will be required to wear a face covering at all times when interacting with children per New York State Executive Order.

Snack:

Individual, pre-prepared snacks are provided for each children daily. Children are welcome to bring their own snack from home but sharing of snack between children is not permitted.

Staff will place a snack portion in individual packages for children, ensuring that package is properly sealed, prior to the session start. When distributing snack, staff must wash hands & wear gloves. Each child is to be handed *only* the package that they are receiving to eat.

Cleaning and Sanitizing:

Staff will ensure that shared spaces are cleaned & sanitized each day before the arrival of the children. Products approved by the EPA will be used. After each day, shared space (such as bathroom, vehicle, etc.) will be thoroughly cleaned and sanitized, including any items the children may have used.

Parent Responsibilities

We ask that parents/guardians pick-up your child at the pre-designated time. Children are not permitted to leave the building or property until a parent/guardian or adult who is authorized by a parent/guardian has signed them out. Photo ID may be required for anyone who is not recognized by a member of CTK Youth Program Staff. To authorize someone to pick up your child, they must be listed on their registration form; no verbal consent will be accepted. Parents/guardians can make changes to authorized individuals at any time. Individuals who are unauthorized or without photo ID will be unable to pick up.

Reporting an absence is appreciated, but not required. Parents may be contacted if your child is found absent at the time of bus pick-up when no absence is reported.

We also ask that parents update registration forms as changes occur (change of contact numbers, address etc.). Please see a member of Youth Program staff for a new registration form.

