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To: My Place at Watkins Families  
From: Kim Seaman – Program Director  
Re: Important information relating to the Summer Program

Welcome to the Summer Program

The List below indicates items that are attached for your review and reference regarding the summer program.

- Local trips permission slip
- Non-medication Consent Form
- Behavior Management Plan
- Code of Conduct
- New Child Questionnaire
- Direct Debit Information

**Must Know Information for Parents:**

- **Site:** Watkins Glen Elementary Cafeteria 1 – Operation hours are from 7:00 am – 5:30 pm, Monday through Friday. We are closed on July 4<sup>th</sup>. Early drop off before 7:00am will not be accepted. Pick up after 5:30pm will result in a late pick up fee of \$5 every 5 minutes past 5:30pm. Late pick up will be addressed by the program director and repeated offenses may jeopardize your child care service.
- **Fees and Tuition:** \$ 180 for full time care/ \$ 135 for part time care with a minimum of 3 days per week. Tuition Payments can be made at the site via check or at the main office (cash, check or money order) in Montour Falls. Accounts must be kept current to secure continued care throughout the summer. A direct debit form has also been provided for easy automatic monthly payments. Early termination of the program requires a one week written notice. Tuition is based on enrollment; not attendance. Payment is required in the event of any related child absence.
- **Sign in/out Process:** Sign In: Parents must walk their child(ren) in and sign them in on the attendance sheet by marking the time they arrive next to their name. Sign Out: Parents must come in to sign out their child(ren) by marking the time and then signing the attendance sheet.
- **Photo Identification:** Photo Identification is needed for child pick up by parents and other designated persons. Please have photo identification available in case staff does not know you or another party picking up your child. For your child to be released from the program to another party they must be listed on the enrollment application and/or a written note must be submitted containing the name of the person, the date and time and your signature. Please advise this person to bring a photo identification card.

- **Placement in groups:** Your child will be placed in a group based on age, staff assignment, slot availability and licensing requirements. Your child may be moved to a different group based on the needs of the individual child or on the needs of the program.
- **Meals:** Breakfast, lunch, and afternoon snack will be provided. However, you may provide all or some of the meals or snack if you prefer. Meals and snacks must be consistent with our healthy food guidelines. Breakfast will be at 8:30, lunch at 12:00 and afternoon snack will be at 3:00. A menu will be provided,
- **Food Allergies:** My Place at Watkins is an inclusive environment. Due to food related allergies your child may be placed in a group with similar or separate needs.
- **Daily Schedule:** The daily schedule will be posted and available for review. All students will be going outside every day. This may include trips to LayFatte Park and Catherine Valley trail. Whenever we leave school grounds a written permission is required. Signs for where we will be posted at the main site.
- **Non-Medication Consent:** The attached non-medication form must be completed and accompanied with the sunscreen provided. Bring sunscreen labeled with your child's full name on the bottle. Sunscreen will be used only for your child. You will be notified when a replacement is needed. We will use sunscreen when going outdoors. If your child does not have sunscreen he/she will have restricted outdoor activity.
- **List of items students will need each day:** A water bottle, sunscreen, comfortable shoes. Students will need a change of clothes or a swim suit and towel on days when we do water play.
- **Personal Belongings:** We strongly encourage personal belongings such as toys, books, electronic devices, and other non-essential items are left at home. If your child brings personal items to the program, he/she is responsible for the care of the item. He/she may have only limited time set by staff to utilize the personal item. If having the item causes any difficulties among staff or other children, he/she will be asked not to bring the item back to program. My Place is not responsible for any lost, damaged or stolen items. Items not permitted are computer laptops, cameras, cell phones, and any items not permitted by the Watkins Glen Central School District.
- **Behavior Management Plan and Code of Conduct:** The Behavior Management Plan and the Code of Conduct are in alignment with the Office of Child and Family Services and Watkins Glen Central School District. My Place expects both parents and children to respect and abide by the best practices of the program. My Place will not tolerate threats, harassment, or intimidation by any parent or others associated with a child in the program.
- **Staff/Child Interaction:** If you have any concerns regarding staff/child(ren) interactions, please contact the site Director, Kim Seaman at 535-3219, ext. 1442 or [kim.seaman@myplace-aplc.org](mailto:kim.seaman@myplace-aplc.org). We expect staff to interact with all students in a nurturing, fair, and consistent manner.
- **Evacuation Plan:** An evacuation plan exists if a situation occurs requiring staff and youth to leave the building and not return. The 1<sup>st</sup> evacuation site is Pizza Hut located on Franklin Street. Our 2<sup>nd</sup> location is St. Mary's located on Decatur Street. You will be notified as soon as possible via telephone or email. When picking up your child you will be required to sign out your child as practiced at the site.
- **Shelter in Place Drill:** In order to meet licensing requirements, there will be one shelter in place drill during the summer. You will be notified prior to the drill with information on our process if there was ever a need for us to shelter in place.