



AFTERSCHOOL PROGRAM 2019/20

543 MAIN STREET

[www.islandkids.org](http://www.islandkids.org)

islandkidsri@gmail.com

# Policies and Procedure

## Financial Policies

Island Kids is required to maintain specific ratios in relation to staff members and participants. Furthermore, all enrichment programming is paid in advance. For this reason, we are unable to provide refunds for any reason except if Island Kids cancels a program. We may issue a credit for another program at the sole discretion of the Island Kids Board of Directors.

## Monthly Payments

A \$50 per month administrative fee is attached to all monthly payments

Payments are automatically deducted on the 15<sup>th</sup> of the month for the following month

**We require 60 days notice to cancel monthly enrollment.** For instance, if you plan to withdraw your child in December 1<sup>st</sup>, you must let us know by October 1<sup>st</sup>.

## Required Forms

Current medical form and vaccination record

Photo release

Department of Health “Blue Card”

Online registration

## Note about medical form

The Department of Health requires that a current medical and vaccination record is kept on file.

## Pick up procedure

- Children that attend PS/IS 217 Pre K are picked up at 2:45 in their classrooms
  - Island Kids and the following staff members should be listed on the blue cards in the office: **Nikki Leopold, Luz Leon, Jeida Felix, Destinee Howai-Cameron**
- Children that are in K-3<sup>rd</sup> grade are picked up at 2:45 in the PS/IS 217 school yard
  - Island Kids and the following staff members should be listed on the blue card in the office: **Nia Bailey, Taj Young, Adrian Gordon**
- Children that attend RIDN are picked up at 3:00 in their classroom
  - Island Kids and the following staff members should be listed on the escort list at RIDN: **Nikki Leopold, Luz Leon, Jeida Felix, Destinee Hawaii Cameron**

## Dismissal Procedure

- Parents and caregivers should be prepared to show ID when picking up children.
- As other organizations use the classroom spaces at the Good Shepherd Community Center some evenings, the pick up time of 6:30 is strictly enforced.

- After 6:40, there will be a \$10 late fee assessed for every 5 minutes that you are late picking up your child.
- Children may be picked up anytime during after school hours. Enrichment programs take place between 3:30 and 5:30pm and it suggested that you take this into consideration when picking your child up early. Please refer to the enrichment schedule for times that programs take place.

### **Snacks**

Island Kids provides a snack to children daily including fruit. You are welcome to send your child with their own snack if you wish. As we have children in the program with nut allergies, we ask that you refrain from sending in any snacks that contain nuts.

### **Homework Procedure**

- Homework help typically takes place after enrichment programs are over. If a child is picked up early, it is the parents responsibility to make sure the homework is completed for the next day.
- At the request of teachers, children will only do homework that is assigned on the day listed on their homework packet.
- If a child is absent, it is the responsibility of the parent or caregiver to have the child complete homework at home.

### **Half Days, School Closings and Vacation Camps**

- Island Kids Afterschool tuition covers the 180 days that school is open
- Except for the days noted on the calendar, Island Kids will offer care on half days, school closings and school vacations for an extra fee. Program operation is subject to sufficient enrollment. The fee schedule and deadlines for enrollment are listed below

#### **· Fee Schedule**

- Half Days (11:30-6:30): \$40 per day
- Single Day School Closings (8:30-6:30): \$115 per day
- Vacation Camps (8:30-6:30): \$575

**Registration Deadlines: Please go to [www.islandkids.org](http://www.islandkids.org) to register**

- **Please note we will be open for the Pre K half days on September 5th and 6th**
- School closings on September 30<sup>th</sup> and October 1<sup>st</sup> : **Friday, September 13th**
- Remainder of school closings through December 2019: **Friday, September 27th**
- School closings January- June 2020: **December 13<sup>th</sup> 2019**

## **Allergies**

It is very important that the Island Kids Director and staff are informed of any allergies. Please indicate any allergies on the online registration form. If your child requires an Epipen, please provide it to us with your child's name written on it.

## **Extra Clothing**

- Pre-K: Parents are required to provide Island Kids with 2 changes of clothing to keep at the program.
- K and 1: Parents are required to provide Island Kids with 1 change of clothing to keep at the program.
- 2<sup>nd</sup> and 3<sup>rd</sup>. Please provide a change of clothing for your child if you think he or she will need one.

## **Toys From Home**

If children bring toys to the afterschool program, they will be required to keep it in their backpacks or cubbies. We can't be responsible for any toys that are lost.

## **Scooters**

Children are not allowed to ride scooters from the school to the afterschool location. Scooters pose a major safety hazard when walking between locations.

## **Birthdays**

Parents are welcome to bring cupcakes in for a child's birthday. Parties are not allowed. Please give the Island Kids staff a weeks notice if you would like to bring in cupcakes for your child's birthday.

## **Fire Drills and Emergency Evacuations**

- Fire Drills are conducted once a month as required by the NYC Department of Health
- In case of is a widespread emergency the following plan will be put in motion:
  - Parents will be notified to come for their children. Contact information for all afterschool participants is kept in the group binders which is carried with staff members at all times.
  - We will remain at 543 Main Street with the children until they are picked up by their parents. Staff will remain at the location until all children are picked up. In the case of an emergency evacuation children will be relocated to PS/IS 217 or the Cultural Center at 548 Main Street (same location as the Main Street Theater and Dance Alliance)

