



CITY OF BEACON RECREATION

AFTER SCHOOL PROGRAM

POLICY BOOKLET

(J. V. Forrestal, Sargent and South Ave. Elementary Schools)

PROGRAM SCHEDULE: Each day will maintain the same basic schedule:

- 3:15-3:45 Attendance & Free Play
- 3:50-4:05 Snack
- 4:10-4:45 1st activity period
- 4:55-5:30 2nd activity period
- 5:35 -6:00 Free play, pick-up and sign out
- 6:00 Program closed

PICK UP POLICIES- All children must be signed out by 6:00pm. You may sign out your child any time you'd like between 4:00pm & 6:00pm. Please keep your pick-up time brief. At 6:00, all contact persons will be called to pick up any remaining children. Staff remain at school until every child is picked up. Family will be billed \$1.00 for every minute past closing time. If late pick up occurs three or more times, child will not be allowed to re-register.

SCHEDULE OF AVAILABILITY OF PARENT CONFERENCES- Please note, staff are often busy at time of pick up. Should an issue or question arise that requires more than a few minutes of conversation, Site Directors and staff are available by appointment. Please contact the Director of Recreation or the Assistant Director of Recreation to schedule a conference at (845) 765-2470.

PURPOSE OF PROGRAM

- To provide meaningful recreational programming for all participating children.
- To introduce and expose children to a variety of games, sports, activities, interests and concepts.
- To create a fun, safe and educational environment with an emphasis on sharing, cooperation, and social development.

RESPONSIBILITIES OF THE PROGRAM

- Provide a physically safe environment for all activities
- Provide an emotionally safe environment. Bullying, name-calling, unsportsmanlike conduct and other negative behaviors will be addressed.
- To work with parent/guardian to resolve all behavioral issues
- Communicate information to parents (i.e.) program hours, dates, activities, fees
- Notification of closures due to weather and other unforeseen circumstances
- Create a communicative relationship via:
 - program updates via email
 - addressing parent concerns and questions in a timely manner
 - attempt to contact all listed approved guardians by all phone numbers provided in the event of tardiness to pick up child or an illness.
- Encourage all children to participate in activities
- Perform all required safety drills
- Meet or exceed all New York State Office of Family and Child Services (OCFS) requirements for a school age child care program

RESPONSIBILITIES OF PARTICIPANTS

- To participate appropriately in activities
- To contribute to the activities in a positive way
- To have fun

RESPONSIBILITIES OF PARENTS

- Complete online registration for each session the child is to attend
- Render payments as required by the registration terms
- Full disclosure of special issues on registration, i.e. health, medication, behavioral issues, allergies, etc.
- Discuss any issues or concerns with staff
- Sign out children every day
- Work with staff to resolve any behavior issues
- Pick up in accordance with program guidelines

SNACK- Every day, snack is provided that meets CACFP standards. If a child has specific preferences, families may provide their own snack. Please inform us regarding any allergies and your child's specific needs so we can accommodate to the best of our ability.

SUMMARY OF HEALTH CARE PLAN - If your child is absent from school due to illness, they are unable to participate in the program for the day; only well children may participate. If child becomes ill, staff will contact parents and other emergency contacts for immediate pick up. As per New York State Office of Family and Child Services regulations, child will be quarantined and supervised until picked up.

VISITOR POLICY- Our program does not admit visitors. Parent/Guardians are asked to depart program in a timely fashion.

INFORMATION ON REPORTING POSSIBLE CHILD ABUSE- All Program staff are New York State Mandated Reporters. It is the program's policy as well as legal obligation to report ANY instance of SUSPECTED child abuse.

Policy Booklet

ADMISSION POLICIES

- The After-School program consists of four sessions over the duration of the school year.
- Registration must be completed for each individual child for each new session.
- Previous enrollment does **not** guarantee a spot for a new session.
- Payment is due in full before the start of each session.
- Registrations will not be accepted from families with a balance due from a previous session
- Program operates every day school is in session. In the event of a school closure due to ANY reason, program will be closed. There are no refunds for days lost to school closures.
- Tuition assistance is available. Please contact the office for information

DISCIPLINE POLICY

It is the responsibility of program staff, participants and parents to create an environment that is safe and conducive to recreation. Behaviors that do not contribute will be addressed immediately. This may include a period of time to "Cool Down," a staff mediation between students, or a conversation with children regarding/reiterating the rules. Parents will be notified of any significant incident(s). Staff will work with parents to address behaviors if necessary. Continued discipline issues may result in removal from program or child may not be allowed to register for future sessions.