



Laurie Petroske, Executive Director  
 North Shore Before/After School Child Care, Inc.  
 245 Sea Cliff Avenue  
 Sea Cliff, New York 11579  
 516.759.6463 [lauriemp@optonline.net](mailto:lauriemp@optonline.net) [www.northshoreschools.org](http://www.northshoreschools.org)

## PROGRAM POLICY      2011 - 2012 SCHOOL YEAR

### Program Description

To provide students a safe and fun environment for recreation, homework assistance, socialization, and extra-curricular activities before and after school. Our quality school-age child care program is licensed by NY State Office of Children & Family Services and run by North Shore Before/After School Child Care, Inc., 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 and NS Middle School students enrolled in Sixth through Eighth grades.

### Locations and Direct Phone Numbers

Sea Cliff School: Cafeteria	516. 656. 0655	Michelle Tanner, Director
Glen Head School: Cafeteria	516. 656. 3466	Karen Wenz, Director
Glenwood Landing School: Cafeteria	516. 656. 3386	Cati Blackburn, Director
NSMS: Cafetorium	516. 656. 3595	Wendy Rosow, Director

### Program Hours of Operation

Program will operate on days when school is in session (full and  $\frac{1}{2}$  days) AND Parent/Teacher Conference Days at the elementary schools, following the NS Central School District calendar. We open at 7:00 AM until the start of school and again from dismissal until 6:00 PM. Kindergarteners will be picked up from their classrooms by our program staff - all other grades will report directly to the program location after dismissal from their classroom. \*PLEASE contact elementary school teachers and bus company letting them know days your child/ren will attend our program! Program at the NS Middle School is open during finals week from 9:00/10:00 AM until 6:00 PM.

### Snow Days / Delayed Opening

Program will be closed if school is closed due to snow. Program will delay it's opening the same number of hours as the North Shore Central School District due to weather.

### Meals and Snacks

We offer breakfast from 7:00-8:00 AM and afternoon snack each day. On half days, and Parent / Teacher Conference Days, please provide a bag lunch for your child. Milk and water/juice will be available. There is no additional charge for breakfast, snacks, or beverages.

### Paperwork Required on File

We require only 1 form ON OR BEFORE your child's first day (in addition to registration form):  
 1. **Blue Information Card** (please list any food or other allergies on reverse)  
 \*PLEASE GIVE THE BLUE CARD TO THE BEFORE/AFTER SCHOOL PROGRAM DIRECTOR OR ADMINISTRATOR AT YOUR SCHOOL or mail them to the address above.

### Fees

There is a \$60.00 non-refundable registration fee per child that should accompany your Registration Form each school year.  
 Elementary School Morning (AM) Session fee: \$12.50 per day

Middle School Morning (AM) Session fee: \$10.00 per day  
Afternoon (PM) Session fee: \$19.00 per day  
PM session (on  $\frac{1}{2}$  days of elementary school): \$45.00 per day  
\*Elementary School Parent/Teacher Conference Days: \$7.00 per hour per student  
\*program open 7:00 AM - 6:00 PM on Parent / Teacher Conference Days  
Middle School Finals Week: \$7.00 per hour per student

A 10% discount will be given to siblings, within the four schools.

An additional fee may be added for special events/guest speakers/classes. You have the option to sign up for these events during the school year and the fee will range from \$2 - \$8 per class, and fee will be added to your monthly bill. Monthly event calendars will be posted at each program. These special classes will run from 4:00-5:00 PM after homework is completed.

A late fee of \$10.00 per 10 minutes will be charged if children are picked up after 6:00.

### **Billing**

Parents will be mailed a bill at the beginning of the month for the previous month of care. We accept checks or money orders made payable to: NS B/A School Child Care. Payment is due by the 10<sup>th</sup>. Payments are to be MAILED ONLY to: NS B/A School Child Care 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 after the 11<sup>th</sup> of month.

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

Each parent will sign out his/her child upon pick up each afternoon at our Check In Desk. On the Blue Registration Card, you have the option to list other authorized individuals to Pick Up. No child will be released to any person(s) without prior written permission from parent / guardian.

### **Scheduling**

We are very flexible and allow parents to choose the days, mornings, or afternoons of their choice to fit individual schedules. **Please NOTIFY US 24 HOURS IN ADVANCE of any schedule changes if your child will NOT be attending on their scheduled day, or you will be charged for that session (except in case of illness).**

Please contact the Program Director if you need to add a day during the week / month for your child, when you know your kindergartener's stay day, or if you are cancelling a scheduled session for any reason so we can add / delete them on our Attendance Sheets!

**We are also available on an "As Needed" basis! Student's must be registered but may use our program one day / one week during the school year (as a back-up for your current child care, for example)!**

### **Discipline Policy**

Any disruptive or harmful behavior to property, themselves, or others will not be accepted. Parents will be contacted & three written warnings given before a child must be removed from the program.

### **In Case of Illness**

In case a child develops symptoms of illness while in the program: fever, vomiting, diarrhea, complaining of pain, or general lethargy, we will make him/her as comfortable as possible and contact the parents for pick up. Each child should recover and be free of the above symptoms for 24 hours before returning to the program to get well and not spread any illness to other children.

### **Students with Special Needs / Allergies**

North Shore Before/After School Child Care accepts students with special needs and food / environmental / medication allergies and does not discriminate. If allergies are known to your child, Please list allergy on Blue Registration Card and notify Laurie Petroske. A meeting with Laurie, the site 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.

### **Administering Medication**

Our program is not licensed to administer any medication.

We look forward to another great school year at our Before/After School Programs!

