



Parent / Guardian Handbook

(revised June 2025)

MISSION STATEMENT

The primary goal of O.K. Kids, Inc. is to provide safe, reliable and affordable care for school age children in the Ichabod Crane school district. The program seeks to offer a desirable alternative for parents who regularly need care during the day for their children. Beyond providing adult supervision in a safe setting, O.K. Kids, Inc. seeks through its trained and caring staff to develop children's interests, social skills, self-confidence and imagination. In addition, it offers a healthy outlet for children's energy before and/or after school.

INTRODUCTION

The intent of this handbook is to acquaint you with O.K. Kids, Inc., and to explain its daily operations. Please keep this handbook for your reference.

O.K. Kids, Inc. is a non-discriminatory, not-for-profit organization, dedicated to providing quality care for school aged children, grades K-6, in the Ichabod Crane Central School District. It operates an after-school program at the Ichabod Crane Primary School, as well as vacation and summer camp programs. Although O.K. Kids, Inc. uses space in district buildings, it operates independently of the Ichabod Crane Central School District.

Enrollment in programs operated by O.K. Kids, Inc. is available to families without regard to race, color, sex, religion or national origin. Parents should meet with the Program Director to discuss a child's special needs prior to submitting a registration form. The program is available on a first come, first served basis.

ORGANIZATIONAL STRUCTURE

O.K. Kids, Inc. is managed by a volunteer Board of Directors, which in turn is led by an Executive Committee. The Executive Committee consists of a President, Vice President, Treasurer and Secretary.

STAFF

The Program Director manages and oversees the program. O.K. Kids, Inc. is registered with the New York State Office of Children and Family Services as a school age childcare program. Our agency meets mandated requirements regarding staff/child ratios (10:1 for children 9 and under, 15:1 for children 10-12) and staff qualifications. The Program Director, Site Supervisors, and Counselors staff the program.

OPERATING PROCEDURES

Wait List

The after-school program has a wait list for families wishing to enroll their children. Families are initially listed on the wait list according to the date they applied for registration into the program. Once a family has been offered a position in the after-school program, the family can take the spot or decline the spot. After three consecutive denials or no responses, then your name will be removed from the waitlist and you must re-apply to the program - this will include a new registration fee. If the family chooses to decline the spot, their name will go to the bottom of the wait list and the next eligible family will be

offered the spot. Each family is given 3 business days to respond to the offer. If they do not respond within 3 days, we will move on to the next family. Each family on the wait list will receive a phone call or email periodically to inform them as to where their child is on the wait list. Families are put on the wait list when the program has received a registration form and a check for \$50.00.

Communications

The telephone number of the O.K. Kids, Inc. program is 518-758-9528. Questions regarding enrollment status, fees, payments, etc., should be addressed to this number. In addition, the Program Director can be reached via email at OKKIDS2@outlook.com. Please be sure to include your name and telephone number or email address and the Program Director will get back to you. **O.K. Kids, Inc. has a Facebook page and a website (okkidsinc.org). We use multi-channel notifications to alert parents of important changes or closures, ie. email, Facebook, etc.**

Parent Informational Board

There is a parent informational board at the program with information regarding the program itself as well as our lesson plans. Other pertinent information may be here as well, so please check it on a regular basis.

Hours of Operation

The hours and location of operation are as follows:

After-School (Primary School Cafeteria): School Dismissal-6:00 PM

Vacation Clubs/Summer Camp: 7:15 am – 5:45 pm

Transportation

During the school year, children attending the O.K. Kids Program from the Middle School will board their bus at dismissal time, ride over to the Primary School and get off of the bus to come into the program. Children staying after school will be walked over to the Primary School by O.K. Kids staff. Parents should let the Director know if their child is staying after school via email prior to 2 pm on that day.

Transportation for any planned field trips will be provided by the Ichabod Crane School District. The Ichabod Crane School District will be responsible for following all requirements from the New York State Department of Motor Vehicles and the New York State Department of Transportation. If there are any changes in the transportation plan, parents will be notified. Children will not be transported in personal vehicles.

Emergency Relocation/Emergency Evacuation (Fire drills)/Shelter In Place

In the event that we must move the program, we will utilize one of the other schools to relocate (High School or Middle School). Reasons for moving the program could be a fire, chemical spill, etc. If we must relocate, we will first place a notice on the entrance to the school to notify of our location. Once it is safe to do so, we will contact parents through phone calls, text messages, and emails. If it not safe to move to one of the school sites, we will find another safe location and will alert parents when it is safe.

Emergency Evacuation Drills will be conducted once/month. There are several egress routes in the program and all of them will be practiced during the drills.

Shelter In Place drills will take place two times throughout the year. Parents will be notified two weeks prior to the drill taking place (on the bulletin board or sign out desk at the program).

After- School Program Pick Up

Please be sure to turn your car OFF before you exit the vehicle to pick up your child. For safety reasons, all entrances to the building are kept locked. You can pick up your child using the front entrance at the Primary School. Once in the vestibule, there is a walkie talkie on the sign in/out table for you to call for your child and a staff person will then bring your child to you. Be sure to bring your ID with you as staff at the door may not know you. **Parents must check out when they pick up their children.** Children will only be released to a parent or other adult previously authorized to pick up their child.

Authorization for pick up was indicated on the Authorization Form at the time of registration. Changes in authorization must be in writing and may be changed with the Program Director. Please adhere to this procedure, as it is designed to protect the children. **We will not accept phone calls as authorization for another person to pick up your child.**

Any person not known to staff members will be required to provide proof of photo identification (driver's license). **Only people listed on a child's release authorization will be allowed to pick up a child, unless the program receives a note from parents stating that someone else will pick up their child.**

It is imperative that parents notify the After-School Program if a child will be absent (see Absentee Policy below). If a child does not arrive and the program site has not been notified of his/her absence, the Program Director will take the following steps:

1. Contact school office / bus garage
2. Call parent(s)
3. Call the child's home
4. Log the above steps in the site attendance log.

Absentee Policy

In the event of illness, vacation or other absence (Scouts, dance, intramural, etc.). the After-School Program site must be notified. **Notifications to the school are not passed on to O.K. Kids, Inc.** The parent must call the program site no later than 2:30 PM and leave a message or send an email to okkids2@outlook.com. Do not call the school office.

Program Site Telephone: #518- 758- 9528 (best number to call)

In the event that the phone is busy, or no one answers the phone during program hours, please leave a message and someone will return your call as soon as possible if necessary.

No provision can be made for tuition reimbursement due to absence, as overhead and staff costs are fixed.

Late Pick -Up Fee

Children must be picked up by the end of the program day. **Parents will be charged \$15.00 for the first 1- 15 minutes past 6:00 PM, and \$1.00 for every minute thereafter.** This fee must be paid to the staff that is with your child, in cash. **The program site clock determines time.**

Emergency Early Dismissals

School closing and emergency early dismissals will be announced on the following stations:

**WHUC AM 1230 FM 93.5
WGY AM 810 FM 99.5
WFLY FM 92.3
WPYX FM 106.5**

**WQBK AM1300 FM 104.5
WROW AM 590 FM 95.5
WPTR AM 1540
WTRY AM 980**

Television channels 6, 10 & 13

O.K. Kids, Inc. will not open on days that the Ichabod Crane Central Schools are closed due to extreme weather conditions or other emergencies. During vacation club weeks, O.K. Kids reserves the right to close the program due to emergency situations (either weather related or infrastructure related) or for regulatory reasons (no phone, running water, etc.). The closing of the program during vacation club weeks will be at the Program Director's discretion.

In the event of early dismissal from school due to inclement weather or other emergency, children who are regularly scheduled to attend O.K. Kids, Inc. after-school program will be bused home, as O.K. Kids, Inc **WILL NOT OPERATE** that day. It is the responsibility of the parent to obtain in advance from the school, the bus route number that their child(ren) must take home in such a circumstance.

PLEASE NOTE: *Arrangements for emergency care are the responsibility of the parents. The O.K. Kids, Inc. staff will attempt to notify parents if the school district decides to close early. However, parents must have an emergency dismissal plan on record with the child's school.*

Visitations

While O.K. Kids, Inc. does have an open-door policy for authorized parents/guardians of enrolled students in the program. Doors are kept locked at all times, as it is our priority to provide the safest and healthiest environment for your children. If an authorized parent/guardian of enrolled students in the program would like to come into the program, please just ask a staff person to do so and we will be happy to escort you in. We are always happy to answer any questions and encourage authorized parents/guardians of enrolled students in the program to share your comments or concerns with the Program Director. Regular communication with the Program Director is one way in which you can contribute to the quality of your child's care. Under no circumstances will any outside visitors be allowed into the program at any time without prior authorization from the Program Director.

Discipline Policy

O.K. Kids, Inc. strives for each child to have a safe and enjoyable time while at the program. To help our staff achieve this aim, reasonable limits for behavior are established. These limits are appropriate to the developmental level of the child, and consider health, safety and the rights of the individual, as well as the needs of the group. A positive approach is used to guide children. Methods include; redirection, logical and natural consequences, limit setting, modeling, providing choices, anticipating situations and recognition of appropriate behavior.

All children are expected to adhere to the program-wide rules listed below:

- Children and staff are to treat one another with respect and courtesy;
- Show respect for school property and the property of others;
- Use acceptable language ...no yelling, swearing, or name calling;
- Fighting is not allowed. ...keep hands, feet and other objects to yourself;
- Walk in the building ...running is acceptable in the gym and on the playground;
- Cooperate, share with others, follow directions and obey the staff.

Every effort will be made by staff to integrate a child into the program. However, a child who is chronically disruptive to the functioning of the program will be dismissed. In this circumstance, the Program Director will confer with the child's parent(s) throughout the following process. . .

A chronically disruptive child is defined as a child that hampers the smooth flow of the program. A child with disruptive behavior may exhibit the following characteristics: require constant one-on-one attention, inflict physical or emotional harm on other children, physically or verbally abuse the staff, or be unable to conform to the rules and guidelines of the program.

In the case of a child who presents persistent discipline problems, the Director will implement the following steps:

1. Logging the child's inappropriate behavior and completing a discipline report.
2. Following three (3) discipline reports, a child will be suspended from O.K. Kids, Inc. programs for five (5) days. Prior to a child's return to O.K. Kids, a conference between the child's parents / guardians and the Program Director must be held.
3. Following a child's return to O.K. Kids, Inc. any further discipline reports will result in the child's dismissal from O.K. Kids, Inc.

In cases of imminent danger, the Program Director/ Board of Directors retains the discretion to remove a child from O.K. Kids, Inc. programs.

A count of discipline reports, begins in September effective the first day of the school year and ends on the last day of the academic year. **O.K. Kids, Inc. will not grant refunds for time missed due to a suspension for disciplinary issues.**

Child Abuse and Maltreatment

In accordance with the provisions of Section #432 of the New York State Social Services Law, the staff and directors of childcare centers are mandated to report to the New York State Child Abuse and Maltreatment Register whenever there is reasonable cause to suspect that a child has been abused or maltreated. Any person, official, or institution required by law to report abuse, which fails to do so, may be guilty of a Class A misdemeanor. Whenever a report is made, the staff will fill out and file form LDSS-2221A as well as notify the Office of Children and Family Services.

Program Conduct

While on the site of any O.K. Kids, Inc. program, it is expected that all adults, children and staff will adhere to the following guidelines:

1. People are treated with respect.
2. Property is treated with respect.
3. Program rules are followed.
4. Language is courteous and appropriate.
5. Hostile and aggressive behavior is avoided in all interactions.

All incidents or concerns regarding the behavior of children enrolled in the program, must be addressed to a staff member. It is the policy of O.K. Kids, Inc., that discipline/ behavior issues are handled by our staff.

Concerns regarding ongoing behavior/discipline issues should be addressed to the Program Director or the Site Supervisor in a timely manner.

ACTIVITIES

O.K. Kids, Inc. is committed to fostering in children a sense of autonomy, cooperation, self-control and choice. Creating a safe environment that permits freedom within set limits is a priority. This is accomplished by providing children with a variety of activities that include opportunities for artistic creativity, organized group play and provisions for relaxation and independent activities.

Toys and equipment will be checked on a regular basis for broken parts by all staff. The Director will regularly check the United States Consumer Product Safety Commission (CPSC.gov) for recalled toys and equipment.

Outdoor Play

According to the Department of Social Services Regulations, O.K. Kids, Inc. must provide a period of supervised outdoor play (20 to 30 minutes) for all children, every day, except during periods of inclement weather or when otherwise instructed by a physician, parent, guardian or legal custodian. Inclement weather is defined as when it is raining, when the temperature is below 20 degrees Fahrenheit (either a thermometer reading or reading combined with a wind chill factor) or there are heat index/ozone layer warnings. **Parents should ensure that their children are dressed appropriately for cold/hot weather. This should include wearing a hat, gloves, boots and snow pants, when necessary.**

Student Dress Code

In accordance with the Ichabod Crane School District student dress code, O.K. Kids, Inc will adhere to the same guidelines.

STUDENT DRESS CODE

A. Dress Code (K-8)

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

1. Students should wear clothing that completely covers all undergarments. Shirt and dress straps should be as wide as the straps of any undergarments, including bra straps and underwear. Additionally, undergarments should not be visible through clothing.
2. Students may not wear revealing clothing including but not limited to halter tops, beach wear, clothing made of mesh material, oversized tank tops, tops which expose cleavage or the midriff.
3. Students may not wear head covering or outerwear (jackets or coats) in school or bring to wear in school other clothing items, knapsacks or jewelry that bear wording or pictures that depict, promote, advertise or encourage the use of drugs, alcohol, tobacco products, weapons, violence,

obscene language, sexual conduct, ethnic/gender bias or prejudicial statements or that is in any way demonstrably disruptive of the educational program.

4. The wearing of hanging chains from pockets and the wearing of spiked collars, spiked rings and spiked bracelets are potential hazards and are not allowed.
5. Head coverings (with the exception of religious purposes), coats, jackets, and other types of outerwear are to be kept in lockers and not worn during the course of the school day.
6. Students must comply with the dress code for physical education class.
7. Unless approved by administration, students may not carry backpacks or large bags with them during the school day.

In addition, please remember that children should all be wearing sneakers or shoes that protect their toes (close toed shoes). We go outside daily, and children cannot safely play with open-toed shoes/ flip flops, etc. on the playground equipment and in the mulch. **No exceptions will be made due to safety reasons.**

Schedule for Average Day

After-School Program:

2:23- 2:35- Dismissal from Middle School/Elementary School/Primary School – children from Middle School will ride their bus over to the Primary School

2:25- 3:15- Arrival/check in/health checks/hand washing/free choice activities

2:45 – 3:45– Snack and various activities at different interest areas, crafts; homework if they have any

3:30-4:45- Outside time for Groups 1 & 2, Free play for Groups 3 & 4

4:45- 5:15- Outside time for Groups 3 & 4, Craft/activity for Groups 1 & 2

4:45- 5:20- Small group activities, crafts

5:20-5:30-Clean up

5:30-6:00-Storytime/Mindfulness/group games

Daily Health Check

Health Check: Each day, upon arrival, staff will check/observe the following:

Child's behavior: typical or atypical for the time of day and circumstance

Child's appearance: skin, eyes, nose, mouth, hair (lice) and breathing

Evidence of injury or illness?

Any indications of child abuse or maltreatment?

Homework Policy

Our staff will remind children that homework may be done but will not force a homework time upon any child.

Snacks

Every day, after arrival from school, children are given time to eat a nutritious snack that they have brought from home. Snacks will not be provided from the program. If the program does provide any kind of food, parents will be notified beforehand.

Special Health Care Needs/Allergy Policy (Elijah's Law)

Any child with an allergy or a special health care need is required to have an individualized health care plan, developed with the child's parents and staff. In addition, for anyone with **ANY** type of an allergy, an allergy/anaphylaxis plan must be on file (signed by physician as well) Staff will all be informed of allergies, signs to look for in a reaction and the treatment plan.

The program now has stock epipens in case of an emergency anaphylactic reaction – no medical forms are needed for the use of these epipens. If used, 911 will be called as well as parents, our health care consultant and OCFS.

Lost and Found

Help us keep track of your child's possessions by clearly labeling all items with your child's name. A box of lost and found articles will be set up at each site and should be checked regularly by parents. All items left behind when the school year ends will be donated to an appropriate charitable organization.

Toys from Home

Please be aware that O.K. Kids, Inc. does **NOT** allow toys (a book to read is fine) from home. In the event that a child does bring something in, they will be asked to put it away. O.K. Kids does not accept responsibility for toys that children bring to the program, and we cannot guarantee that toys will return home in the same conditions in which they arrived.

There may be special days included in lesson plans where children may bring an item in from home, families will be notified in advance as to what that is.

Electronics

Electronics, such as cell phones, smart watches, tablets or hand- held gaming systems will not be allowed at O.K. Kids, Inc.

O.K. Kids, Inc., will adhere to the Ichabod Crane School district policy as well as the New York State's distraction-free school policy regarding electronics.

SUMMER PROGRAM

A full-time summer program is available to children (7:15 am – 5:45 pm). The Board of Directors on a yearly basis determines the price, number of children accepted, length and location of the program. The program offers full day supervision and a multitude of activities. Contact the Program Director for additional information. Commitment for summer weeks will not be considered for refunds if less than 2 weeks notice is given.

FINANCIAL RESPONSIBILITIES

As a non-profit organization, O.K. Kids, Inc. runs on a tight budget. Salaries, activity costs and overhead expenses require a timely cash flow. Hence, the following policies must be strictly followed to maintain fiscal responsibility. The monthly rate is based on the school calendar. The fee is divided into equal monthly payments; therefore, the monthly fee is the same regardless of the number of school days in a particular month or the number of days a child attends. O.K Kids, Inc. Board of Directors will evaluate on an annual basis the possibility of a potential increase in tuition. Parents will be notified of any increases 60 days prior to enforcement.

Registration Fee

A NON-REFUNDABLE registration fee of \$50.00 per family is required and must accompany the registration form. After three consecutive denials or no responses while on the waitlist, then your name will be removed from the waitlist and you must re-apply to the program - this will include a new \$50.00 registration fee.

Tuition

Tuition for each month, as specified in the registration agreement, is due by the 20th of the month preceding the month for which you are paying. Payments are payable to O.K. Kids, Inc, and may be mailed to: O.K. Kids, Inc, P.O. Box 107, Kinderhook, NY 12106. Payments may also be delivered to the Program Director at the program site, when a child is being picked up or dropped off. Tuition should be paid by check or utilizing PayPal (see below). All families are expected to sign a tuition agreement.

Parents who share the responsibility of tuition must make arrangements between themselves to pay the full amount due. Partial payments are not accepted for tuition.

A family discount of \$25.00 per additional child may be applied.

PayPal

Tuition may be paid through a PayPal account set up for O.K. Kids, Inc. It is set up to be paid through our email. When searching for O.K. Kids, you use the email, okkids2@outlook.com. O.K. Kids covers the usage charges for PayPal.

Tuition, for all programs, is non-refundable.

A fee of \$30.00 will be charged for all returned checks. Two returned checks will necessitate that all subsequent payments be made by money order.

Late Payment Fee

If monthly payments are not received or postmarked by the due date, late fees will be charged as follows.

- ❖ **\$10 for the first 3 days late (21st through 23rd)**
- ❖ **\$20 for 4 through 7 days late (24th through 27th)**
- ❖ **Additional \$5 added on after 7 days late**
- ❖ After one month of non-payment, the matter will be referred to the O.K. Kids, Inc. Treasurer to pursue payment. The Board of Directors may also refer the matter to a collection agency and revoke the child's enrolment in the program.

Vacation Fee

O.K. Kids, Inc. provides care during the December, February and April vacation break weeks. This care is not included in monthly tuition. The fee is \$55.00 per day (sibling discounts are applied) and advance registration is required, as space is limited. Parents in good financial standing with the program will be given preference over those with overdue bills. Commitment to vacation days will not be refunded for unused days.

Tuition is non-refundable.

Half Days

When the Ichabod Crane Central School District has a scheduled half-day, (e.g. staff development or conference day), care is available for after-school children for an additional charge of \$10.00/child (\$5.00 for each additional child). A Google form will be emailed to each family to sign up for these days so we can ensure proper staffing.

Conference days

When the Ichabod Crane Central School District has a scheduled Conference Day (Full day off), care is available for after-school children for an additional charge of \$30.00/child (\$15.00 for each additional child). A Google form will be emailed to each family to sign up for these days so we can ensure proper staffing.

Summer Camp

There will be a **one-time, non-refundable enrollment fee** per child to secure your child's spot in the summer camp program. This fee is separate from weekly tuition and helps us prepare for an amazing summer of activities, supplies, and fun.

Tax Credit

The Child Care Tax Credit, originally enacted in 1978 and significantly liberalized in 1991, allows parents who incur childcare expenses in order to be gainfully employed to reduce their federal income tax payments by a portion of the qualifying childcare expenses. Tax receipts will be issued, by January 31st, one per family for the total amount paid.

Dependent Care Account

Many parents are enrolled in a "Dependent Care Advantage Account." This allows parents to put aside pre-tax dollars in order to pay for childcare. If you have enrolled in this kind of program, you will be required to fill out a form with our tax identification number. *Our tax id number is 14-17-87088.*

Donations

Donations are an integral part of any non-profit agency. Monetary donations are always welcome and are tax deductible. Program participants, who would like to donate items such as toys, games, furniture, etc., should contact the Program Director to make arrangements. The Program Director will check for developmental appropriateness as well as for any possible recalls.

ENROLLMENT

Full Time

O.K. Kids, Inc. does not accept part-time enrolled children in the after-school program. During the school year, more than one permanent change in your child's enrollment status will result in a processing fee of \$15.00 for each subsequent change.

Withdrawal

The parent must notify the Program Director, in writing two weeks prior to the next month to withdraw from the program. Failure to do so will result in billing for that month.

Sibling Enrollment

Parents wishing to add another child to the O.K. Kids, Inc. program must make a formal application to the waiting list. Priority will be given to existing members on a space available basis by calling the Program Director.

Updating Information

It is the responsibility of the parent(s) to inform the Program Director of any change of phone number, address, pick-up authorization, custody and/or visitation arrangements, etc. These changes must be in writing. If there is a custody/visitation change, the program must have a copy of the court order on file. Your child's safety in the event of an emergency may depend upon the accuracy of this information.

Registration for Following School Year

In June of each school year, enrollment information for the following September will be distributed. Registration forms and one half of the total tuition due for September will be due on or before June 20th. The remainder of September's tuition will be due on or before August 20th. Failure to make these payments in a timely manner will forfeit your child's enrollment status in the O.K. Kids, Inc. program.

HEALTH POLICY

Physicals

OCFS mandates that a child has a physical exam prior to admission to the program. O.K. Kids, Inc. requires a yearly physical and record of immunizations from each enrolled child. This paperwork must be received prior to your child starting at the program.

Medication

O.K. Kids, Inc. staff will not administer prescription or over the counter medication without a written order from a physician. The medication must be in the original child-proof container. All over-the-counter medication must have the child's first and last name on the container. Prescription medication must have the following information on the label:

- child's name
- authorized prescriber's name
- pharmacy name and telephone number
- date prescription was filled
- name of the medication
- dosage
- how often to give medication
- date the medication is to be discontinued, or the length of time in days, the medication is to be given

If the following items are not on the pharmacy label, they must be provided in a separate insert with the medication:

- child's name
- licensed prescriber's name, telephone number, and signature
- date authorized
- name of medication and dosage
- frequency the medication is to be given, or the conditions the childcare provider must observe that would necessitate the need for the medication
- method of administration
- date the medication will be discontinued or the length of time the medication will be given in days
- reason the medication will be administered, unless confidential
- common side effects
- special instructions, or considerations (allergies, interactions)
- circumstances in which the medication should not be administered

All medications must be given to the Program Director by the parent/guardian.

NO EXCEPTION TO THIS POLICY CAN BE ALLOWED. Please see the Program Director for medication forms. This policy will be posted at the program sites.

Illness:

Parents will be contacted by the Program Director if their child becomes ill and is unable to participate in regular activities. The child must be picked up immediately, as O.K. Kids, Inc, does not have provision to care for sick children. All children that have been sent home with a fever over 100 degrees, conjunctivitis, or with vomiting, must be symptom free for 24 hours before returning to the program. Parents are requested to notify staff when their child is ill with a communicable disease,

(measles, chicken pox, head lice, etc.). We follow the Ichabod Crane School Districts health and safety policies, including their COVID-19 health policy.

Medical Emergency

Each parent signs a form authorizing emergency medical treatment in the event of an accident or injury. In the event of such an occurrence, staff will first attempt to contact the parent / legal guardian. If the emergency is such that immediate emergency medical treatment is required, 911 will be notified, and an ambulance will be requested to transport the child to a hospital. Parents are responsible for any medical or hospital expenses incurred on the child's behalf. O.K. Kids Inc. maintains Student Accident Insurance that is secondary to a family's insurance policies.

MISCELLANEOUS

Child Care Regulations

To obtain a copy of the School-Age Child Care regulations and complete information on licensing, please contact the NYS Department of Social Services, 40 North Pearl Street, Albany, NY 11243. You may also call the licensing bureau at (518) 432- 2772.

Dismissal from Program

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behaviour. If this occurs, we reserve the right to ask you to control your behaviour or to remove your children from our care.

O.K. Kids, Inc. reserves the right to dismiss families from the program if they fail to comply with the program procedures. Such dismissal is at the discretion of the Program Director and the Board of Directors.

Liability Statement

O.K. Kids, Inc. bears no responsibility for the activities of its employees outside of working hours, including paid or unpaid services provided by employees to families of enrolled children by private arrangement.

Confidentiality

Confidentiality is essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. O.K. Kids will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

O.K KIDS, INC.
BOARD OF DIRECTORS

Rebecca Milone, *President*
Sarah Cotsonas, *Vice President*
Courtney Reed, *Treasurer*
Patricia Westover, *Secretary*
Cynthia Callahan, *Member at Large*
Megan Baffuto, *Member at Large*
Jenna Ringwood, *Member at Large*
Emily Allen, *Member at Large*
Katie Shaw, *Member at Large*

Meetings of the Board of Directors are once a month, unless special arrangements have been made. Information regarding monthly meetings of the Board of Directors is available from the Program Director.

Receipt of Handbook

I, _____, have received, read, and understand the policies and procedures in the O.K. Kids, Inc. Parent Handbook. I agree to abide by these policies and procedures as listed in this handbook.

Child's Name

Signature of Parents/Guardians

Date

Refusal to Use Photos

O.K. Kids, Inc. will periodically take photos of enrolled children participating in different activities while at the program. Occasionally, we will use some of these photos for newsletters, activities, promotional materials, the O.K. Kids, Inc. Facebook page, and the O.K. Kids, Inc. website. If you **DO NOT** wish for O.K. Kids, Inc. to use your child's photos, please sign this form and return it to the Program Director immediately.

I do not wish to have my child's photos used for O.K. Kids, Inc. promotional materials, activities, newsletters, the O.K. Kids, Inc. Facebook page, or for the program's website.

Child's Name _____

Parent's Name _____

Parent's Signature _____ Date _____