



Parent & Family
Handbook
For the
After School
Program

PARENT/GUARDIAN RESPONSIBILITIES

There are many aspects of the after school program in which we need the cooperation and patience of the parents. As you know, the quality of parent's relationships with both the day school and after school is a good indicator of student's success. As stated above, we ask that parents take responsibility for monitoring and checking homework. Although there is time dedicated to homework assistance Monday through Thursday, we request family members to check their child's homework assignments daily to assure completion.

Another area that will require your attention is the preparation of your son/daughter for our program. **Kindly send your child to school with all the items on our daily packing list which is included later in this handbook.** Being prepared provides faster transition into homework mode after socializing during snack period.

Dismissal takes place on the main entrance on 37th St. We would like to ask you to wait for your child outside the main entrance, please do not walk into the doors, neither walk up to the classrooms, this is a safety procedure. Please pick up your child in a timely manner everyday. **Dismissal from our program should be completed everyday by 6:00 P.M.** Please make sure there is a designated adult at dismissal, so that all of our staff can leave at their designated time, which is **6:00 P.M.** Many of our staff have additional family and school responsibilities after they leave our site at **6:00 P.M.**

Dismissal should be aimed around the program schedule. It is very disruptive to the program and to your child to leave during class hour. Therefore, **If you need to pick up your child in a different time than 6pm, you'll have to call at 1833-787-3754 ext 2 or text at 347-730-2712 with your request** (we ask for pickups to be limited to 4:00 P.M., 5:00 P.M. and 6:00 P.M.)

We understand that there are times when emergencies do arise and that you may not be able to pickup your child in a timely manner. If you know you will be late for dismissal, we ask that you please call us at **1833-787-3754 ext 2**. We believe is comforting to convey to your child, at the end of their long day, that you may be arriving a few minutes late. If students are picked up late, a fee of \$10.00 will be charged for every 10 minutes that passes. (all lateness documentation will be kept on file)

We will make every effort to contact a person in the household or their Emergency Contact(s) to inform them that the child had not being picked up. Therefore, emergency contact numbers **MUST** be current.

There will be a \$100.00 registration fee due at registration.

Changes in the schedule should be requested in advance by e-mail , it will be subject to availability and will have a fee of \$15.00 (if you need to add or subtract a day in your account, this can only be done **on the 1st on the month**). A fee of \$35.00 will be posted to your account for each extra day requested. There will be **NO MAKE UP DAYS**. If you miss a class for some reason, unfortunately you will **NOT** be able to make up this day, it wouldn't be fair for the ones that come the whole week and do not to have this option. **The days that are already pre-scheduled to be closed, are not include it in your tuition.** Once you register, you are committed to the whole school year. To cancel before the end of the school year, we need you to send a request by e-mail, giving us a 30 days notice and it has to be before the 1st of the month, otherwise, you will be charged the next full month of tuition.

For most of the Holidays, including Winter and Spring Breaks, we offer the Mini Camps from 9:00 A.M.-5:00 P.M.. After school students can attend camp from 9:00 A.M.-5:00 P.M. at a discount price of **\$50.00 if they already regularly attend that day in the After School Program**. If the Mini camp falls on a day that your child **does not regularly attend the After School Program**, you will have to pay the regular Mini Camp rate which is **\$80.00** for the full day. Please note that **ALL children need to be registered** in order to attend the Camp. Please **do not** assume that we know that you will bring your child, even if he/she attends the After School on that day, you still need to register and save your spot. Mini Camps are **open to everyone**, it is **not only** for the After School members and spots are limited.

Cancellations will only be accepted within 2 weeks before camp starts, after that, ABSOLUTELY NO REFUNDS WILL BE GIVEN.

STUDENT RESPONSIBILITIES

We aim to create an environment where every student feel safe and is able to express him/herself. All enrolled students are expected to conduct themselves appropriately during program time. We want parents and families to be aware of how we will respond to disruptive behavior if and when it occurs. We require all families to review the following program rules and expectation with their children.

RULES AND EXPECTATIONS

Our After School Program form a community of approximately 100 people.

Our responsibility to you and to this community requires that we maintain a high standard of safety, health and community living practices. These are some important rules and requirements in our community, which are important to be noted:

- No child is permitted to leave our grounds during after school hours until they are signed out by a parent/guardian, except as part of a supervised activity.
- No firecrackers, army knives, jack knives, cigarette lighters, matches, boxing gloves, martial arts equipment, etc. are not permitted.
- We do not allow any profane language or actions or your child will be asked to sit out from activities if this rule is not followed.
- NO physical violence of any sort will be tolerated at the After School Program. If a problem arises, it will dealt with as follows:

1st Incident: Child will be asked to sit out from activities and the designated adult picking up in the evening will be told;

2nd Incident: Child will be removed from their group for the remainder of that day's programming and also be placed in a different group the following day as well. Parent/Guardian will be informed in writing.

If the problem continues past these measures, further action will be taken.

- School upkeep: Our program is housed at the Pre-K Center in Astoria/ L.I.C.
- All those who use the facility are jointly responsible for this upkeep and maintenance. Therefore:
 - Clean-up: All children are responsible for the cleanliness and general safety conditions of the program. In addition, everyone participates, at scheduled time, in general clean up of their areas before transitioning activities.
 - School Property: Anyone damaging or defacing property, including acts of graffiti, is liable for such damage and will be charged \$25.00 per offense and/or removed from the program.

DAILY PACKING LIST

These items should be brought to the After School Program daily to ensure a successful and productive afternoon.

- All homework and materials needed to complete it (pencil, pen, ruler, crayons, etc.)
- Reading materials or quiet to do if H.W. is completed before Homework hour is over.
- Sneakers, if participating in gym activity.
- Shorts or pants for the girls if participating in any physical activities.
- We **DO NOT** allow your child to bring any type of additional sports equipment, cards or any types of games to their After School Program. Balls, Frisbees, bats, Pokemon cards, etc. are a distraction to our program and will be confiscated if seen.
- **Snacks in a ziplock labeled for Super Kickers. They do come very hungry from school.**

CELLULAR PHONES

Cell phones are prohibited at the After School. If you need to reach your child, please call us at 1833-787-3754 ext 2.

STAFFING

Our program is staffed by a group of professional men and women who are committed to the success and education of your children. We have compiled a strong group of professionals who will be working with your children on daily basis. Without them, we would not be such successful After School Program.

These young men and women bring their enthusiasm and experiences to our program which encourages our students to perform to the best of their ability.

STAFFING LIST

Coach Dulce	Music, Theater, Recorder and Arts
Coach Wendy	Piano, Jewelry Making, Cards and Arts
Coach Danila	Dance
Coach Susannah	Obstacle Course
Coach Stephanie	Soccer
Coach Carol/Silvia	Perler Beads and Knitting
Coach Luisa	Ballet, Jazz and Obstacle Course

DAILY SCHEDULE

A typical day at the After School Program begins when your child arrives to us either by bus or through classroom dismissal. The children are given snack (**provided by you**) and then they start doing their homework.

Monday through Thursday, the schedule is as follows:

- 2:30-3:00 P.M. —Snack
- 3:00-4:00 P.M. —Homework Hour/Various Activities
- 4:00-4:50 P.M. —First activity
- 5:00-5:50 P.M. —Second activity
- 5:50-**6:00** P.M. —Dismissal

We do not have mandatory Homework Hour on Fridays, although they are free to do it if they opt for it. In place of the Homework Hour , we dedicate each Friday for free play at the playground, games and more.

HOMEWORK HOUR

During the homework Hour, students will have the opportunity to begin and hopefully finish all homework assignments. The children are divided by grade and have about 2-3 coaches per table to guide them through their homework.

Unfortunately we are unable to guarantee a one-on-one tutor for your child every day. Our staff works with groups of children and helps them equally. If you have a special circumstance, we can try to accommodate you to the best of our ability.

Again, in order to make this time most constructive for your child, we ask that you please send them to school prepared with the proper materials. We provide some supplies and materials for students, however supplies are limited and they must meet the needs of all the students in our program. **Send pencil bag with homework supply.**

MEDICATION ADMINISTRATION

As of January 31st, 2005, programs serving children aged 12 and under are required to have policies that define their willingness to administer medications. During After School, children can no longer give themselves medications such as Tylenol or asthma inhalers. As a result of these requirements, only specially trained adults will be able to give your child medication and we do not have this person available during the After School hours.

If your child needs medication, either occasionally or frequently, please discuss this with Giselle as soon as possible.

PROGRAM SUPERVISORS AND ADMINISTRATORS

After School General Manager

Giselle Dimitratos

gisele@superkickers.com

1833-787-3754 ext 2.

Giselle handles the After School e-mails and phone calls. If you need to change your child's schedule, **inform of absences**, etc. please please contact her by e-mail or phone/text.

After School Director

Valerie Lombardo

After School Site Supervisor (PS69)

Stephanie Hernandez

After School Site Supervisor (Pre-k Center)

After School Site Supervisor (L.I.C)

Danila Gomes

Finance/Registration Department

Carol Silva

billing@superkickers.com

1833-787-3754 ext 3.

Payment issues, tuition, etc.

AFTER SCHOOL PROGRAM CALENDAR 2017-2018

We will offer a Mini Camp in the following dates:

September 10-11 Rosh Hashanah
September 19 Yom Kippur
October 8 Columbus Day
November 12 Veterans Day
January 21 Dr. Martin Luther King Jr. Day
February 5 Lunar New Year
February 18-22 Midwinter Recess
April 19-26 Spring Recess
June 4 Eid al-Fitr

We will NOT open in the following dates:

September 13 Parent-Teacher Conference (to be confirmed)
November 6 Election Day
November 15 Parent-Teacher Conference (to be confirmed)
November 22-23 Thanksgiving Recess
December 24-January 1 Winter Recess
March 14 Parent-Teacher Conference (to be confirmed)
March 30 Good Friday
May 15 Parent-Teacher Conference (to be confirmed)
May 27 Memorial Day
June 6 Anniversary Day
June 11 Clerical Day

*****Dates are subject to change*****

*****Please note that the Parent Teacher Conference dates are subject to change, we go according to the School's schedule*****

*****June 25 LAST DAY of After School*****

Please note that the Class Schedule and the Staff Pick up schedule is subject to change.

If you have any questions, please contact Giselle at 1833-787-3754
ext2.

or by e-mail at gisele@superkickers.com



I, _____ parent of
_____ have read,
understood and I agreed to the Parent/Guardian/Student
responsibilities and the Rules and expectations.

Sign here

___/___/___
Date