



Laurie Petroske, Executive Director
North Shore Before/After School Enrichment Program
Glen Head, Glenwood Landing & Sea Cliff Elementary Schools
245 Sea Cliff Avenue
Sea Cliff, New York 11579
516.759.6463 lauriemp@optonline.net www.northshoreschools.org

ENRICHMENT PROGRAM POLICY INFORMATION 2020-21 SCHOOL YEAR

PLEASE NOTE ITEMS MARKED WITH ** HAVE CHANGED FROM LAST YEAR DUE TO NEW NEW YORK STATE COVID-19 POLICIES!

Program Description

To provide students a safe, enriching and fun environment for recreation, homework assistance, socialization, and extra-curricular activities before and after school. Our quality school-age enrichment program is licensed by NY State Office of Children & Family Services and run by North Shore Before/After School Child Care, Inc. (a Not-for-Profit) and is independent of North Shore Central School District.

Eligible Students

Children enrolled in Kindergarten through Fifth Grades at Sea Cliff, Glenwood Landing, and Glen Head Elementary Schools.

Program Director, Pick Up Location & Phone Numbers

Sea Cliff School / Director Karen Wenz:	Cafeteria	516. 656. 0655
Glen Head School / Director Suzanne Foye:	Cafeteria	516. 656. 3466
Glenwood Landing School / Director Mike Lynch:	Cafeteria	516. 656. 3386

Program Hours of Operation

Program will operate on days when school is in session (full and $\frac{1}{2}$ days at each school) AND Parent/Teacher Conference Days at GWL School (SC & GH students welcome!) from 7:00 AM - 6:00 PM. Programs open at 7:00 AM until the start of school and from dismissal until 6:00 PM. Kindergarteners will be picked up from their classrooms by our program staff - all other grades report directly to their assigned classrooms at dismissal from their school classroom.

*PLEASE contact elementary school teachers and bus company letting them know days your child/ren will attend our program!

**COVID-19 Procedures

Our Program will follow New York State regulations to help prevent the spread of Covid-19. Masks will be worn by all teachers during program hours and will be screened for signs of illness at the beginning of each work day, washing their hands upon entering the program and throughout the day. Students will also wear masks and be in groups of 10 in a classroom with one teacher in charge of the group each morning and afternoon - groups of 10 will not mix with other groups to keep social distance. Siblings will be grouped together. Strict daily sanitization of all surfaces, toys and equipment will be in place. Student handwashing policy will be enforced.

Snow Days / Delayed Opening

Program will be closed if school is closed due to snow. Program will delay its morning opening the same number of hours as the North Shore Central School District due to weather. If the district cancels their after school activities, our program WILL REMAIN OPEN until all children are picked up / 6:00 PM. If the district has an early dismissal, our program WILL REMAIN OPEN until all children are picked up / 6:00 PM.

****Meals and Snacks - PARENT PROVIDED THIS YEAR (to limit surface contaminants)**

Please provide breakfast for your child in the morning if they haven't already eaten at home AND afternoon snack for your child, clearly labeled in their backpack each day. On half days, and Parent /Teacher Conference Days, please provide a bag lunch for your child, as well as breakfast and PM snack. Water is available on demand. Our programs are nut-free.

Paperwork Required in Our Office on File Before your Child Begins:

1. Registration Form (one per student)
2. Parent Signed Emergency Card / Enrollment Form (one per student)
3. Coronavirus Attestation Form (one per student)

Fees

There is an \$90.00 non-refundable annual registration fee per child (no sibling discount) in the form of a check that should accompany your Registration each school year.

Morning Session:

\$7.75 per session per student if dropped off between 7:31 - 8:15 AM

\$15.00 per session per student if dropped off between 7:00-7:30 AM

Afternoon Session:

\$15.00 per session from dismissal @ 2:40 PM - 4:00 PM

\$27.00 per session per student for care of more than one hour, 20 minutes (picked up after 4:00) until 6:00 PM

Half Days of School, Parent/Teacher and Supt's Conference Days:

\$13.25 per hour per student

20% sibling discount - always

Late Pick-Up Fee:

\$10 late fee per child for each 10 minutes picked up after 6:00 PM

****Billing**

Parents will be emailed an invoice at the beginning of the month for the previous month of care. **Billing is based on Days and Times Registered, not based on actual attendance. We will not charge you if your child or the family is on a 14 day quarantine and your spot will be saved in our program.**

We accept checks or money orders made payable to: NS B/A School OR credit card / debit card payments through www.myprocare.com (2.75% credit card fee is applied). Procure payments may be made beginning October 1st, 2020 and not before. Payment is due upon receipt. Checks are to be MAILED ONLY to:

NS B/A School Enrichment Program Attn: Laurie Petroske 245 Sea Cliff Avenue Sea Cliff, NY 11579.

Payments are not accepted at program locations.

Failure to pay will result in the loss of your child's place in the program.

****Procure Billing System**

Our Procure Online System WILL ONLY BE USED to pay bills via credit or debit card beginning October 1, 2020.

Do NOT use this system to register your child / children or for scheduling this school year. Student attendance will be tracked through the Procure System, so parents CAN log in to their myprocare.com account to view their child's attendance with us.

****Signing Out Your Child Each Day**

Please sign out your child upon pick up each afternoon with our Director at the program entrance door with Photo I.D. in hand and mask on. Parents will not be allowed inside the program. Director will bring your child to the door to meet you. On the Registration Form, you have the option to list other authorized individuals to pick up your child. No child will be released to any person(s) without prior written / verbal permission from parent / guardian and photo ID is required.

****Scheduling**

We are very flexible and allow parents to choose the days, mornings, or afternoons of their choice to fit individual schedules AT THE TIME OF REGISTRATION. If you DO need to change your child's permanent schedule with us, you must contact our office for confirmation 516.759.6463. This year, due to strict coronavirus procedures and strict 1 teacher: 10 student limits per classroom, we do not accept students on an "As Needed" or "Drop In" basis. After confirming your child's schedule with us, parents must also inform their child's classroom teacher of their afterschool schedule and give permission to that classroom teacher to allow the child to check in to our program at dismissal. Our

teachers pick up Kindergarten students from their classroom at dismissal, but grades 1 - 5 walk to their designated classroom to check in.

Discipline Policy

Any disruptive or harmful behavior by a student to property, themselves, or others will not be accepted. Parents will be contacted & three written warnings given before a child is suspended / expelled from the program.

In Case of Illness

In case symptoms of illness develop or worsen while in the program: fever of 100 degrees or above, vomiting, diarrhea, difficulty breathing, shortness of breath, coughing, chills, complaining of headache, sore throat or muscle pain, new loss of taste or smell, or general lethargy, we will make your child as comfortable as possible and contact the parents for immediate pick up. A strict Health Log will be kept on each child each day. Children with Coronavirus symptoms must be kept home and may return to the program with a copy of a negative coronavirus test.

Students with Special Needs / Allergies

North Shore Before/After School accepts students with special needs and food / environmental / medication allergies and does not discriminate. If allergies are known to your child, please list allergy at Registration and notify Laurie Petroske or your Program Director. A meeting with Director and parent to complete an information / procedure / health care plan outline for your child for their health and safety before they begin with us at our program is required.

Administering Medication

Our program can administer epi-pen injectors, asthma medications & topical over the counter creams / sprays only. NYS Medical Consent Forms are available and must be completed and returned with the medication to keep on site at the program.

Video Surveillance

District Elementary Schools run video surveillance throughout the school 24 hours per day.

Please contact Laurie Petroske with any questions regarding Enrichment Program Information.