



After-School Program Policies September 2015 – June 2016

Time Policy

1. The After-School schedule follows the school calendar. Please refer to it as there are many special events that may affect After-School.
2. After-school begins at dismissal and ends at 6:00PM from Monday to Friday, except on the first Friday of each month.
3. On the First Friday of each month, After-School begins at 12 noon for grades K-8. Please send lunch and a snack for your child as School lunch will not be available.
4. All parents/guardians ***must sign the Log Book*** when picking up a student from After School
5. Any student (PreK – 8) left after 6:00 PM, will incur a fee of \$10/child per every 15 minutes, beginning

Food Policy

1. Food and beverages are **NOT provided** in After-School. Please feel free to send a snack and a drink for your child while in after-school.
2. **On the first Friday of each month there is NO school lunch. It is advised that you send lunch and a snack as this is a long day in After-School.**

Accident Policy

1. The school nurse leaves at the end of the school day and is not available during After School hours.
2. All students attending After-School **MUST** have a completed Emergency Contact Information Sheet. Please provide your child’s classroom teacher with updated information should you change contact phone numbers.
3. If your child has an accident, you will be notified IMMEDIATELY.
4. Please Note: New York City Law **prohibits** teachers and staff members from assisting your child in the bathroom, or helping them with any article of clothing.

Supply Policy

Please send the following supplies if your child attends After-School:

- | | |
|----------------------------|-----------------------------|
| 1 Roll of Paper Towels | 1 Container of Clorox Wipes |
| 1 Bottle of Hand Sanitizer | 1 Container of Baby Wipes |

Receipt Acknowledgment

I hereby acknowledge that I have received the After-School Policy. I am aware that it is my responsibility to acquaint myself with its contents.

Parent Signature: _____ Date: _____

Student Name(s): _____
