



Michael Lynch, Executive Director
North Shore Before/After School Child Care, Inc.
Glen Head, Glenwood Landing & Sea Cliff Elementary Schools
200 Sea Cliff Avenue #59
Sea Cliff, New York 11579
516.759.6463 NSbefore.after@gmail.com www.northshoreschools.org

ENRICHMENT PROGRAM POLICY INFORMATION 2024-25 SCHOOL YEAR

Program Description

North Shore Before/After School Child Care provides 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. Students enrolled in the Universal Pre-K Program at Sea Cliff, Glenwood Landing, and Glen Head Elementary Schools.

Program Director, Pick Up Location & Phone Numbers

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| Sea Cliff School / Director Karen Wenz: | Cafeteria | 516. 656. 0655 |
| Glen Head School / Director Suzanne Foye: | Cafeteria | 516. 656. 3466 |
| Glenwood Landing School / Director Victoria Goodson: | 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. Pre-K and 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 your child's Pre-K or elementary school teachers and bus company letting them know days your child/ren will attend our program!

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

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 (email or mail to our Sea Cliff Office):

1. Registration Form & Emergency Card (one per student)
2. Health Attestation Form (one per family)
3. Registration Fee
4. Medication Consent Forms if a child requires and epi-pen and/or allergy medication

Fees

There is a \$90.00 non-refundable annual registration fee per child (no sibling discount) if registered BEFORE August 1. Registrations received AFTER August 1 will have a registration fee of \$100. Payment can be made in the form of a check that should accompany your Registration each school year.

Morning Session:

\$8.50 per session per student if dropped off between 7:31 - 8:15 AM
\$15.75 per session per student if dropped off between 7:00-7:30 AM

Afternoon Session:

\$16.50 per session from dismissal @ 2:40 PM - 4:00 PM
\$28.50 per session per student from dismissal @ 2:40 - 4:01-6:00 PM

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

\$13.75 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 actual attendance.**

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). Payment is due upon receipt. Checks are to be mailed to: NS B/A School Enrichment Program Attn: Michael Lynch 200 Sea Cliff Avenue #59 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.

**Procare Billing System

Our Procare Online System WILL ONLY BE USED to pay bills via credit or debit card.

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

**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. 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 or add a morning or afternoon, you must contact our office for confirmation 516.759.6463. 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 our program 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 or positive test must be kept home, following DOH guidelines for quarantine.

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 Michael Lynch 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 Michael Lynch with any questions regarding Enrichment Program Information.