



## WEST POINT SCHOOL AGE CENTER



Welcome to the West Point School Age Center. Before and/or after school care is offered for children in Kindergarten through 5th grade. School Age provides a variety of experiences for children through planned and developmentally appropriate activities that promote learning and exploration in the five service areas of Education Support and Career Exploration; Character and Leadership Development; Health, Wellness and Life Skills; Sports, Fitness and Recreation; and The arts. The West Point School Age Center also maintains active partnerships with 4-H and the Boys and Girls Clubs of America Programs. These curriculums are integrated into daily activities and serves a free choice options for children.



### School Age Hours of Operation:

The School Age Center operates Monday through Friday from 0600-1730. School Age offers Before and/or After school care. Pick up occurring after 1730 is subject to a \$1.00 per minute fee charged for each minute of late pick up. Fees will be collected at time of pick up. School Age will be closed for Federal Holidays and twice annually for Staff Development Day. Children enrolled in either before school, after school or both are entitled to all school out days at no additional cost.

### Accountability at School Age Center:

Parents/guardians will be required to show identification at time of pick up and drop off, there are no expectations to this policy. Parents are required to swipe their child in and out and sign them in and out at the front desk. Swipe cards will be issued at time of registration. In the event a parent or guardian is unable to pick their child up a designated release form must be completed ahead of time to allow that individual to pick the child up. Emergency contacts are also release designees and may pick the child up from care. In the event your child will be absent from care for either before or after school care please contact the SAC front desk at 845-938-8530 or email the absentee email at [usarmy.westpoint.imcom-fmwrc.list.cys-attendance@mail.mil](mailto:usarmy.westpoint.imcom-fmwrc.list.cys-attendance@mail.mil).

### Child Transportation:

School Age Center staff will provide transportation to and from school for SAC participants. The bus will depart promptly from the School Age Center for morning drop off at 0810 for Kindergarten through Fifth grade. Children will be picked up in the afternoon at 1450 for the Elementary School. On early dismissal days children are picked up at 1130 for Kindergarten through Fifth grade. Parents will complete bus permission slips at time of registration with Parent Central. West Point Elementary School requests that all families send a note to their child's teacher requesting the child ride the SAC bus from school.

### Meals and Snacks:

All meals and snacks are provided at no extra cost to families. West Point School Age Center participates in the USDA and CACFP programs. All menus are reviewed and approved by a registered Dietician and are in compliance with USDA nutritional requirements. Breakfast and snack are offered on school days, with breakfast, lunch and snack being offered on 'school out' or early dismissal days. Breakfast is offered between 0700 and 0745, lunch is offered between 1100 and 1230 (on early dismissal days lunch is offered upon return from school at 1200) and snack is offered from 1515 until 1600.

### Medications:

All medications must have a prescription label attached and be approved for use by the Multi-Disciplinary Inclusion Action (MIAT) team. For more information on MIAT procedures and eligibility please contact Parent Central at 845-938-0939/4458.

### Parent Participation:

The West Point School Age Center believes that parents are the first and primary educators of their children and we strive to form partnerships with parents that support the total development of each child. Parents are encouraged to participate in field trips, special presentations and the Parent Advisory Board.

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### School Age Staff:

School Age Center staff are professional Army Caregivers. They are professionals trained in the duty of providing a safe, nurturing and enriching environment for children and youth. School Age Center staff role model appropriate behavior, respect, compassion, concern and positive character. SAC staff undergo rigorous background checks and screening processes prior to be accepted as a Child and Youth Program Assistant. CYPAs receive no less than 30 hours of initial training in the areas of Child and Youth Development, CPR, First Aid, Medication Administration, Identification of Child Abuse, Fire, Safety and Health Standards, Standard Operating Procedures and other relevant trainings. CYPAs also receive ongoing training in the areas of Developmentally Appropriate Practice, Planning and Implementation. Training and Program Specialist ensure staff is competent and well trained in meeting the needs of children.

### School Age Programming and Curriculum:

The School Age Center ensures planned activities and lessons incorporate children's interests and needs. Lesson plans support the total development of School Age Children in care. Children have the option to participate in planned activities or explore learning areas independently. SAC complements the academic day daily with homework and academic support with a CYPA who specializes in homework assistance. The School Age Program implements five service areas during programming and environmental play; Academic & Career Development, The Arts, Character & Leadership Development, Sports, Fitness & Recreation, Health, Wellness, & Life Skills. School Age incorporates agency partnerships into daily schedules and programming. Activities reflect 4-H, Boys and Girls Clubs of America and the Josephson Institute of Ethics Character Counts! Programs.

### Restricted Items:

In addition to no outside food or beverages permitted in the building due to food allergies, School Age does not allow open toed shoes due to safety concerns. We also encourage parents to not allow children to attend with cell phones, electronic devices, toys, smart watches and cash. Staff cannot be responsible for these items.

### Basic Care Items:

Parents may provide sun block and chap stick for application while in care at SAC. A Basic Care Item Treatment Consent form must be signed and dated by parent for staff to apply item.

### Payments:

Payments are due on the 1st and 15th of each month. A five day grace period is allotted prior to late fees being incurred. Payments can be made through WebTrac, at the School Age Center or over the phone by calling 845-938-8530.

### Contact Information:

School Age Front Desk-	Ms. Jessica Ramos T:845-938-8530/0941
School Age Director-	Ms. Jacquie Butler T: 845-938-0086
School Age Assistant Director-	Ms. Jessica Kelley T:845-938-0089

Welcome to the School Age Center program at West Point!

