**North Wind Programs**

Parent Handbook

Enrollment Agreement

Cornell Cooperative Extension of St. Lawrence County

2043B State Highway 68

Canton, NY 13617

stlawrence.cce.cornell.edu

Updated: 8/25/2022 JTC

Please read this document in full, it is a resource as well as an Enrollment Agreement for our programs. You will find all of the information pertinent to the North Wind programs, including Farm Day Camp and the After School program.

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**1. Contact Information**

**Cornell Cooperative Extension of St. Lawrence County North Wind**
2043B State Highway 68
Canton NY, 13617

**Phone:** 315-379-9192

**Classroom phone number:** 315-379-9192 Ext. 285

**Program cell phone number:** 315-714-9120
**Fax:**315-379-0926
**Website:** [www.stlawrence.cce.cornell.edu](http://www.stlawrence.cce.cornell.edu)
**Facebook:** [www.facebook.com/northwindslc](http://www.facebook.com/northwindslc)

**Email address:**stlawrence@cornell.edu

**Office Hours:**Monday—Friday, 8 a.m. to 4:30 p.m.

**After School Program Hours:** Monday—Friday, 2:30 p.m. to 5:30 p.m.

**Full Day Program Hours\*:** 9:00 a.m. to 5:30 p.m.

**4Day Camp Program Hours:** Monday – Friday 8:00 a.m. to 5:30 p.m.

\*Full Day Program Hours refer to predetermined school closures that are not legal holidays and inclement weather closures.

**Ages and Grades served:** 5-12; Kindergarten to 6th Grade
**Current Number served:** After School – 30; Day Camp – 52

**Main Office Staff**(call 315-379-9192)
*Patrick Ames Executive Director*

*Badra Rouhi Finance/Personnel Manager*

*Bobbi-Jo Robar Administrative Assistant*

*Tamara Hill 4-H Youth and Family Team Leader*

**After School Staff**

*Gabe Craig North Wind Program Leader*

*Alyssa Card After School Educator*

*Orin Brown Site Supervisor*

**2.North Wind and 4-H’s Guiding Statements**

**4-H Way**

4‑H empowers young people with the skills to lead for a lifetime.

It’s a research-based experience that includes a mentor, a hands-on project,

and a meaningful leadership opportunity.

**Cornell Cooperative Extension of St. Lawrence County North Wind’s Commitment To Our Customers**
We value our relationship with you.
We seek to understand and meet your needs.
We communicate clearly and thoughtfully.
We provide quality programs and services.

**Inclusiveness Statement**
Cornell Cooperative Extension of St. Lawrence County North Wind realizes the dignity and worth of each individual and works to eliminate human barriers based on all assumptions which prejudge individuals.

**Civil Rights Law**
Cornell Cooperative Extension of St. Lawrence County North Wind does not discriminate in the registering of children due to race, religion, color, creed, economic status, national origin, physical and mental handicap, or gender as per A.S. 18.80.230 and AMC 5.20.50 and Cornell Cooperative Extension of St. Lawrence County North Wind policies.

Cornell Cooperative Extension of St. Lawrence County North Wind is an equal opportunity employer and provider.

**3. COVID-19 Procedures:**

**North Wind After School Program is committed to assist parents with enrichment and child care through the 2022-2023 school year.** Our COVID-19 procedures are listed below and will often, but not always, mimic what is put in place at Canton Central School. Please note – at this time, the school has no plans for offering or continuing remote learning. If a change to this plan occurs and Canton Central School switches to remote learning, North Wind After School reserves the right to close for up to 48 hours while staffing plans are made. Daily rates will change if a schoolwide shutdown occurs and North Wind After School is opening for full days. These rate changes are listed in Section 10. If a single classroom or grade is asked to quarantine, North Wind After School will not be available to help with remote learning even if the North Wind students are not direct contacts to a positive COVID-19 case.

**Below are our expected procedures for the North Wind After School Program:**

* Parents must comply with all requested quarantines, as mandated by Public Health.
* Parents must keep children home if they are exhibiting any sign of illness.
* Children will be encouraged to wash their hands regularly. An alcohol-based hand sanitizer will also be available for use when hand washing is not feasible.
* Upon arrival at the Extension Learning Farm, children are to stay seated on the bus until they are asked to enter the classroom. At the classroom entrance, all children will disinfect their hands and then go directly to their seats. All belongings will be placed in their assigned basket.
* Bathroom breaks will be handled in a calm and orderly manner. Children will remain at their seats until it is their turn to use the bathroom.
* **No toys from home are permitted at North Wind After School.**
* After school enrichment activities for the 2022-2023 school year will include but are not limited to: farm and animal chores, agriculture, cooking, baking, outdoor exploration, arts & crafts, horticulture, STEM, civic engagement, and volunteerism.
* Students will occasionally be broken into smaller groups during activities. Groups will be assigned at the discretion of the North Wind staff.
* Pick up for North Wind After School is by 5:30pm. Details about late pick-up fees are located in Section 10 Program Fees.

**4. Arrival and Departure Procedures**

**North Wind After School Arrival**

Students arriving by Canton Central School bus should have arrangements made with the bus garage by parents prior to the beginning of the program. Please note that parents dropping their children off at the same time that the bus arrives will need to wait until the bus departs to drop off their child. Upon bus arrival, students will remain seated until they are instructed to exit the bus. A staff member will be present at the entrance of the classroom to take attendance, perform a Daily Health Check (as mandated by OCFS Standard 3.1.1.1), and provide each child with an alcohol-based hand sanitizer.

**North Wind After School Departure**

When parents arrive to pick up their child, they will park in the designated spots in the parking lot. They will call or text the North Wind cell (315-714-9120), with their name and the name of their child. A staff member will greet parents and send children out the covered entryway. Staff will review any incidents or concerns with parents at the pick-up area.

**5. Absence**

If a child is absent from school due to sickness, they may not attend North Wind After School Program. If a child is absent for a scheduled appointment, they may be brought to North Wind After School. Parents should call/text the program cell phone, alerting staff to their arrival at the front door of the classroom. If a child is absent from North Wind After School programs, the full rates will remain unchanged. Parents are requested to notify the North Wind staff of an absence due to sickness as early as possible. If a child is absent from the after-school program without prior notice, staff will call or text parents/guardians to verify the absence.

**Please note: notifying staff of absence does not change the fees due.**

**6. Inclement Weather and School Closure Days:**

**Inclement Weather:**

North Wind After School will be open regardless of public-school closings or delays due to inclement weather. **The Program will open at 9am on full day programs.** The only exceptions will be when the county or State Police issue a no travel advisory. If the Director determines the weather to be too severe for the program to open, a notice will be announced on [northcountrynow.com/](file:///%5C%5Cfiles.cornell.edu%5Cext%5Cnorcen%5CSt%20Lawrence%20County%5CFamily%20%26%20Community%5CNorth%20Wind%5C6%20Registration%20PPW%5Cedit%5Cnorthcountrynow.com%5C), [stlawrence.cce.cornell.edu/](http://stlawrence.cce.cornell.edu/), the North Wind Facebook page, and an email will be sent out to the parent list serve. In the event that a travel advisory is issued during the day, North Wind After School will shut down and parents will be notified via the previously indicated methods.

In the event that a no travel advisory is issued during program hours, the program will remain open until the advisory is lifted. In this situation, staff will provide necessary supplies to all youth in program at that time.

Morning school delays will not affect the After School Program, which will maintain normal hours of operation. There will be no morning service hours provided in the event of a delay.

**School Closures:**

Full day services will be offered on days as listed on the attached North Wind Program Schedule. There will be a sign-up survey sent to parents two weeks before these scheduled days. If enrollment is not at least 15 students, a full day program is not guaranteed. **North Wind After School program will open on full day programs at 9:00 a.m.** Parents will be required to make necessary arrangements to get children to the program. Arrival procedures for Full Day programs will be at the front door of the classroom, with parents texting the program cell phone to alert staff to their arrival. Program will end at its normal time of 5:30 p.m.

An A.M. and P.M. snack will be provided for all youth during the full day programs. Youth will need to be sent to program with a healthy packed lunch, please do not send soda.

For weeks where there is a scheduled federal holiday closure, rates will **not** be adjusted. On days of inclement weather school closures, there will be no additional charge for North Wind services. For scheduled school breaks, North Wind will offer a full day program at a rate of $40 per day per child. This is an optional service and does not require payment if services aren’t rendered.

**Emergency Situations**

**North Wind Programs reserve the right to close due to unforeseen circumstances involving but not limited to: utility failures, fire, natural or man-made disasters, unsafe indoor temperatures and/or any other dangerous environmental conditions. Staff may call parents at any time to pick up their child if their ability to maintain the child’s safety is in question.**

**7. Programs**

All programs require all participants and staff to wear closed toed shoes and have weather appropriate clothes to wear during program time. During the winter months, youth should have full winter gear to play outdoors, extra socks in case their feet get wet outside, and a pair of shoes they can change into when indoors. During the summer months, youth should have available labeled sunblock, bug repellant, rain gear and a change of clothes in case they get wet. A pair of high rain boots are also a good idea to have.

**North Wind After School Program**

Due to working in the barn with the animals, it is crucial that each child has a change of clothes available at the program. The best method is to send a pair of clothes, in a labeled durable bag for storage, that the youth can put on if their clothes get soiled.

*North Wind Cloverbud Explorers (kindergarten through third grade)*

The North Wind Cloverbud program is designed to complement the daily activities of the school age child. Children will be provided with homework assistance and will engage in a variety of age appropriate experiential learning activities designed to keep them active and engaged in the learning process. They will learn about geography and cultures, citizenship, animal science, the arts, agriculture, growing food and healthy ecosystems, as well as the importance of good nutrition and preparing food from scratch.

*North Wind Junior Explorers (fourth through sixth grade)*

The North Wind Junior Explorers is designed to complement the daily activities of the school age child. Children will be provided with homework assistance and will engage in a variety of age appropriate experiential learning experiences designed to keep them active and engaged in the learning process. Junior Explorers will discover ecosystems and explore the natural environment on the learning farm property. They will track migratory patterns of native birds and explore primitive survival skills. Junior Explorers will learn basic cooking skills and will prepare snacks from scratch in a commercial kitchen. They will learn about geography and cultures, citizenship, animal science, the arts, agriculture, growing food and healthy ecosystems, as well as the importance of good nutrition and preparing food from scratch.

**North Wind Farm Day Camp**

Youth in the Farm Day Camp Program will be provided with the opportunity to care for the farm, by working with the animals and in the gardens. The youth will be broken up in to small learning groups of 10 or less. Each group will be assigned to a counselor that will be able to support them throughout the week. Each week there will be a different theme to help provide a greater diversity in the program offered.

**8. Admission Procedures:**

**North Wind After School**

Admission into North Wind After School Program is an ongoing process and we accept applications throughout the school year. Care is provided on a first come first serve basis. Waiting lists are routinely updated, checked, and revised to assist parents in placement of their child.

Enrollment for the upcoming school year will be open to currently enrolled families first before being offered to new families. This will happen in the spring prior to the new school year. A non-refundable deposit for the first week will be required to hold your spot.

Eligibility fortheNorth Wind After School Program is designed for school aged children from kindergarten to sixth grade (5-12 years old). Participants will be divided into two groups: Cloverbud Explorers are children in kindergarten through third grade and Junior Explorers are children in fourth through sixth grade.

North Wind After School requires that a contract be completed prior to admission. Each contract period is from the first day of school to the last day of school. New contracts will be required yearly. If you are signing up during the school year, the contract will start on your designated start date and end the last day of the school year.

\*\*A two-week notice will be needed to break the contract prior to the end of the school year.\*\*

**North Wind Farm Day Camp**

Admission to the Farm Day Camp must be done at least two business days in advance of the start of the week. Spaces are provided at a first come first serve basis. Once admission is full, applicants are placed on a wait list, and are contacted if a space becomes open.

Enrollment for the summer will open the spring before each summer session. Families enrolled in the After School Program will be offered an early enrollment time before open enrollment is offered.

Eligibility forthe Farm Day Camp Program is designed for school aged children 5 to 12 years of age. Participants will be divided into five groups based on their age. The maximum size of any of the groups does not exceed a ratio of 12 students to 1 staff member.

We will continue our Animal Showmanship and Farm to Table specialty camps for youth ages 8 – 12. Registration for these camps will open at the same time as regular Day Camp.

Contract period for the Farm Day Camp program will depend on parents desired enrollment. Contracts will be for the full week. In order to sign up, payment will need to be made in full to hold your spot. If you are contracting for 3 or more weeks you may ask for a payment plan. All payment plans must be written and signed by the parent and the director of the program and will require at least the first week’s payment down and each additional week’s payment to be made 6 business days prior to the start of the contracted week. If payment is not made, then you risk losing your spot.

**9. Schedule:**

A Program Schedule will be provided to parents prior to the program beginning. The program will be closed on most major federal holidays. For weeks where there is a scheduled federal holiday closure, rates will **not** be adjusted.

**North Wind After School**

The North Wind After School Program provides after school enrichment at the Cornell Cooperative Extension Learning Farm in Canton. Children will arrive around 2:50 p.m. from the 2:30 p.m. bus run from Canton Central School (**parents must arrange transportation with the Canton School District**) and participate in programs until picked up by parents. Parents must adhere to the hours stated on their contract. Please notify the Program Director when your child will be arriving on the late bus or if they will be absent from program.

**North Wind Farm Day Camp**

The North Wind Farm Day Camp provides a fun summer enrichment program at the Cornell Cooperative Extension Learning Farm in Canton. North Wind Farm Day Camp will run for 6-7 weeks during the summertime. Program will run 8:00 a.m. to 4:30 p.m. Monday through Friday. Before and after care will be offered for an additional fee, contingent upon staffing availability. Parents will be required to arrange for transportation to and from the program.

**10. Program Fees**

\*After School Rate (Full week): $25 per day for the first child

$20 per day for each additional child within the family household

\*Full Day Rate: $40 per day per child

\*\*Day Camp Weekly Rate: $200 per week per child

\*\*Day Camp 3+ Weekly rate: $180 per week per child

\*\*Specialty Camp Weekly Rate: $220 per week per child

\*Weekly tuition fees will be added to a child’s CampDoc account on the Friday prior to that week of service. If payment has not been made three weeks in a row, services will be suspended until payment is made in full. A notice will be given on the first day of the third week, and you will have until the last day of the third week to pay your outstanding bill.

**Payment Methods**

Please make your payments in the following methods – cash, check, or through CampDoc.

**Insufficient Funds Fee**

There will be a $35.00 fee for any returned checks for non-sufficient funds.

**Late Pick-Up Fee**

A $25.00 late fee will be charged for any child picked up after 5:30 p.m. from the North Wind After School Program. An additional $10.00 fee will be charged for every 15 minutes after 5:00 pm.

North Wind Farm Day Camp does offer Aftercare for interested families to provide pick up for children between 4:30 and 5:00 for an additional charge of $5.00 a day. Parents must sign up for the aftercare option when registering for Farm Day Camp. A $15.00 late fee will also be charged for any child picked up after 5:00 p.m. from the North Wind Farm Day Camp Program. An additional $10.00 fee will be charged for every 15 minutes after 5:15 pm. Fees will be charged per family group, not per child. If you anticipate that you may be late picking up your child(ren), please call Cornell Cooperative Extension at (315) 379-9192 Ext.285 or the North Wind cell at 315-714-9120. **PLEASE NOTE: Calling ahead will not eliminate the late pick up fee, but will help staff plan accordingly**.

**Withdrawal Policy**

A two-week written notice is required to withdraw your child. Parents are responsible for payment of services until the last day of your two-week notice. If notice is not given timely two weeks of charges will still be added to your account from the time you decide to take your child out of program.

**11. Discipline Policy:**

North Wind seeks to provide an environment where individuals respect one another, cooperate, and work together. The word discipline means to teach and guide. Discipline is not punishment. The discipline policy therefore reflects an approach that focuses on preventing behavior problems by supporting children in learning appropriate social skills and emotional responses. Staff will seek children’s input regarding ways to create a safe community while recognizing individual needs. It is the child’s responsibility to follow the established rules. Staff will help children to understand the rules and the reasons for the rules, as well as to reinforce positive behaviors and redirect inappropriate behaviors. Positive discipline focuses on the needs of the child and contributes positively to the child’s overall development. Staff members teach children conflict resolution techniques and support them as they become responsible for resolving conflicts among themselves.

To respond effectively when children display challenging behavior, staff will strive to understand typical social and emotional development and behaviors. Measures that prevent behavior problems often include developmentally appropriate environments, supervision, routines, and transitions. When a child is unreceptive to positive reinforcement, redirection, or conflict resolution, a time-out/logical consequence procedure will be instituted. Children will be given a First Warning, in which the staff will clearly identify the behavior problem and how the child can correct their behavior. If the behavior persists, the child will be given a Second Warning, and be reminded of the time-out/logical consequence policy. If the behavior continues to persist, the child will be given a Third Warning and with the help of an educator, will identify a consequence for their actions – which may include a time-out. During the child’s time-out, a staff member will stay with them at all times and end the time-out with positive reinforcement of how the child can correct the behavior. Parents will be notified if a child has repeated incidents for recurring behavior.

When a child’s behavior is harmful to themselves or others (including staff or youth), the child may immediately be placed in a time-out protocol without warning. The child will be supervised and supported by a staff member at all time. If a child is constantly exhibiting a disruptive behavior the parent/ guardian will be notified. CCE reserves the right to discontinue any services to any child or family if the disruptive behavior continues.

**12. Child Abuse and Mistreatment:**

CCE is committed to a safe, nurturing environment for children to grow and learn in a positive manner. Any abuse or maltreatment of a child is prohibited! CCE will not tolerate any form of abuse or maltreatment by a staff, volunteer, or parent. All staff members are mandated reporters, due to Office of Child and Family Services regulations.

**13. Electronics Policy**

Laptops or Chromebooks are permitted only to be used for homework or remote learning assignments. The password for Extension Wireless service will be provided by staff. Only programs and websites that are assigned may be accessed. If a student is found to be accessing website or program that is not permitted, the laptop/Chromebook will be temporarily removed from student until parent arrives. When learning assignments are completed, laptops/Chromebooks are to be put away securely in a child’s backpack.

Any cell phone brought to North Wind programs must remain in the student’s backpack during the entire scheduled program time.  No exceptions! If a child feels they need to contact their parent, they should ask a Staff Member for access to the classroom phone. A student will be permitted to use the classroom phone for calling a parent/guardian if their concern is something that cannot be managed by Staff. A student’s phone may not be out of the backpack for any reason. If the phone is taken out of the backpack, it will be removed from the student’s possession until the parent/guardian arrives.  A parent will have to pick the phone up from the Site Supervisor or Program Director. Repeated incidents of a child using their phone during North Wind programs may result in a meeting with the Program Director to review North Wind policies.

**14. Accident / Incident Reports:**

Children sometimes receive bumps and bruises as part of their daily routines. An accident report will be completed by a staff person when a child is injured and needs to receive First Aid. The report is filed with the Program Director by the end of the program day. When an injury is caused by another child, an incident report will be completed and parents will be notified by the staff. All reports are filed in the child’s file. The staff will use basic First Aid procedures for all bumps and bruises. If more care is needed, the parent will be notified and asked to seek additional care with the child’s physician.

If a child requires immediate attention, 911 will be called and the parent / guardian will be contacted. The child will be transported by ambulance to the most appropriate medical facility. If the parent is unable to accompany the child to the hospital, the Director or a staff member will remain with the child until a parent/guardian arrives.

**15. Health Care Plan**

We have an approved health care plan with the Child Care Council. The health care plan has procedures that are followed if a child gets sick during program time. If a child becomes sick we will call and inform the parent/guardian of the situation. Please see attached Safety Plan for COVID regulations and guidelines.

Criteria for exclusion of children who are ill (immediate pick-up will be requested if the child is at a program)

* The child is too ill to participate in program activities.
* The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other youth.
* An acute change in behavior – this could include a lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
* Fever – Temperature at or above 100° orally.
* Head lice until after the first treatment (Exclusion is not necessary before the end of the day)

For a full list, please refer to the Program Health Care Plan.

Children with specific food allergies must have a physician’s written note with recommendations on file. This will help the staff know the recommended best methods to help accommodate for the allergies.

**16. Staff**

CCE follows staff qualification guidelines set forth by Cornell University. High standards are used to determine the character of the person considered for employment. An extensive interview and three personal / professional reference checks are completed. New staff members cannot be left alone with children until the Director is confident in their abilities and they have been cleared by the Central Register Clearance System and the Office of Children and Family Services.

**Training**

All staff are required by the Office of Children and Family Services to complete thirty hours of training every licensing period.

**Volunteers and Interns**

CCE collaborates with several colleges to provide a training ground for hands on experience working with young children. All volunteers and interns are subject to background checks and are enrolled as Cooperative Extension volunteers. They will never be left alone with children. Volunteers and interns enrich our program with their various backgrounds, trainings, and knowledge. In return they gain awareness and understanding of child development as well as a valuable work experience.

**17. Parent Communication / Involvement**

When picking up your child staff will supervise your child until they are safely in the vehicle. Staff will sign your child out at this point. Once your child is signed out, please ensure that you are with them at all times on the CCE property. Traffic for other CCE programs may be moving through the parking lot so it is important that children not run through the parking lot unaccompanied by an adult.

**Emergency Release Form**

Please be sure that all individuals authorized to pick up your child are listed as Trusted Contacts in CampDoc and have current phone numbers. Any adult not known by staff will be asked for a photo ID. This policy is in place for the safety of your child. If an emergency situation arises, please call the Executive Director or designated staff member with a specific description of the adult picking up the child and have that person be prepared to show photo identification.

**Divorce / Separation**

CCE wants to serve all families in the best possible way especially during difficult transitions. Unless we have legal documentation, we cannot presume one parent has more or less rights then the other. It is the responsibility of the custodial parent to provide the Director with a certified copy of the court ordered or other legally binding documentation. Custody papers will be kept in your child’s file and staff will be notified of the arrangements. If there are any persons NOT allowed to pick-up your child, please alert staff to this so we can ensure your child’s safety.

**Parent Volunteers**

We welcome parents to come into the classroom and attend field trips. We encourage parents / volunteers to share special skills, knowledge, or hobbies. Please speak with the Program Director for more information surrounding whether or not there are opportunities to volunteer.

**Thank you for choosing North Wind After School for your child’s care. We understand and appreciate that you have placed your trust in us to watch over your child. Our goal is to provide exceptional care in a comfortable, welcoming, and educational environment for children. We look forward to working together through the 2022-2023 school year.**