



**AFTER SCHOOL PROGRAM POLICY BOOKLET**  
**(J. V. Forrestal, Sargent and South Ave. Elementary Schools)**

**PROGRAM POLICIES:**

**REGISTRATION AND ATTENDANCE**

- 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.
- 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 at the end of the session. Registrations will not be accepted from families with a balance due from a previous session.
- Tuition assistance is available. Please contact the office for information

**RESTROOM-** Every participant must be able to use the restroom independently. Our staff is not permitted to assist in this task so we require children to be self-sufficient in all aspects of bathroom use (toileting, washing hands, changing clothes, etc.).

**PICK UP** - All children must be signed out by 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. **If late pick up occurs four or more times, child will not be allowed to re-register.**

**VISITORS** - Our program does not allow visitors. Only parent, guardians and approved pick up persons are allowed entry. All parties are asked to depart program in a timely fashion.

**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. 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.

**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.

**DISCIPLINE** - 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 program rules. Parents will be notified of any significant incident(s). Staff will work with parents to address behaviors if necessary. In the result that a participant intentionally harmed another either with words or hands the participant will be suspended for a period of two weeks. Disciplinary issues may result in removal from program or child may not be allowed to register for future sessions.

**SCHEDULING PARENT AND STAFF CONFERENCES-** Please note, staff are often busy at time of pick up. Should an issue or question arise that requires more than a five-minute conversation, Site Directors and staff are available by appointment. Please contact the Recreation Supervisor or Recreation Director to schedule a call at (845) 765-2470.

## **PROGRAM INFORMATION:**

### **PROGRAM SCHEDULE**

Below is a basic schedule for an afterschool day:

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

**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 of any allergies or food sensitivities and your child's specific needs so we can accommodate to the best of our ability.

### **PROGRAM PURPOSE:**

- To introduce and expose children to a variety of recreation activities including games, sports, activities, crafts and art.
- To create a safe, fun and educational environment with an emphasis on sharing, cooperation, and social development.

### **THE PROGRAM RESPONSIBILITIES:**

- Provide a physically safe environment for all activities.
- Encourage all children to participate in activities.
- 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.
- Communicate information to parents (i.e.) program hours, dates, activities, fees
- Notification of closures due to weather and other unforeseen circumstances
- Perform all required safety drills
- Meet or exceed all New York State Office of Family and Child Services (OCFS) requirements and guidelines.
- Daily reminder of the program's 3 R's- Respect yourself, Respect others and Respect the environment
- 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

### **PARTICIPANTS EXPECTATIONS:**

- To participate in activities while respecting themselves, respecting others and respecting the environment
- The expectation is for every participant to engage in daily activity conducive to recreation and have fun!

### **PARENTS RESPONSIBILITIES:**

- Pick up in accordance with program guidelines
- Discuss any issues or concerns with staff
- Work with staff to resolve any behavior issues
- Complete online registration for each session the child is to attend
- Render payments as required by the registration terms