



**Thank Goodness There's Tymor: Full Day and After School Program  
Parent Student Handbook  
Updated August 2021**

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**1. Registration:**

Registration costs are \$60 for the full day TGTT program, which covers any hours between 8:00am – 6:00pm, or \$25 for the After-School Program, which covers 2:30pm-6:00pm. Registration is required 2 (business days) in advance. Registration is online at [unionvaleny.us](http://unionvaleny.us) under the Parks and Recreation tab. Credit Card payments are accepted through MyRec at the time of registration. Payment by cash or check must be received at or prior to drop off. You can register for any amount of individual days, in any order that suits your needs. Early drop off (as early as 7:30am) may be available on an individual case basis and must be confirmed with the Program Director by 5:00pm the day prior.

**2. Cancellation/Refund Policy:**

The Parks and Recreation Department reserves the right to cancel the program in the event that the registration minimum is not met. In this case, parents will be informed 2 business days in advance of the cancellation.

- A. Inclement weather: an effort will be made to remain open in the event of snow, however if conditions do not allow for staff to travel safely, the decision to cancel will be made by 7am. Parents will be contacted by cell phone by 7:15am (Full Day Program). For the after-school program, if Arlington Central School District cancels school for the day, the After-School Program will be closed as well.
- B. On days when the programs are cancelled due to weather emergency or low enrollment, membership balance will be applied to the student's next day of attendance. There will be no refund for students who choose to not come due to weather on days the program is open.
- C. A full refund will be given if the Parks and Recreation Department receives at least two weeks' notice prior to the student's absence from the program. For last minute personal emergencies such as illness, credit will be applied to the student's next day of attendance.

**3. Transportation:**

- A. Transportation is **NOT** provided by Union Vale Parks and Recreation. Parents must make transportation arrangements for the child to be dropped off and picked up at Tymor Park: 8 Tymor Park Road, Lagrangeville, NY 12540. Bus transportation to Tymor Park from Arlington Central School District schools may be available; Parents who would like to use this transportation must coordinate with the transportation department at Arlington Central School District. Drop off and pick up takes place outside the building. Children will not be released to anyone not on their pick-up list; for an exception to be made there must be written communication from the parent with the individual's first and last name. Staff will check IDs as needed if unfamiliar with the adult picking up.

#### **4. Medication:**

- A. The Union Vale Parks and Recreation Department will not administer any medications during the After-School Program. If afternoon medication is needed please have your child take it before or after the program. Students may carry emergency medications (Inhaler, Epi-pen, Benadryl etc.) and must be educated on how to use them. A doctor's note on file is required. Program staff can "assist" with self-administration of these medications but cannot administer.
- B. There may be instances when topical ointments such as sunscreen, bug spray (non-deet formulas only), or Neosporin are used. A medical waiver must be signed (accepting or declining) use of these topical ointments prior to the student's acceptance into the program. At least one staff member on duty will be First Aid certified to provide care in the instance of minor injuries (scrapes, bee stings, etc.). Parents will be notified of any minor injuries in writing at time of pick up.
- C. Required medical documents upon registration to the program are: Physical within 6 months, immunization records, and the above-mentioned medical waiver for topical ointments.

#### **5. Personal Items:**

- A. All personal belongings should be marked with the child's name.
- B. The Town of Union Vale is not responsible for any lost or damaged items.
- C. Please use discretion with what personal belongings or toys you allow your child to bring. These items can be a distraction to the students and may be lost or damaged. If an item is particularly distracting or causing an issue, a staff member may ask the parent/student not to bring it.
- D. Children should come dressed appropriately for outdoor play and have adequate outerwear for colder days. If a special activity will be taking place requiring bathing suits, snow boots, clothes that can get dirt, etc. parents will be notified in advance.
- E. All children should bring snacks and a water bottle. Students enrolled in the full day program must bring their own lunch.
- F. The use of electronics, outside of homework assignments, are not permitted. Children who have cell phones, tablets, etc. will be asked to keep those items away in their bag. We believe that the TGTT programs are a place for your child to connect with other youth in the real world around them. We offer many different recreational activities (some of which do include video games or movies) and encourage youth to interact with their peers around them. However, we do understand various personal situations; please discuss with staff if your child needs to be able to access their cell phone or other electronics while at the program.

#### **6. Behavior Guidelines:**

- A. Children are expected to be respectful of themselves, others, and staff. No physical touching (pushing, shoving, play "fighting" or wrestling, hitting, etc.) is permitted. Foul or unkind language will not be tolerated. Children are expected to follow all safety rules presented and enforced by the counselors. While we cannot compile a comprehensive list of what might be deemed "unsafe behavior," counselors will use their judgement and put a stop to any questionable behavior (ex. climbing up a slide, running indoors, etc.)
- B. In the event that a child is not meeting these behavior expectations staff will address the issue with the child by pulling them aside and explaining the rule. If the behavior persists, the child will be asked to sit out of the game/activity for an appropriate amount of time. Parents will be notified in writing if there was a behavioral issue. If a behavioral issue persists beyond what the program staff can control, the parent will be called.
- C. Suspension/Termination: all efforts will be made to avoid suspension or termination from the program. However, the Town of Union Vale Parks and Recreation Department reserves the right to discontinue service to a student who has consistent behavioral issues.

#### **7. COVID-19 Protocols:**

- A. If you suspect that your child may be ill, or may have been exposed to COVID-19, please do not send them to the After-School or TGTT Program. This is the first and best defense we have in keeping all of our students healthy. We will be checking temperatures at the door; any child with a temperature over 100.4 degrees Fahrenheit will not be permitted to attend.
- B. We are requiring that masks be worn indoors by all children when participating in group activities where there is less than 6 ft of social distance. Masks are not required outdoors. Outdoor activities will be prioritized as much as possible. Mask "breaks" (when appropriately socially distanced) will be allowed as needed
- C. All areas will be regularly cleaned and disinfected.

*The TGTT Full Day and After School Programs operate in accordance with all state and local guidance. All policies outlined in this handbook are subject to change without notice based on current circumstances as determined by the Union Vale Town Board, the Dutchess County Department of Behavioral Health, CDC, or other governing agency. Any changes to this handbook will be communicated with parents via e-mail, telephone, or written note sent home.*

**Parent signature confirms that they have received, read, and understand all sections of the handbook**

Parent's Name (Print): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Child(ren)'s Name(s): \_\_\_\_\_

**Contact Information**

**TGTT Program Phone:** (845) 489 8769

**Parks and Recreation Office:** (845) 724 5691

**Fax:** (845) 724 5692

**Email:** [asp.tgtt@unionvaleny.us](mailto:asp.tgtt@unionvaleny.us)

**Physical Address:** 8 Tymor Park Road, Union Vale, NY 12540

**Mailing Address:** 249 Duncan Road, Lagrangeville, NY 12540