



# SCHOOL AGE CHILDCARE FAMILY GUIDE 2026-27'

CORTLAND COUNTY  
FAMILY YMCA





# Welcome to the 2026-2027 YMCA School Age Child Care (SACC) Program!

**We are thrilled to introduce the 2026-27 SACC Program, featuring a refreshed and enhanced approach to afterschool care! This year, our program will offer expanded opportunities for creativity, learning, and fun. With thoughtfully planned activities tailored to different interests and developmental stages, we strive to ensure that every child feels engaged, supported, and excited to participate. From interactive STEM projects to arts and crafts, there's something for everyone to enjoy.**

**At the YMCA, we remain committed to providing a safe and nurturing environment where children can thrive. Our SACC program emphasizes the YMCA's core values of caring, honesty, respect, and responsibility. With age-appropriate activities and dedicated staff, we create an atmosphere that fosters self-confidence, teamwork, and social skills. Whether it's homework help, group games, or simply making new friends, your child will have access to enriching experiences that support their growth.**

**We are excited for your family to be a part of this new and improved chapter of the SACC Program. While maintaining the high-quality standards you've come to expect, we are bringing a fresh energy and renewed focus to afterschool care. Thank you for choosing the YMCA as your partner in your child's development—we look forward to an unforgettable school year!**

**Rachael Jackson**  
Senior Director of Youth Development  
[rjackson@ithacaymca.com](mailto:rjackson@ithacaymca.com)

**Emily LeViere**  
Senior Director of Membership & Programs  
[eleviere@ithacaymca.com](mailto:eleviere@ithacaymca.com)

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# SACC SCHEDULE

**School Age Child Care is a primary focus of the YMCA and our commitment to families. As one of the YMCA's core programs, our SACC Programs offer a safe, supportive, and stimulating environment for all children.**

**The YMCA has developed this quality program offering creativity, adaptability, education, and activity to respond to the needs of today's families. We always strive to deliver our program with qualified employees who are able to supply quality care at a reasonable cost.**

**Program Goals: The SACC Programs practice vital areas of focus and values including Youth Development, Healthy Living, and Social Responsibility.**



## **Location & Times:**

**On-Site at the YMCA:**

**22 Tompkins St.**

**Cortland, NY 13045**

**Before school – 7am till Bus picks up.**

**After school – Time of Bus Arrival till 5:30pm.**

**Days Missed Policy:** The fee structure is developed with consideration of the enrollment status of your child. Due to this, staffing doesn't change when a student misses days. Credits or refunds will not be given for days missed and/or program cancellations due to weather. Credits or refunds will also not be given for instances of give back days or changes to the school district calendar.

**This year, the SACC program will operate as a single session covering the entire school year, providing consistency and convenience for families. The program runs in alignment with the Cortland School District Calendar and is subject to modification for early dismissal days. However, it will not operate during midday school closings due to weather emergencies or district-wide cancellations of afterschool activities. When schools are delayed, the before school program is canceled. When schools are closed, all SACC programs are canceled. For details on withdrawal and cancellation policies, refer to page 3 of the Family Guide, which outlines the required three weeks' written notice for withdrawal.**

# REGISTRATION & PAYMENTS

- **SACC is available for children who are in Kindergarten and age 5 through 12 years old.**
- **Before School is offered only as a 5 day option.**
- **Afterschool is available as 3, 4, or 5 day per week registration. If selecting part time children must attend the same days each week. Part time registrations are not prorated for holidays or no program days.**
- **Emergency Card, online Registration and Payment Agreement must be completed before the child can begin the program.**
- **Due to staff and spacing, registrations are considered agreements of the entire session with payment due weekly.**
- **Written notification is required if you desire to withdraw your child from the program before the end of the session. Your space will not be held if you withdraw from the program.**
- **Health policies are subject to change based on guidance from the CDC, DOH, and school districts. The YMCA reserves the right to update and change policies to match these organizations as needed.**

Payments are made through our automated drafting system every Monday for the upcoming week of program. After three consecutive returned drafts, a \$15 return fee and full payment will be required by that upcoming Monday. If payment isn't received the child will be suspended from the program. In the event that a child arrives to the program during a suspension period, they will be put in the care of the Director until the parent/ guardian arrives. Guardians will be notified in writing of any additional fees, i.e. late payment, late pickup, etc. Fees must be paid prior to attending the applicable program.

**Late Fees:** Children must be picked up by 5:30pm. Guardians are expected to arrive in time to collect their children's belongings and sign - out by 5:30pm. IF you are late picking up your children for any reason, a fee of \$1.00 per minute, per child will be charged. You will be given written notice at the time of pickup. Payment is expected by the end of next days program. Excessive lateness will result in program participation suspension. If payment isn't received by the next day the YMCA has the right to temporarily suspend the child from the program.

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**Cancellation & Refund Policy:** Weekly payments are non-transferable and non-refundable. Credits and/or refunds are not given for early removal from the program. If a family wishes to withdraw their child from the YMCA SACC program, a minimum of 3 (three) full weeks advance written notice is required.

This is necessary to find another child to enroll in that space with no loss of income to the program. Families will continue to be charged till the end of the three week period regardless of attendance.

# PAYMENTS & SCHOLARSHIPS:

- Pricing is based on the Cortland School District Calendar. If a observed holiday falls within the week, it will be prorated for before school or 5 day afterschool enrollments only.
- All participants will be required to pay by the automatic draft withdrawal payment plan, which is a perpetual draft which will continue to be withdrawn from your checking or credit card account until the end of the session.
- The YMCA will notify you of any rate or agreement changes in advance.
- As the adult of a SACC participant, it's your responsibility to notify the YMCA of any changes to your form of payment.
- Payments will be processed the Monday of the corresponding week of care. If payment is declined, contact will be made via email. Parents and Guardians have till Wednesday Morning to make payment - if payment isn't made the child will be suspended from the program. After 3 consecutive weeks of declined payments, a \$15 service fee will be charged with the SACC Payment.
- If a child is absent from the program for any reason (whether sick, on vacation, or staying home with a visiting relative), tuition must still be paid. During unexpected closings, snow days, give back days, or delayed openings tuition must still be paid.
- Our fees are charged on the basis of enrollment, not attendance. Refunds/prorates cannot be granted for absences due to illness or vacation. When you enroll, you are reserving time, space, staffing and provisions, whether or not your child attends. Refunds will not be given if your child is suspended or terminated from the program or during the suspension period from the school.

## Withdrawal Policy:

If a family wishes to withdraw their child from SACC, a minimum of 3 (three) weeks' advance written notice is required.

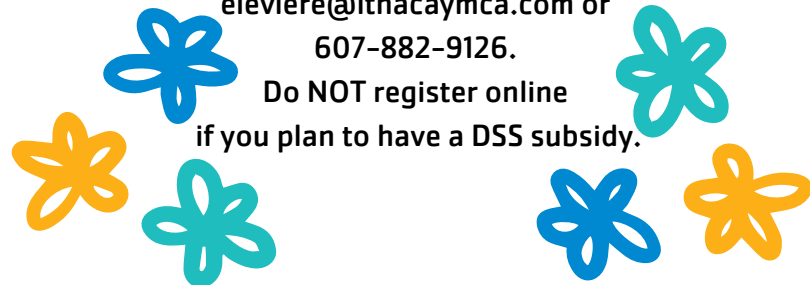
This is necessary to find another child to enroll in that space with no loss of income to the program. Families will continue to be charged till the end of the three week period regardless of attendance.

\*Please note cancelation of SACC participation does not indicate cancelation of membership to the YMCA. Please follow cancellation procedures as indicated by your membership agreement.

## DSS Subsidies:

Department of Social Services subsidies are accepted. Please note that in the case of child absence, the DSS will cover a set number of absences. If attendance isn't supporting enrollment, a conversation will occur between the Guardian, and the YMCA. If you have a DSS approval and wish to register for our SACC program, please contact Emily LeViere at [eleviere@ithacaymca.com](mailto:eleviere@ithacaymca.com) or 607-882-9126.

Do NOT register online if you plan to have a DSS subsidy.



Families who do not qualify for DSS subsidies can still access financial assistance for memberships, programs, and afterschool care through the YMCA's support initiatives. To apply for assistance, please contact Emily at [eleviere@ithacaymca.com](mailto:eleviere@ithacaymca.com).

# PRICING & RATES

MEMBER STATUS	Before School	3 Days	4 Days	5 Days
Family Member	\$35	\$48	\$64	\$80
Youth Member	\$35	\$60	\$80	\$100
Non Member	\$50	\$75	\$100	\$125

**Before & Afterschool Program Rates**

**FULL DAY CARE**

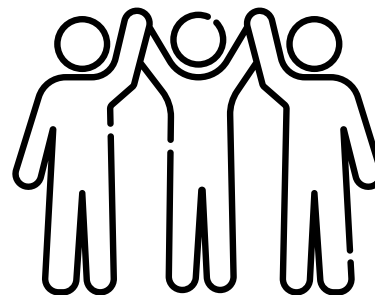
In addition to before and after school programming, full-day care will be offered on-site at the YMCA when schools are on a scheduled break. This option is available to children age 5 (and in Kindergarten) through age 12 from 7:00AM-5:30PM.

## FULL DAYS 25-26' DATES

- October 12
- November 2
- November 3
- November 11
- December 28
- December 29
- December 30
- December 31
- January 18
- February 1
- February 15
- February 16
- February 17
- February 18
- February 19
- March 9
- March 26
- April 12
- April 13
- April 14
- April 15
- April 16

Full Days follow a set schedule to ensure an active and engaged day at the Y!

\*Swimming available on certain full days.



REGISTER HERE FOR FULL DAYS ->



# PHILOSOPHY

## Our Principles

- We support and assist parents, strengthen parent-child relationships, and work hand-in-hand with parents as partners.
- We are child-focused with an emphasis on fun.
- We infuse opportunities and experiences that help kids learn, grow, and thrive.
- We model our core values of caring, honesty, respect, and responsibility.
- We partner with individuals and community groups, such as schools, social services and other non profits, which share our commitment to meeting the critical needs of children, adults, and families.

## OUR CURRICULUM

At the Y, we nurture the development of all youth by providing a safe place to learn foundational skills, develop healthy, trusting relationships, and build confidence. We emphasize learning and fun and offer interesting, age-appropriate learning activities that helps kids discover their talents and aspire for healthy, happy lives.

We work with parents, schools, and communities to create a balance of physical, intellectual, emotional, and social opportunities to develop your child inside and out. Our goal is to help increase the academic achievement of youth by providing access and opportunities to engage in a wide variety of activities

## OUR STAFF

YMCA hiring practices meet and exceed New York State licensing requirements. We interview staff individually and document a minimum of three references. All experience working with children is referenced. We fingerprint and conduct background checks on all staff prior to employment. All staff members meet state licensing education requirements for their positions.

In addition to their formal education, YMCA youth development staff have training in child abuse prevention, Science, Technology, Engineering, and Mathematics (STEM), and behavior management. All of our staff are certified in CPR and First Aid.

## Inclusion with SACC

Our Afterschool program operates with a maximum staff-to-child ratio of 1:10. Many of our daily activities revolve around group interaction. If your child requires an accomodation, please let us know during enrollment. We want to provide the best environment for everyone and will make reasonable accommodation to fully include every child in activities.

# HEALTH AND SAFETY

## Emergency Transportation Policy

In the event of an emergency, the director and/or site supervisor will, if needed, transport the participant in his/her vehicle to the nearest hospital. Based on the severity of an injury a participant may be transported via ambulance and will be accompanied by the site supervisor or director.

## What if my child is absent from school?

If your child is absent from school for any reason (i.e. illness, or school disciplinary suspension) they will not be allowed to attend the SACC programs. If your child misses an entire day of school due to a doctors/dentist appointments they are not allowed to attend program. If your child misses part of the school day due to an appointment they may come to the program via school bus or parent/ guardian drop off to the program.

## Infection Control Procedures

Hand washing procedures are posted and staff training is ongoing. Gloves are used during snack preparation and for emergencies. Trainings regarding safety precautions relating to blood borne pathogens are provided on a regular basis. Procedures and schedules regarding the sanitation of toys, equipment, etc. are described in the complete Health Care Plan and are posted.

Children who show signs of illness, including runny nose, continuous cough, sore throat, unexplained rashes, swollen glands, headaches, stomach aches, or have a fever, vomiting and/or diarrhea within the past 24 hours will not be accepted into the program that day. If a child has any of the following signs and symptoms of illness, they shall be immediately isolated and discharged to their parent or guardian in the event of:

- Diarrhea
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Stiff neck
- Vomiting
- Sore throat or difficulty in swallowing
- Temperature of 99 degrees Fahrenheit or higher



- Untreated infected skin patches
- Unusually dark urine and/or gray or whly stool
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Evidence of lice, scabies, or other parasitic infestation until completion of treatment.

# ILLNESS & MEDICATION

## What if my child is ill?

When a child is ill, they must remain home until they have completely recovered and are fever free for 24 hours. This is for the child's health and safety as well as for the health and safety of others (this includes head lice). The Cortland YMCA SACC program staff must be notified of the nature of the illness and when the illness began.

## What if my child needs medication?

The YMCA SACC Program is not registered to give medications. Emergency medications such as epi pens, and rescue inhalers will be administered as necessary. The Program Director must receive an OCFS medication for signed by the child's doctor. Special health care needs are defined by the ADA and are based on individual assessment. As required by the ADA we will make reasonable accommodations based on the individual needs for those children who may fall under ADA guidelines. If the situation merits, we will develop a plan that will keep us in compliance with the ADA guidelines and OCFS childcare regulations. Please inform the director if your child has an IEP with their school.

## What if my child is injured at the program?

If your child is injured, the SACC Director/ Site Supervisor will take whatever steps may be necessary to obtain emergency medical care. These steps may include, but are not limited to, attempts to contact the guardian directly or through any of the persons listed on the emergency card you completed for us. If we cannot contact you, we will do any or all of the following: Call an ambulance or paramedic (if necessary). Take the child to the hospital emergency room in the company of the Director/Site Supervisor.

# SAFETY & DAILY PROCEDURES:

The Child Abuse  
Hotline:  
1-800-342-3720

To make a report to  
the statewide  
Central Register of  
Child Abuse &  
Maltreatment

## Reporting Child Abuse/Maltreatment

In the event of suspected child abuse or maltreatment, the YMCA SACC Programs follow state regulation #414.10, section 6-2 that states:

The Director of the SACC program or his or her designee is responsible for making or causing to be made an immediate report to the Statewide Central Register of Child Abuse and Maltreatment by telephone, followed by a written report within 48 hours, in the form and manner prescribed by the Office, to the child protective service of the social services district in the county in which the child resides.

Syracuse Regional  
Office NYS Office of  
Children and Family  
Services  
(315) 423-1202  
Syracuse Regional  
Office  
The Atrium 100 S.  
Salina Street,  
Suite 350  
Syracuse, NY 13202

# PROGRAM INFORMATION

## Evaluation of The program:

We appreciate parents' and guardians' input on our Y programming, and they are invited to assess the SACC program at any time by contacting Rachael Jackson, Senior Youth Development Director at [rjackson@ithacaymca.com](mailto:rjackson@ithacaymca.com) and/or 607-882-9466. You are also welcome to contact the New York State Office of Children & Family Service, Bureau of Early Childhood Services at (315) 423-1202 or (800) 732-5207 with any concerns or questions about child day care.

## Options for Support:

Any trouble or challenge your child may have at school will probably affect behavior at the YMCA. Please inform us of these issues so we may be sensitive to your child's needs, as the YMCA staff would like to work as a team with the school and family. In addition, they will enable us to provide the best environment for the child's growth and development. If homework time or special tutoring is needed, let us discuss how we can be of assistance.

## Will the SACC Program Hold Parent/Guardian Conferences?

Exchanges of information between guardians and staff provide insight for both parties, both formally and informally. It is vital that you inform us of changes happening in your family that may affect your child. Changes at home include moving, hospitalization or death of a family member, or alterations in the guardians' relationships. These situations influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the general situation. The director will ask for a conference if and only she feels it is necessary.

## Behavior Management:

Our program is based on Youth Development, Healthy Living, & Social Responsibility. The staff understands the individual child's needs and stages of development. Our goal is to develop self-discipline, responsibility for self, and respect for others. This is based on the use of positive reinforcement, reasonable expectations, logical consequences, distraction, and diversion. The YMCA SACC programs have a zero tolerance policy. In cases involving physical altercation, aggressive bullying, emotional abuse, or safety concerns; removal from the program for periods of time may be necessary. Physical punishment is never administered.

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Rachael Jackson  
Senior Director of Youth Development  
[rjackson@ithacaymca.com](mailto:rjackson@ithacaymca.com)



Questions about the  
program? Contact Rachael  
for more information

# GENERAL PROGRAM INFO:

## **Do I have to sign my child in and out?**

Whenever you bring in or pick up your child, you must enter the YMCA site to sign in and out on the attendance sheet. Not only is this a NYS regulation, but the staff uses these attendance sheets to determine which children are at the site at any given time. Failure to follow this regulation may prevent your child from attending the program. In addition, the attendance sheet also may contain information pertinent to guardian(s).

## **What should I do if my child is going to be absent?**

If your child is going to be absent from the program please notify the SACC staff the day before, by emailing, calling, or texting Rachael Jackson (607) 339-5298. If we don't receive notice about the absence, staff are required to call every occurrence of absence to ensure the child is safe and where they need to be.

## **Who is Authorized to Pick Up A Child?**

Only persons who are 18 years or older and authorized in writing by the guardians or are listed on the child's emergency care may pick up a child from the YMCA SACC programs. This is for the child's protection. The staff will question those who are unfamiliar and check their identification with a form of ID. Anyone without proper authorization will be stopped from taking a child which can also result in a late fee. If someone other than on the list is picking up your child, you must notify the SACC Director (Rachael Jackson) in writing (email or handwritten note). Verbal notices will not be accepted.

## **Program Visitors:**

No visitors will be permitted at the program sites. The safety of our participants and our staff is of utmost concern.

## **How Can I Be Helpful?**

Involvement of guardians in the program is essential. Take every opportunity to talk with YMCA SACC staff about your child, ask your child about the program. Help us with reinforcing best practices and policies when your child displays a need of correction.

## **Attire for SACC:**

All children should wear clothing that is comfortable and allows for activities like running, jumping, and playing. Sneakers are required footwear, no exceptions. For safety reasons, children are not allowed to wear boots, dress shoes, or flip-flops/sandals during program. All children are required to have an extra set of clothes.

## **What if a child loses their belongings in the SACC program?**

Neither the Cortland County Family YMCA nor its' staff are responsible for lost or stolen items. Please be sure to leave valuables, including electronics and cell phones, at home. No items from home are allowed in the program other than what is needed for school due to avoid them being lost. Any items that are not allowed will be confiscated by the Director until parent/guardian pick-up.

# COMMUNICATION

The YMCA Staff will provide you with periodic updates about your child's participation in Afterschool to encourage conversation about your child's experience at the YMCA. We will strive to communicate effectively about our programs through email newsletters, posted signs, handouts, emails, and staff communication at pickup. If you have questions or concerns, please do not hesitate to communicate with the staff at your afterschool site.

## **Inclement Weather Policy:**

When schools close due to inclement weather or emergency situations, we will communicate via email as soon as possible about our operating plans, often we are finding out about these closings at the same time as parents, so please be patient and give us time to alter plans and communicate this to families.

If the schools make the decision to close early or open late, the before or afterschool programs will be canceled.

## **Get Connected:**

As a whole, the YMCA has several ways for you to stay connected with all that the Y has to offer:

Our website, [www.cortlandymca.org](http://www.cortlandymca.org) is the best online resource to stay up to date on current programs and classes. Our website allows you to sign up for programs and see schedules.

We understand email inboxes get flooded with spam each day, but please be sure to mark the YMCA as a safe sender and ensure program communications are getting to you. If you previously opted out of getting YMCA emails, that will also block Child Care Program Emails as well. Email is a crucial communication tool throughout the school year. To opt back in please call the Welcome Center at 607 - 756-2893.

**Thank you for entrusting your child with us. It's our hope, that over this school year we will see your child grow, and we are glad to be a part of that development!**

