

After School HEROS

(**H**omework, **E**xercise and **R**ecreation **O**n **S**ite)

Parent Handbook

2017 – 2018 School Year

A program by Muddy Sneakers, Inc.



After School HEROS

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Welcome to the After School HEROS program. Enrollment in this program is a privilege we are excited to extend to students attending Fabius-Pompey Elementary and 6th-graders attending F-P Middle School. This packet will provide you with important detailed information about our child care program and help to alleviate questions or concerns you may have. Please read through our policies carefully, as we will be strictly enforcing our rules and procedures to provide the best care and experience possible for the children.

Our Mission

HEROS is designed to provide an enriching, safe and active after school experience for children in grades K through 6, while providing support and peace of mind to their parents and guardians. Our staff is dedicated to helping create real life “heros” by providing a well supervised, caring and instructional environment while instilling healthy values and good moral judgment. By offering homework help and a plethora of activities, we hope to encourage educational and recreational well-roundedness in our young “HEROS”.

Our Motto

Encouraging kids to be well-rounded and grounded

HEROS Schedule

The After School HEROS program starts at school dismissal and ends at 5:30 pm. If your child is enrolled for that day, they are to report to the cafeteria immediately upon being dismissed from their classroom. Attendance will be taken and all children must be accounted for. If your child is scheduled to participate in another after school activity, staff must be notified prior to, and they should report to the cafeteria at 3:15, at which time attendance for these children will be taken. Each day our attendance list will be cross-referenced with the school attendance and after school activity lists to assure that everyone is accounted for. However, it is the parent's responsibility to notify HEROS staff **directly** of schedule changes. **It is NOT the responsibility of the school's office employees to do so.** When at all possible, please try to notify us of these changes as soon as you are aware of them, as this may change our staffing requirements for that day.

Our daily schedule will vary somewhat depending on availability of the gym and the weather. It is, however, our goal to provide gross motor activity time, snack time, arts/crafts/game time and a quiet study hall and homework help time each day.

The cafeteria will serve as our home base. The school gym, playground and adjacent fields will be used as much as possible for gross motor and sports activities.

An average day might look something like this:

- 2:25-2:50** attendance, socializing, bathroom break, choice play – Legos, K'nex, dolls, games, etc.
- 2:50-3:20** daily craft and/or creative play (ex. paper plate sharks and “store” or “bank”)
- 3:20-3:50** attendance (those joining us after 3:15 dismissal), hand washing, snack & share time
- 3:50-4:35** gross motor time – outdoor play or recreation and sports games in the gym
- 4:35-5:30** homework time followed by quiet play, reading*, crafting, drawing & parent pick-up

*Encourage your child to bring their homework reading with them every day!

Note: If your child did not attend school, they are not able to participate in the After School HEROS program that day.

The After School HEROS program will strictly follow the school schedule. On a day when there is no school, there is also no after school child care provided. In the event that there is an early dismissal or after school activities are cancelled, HEROS will still operate. An additional charge may be incurred for the added time. However, if you prefer to follow the early dismissal plan that you submitted to the school at the beginning of the year, please contact us immediately to confirm your plans.

Snack: A healthy snack will be provided for your child daily.

Medications: At times your child may need to have medication administered to them. Whenever possible, please have them receive their medication from the school nurse at the end of the school day (2:15).

HEROS Behavior Policy

The number one priority of our After School HEROS program is to keep your child safe, while creating a fun and playful environment. Therefore, it is important for members to adhere to the rules and safety guidelines set forth by our staff. A chronically disruptive and/or misbehaving child can cause the staff's attention to be diverted and can create an unpleasant environment for others. Inappropriate or hurtful acts (verbal or physical), not following directions, disobeying rules and disrespecting authority are all forms of disruptive behavior. In the event of such situations, the staff may give warnings, temporarily remove a child from an activity, complete an incident form, notify parents, and in extreme situations, terminate membership. If your child is involved in an incident that gets documented, you will be informed of it. However, the information you receive will only be that with regards to your child and not the others involved. Situations will be handled in this manner to maintain confidentiality. In the event that your child's membership is terminated due to behavior, payment will not be refunded.

HEROS Pick-up Policy

Children must be picked up by 5:30pm. To discourage late pick-ups, you will be charged a \$5.00 fee, per child, for every 1-5 minute interval that you are late picking them up (\$5.00 fee for picking up between 5:30 and 5:35, \$10.00 for picking up between 5:35 and 5:40, and so on). In the event that you know you will be late on a given day, please make prior arrangements to have someone else pick up your child that day to avoid charges.

When you pick up your child, staff will record your arrival time and ask you to sign your child out right next to the noted time. This will help to alleviate any pick up time discrepancies.

Upon your arrival, your child will be instructed to gather up their belongings and make their way to you. We ask that you please be considerate of children working on homework at this time and try to be of minimal distraction to them, as well as, to staff who are supervising the children, sign-outs and dismissals.

After School HEROS Payment Policy

2017–2018 School Year

There is a non-refundable annual registration fee to reserve your child's space in the After School HEROS program. The fee is \$20 for the first child and \$5 for each additional child in the family. All payments must be in the form of cash or check. **Please make checks payable to Muddy Sneakers, Inc.** Invoices will be emailed to you unless you request a paper copy. In the event that a charge is incurred for insufficient funds in your account, you will be charged that amount to reimburse Muddy Sneakers, Inc. Also, please note that you will not be reimbursed for days your child is absent or for days that school gets cancelled.

Full-Time Members (Monday – Friday):

The cost is \$16.00 per day. **Payment must be received at least two weeks in advance to maintain your child's spot in the program.** Please refer to the "Payment Schedule" to help guide you with your payments. Note: The cost is \$32 for days that school is scheduled to dismiss at 11:15.

Part-Time Members (1 to 4 days per week):

The cost is \$16.00 per day. You must lock into specific days of the week. Substituting one day for another will not be allowed. **Payment must be received at least two weeks in advance to reserve your specified days.** For example, if you were locking into Wednesdays and Fridays, you would pay \$64.00 by August 18 for Wed. 9/6, Fri. 9/8, Wed. 9/13 and Fri. 9/15. Continue paying every two weeks for the Wednesdays and Fridays that school is in session. Refer to the Fabius-Pompey School Calendar for days off. See the "Payment Schedule" for payment due dates. Note: The cost is \$32 for days that school is scheduled to dismiss at 11:15.

Sporadic-Use Members (as needed):

The cost is \$16.50 per day. Prior to use of the program, you must be fully enrolled. This involves completing the Registration Packet and having a follow-up discussion with Karen Valentine, who must approve your enrollment (additional medical forms are occasionally needed). You are required to prepay \$82.50 for five days of child care. When you know of a day you will need to use our services, please contact Karen Valentine to confirm availability. **Only upon confirmation of availability** will you be allowed to schedule your child into the program for a specific day. Please **DO NOT** send your child to the After School HEROS program unless you have prescheduled a spot for them. When you have used your 4th prepaid day, please pay in advance for an additional 5 days. Note: The cost is \$33 for days that school is scheduled to dismiss at 11:15.

NOTE: A \$10.00 late fee will be charged for payments not received 2 weeks in advance, and failure to keep up with advance payments will jeopardize your child's reserved spot in the program.

Payment Schedule

Please use the following schedule to help you keep track of your payments. If your child attends our HEROS program only a couple days per week, please follow the same schedule below, making price adjustments based on the school calendar (\$16/day and \$32 for scheduled early dismissal days).

Monday through Friday participants:

Due Friday, Aug. 18	\$144	for Tues Sept. 5 – Fri. Sept. 15
	\$80	Kindergarteners (do not go to HEROS 1 st week of school)
Due Friday, Sept. 1.....	\$160	for Mon. Sept 18 – Fri. Sept. 29
Due Friday, Sept. 15.....	\$144	for Mon. Oct. 2 – Fri. Oct. 13
Due Friday, Sept. 29.....	\$160	for Mon. Oct. 16 – Fri. Oct. 27
Due Friday, Oct. 13.....	\$128	for Mon. Oct. 30 – Thurs. Nov. 9
Due Friday, Oct. 27.....	\$144	for Mon. Nov. 13 – Tues. Nov. 21 (2 early dismissals)
Due Monday, Nov. 13.....	\$160	for Mon. Nov. 27 – Fri. Dec. 8
Due Monday, Nov. 27.....	\$160	for Mon. Dec. 11 – Fri. Dec. 22
Due Friday, Dec. 8.....	\$64	for Tues. Jan. 2 – Fri. Jan. 6
Due Friday, Dec. 22.....	\$144	for Mon. Jan. 8 – Fri. Jan. 19
Due Friday, Jan. 5.....	\$160	for Mon. Jan. 22 – Fri. Feb. 2
Due Friday, Jan. 19.....	\$160	for Mon. Feb. 5 – Fri. Feb. 16
Due Friday, Feb. 2.....	\$80	for Mon. Feb. 26 – Fri. March 2
Due Friday, Feb. 16.....	\$144	for Mon. March 5 – Fri. March 16
Due Friday, March 2.....	\$144	for Mon. March 19 – Thurs. March 29
Due Friday, March 16.....	\$160	for Mon. April 2 – Fri. April 13
Due Monday, April 2.....	\$80	for Mon. April 16– Fri. April 20
Due Friday, April 13.....	\$160	for Mon. April 30 – Fri. May 11
Due Monday, April 30.....	\$144	for Mon. May 14 – Thurs. May 24
Due Friday, May 11.....	\$144	for Tues. May 29 – Fri. June 8
Due Tuesday, May 29.....	\$160	for Mon. June 11 – Wed. June 20 (2 early dismissals)

Please be aware that changes to this schedule may occur due to school calendar changes.

Fabius-Pompey Central School District

2017-2018 School Calendar

September 2017				
M	T	W	TH	F
		(30)	(31)	1
4	5	6	7	8
11	12	13	+14	15
18	19	20	*21	22
25	26	27	28	29

October 2017				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2017				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2017				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2018				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2018				
M	T	W	TH	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March 2018				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	(14)	+15	16
19	20	21	22	23
26	27	28	29	30

April 2018				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2018				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2018				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST 2017
30,31 - Staff Development Days

SEPTEMBER 2017
4 - Labor Day
5 - First Day of School
+14 - ES Curriculum Night
*21 - MS-HS Open House

OCTOBER 2017
9 - Columbus Day

NOVEMBER 2017
7 - Staff Development Day
9 - 1st Marking Period Ends
10 - Veteran's Day
16 - ES Parent/Teacher Conf. Evening
20,21 - 1/2 day of School - ES & MS-HS Parent/Teacher Conferences
22-24 - Thanksgiving Recess

DECEMBER 2017
25-29 - Holiday Recess

JANUARY 2018
1 - Holiday Recess
15 - Martin Luther King Day
22-25 - Regents
26 - 2nd Marking Period Ends

FEBRUARY 2018
19-23 - President's Day/Mid-Winter Recess

MARCH 2018
+15 - ES Open House
14 - Staff Development Day
30 - Holiday (Good Friday)

APRIL 2018
6 - 3rd Marking Period Ends
23-27 - Spring Recess

MAY 2018
15 - Budget Vote & BOE Election
25 - Staff Development Day
28 - Memorial Day

JUNE 2018
5,12-14,18-21 - Regents
22 - Rating Day
22 - Last day for Staff
22 - 4th Marking Period Ends
22 - Commencement

△ Conference Day

○ Staff Development Day

□ Holiday - No School

◇ Board of Education Meeting

— Regents Exams

Student Days - 181
Faculty Days - 185

Should additional instructional days be required due to emergency closings, they will be taken in the following order: May 25, March 14, March 30, April 23, 24, 25, 26, 27.

Emergency Evacuation Plan

In the event of an emergency evacuation, we will relocate to the Fabius Community Center. If a situation such as this arises, you will be notified immediately. As a back-up plan, we have also secured permission to relocate to the Fabius Baptist Church, the Fabius Firehouse and the Fabius-Pompey MS/HS Cafeteria.

At least once a month, emergency evacuation drills will be conducted so that the children will know exactly what to do should a true emergency evacuation become necessary.

Shelter-In-Place Drills

Two shelter-in-place drills will be conducted annually. You will be notified as to when these drills are going to take place. Your child will be engaged in quiet activities for the duration of the drill, which will be approximately twenty minutes long.

In the event that an unsafe situation outside of the school prevents the HEROS members and staff from leaving the building for an extended period of time, children will have a better idea of what to expect and how things will operate under those circumstances. By conducting such drills, we hope to reduce the children's anxiety and help things to run smoother should an unfortunate situation become a reality. We will discuss with the children examples of things that might cause us to need to stay in the building, such as chemical spills, dangerous weather, power lines down near the school preventing parents from getting there. We will emphasize the importance of low voice levels so that we can easily hear and follow the instructions given to us by emergency personnel.

Full Time Priority

Space in the After School HEROS program may be limited due to staff to children ratios and scheduling. Full time (Monday through Friday) participants will be given priority over all others. If enrollment is maxed-out, you can be put on a waiting list.

Mandated Reporters

As a registered school-aged child care program, our staff is mandated by law to report any and all suspected cases of abuse or maltreatment.

Please report any concerns about your child to the Director or other staff.

Abuse and maltreatment is strictly prohibited.

EVALUATING SCHOOL-AGE CHILD CARE PROGRAMS

A high quality program can enrich your son or daughter's childhood. He or she can learn new skills, form friendships, feel safe and use free time constructively and creatively. Parents can feel secure when they know their children are safe and happy. Remember, it's your responsibility to make sure your child is safe. When you're not comfortable with him or her staying home alone after school, consider and evaluate community options for appropriate after-school supervision.

Quality Criteria

1. Are the indoor and outdoor areas clean and safe?
2. Does an adult supervise children at all times?
3. Are bathrooms nearby?
4. Are there written health, safety and emergency rules?
5. Is the staff qualified/experienced in school-age care?
6. Are there enough adults for the number of children?
7. Does the staff talk to children often and in a friendly, helpful way?
8. Does the staff listen to children and respond to their concerns?
9. Does the staff encourage children to be independent?
10. Are children of both sexes given equal opportunity to try the same activities?
11. Does the staff use discipline that doesn't frighten, hurt or humiliate children?
12. Are children encouraged to solve their own problems?
13. Are children relaxed and happy while they play?
14. Are there fun and exciting activities to choose from each day?
15. Are there enough materials and equipment to make the play areas interesting?
16. Is there enough space for children to play in groups or individually?
17. Is there an area for quiet activities?
18. Is there a daily schedule of events and activities?
19. Do parents receive regular reports on their children?
20. Can parents visit at any time?
21. Are questions and comments from parents encouraged?

The more "yes" answers, the better the program.