

After School HEROS

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

Parent Handbook

2023 – 2024 School Year

A program by Muddy Sneakers, Inc.



After School HEROS

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

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E-mail address: MuddySneakers4u@gmail.com

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, **parents must directly notify Karen Valentine prior to**, and that student should report to the cafeteria at 3:15. Attendance for these children will be taken from 3:15-3:20. 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 Karen Valentine directly of schedule changes.** It is NOT the responsibility of the school's office staff to do so. When at all possible, please try to notify Karen of any changes as soon as you are aware of them, as this may change the staffing requirements for a specific 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 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, play and sports activities.

An average day might look something like this:

- 2:20-2:50** 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 calendar. On a day when there is no school, there is also no after school child care provided. **However, in the event that there is an emergency early dismissal or after school activities are cancelled, HEROS will still operate.** An additional charge may be incurred for the added time. If you prefer to follow an alternate early dismissal plan that you submitted to the school at the beginning of the year, please contact Karen Valentine immediately upon learning of the emergency early dismissal 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 children 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 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). If you anticipate being late on a given day, please make arrangements to have someone else on your pick up list pick up your child that day to avoid charges.

When you pick up your child, please print the time of your arrival and provide your signature right next to the noted time on the daily attendance/parent sign-out sheet.

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

2023–2024 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 \$25 for the first child and \$10 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 for a two week period will be emailed to you every-other week, unless you request a paper copy. If charges are incurred by Muddy Sneakers, Inc. 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 \$18 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 \$36 for days that school is scheduled to dismiss at 11:15.

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

The cost is \$18 per day. You must lock into specific days of the week. Substituting one day for another will not be allowed. However, adding a day here and there for an additional charge is, but you must check with Karen Valentine on space availability for any extra days. **Payment must be received at least two weeks in advance to reserve your specified days.** For example, if you were locking into Thursdays and Fridays, you would pay \$72 by August 18 for Thurs. 9/7, Fri. 9/8, Thurs. 9/14 and Fri. 9/15. Continue paying every two weeks for the Thursdays 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 \$36 for days that school is scheduled to dismiss at 11:15.

Sporadic-Use Members (as needed):

The cost is \$19 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 \$95 for five days of child care. When you know of a day you would like 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 scheduled a spot for them ahead of time (occasionally, or in an emergency, you may be able to schedule your child the day of, space permitting). When you have used your 4th prepaid day, please pay in advance for an additional 5 days. Note: The cost is \$38 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.

***Full-time Members take priority for a spot when HEROS is near or at full capacity.**

2023-24 Payment Schedule

Please use the following schedule to help you keep track of your payments. If your child attends the HEROS program only a couple days per week, please follow the same schedule, making price adjustments based on the specific days they attend and the school calendar (\$18/day and \$36 for scheduled early dismissal days).

Full-Time (Monday – Friday) participants:

| | | |
|---------------------------|--------------|--|
| Due Friday, Aug. 18 | \$126 | for Thurs. Sept. 7 – Fri. Sept. 15 |
| Due Friday, Sept. 1..... | \$180 | for Mon. Sept. 18 – Fri. Sept. 29 |
| Due Friday, Sept. 15..... | \$162 | for Mon. Oct. 2 – Fri. Oct. 13 |
| Due Friday, Sept. 29..... | \$180 | for Mon. Oct. 16 – Fri. Oct. 27 |
| Due Friday, Oct. 13..... | \$144 | for Mon. Oct. 30 – Wed. Nov. 8 |
| Due Friday, Oct. 27..... | \$162 | for Mon. Nov. 13 – Tues. Nov. 21 (2 early dismissals) |
| Due Monday, Nov. 13..... | \$180 | for Mon. Nov. 27 – Fri. Dec. 8 |
| Due Monday, Nov. 27..... | \$180 | for Mon. Dec. 11 – Fri. Dec. 22 |
| Due Friday, Dec. 8..... | \$72 | for Tues. Jan. 2 – Fri. Jan. 5 |
| Due Friday, Dec. 22..... | \$162 | for Mon. Jan. 8 – Fri. Jan. 19 |
| Due Friday, Jan. 5..... | \$180 | for Mon. Jan. 22 – Fri. Feb. 2 |
| Due Friday, Jan. 19..... | \$180 | for Mon. Feb. 5 – Fri. Feb. 16 |
| Due Friday, Feb. | \$90 | for Mon. Feb. 26 – Fri. Mar. 1 |
| Due Friday, Feb. 16..... | \$162 | for Mon. Mar. 4 – Thurs. Mar. 14 |
| Due Friday, Mar. 1..... | \$162 | for Mon. Mar. 18 – Thurs. Mar. 28 |
| Due Monday, Mar. 18..... | \$180 | for Mon. Apr. 1 – Fri. Apr. 12 |
| Due Monday, Apr. 1..... | \$90 | for Mon. Apr. 15– Fri. Apr. 19 |
| Due Friday, Apr. 12..... | \$180 | for Mon. Apr. 29 – Fri. May 10 |
| Due Monday, Apr. 29..... | \$180 | for Mon. May 13 – Fri. May 24 |
| Due Friday, May 10..... | \$162 | for Tues. May 28 – Fri. Jun. 7 |
| Due Friday, May 24..... | \$180 | for Mon. Jun. 10 – Thurs. Jun. 20 (2 early dismissals) |

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

Fabius-Pompey Central School District

2023-2024 School Year Calendar

| September 2023 | | | | |
|----------------|----|----|-----|----|
| 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 |

| October 2023 | | | | |
|--------------|----|----|----|----|
| 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 2023 | | | | |
|---------------|----|----|----|----|
| 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 2023 | | | | |
|---------------|----|----|----|----|
| 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 2024 | | | | |
|--------------|----|----|----|----|
| 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 2024 | | | | |
|---------------|----|----|----|----|
| 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 | |

| March 2024 | | | | |
|------------|----|----|----|----|
| 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 |

| April 2024 | | | | |
|------------|----|----|----|----|
| 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 | | | |

| May 2024 | | | | |
|----------|----|----|----|----|
| 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 | 31 |

| June 2024 | | | | |
|-----------|----|----|----|----|
| M | T | W | TH | F |
| | | | | |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

SEPTEMBER 2023

- 4 Labor Day
- 5 Staff Development Day
- 6 Staff Development Day
- 7 First Day of School
- +21 ES Curriculum Night
- *28 MS-HS Open House

OCTOBER 2023

- 9 Columbus Day/Indigenous Peoples Day

NOVEMBER 2023

- 9 Staff Development Day
- 10 Veterans Day
- 13 1st Marking Period Ends
- 20-21 1/2 Day of School - ES & MS-HS Parent/Teacher Conferences
- 20 ES Parent/Teacher Conf. Evening
- 22-24 Thanksgiving Recess

DECEMBER 2023

- 25-29 Holiday Recess

JANUARY 2024

- 1 Holiday Recess
- 15 Martin Luther King Jr. Day
- 26 2nd Marking Period Ends

FEBRUARY 2024

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

MARCH 2024

- 15 Staff Development Day
- 29 Good Friday
- 5 3rd Marking Period Ends
- 22-26 Spring Recess

MAY 2024

- +9 ES Open House
- 21 Budget Vote/BOE Election
- 27 Memorial Day

JUNE 2024

- *12-13 1/2 Day of School 7th and 8th Grade/Full Day of School 9th -12th Grade/Local Exams 7th -12th Grade
- 19 Juneteenth
- 21 4th Marking Period Ends
- 21 Staff Development Day
- 21 Commencement
- 26 Regents Rating Day



Conference Day



Staff Development Day



Holiday - No School



Board of Education Meeting



Regents Exams

DAY TOTALS

Student Days 183
Faculty Days 187

Should additional instructional days be required due to emergency closings, they will be taken in the following order: April 22, 23, 24, 25, 26.

BOE approved 2/7/23

Emergency Evacuation Plan

In the event of a true 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 Christian 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.

By conducting such drills, we hope to reduce the children's anxiety and give them an idea of how things will operate should an unsafe situation outside of the school prevent the HEROS members and staff from leaving the building for an extended period of time. These drills will help things run smoothly should a sheltering-in-place situation arise. Prior to the actual drill, staff will discuss with the children examples of things that might cause us to need to stay in the building, such as a chemical spill, dangerous weather and power lines down near the school preventing parents from picking them up safely. The importance of low voice levels will be emphasized, so that instructions given by emergency responders can easily be heard, and so staff can call parents if needed.

Full Time Priority

Space in the After School HEROS program may be limited due to capacity, staff to children ratios and scheduling. Full time (Monday through Friday) participants will be given priority over all others. If enrollment is at maximum capacity, 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.