



Union Vale Parks & Recreation

249 Duncan Road, LaGrangeville, NY 12540
Tel: 845.724.5600 (option 3) Fax: 845.724.3757
E-mail: recreation@unionvaleny.us
www.UnionValeRec.com

Thank Goodness There's Tymor: Full Day and Half Day Program Parent Student Handbook Updated September 2024

Handbook Contents:

- 1. Registration**
- 2. Cancellation and Refund Policy**
- 3. Transportation**
- 4. Medication**
- 5. Personal Items**
- 6. Behavior Guidelines**
- 7. COVID-19 and other Illness Protocols**
- 8. Communication**
- 9. Contact Information**

Upon completing registration for your child(ren) for any of our TGTT program dates, you acknowledge and sign-off that you and any other parents/guardians involved with the drop off/pick up of your child(ren) at our programs has read through this handbook and agrees to all terms and regulations listed within. Parents/guardians are required to read through this handbook with their child(ren) attending our programs to ensure they know our rules and expectations while they are in attendance.

1. Registration:

Registration costs are \$60 per child for the full day TGTT program, which runs from 8:00am – 6:00pm, and \$40 per child for the Half Day Program, which runs from 11:30am-6:00pm. Registration for all programs is required 2 (business days) in advance. Registration is online at unionvalerec.com 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.

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 two business days in advance if the program is being canceled. Refunds or Account Credits will be applied.

- A. Inclement Weather: We follow the Arlington Central School District Cancellations. If ACSD closes school, or has an early dismissal, our programs will be closed. If ACSD

has a delay, the Half Day will follow the delayed schedule. For the Full Day Program, on days when school is not in session, the Town of Union Vale Staff will determine whether the program will be open, closed, or delayed. In all circumstances, parents will be notified via email of any schedule changes or cancellations by 7am (full day), OR 10am (half day).

- B. On days when the programs are canceled due to weather emergencies 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. Parent Cancellation: 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 if we are notified in advance. No credit or refund will be given if a registered student is a "no show" without any notice.

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. For Half Days, 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. Any updates to a pickup list after registration 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 any TGTT Programs. 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 at time of pick up.
- C. Required medical documents upon registration to the program are: most up-to-date physical within the year, 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, 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 dirty, 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. On special occasions we may provide a snack. Parents of students with allergies will be contacted ahead of time to review the snack.
- F. The use of electronics is not permitted. Children who have cell phones, tablets, smart watches, 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. Telecommunications may occur through the use of the program's cellular device. Please discuss with staff if your child will need to be in contact with you via our phone, and parents are always free to call or text the program to check in with their child(ren)!

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 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 and Various Illness 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 TGTT Programs. This is the first and best defense we have in keeping all of our students healthy.

- B. If your child develops a fever before the start of the program, they will not be permitted to attend any TGTT programming until they are fever free for 24-hours without the assistance of fever reducing medication. If your child is found to have a fever while at our program, parents/guardians will be contacted by staff and asked to come pick up their child immediately.
- C. Masks are not required to be worn but are encouraged to help mitigate the spread of communicable illnesses.
- D. All indoor common areas (bathrooms, tables, chairs, etc.) will be regularly cleaned and disinfected.
- E. If your child(ren) has any accident due to illness (fecal, urine, vomit, etc.) a parent/guardian will be required to come pick-up their child(ren).
 - a. If your child(ren) is/are prone to accidents related to anxiety please communicate this to our staff prior to the start of the program and send your child(ren) with a change of clothes.
 - b. Please be advised that our staff is not trained nor required to assist children with using restroom facilities and children must be able to utilize them with little to no assistance.

8. Communication:

Our primary form of communication before the date of our programs will be through our Parks and Recreation website emailing system. Parents/guardians will receive an email the day before registered dates with information on drop-off, pick-up, special snacks or activities, etc. The day of staff can be contacted by the program phone.

9 Contact Information:

TGTT Program Phone: (845) 489 8769
Parks and Recreation Office: (845) 724 5600 (option 3)
Fax: (845) 724 3757
Email: recreation@unionvaleny.us
Physical Address: 8 Tymor Park Road, Union Vale, NY 12540
Mailing Address: 249 Duncan Road, Lagrangeville, NY 12540