

PS 11 PROGRAMS

Parent & Family Handbook

SEPTEMBER 2014 (rev. 5)

PS 11 Programs Inc.

Tax ID# 13-3980802 SACC #00254731

320 West 21st Street

New York, NY 10011

917.653.0594

ps11programs@aol.com

www.ps11programs.com

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Dear PS 11 Families,

We are so excited that you have chosen our afterschool program for your child. It is important that you, as a parent or guardian, become involved in the education of your child to ensure a successful learning experience. To help you become involved and informed, we have developed this handbook that we would like you to read and discuss with your child. It is very important that you and your child understand the policies of the afterschool program. Please read it carefully as some of our policies and procedures have changed.

Every child is unique with different experiences, backgrounds and needs; different skills, talents, abilities, interests; and different learning styles. The afterschool program provides a safe, caring, creative and challenging learning environment that will support and encourage each student to develop to their fullest potential - socially, emotionally, intellectually and physically. We offer a partnership between school, home and the community with the responsibility to support our students in becoming independent members of society.

We look forward to a very exciting year and to getting to know you and your family. Our staff is committed to the growth and development of every student. We encourage you to support them and to let us know if you have any concerns or questions,

Sincerely,
Deborah Osborne, Director
&
The Afterschool Staff

1. Program Overview

PS 11 Programs Inc. was founded in 1997 by a group of PS 11 parents & PTA members. PS 11 Programs Inc. is not affiliated with the New York City Department of Education. It is a not-for-profit Community Based Organization that works in partnership with PS 11. The afterschool program works in tandem with the school to provide academic support and enrichment opportunities to students every school day from dismissal until 6:00 p.m. Our program serves over 500 students in Pre-Kindergarten through 5th grade.

The program offers 2 sessions of classes each day from 3:00-4:30 and from 4:30-6:00. There are a variety of activities designed to give your child a well-rounded experience in our program, which will help them develop physically, academically, emotionally and socially. The activities offered include art, music, theater, physical education, computers and homework. Children are grouped by age (K-2nd, 3rd-5th), and sometimes by level and ability.

Dismissal from the program is at 4:30 and 6:00. We also provide an "interim" dismissal at 5:00 p.m. to accommodate families' work schedules. Children who are signed up for the 5:00 dismissal will not attend a class but will be supervised in the cafeteria and will be able to play games, do their homework or read. A limited number of seats are available for this and the dismissal time will be strictly enforced.

We also offer a drop-in program - a more flexible way for children to participate in the afterschool program. We recognize that many families have last minute work and/or personal situations that make it impossible to pick up their children at 3:00. Afterschool staff will place children in classes with available seats. Although we welcome requests, we can not guarantee that your child will be put in the class of his or her first choice.

2. Program Cost

Our program is fee-based and the cost is \$11.50 per hour (\$17.25 per class.) We do offer a reduced rate of \$7.00 per hour (\$10.50 per class) if your family meets the federal guidelines for free lunch. The Federal Income Eligibility Guidelines are on page 5. In order to receive the reduced rate, families who meet these guidelines must also complete the "Eligibility for Reduced Price Afterschool" on the Afterschool Enrollment Form (page 6.) Full and partial scholarships are also available. Applications are available online or in the afterschool office and are given based on need and/or teacher recommendation.

Payment for afterschool for the 1st semester (which runs through February 14, 2015) is due and payable as follows:

September/October Due: At Registration

November Due: October 15

December Due: November 15

January/February Due: December 15

If payment has not been received by the due date, you will receive a past due fee of \$15.

Payment is accepted via Paypal (there is a \$5 processing fee for all credit card payments), Chase QuickPay and CitiPop Money. These payments should be made to ps11programs@aol.com. Credit cards are also accepted in-person as are checks and cash. We can not accept credit card payments over the phone or by email. Checks should be made payable to PS 11 Programs Inc. and should include your child's name. Returned checks will be charged a \$25.00 fee and future payment will need to be made by credit card, money order or cash.

3. Program Dates

The afterschool program begins the first full week of school with an interim program to accommodate the needs of working families. The full schedule of courses begins at the end of September. We offer two semesters of classes - the first runs until the Winter Break, February 14, 2015; the second begins after the Break (February 23) and runs until June 25, 2015. We also provide afterschool on all half-days as well as for 7 weeks in the summer.

4. Registration

Registration is done in-person only. Do not give your registration form to your child's teacher or to the school office. The dates for registration will be announced and will take place in the cafeteria.

In order to register, all balances from previous semesters must be paid in full. The first month's payment for the semester is due at registration.

5. Parent/Guardian Responsibilities

- Please send your child to school with the proper materials and appropriate clothing for the classes they are signed up for (i.e. bathing suits & swim caps, towels, sport attire, sneakers, tap shoes). Children who are signed up for swimming will be required to bring their own bathing caps and goggles.
- Any item that is not allowed in school, is not allowed in afterschool. Toys, games,

cellphones, trading cards, Heelies, candy and gum will all be confiscated.

• Please pick up your child in a timely manner every day. We expect that all children will be dismissed by 6:00 p.m. See dismissal policy below.

6. Student Responsibilities

We strive to create an environment where all students feel safe and are able to express themselves, learn and have fun. All students are expected to conduct themselves appropriately during afterschool hours. Please review the program rules and expectations with your children.

Students are expected to

1. Follow all afterschool rules as well as the rules of each teacher or staff member.
2. Respect the rights and property of other students.
3. Resolve conflicts peacefully without fighting or name calling
4. Be respectful and courteous to all afterschool staff and students.
5. Never leave the classroom without the permission of the teacher.
6. Never run in the hallways or within the classroom.
7. Take proper care of all PS 11 classrooms, materials and all property belonging to the afterschool program.

Certain inappropriate behavior will not be tolerated. This includes, but is not limited to, the following:

1. Not following the directions of any afterschool staff, teacher or security personnel.
2. Harming another child in any way (i.e. fighting, hitting, pushing, shoving, bullying, etc.)
3. Defacing school property including (but not limited to) tables, walls, bathrooms, gym or cafeteria property.)
4. Cursing, profanity, or any type of racial slur towards anyone involved in our program.
5. Running in the hallways or around the classroom.

These behaviors will result in the following consequences:

1st offense: Discussion with child; time out if appropriate

2nd offense: Discussion with child; time out if appropriate; loss of a privilege

3rd offense: Discussion with child and family; time out if appropriate; loss of a privilege

The following are cause for an immediate one-week suspension from the program:

1. Stealing another person's property
2. Physically assaulting another student or staff member
3. Leaving PS 11 school grounds without prior written consent of a parent/guardian.

For the afterschool program, outside of school grounds is defined as anywhere beyond the cafeteria doors or outside of the play yard.

7. Snack

We strive to serve healthy, nutritious snacks during afterschool hours (generally served at 4:30) and we have adopted the Healthy Eating and Physical Activity (HEPA) standards adopted by the National Afterschool Association. If your child brings a snack from home, we request that it be a healthy snack. If your child has any allergies or any dietary restrictions please let us know.

8. Staffing

Our program is staffed by a group of professionals who are committed to the success and education of your children. Without them we would not have a successful program after school.

Our afterschool administrative staff is:

Deborah Osborne, Afterschool Director

Christine Cerny, Financial Director

Lilly Ruiz, On-site Coordinator

Jayda Leary

Kevin Osborne

Griffin Osborne

Doreen Pimentel

Adam Sammons

Julian Sanchez

Sarah Sanchez

Roger Walsh

Many of our teachers are Department of Education employees at PS 11. These individuals bring their experience and dedication with them to our afterschool program. Other staff and programs are artists and specialists who share their talents with the students

9. Daily Schedule

Our program begins at the end of your child's regular school day. Your child's regular classroom teacher will escort him/her to the cafeteria where the afterschool staff will greet them. Under no circumstances is a child in our program allowed to leave the building to go to the store, ice cream man, etc. Our teachers escort their groups to and from their activities.

The typical schedule is as follows:

3:00-3:15 Arrival in cafeteria
3:15-4:30 Various activities & classes
4:30 Snack
4:30 Dismissal
5:00 Interim care dismissal
4:30-5:45 Various activities & classes
5:45-6:00 Dismissal

10. Dismissal

Afterschool dismissal takes place outside in front of the middle set of doors. There will be a sign out table. Please make sure you sign your child out every day. Students wait on the front steps at their dismissal time. We dismiss almost 200 students each day and it is important for us to see that each child is being released to an authorized person. On rainy or very cold days, students will wait inside and will be brought outside as families arrive. Parents/Guardians are not allowed in the cafeteria during dismissal times.

It is important that your child be picked up on time. Although we understand that emergencies do arise, consistent lateness is unfair to our staff and to your child!! Except in cases of extreme emergencies, we must receive a phone call at least 30 minutes prior to dismissal to let us know about a late pick up. The phone number is 917-653-0594. This applies to all dismissal times - whether it be at 4:30, 5:00 or 6:00 p.m. A late fee will still apply and the following late fees will be charged:

4:30 DISMISSAL

Pick up Time/Late Charge

4:35-4:45 \$5.00

4:45-5:00: \$10.00

after 5:00: \$20.00

5:00 DISMISSAL

Pick up Time/Late Charge

5:05-5:15 \$5.00
5:15-5:30: \$10.00
after 5:30: \$20.00

6:00 DISMISSAL
Pick up Time/Late Charge
6:05-6:15 \$15.00
6:15-6:30: \$30.00
after 6:30: \$60.00

We will make every effort to contact a person in the household or the emergency contact(s) to inform them that the child has not been picked up. In the event that no one can be found, the 10th Precinct police station will be called and the child will be brought there for the family member to pick up.

Conversely, it is important that you do not pick up your child early as it is disruptive to the class. We know that there are circumstances that are unavoidable but we request that you keep them to a minimum and that you notify the afterschool staff in writing or by email. If you are picking up your child before our program begins at 3:00, please notify your child's teacher and plan to pick up your child at the school dismissal time from the classroom teacher.

If your child is signed up for the interim dismissal at 5:00 p.m., it is necessary for your child to be picked up by 5:00 . If your child is not picked up by 5:00, s/he will be sent to a class.

For security purposes, please sign your child out everyday.

11. Early Dismissal/Appointments

If your child will not be attending afterschool on any day, please bring a note in the morning to both the afterschool office and your child's teacher. You should then pick up your child at 3:10 in the designated dismissal area for your child's grade/class.

We also understand that there may be days in which you must pick up your child before the program has ended because of family emergency, doctor/dentist appointments, etc. Please provide us with a note in the morning to let us know what time you need to pick up your child. Your child will then be brought to the cafeteria for dismissal at the requested time. We ask that you keep early pick-ups to a minimum as they disrupt the child's routine as well as that of the rest of the students in his/her class.

12. Absences

If your child is absent from the regular school day or leaves school early, he/she is not allowed to attend the afterschool program. We do not credit your bill for absences.

13. Emergency/Accident Procedures

If your child becomes ill or is hurt in any way, he/she will be brought IMMEDIATELY to the afterschool office in the cafeteria. Most of the program staff are certified in CPR/AED and first aid.

For any illness or injury, the parent/guardian will be immediately notified by phone. If the parent/guardian cannot be reached, the emergency contact will be called. If no one can be reached, a letter will be sent home in the child's book bag.

An accident report will be filled out by the teacher who was in charge at the time of the occurrence. These accident reports will be kept in the child's personal file in the afterschool office.

For serious medical problems, staff will call 911 immediately.

14. Medication Administration

Afterschool programs serving children aged 12 and under are required to have policies that define their willingness to administer medications. PS 11 Programs has received a waiver from the Department of Health to use Epinephrine Auto Injectors, Asthma Inhalers, Nebulizers & Benadryl. If your child has allergies and needs medication, either occasionally or frequently, please discuss this with the afterschool staff as soon as possible.

15. Miscellaneous

Changes or cancellation of classes: If you wish to cancel a class or take your child out of the afterschool program, the request must be in writing. A change form is available in the afterschool office.

Student's Personal Files: Each student will have his/her own personal file which will include their application, any notes, changes, permission slips, accident reports, etc.

Valuables: We strongly encourage all students to leave their valuables at home. Valuables include, but are not limited to, large amounts of money, Ipods, Game Boys or any other type of electronic games, and trading cards. Children are not allowed to use these items during afterschool hours and we are not responsible for any loss or damage to these items.

Cell Phones: Cell phone use is not allowed except with the permission of the afterschool staff. The afterschool program is not responsible for the loss or damage of cell phones. If it is necessary for your child to have a cell phone, please speak with the afterschool staff to establish the specific guidelines for your child.

16. Important Phone Numbers/Email

The phone number for the afterschool program is: 917-653-0594 and our email address is ps11programs@aol.com

17. Code of Conduct

18.

We are asking all students to fill out the attached Code of Conduct agreement with a parent/guardian. This is a contract between the PS 11 Programs Inc. afterschool program, your child and you. By working together, we can successfully help all the children in our program learn and have fun!!

Please read it carefully with your child, fill it out completely, and return it to the afterschool office during the first week of afterschool. We thank you in advance for your cooperation.

CODE OF CONDUCT

As a member of the PS 11 Programs Inc. afterschool program, I pledge that I will:

1. Follow all afterschool rules as well as the rules of each teacher or staff member.
2. Respect the rights and property of other students.
3. Resolve conflicts peacefully without fighting or name calling
4. Be respectful and courteous to all Afterschool staff and students.
5. Never leave the classroom without the permission of the teacher.
6. Never run in the hallways or within the classroom.
7. Take proper care of all PS 11 classrooms, materials and all property belonging to the afterschool program.
8. Enjoy and appreciate the opportunity of being in the afterschool program and to have fun and learn!

We have read the "Code of Conduct" for the afterschool program. We have also read the "Parent Responsibilities" and the "Student Responsibilities" from this Parent's guide. We both agree to follow these rules and regulations and understand the consequences if we do not follow them.

Student Signature: _____ Date: _____
Parent Signature: _____ Date: _____

As a parent/guardian of a child in the afterschool program, I agree to:

1. Be on time every day to receive my child at dismissal time or designate another adult to do so.

Parent Signature: _____ Date: _____

We, the PS 11 afterschool staff, agree to:

1. Provide a safe, nurturing, and comfortable place for students to grow and develop.

2. Guide and assist students in their activities while allowing them space to grow and mature.

3. Communicate successes as well as concerns about behavior to families.

4. Engage the students in fun, creative activities that will have a positive impact on them.

Dear Parent/Guardian:

Please take a few minutes to fill out the questionnaire below. This information will help us figure out how we can best meet your needs. Please return this form to the afterschool office.

Name: _____ Child's Name: _____

Tell us about your child:

1. What are your child's interests (please be as specific as possible:)

Sports _____

Arts _____

Games _____

Other areas of interest

2. How would you describe your child's personality?

3. Is there anything we should know about your child (fears, family issues, etc.)?

4. What is the best way for us to communicate to you?

_____ Written notices

_____ Email email address: _____

_____ Telephone

_____ In person

_____ Other

5. Are there specific questions or concerns about the afterschool program that we have not addressed:
