



**Summit Afterschool Care**

*Helping Kids Reach New Heights*

**Enrollment Packet**



## **Thank you for your interest in our afterschool program!**

### **Overall Program Description**

At Summit, we focus on four main areas with your child: Health, Fitness, Enrichment, and Homework. Each day, your child will...

- Eat a healthy snack
- Get fit with friends
- Participate in enrichment activities
- Have a structured time to complete their homework

All of the enrichment activities are aimed at giving kids the opportunity to discover new skills and grow in their abilities. The enrichment time will include activities such as an introduction on how to play guitar, drums, and other instruments, basic self-defense techniques, learning a foreign language, and more. All enrichment activities are optional and there will always be an alternate activity provided. Summit is simply a safe, secure, and wholesome place that your kids will look forward to each day and where they will grow to reach new heights!

### **Transportation to Summit**

Since Summit Afterschool Care is a NYS licensed program, your children can take the school bus directly to our facility! Transportation is available from all Shenendahowa schools except Chango Elementary. Simply download the alternate transportation form from Shenet.org under the transportation section of the website and follow their instructions.

### **General Schedule**

2:30-3:00pm Student arrival, check-in by Summit staff, and healthy snack  
3:00-3:45pm Homework & Quiet Time  
3:45-4:30pm Enrichment or Alternate Activity  
4:30-5:30pm Fitness Class or Alternate Activity  
5:30-6:00pm Students gather personal items, check-out by Summit staff, and departure

### **Enrollment**

To officially enroll your child in our after school program, all you need to do is read the Student Enrollment Agreement and forms included in this packet, fill out and sign the agreement and registration card, and return these items to us. To return the agreement and cards, you can drop by Parkside Church during our afterschool care hours of 2:30-5:30, Monday-Friday. Please ring bell for entrance to the church. Or, you can send them to Parkside Church, 14 Jarose Place, Clifton Park, N.Y. 12065.

***We look forward to seeing your child reach new heights at Summit!***



## **STUDENT RULES**

The children that attend the Summit Afterschool Care program are to expect respect, patience, courtesy, and caring from all staff. In turn, staff can expect the children to follow some specific rules. The following are the rules that you should review with your child before the first day.

### **Student Rules:**

- Respect other children, staff, and property
- Use inside voices
- Keep your hands and feet to yourself
- Sit on the chairs and not on the tables
- Listen to all staff
- Quiet down when counselors use the quiet signal
- Stay with a staff member at all times and NEVER leave the room or area where the activity is without a staff escort
- Adhere to rules regarding building and playground safety
- Refrain from using foul language or other forms of verbal abuse
- No fighting or other physical altercations

If inappropriate behavior becomes consistent, a parent staff meeting may be required to develop a behavior plan. If the behavior does not cease, the center reserves the right to suspend or terminate services.

If a child exhibits more severe behavior, such as fighting, verbal abuse, unprovoked physical altercations, endangering the welfare of others, assault, vandalism, running away from the program, hiding from staff or leaving the program area without staff supervision, a suspension of 3 to 5 days will be issued. If severe behavior continues upon returning to the program, services will be terminated.



## **POLICIES**

### **Notification Policy**

You are expected to notify the afterschool program director of your child's absence or early dismissal from school as soon as you are aware that he/she will not be attending the program.

### **Check-In Policy**

A Summit staff member will check-in your child at the facility each day and verify anyone who may be absent or dismissed early. If your child is not at the program and no notification was given, you will be contacted immediately.

### **Pick-up Policy**

Parents or guardians picking up children must be registered on file with the Summit Afterschool Care program, provide proper identification and sign out their child at the time of pick-up each day in the presence of a Summit staff person.

### **Sick Child Policy**

Children who develop symptoms of illness, headaches, fever, stomach aches, vomiting, etc. will be allowed the opportunity to rest in an area away from the rest of the group, yet in full view of staff. You will be notified of their child's illness asked to pick up your child up as soon as possible. Your child cannot return to the program for 24 hours from the time he or she leaves the program.

### **Severe Weather/Natural Disasters Policy**

Severe weather is to be expected during the winter months. When the weather is severe enough to cause school closings and delays the following guidelines will apply.

- School Delays will not result in the Afterschool Program (ASP) being cancelled.
- Early Dismissals and School Closings would result in the After School Program (ASP) being cancelled.

When there is a cancellation, you will be notified by a messaging service that will place a call to the phone number you provide.

In the event of a natural disaster or any occurrence in which the program cannot remain in the center's building, children will be escorted and/or transported to our designated alternate location at 16 Jarose Place, and 17 Jarose Place if necessary, both of which are next to the facility, and parent phone calls will be made from there.

### **Finger Printing Back Ground Check Policy**

All School Age Child Care Staff are required by New York State law to be fingerprinted before their employment.



## **POLICIES (Continued)**

### **Discipline Policy**

The purpose of discipline is to guide and assist children to resolve their own conflicts and to regain control of themselves. Each day, some children will have a difficult time following the rules or controlling their temper, etc. Minor behavior problems will be talked about with that child. We will ask the child if everything is okay. It may be that the child is just having a bad day. If, after speaking with the child, the problem does not subside, it may be necessary to redirect and separate the child until such time as the child regains self-control and can return to the group.

Redirecting and separating a child from their group is only be used as a last resort. Before and after every redirection and separation time, staff will talk with the child and be sure that they understand why they are being separated from the group. There are several guidelines that staff must follow when redirecting and separating a child:

- Use this procedure only when a child is out of control
- This procedure should be used as a time for a child to regain their composure.
- The separation area **MUST** be in full view of a staff person.
- Before and after this time, the child must be spoken with.
- Whenever a child has to be redirected and separated, be sure to make a note of it in the logbook.

At times, behavior problems may become continuously disruptive or more serious. Examples of this type of behavior may include children physically hurting other children, property damage, continual fighting, verbal abuse toward staff, and constant use of abusive or foul language. In extreme situations, it may be necessary to remove a child from the program if the behavior does not improve. The Summit director will make this decision.

### **Communication Policy**

It is our goal to keep you properly informed about the program and your child's progress. To achieve this, we provide you with this enrollment packet, post items of interest on the bulletin board for you to review, and will hold conferences with you upon request. At times, we will send information home with your child.

As the child's parent or guardian, you are encouraged to observe the program and are welcome at any time. We also encourage you to bring your questions, suggestions and complaints to the attention of our director.



## STUDENT ENROLLMENT AGREEMENT

DATE \_\_\_\_\_

NAME OF STUDENT(S) \_\_\_\_\_

NAME OF PARENT or GUARDIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

### PROGRAM

I would like to enroll my child in the following program:

***Afterschool Program Rate: \$55.00 per week***

### TUITION

The undersigned agrees to pay the rates listed above in full or in regular (weekly or monthly) payments for \_\_\_\_\_ weeks from \_\_\_\_/\_\_\_\_/20\_\_ to \_\_\_\_/\_\_\_\_/20\_\_ . In addition to the regular tuition, the undersigned agrees to pay a one-time, non-refundable deposit of \$55.00 which will be applied to the child's first week of care in the program. The undersigned further agrees to pay for care provided by Summit Afterschool Care for the above child on vacation and school days off at the rate of \$28.00 per day when opting for this service.

### BILLING INFORMATION

I would like to pay by the following method: \_\_\_\_\_ Auto-Withdrawal \_\_\_\_\_ Check

Note: Discounts may be applied after this agreement. Any discount granted by Summit Afterschool Care will be given in writing and will adjust the above agreement.

## **GENERAL TERMS**

I understand that under the terms of this agreement, Parkside Church obligates itself to furnish me with a competent program and suitable facilities.

It is understood that reductions in payment are not to be made based upon whether or not my child was in attendance on certain days unless agreed upon in advance. I understand that my child is to faithfully comply with all the rules of the program and that Parkside Church reserves the right to revoke or terminate any membership at any time. In the event that Parkside Church terminates an agreement, a pro rated refund of tuition will be made if applicable and no further payments will be required. I further understand that there is a separate fee for care on scheduled days off and snows days.

I understand that before my child engages in any physical fitness program that I should consult with my personal physician and advise them of the nature of the program and agree that all exercises are undertaken at our own risk. I understand that there is a risk of personal injury involved in any program and agree that Parkside Church, its staff, employees or representatives shall not be held liable or responsible for personal injuries or damaged or stolen articles inside or outside of the facility.

I further irrevocably authorize the school, its successors and assigns, and those under its authority, to copy, use, publish for art advertising, or any other lawful purpose whatsoever, photographic portraits or video of my child, in which he/she may be included in whole or in part.

## **NOTICE OF CANCELLATION RIGHTS**

You have the right to cancel this contract within seven (7) days from the date of this agreement. Notice of cancellation shall be in writing and delivered to the Summit Afterschool Care in person or mailed by registered or certified mail.

This notice of Consumer's Rights is an integral part of this Application and Contract for Membership.

## **AUTHORIZATION**

I understand and am in agreement with the all of the terms listed in this Student Enrollment agreement.

Date: \_\_\_\_\_

Student Enrolling (print name): \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

