



Dear Parent / Guardian,

October 18, 2021

Your child has been invited to participate in the Empire State After School Program, an after-school enrichment program!

The Empire State After School Program is a targeted enrichment experience for elementary aged children. Each day, from **2:40pm - 5:10pm** students will focus on academic tutoring, recreation, arts education, college & career readiness, health & fitness and community service. All students will be provided with an after school snack and transportation home.

SPACE IS ON A FIRST COME FIRST SERVE BASIS

If you would like your child to participate in the Empire State After-School Program for the 2021-2022 school year, scan the code below or type in this link <https://forms.gle/kzDTg7FoEF3BH1C8A> to complete the electronic form OR, fill out the form attached and return to your child’s school. Once the initial spots are filled you will be placed on a waiting list.

Participating School	Grades	Participating School	Grades
Early Childhood Center	K	Hempstead Elementary School	K-6
Eldorado Elementary School	4-6	Kakiat STEAM Academy	4-8
Elmwood Elementary School	4-6	Lime Kiln Elementary School	4-6
Fleetwood Elementary School	K-3	Margetts Elementary School	K-3
Grandview Elementary School	K-3	Summit Park Elementary School	K-3

By signing the registration forms, you are committing your child to attend all sessions of the Empire State After-School Program.

*****Tentative start date is November 15th*** You will know your official start date when your child receives an EMPIRE after-school bus pass.**

If you have any questions regarding the Empire State After-School Program, please contact us at (845) 640-4500. Thank you for making the Empire State After-School Program a rewarding one.

SCAN ME



Or type this link to register: <https://forms.gle/kzDTg7FoEF3BH1C8A>

2021/2022 Parent Handbook for the Empire State After-School Program



In Partnership with



About The Empire State After-School Program

This handbook is designed to give parents and guardians helpful insight into the Empire State After-School Program (ESAP), offered by the East Ramapo Central School District (ERCSD), in partnership with Wellcore Consulting (Wellcore). It includes detailed information about the ESAP curriculum, policies and procedures.

The Empire State After-School Program is structured to engage every child and provide academic enrichment, arts education, college and career readiness, community service, health and fitness, social and emotional developmental learning and parent engagement. While Wellcore and ERCSD will provide the services for the ESAP, we encourage parents and guardians to take advantage of volunteer opportunities and maintain relationships with staff.

We welcome suggestions and ideas that will help us to make your child's time at the ESAP beneficial and rewarding.

PROGRAM GOALS

The Empire State After-School Program will foster a positive learning environment which will encourage students to engage with their peers and instructors and to take advantage of the various academic enrichment opportunities the ESAP provides. The following curriculum is aimed to place students in a position to fulfill their potential. The ESAP includes parents as partners in the program and encourages parents to be actively involved in the educational process. One of our program goals is to meet with mothers, fathers, guardians and other caregivers on a regular basis, and encourage them to participate in any way they can. Parents are welcome to volunteer and we strongly encourage maintaining an open line of communication between staff and parents/guardians.

PROGRAM PROCEDURES

Parent/Guardian Responsibilities

- Fill out all registration forms completely, sign them and keep the information current.
- Read all communications that are sent home completely and in a timely manner.
- Make alternate arrangements if your child is sick.
- Parents/guardians must sign their child out and be prepared to provide I.D. when asked whenever they are picking up from the program.
- Parents/guardians should feel free to discuss any concerns with the staff, coordinators or manager.
- Listen to concerns of the staff regarding your child if they arise.
- Label all of your child's belongings.
- Notify the program of any changes in your child's attendance schedule.

Attendance Policy

In order to have the biggest positive impact, it is expected that your child attends the ESAP on a daily basis (5 days a week, or whenever school is in session). Students whose attendance falls below an average of 3 days a week within a given 30-day period will be asked to meet with an ESAP Program Coordinator to discuss that student's attendance.

Absence/No Show Policy

If a child is going to be absent from the program, parents are encouraged to contact our office by telephone at **(845) 640-4500**. If the child fails to arrive on a day when he/she is scheduled to attend the program and we have not been notified by a parent, we will try to locate the child according to the following procedures:

- Check in with the school to see if the child was absent from school.
- Call the child's parents at all available phone numbers – starting with the parent's cell phone.
- Call emergency telephone numbers listed on the application.
- If the child has not been located, the local police department will be called to assist in locating the child.

Transportation

Chestnut Ridge Transportation will provide bus services to bring students home from the ESAP on days the program is in operation. Students will only be dropped off if there is an adult waiting at the drop off point. Students who are not dropped off due to no shows at the drop off point will be brought back to the school after the route has been completed. Site Coordinators will call parents/guardians and emergency contacts to make arrangements for pick up. In the event that parents/guardians or emergency contacts cannot be reached, authorities may be called to ensure the safety of the child.

If three drop off no shows occur, the student will be removed from the program.

Chestnut Ridge Transportation must be contacted if there is a problem with your child's drop off location, to arrange for an alternate drop off point or late bus arrival. Their direct number is **(845) 577-6490**; if no one is available please call **(845) 640-4500**.

Student Pick-Up Policy

Parents who wish to pick their children up before dismissal time are permitted to do so and are encouraged to pick up at least 10 minutes prior to the end of the day. The ESAP staff cannot release a child unless a parent/guardian/authorized person enters the program to sign the child out. Parents are expected to inform the Site Coordinator in advance, *in writing* if someone other than the parent will be picking up. If the pick-up person is not

listed on the child's emergency data form and we have not been notified *in writing*, the ESAP may not release the child and will put the child on the bus. Anyone picking up a child needs to come into the site, show I.D. and sign out the child on the attendance sheet.

BEHAVIOR EXPECTATIONS

In the ESAP program we strive to maintain a positive environment where students and staff enjoy the program and treat each other with mutual respect. Our behavior program is positive and emphasizes good behavior (e.g. good choices, character and leadership attributes). School, classroom and bus expectations are made very clear to students at the beginning of the program year with an assembly on behavior expectations. General behavior expectation principles are positive statements that encourage and reinforce a positive and safe environment. In addition, children are guided in problem solving skills to help them handle situations using non-aggressive means.

Behavior Management

Behavior management is a teaching process that emphasizes teaching a person to act in a way that will result in more successful behavior. ESAP considers the following as basic guidelines for discipline:

1. Children must stay within the designated areas for play.
2. Children may not physically hurt other children, staff or themselves.
3. Children may not destroy other children's things or things that belong to the program.

The following interventions will be used when a student displays inappropriate behavior whether in the school or on the bus:

1. A Verbal Reminder: Will be given by a staff member in regards to the inappropriate behavior.
2. Formal Discussion: When a child uses inappropriate behavior that is threatening to others, he/she will stay with a staff person to discuss the behavior and possible options on how to handle the situation in the future.
3. Parent Notification: The staff discusses the situation with the parent along with the child and tries to brainstorm possible solutions.
4. Behavioral Contract: Is a written agreement between parent, child, and Program that states: Any further occurrence of any behavior described on the contract will result in a suspension from the program. Continued harmful behavior may result in your child's termination from the program.

Anti-Bullying

Bullying and teasing will not be tolerated in the ESAP and every effort will be made to communicate with the child and parents regarding inappropriate behavior.

In keeping with our goal to provide a safe after-school environment, the ESAP program cannot allow any child in our program to hurt or be hurt by others. This includes physical, emotional, or verbal actions. Our policy specifically prohibits name-calling, hazing, sexualized language and singling out one child for different treatment. Any incidence of the above behaviors will be brought to the attention of the Site Coordinator and Project Manager. Parents who have concerns that their child is being bullied, are encouraged to speak with the Site Coordinator and the Site Manager.

The school principal, school security, local police department and the NYS Office of Children & Family Services will be notified if any child is found to be in possession of a weapon or anything identified as or used as a weapon. Further action will be under the advice of the above agencies and the ESAP administration.

HEALTH AND SAFETY PROCEDURES

We are dedicated to providing a safe after-school space for students enrolled in the program, and we comply with all state regulations in order to meet this goal. We will be following the guidelines and protocols that the district has put in place.

Children and staff will be required to wear masks at all times while indoors. Exceptions are mask breaks and during snack time.

Due to COVID-19 parents and visitors will not be allowed in the program.

Illness Policy

If your child should become ill for any reason, we will notify you immediately. Due to COVID-19, you will be asked to pick your child up. Until you arrive your child will be taken to a separate area and kept as comfortable as possible by a staff member. As per COVID positive tests we will follow the school's protocol. Any child with fever should not return to the program until they are fever free for 72 hours without fever-reducing medication.

For the safety of the children participating in the ESAP, we ask that parents keep their child home if he/she appears ill or has been ill during the night. If the child is sent home from school for any reason during the day, he/she may not attend the After-School Program that afternoon. If at any time the staff feels that a child is too sick to remain in the program, the child's parents may be contacted. A parent, guardian or emergency contact is expected to pick up the child within one hour of receiving the phone call. This policy is for the safety of all the children and staff.

We may ask you to pick up your child if any of the following conditions are apparent:

- A temperature of 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected contagious disease
- Severe cold with fever, coughing, cloudy mucus
- Bronchitis or other throat infections, such as strep
- Nits or lice in hair

Parents are asked to please notify us within 24 hours if their child has a contagious disease, such as chicken pox, strep throat or lice, so that we can inform other parents and staff. The child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

Administration of Medication

In compliance with the Americans with Disabilities Act and OCFS SACC regulations, all Empire State After-School programs are authorized to administer emergency medications, such as an EpiPen or inhaler.

Allergies

When filling out the registration forms, parents are expected to specify if their child has any allergies to food or materials (i.e. peanuts, latex, etc.). If the child requires an EpiPen due to severe allergies, parents are expected to provide at least one to keep in the ESAP First Aid kit.

Personal Property

We do not encourage children to bring toys, cell phones, iPods, or other valuables to the program. These items can be easily misplaced, lost, or stolen. Any personal items should be clearly labeled with your child's name. The ESAP assumes no responsibility for misplaced, lost, or stolen items.

Personal Cell Phones

Children are not permitted to use personal cell phones during program hours. If a child carries a cell phone and loses it or gives it to another child, the ESAP will not assume any responsibility. Staff may use cell phones to communicate with each other or in an emergency situation.

Snack

One light snack is provided by the ESAP every afternoon at no cost. Parents may send additional snacks (please no peanuts or tree nuts as other children may have allergies) and water for their children. Hard candy/chewing gum are not allowed at the ESAP programs.

School Delays and Closings

All Empire State After-School Programs (ESAP) follow the East Ramapo Central School District Calendar. The Empire State After-School Program will not be held if East Ramapo Central School District is closed due to an emergency or inclement weather or on half days.

EMERGENCY PLANS

There is an emergency plan specific to your child's program posted at each site. This contains information regarding possible threatening situations where the program may be placed on "lockdown" OR need to "evacuate" Environmental/Weather, Violence, Securing the Building, Fire and Explosion, etc. We are required to conduct monthly Fire Drills and bi-annual Shelter-In-Place Drills at each site in order to help prepare your children for possible emergencies.

STAFF

All employees are required to receive New York State Office of Family & Children Services approved trainings each year covering the following topics- NYS regulations, child development, nutrition, safety and security, child abuse protection and best practices. All staff are fingerprinted and cleared through the East Ramapo Central School District background checks.

All employees are mandated reporters. They must report any suspected incidents of child abuse or maltreatment to the State Central Registry of Child Abuse and Maltreatment. Daily Health Checks are also required to be conducted at our program. If your child arrives at our program with any unusual marks, this will be documented.

Site Managers: Responsible for managing 5 sites including creating schedules, staffing and student enrollment.

Site Directors: Supervise their specific site during the school year. The Site Directors are also trained in Medication Administration, CPR and First Aid.

Child Care Facilitators: Are responsible for supervising a set group of students. The child care workers assist students with homework and the other activities that are planned throughout the day.

Enrichment Facilitators: Provides instruction for either athletic, artistic or STEM (Science, Technology, Engineering, Mathematics) enrichment activities.

Vendors: Provide engaging and entertaining activities in the areas of community service, SEDL and health & fitness.

ADMINISTRATIVE STAFF

Executive Director of Wellcore: Vickie Shaw, (845) 304-4371, vshaw@wellcore.org

Director of Programs: Christina Rosen, (845) 377-5609, crosen@wellcore.org

Site Manager: Indiana Diplan, (845) 377-3401, idiplan@wellcore.org

Office Manager: Stephanie Berberich, (845) 640-4500, sberberich@wellcore.org

CONFIDENTIALITY POLICY

Pursuant to the Family Educational Rights and Privacy Act, the Individuals with Disabilities in Education Act, state privacy laws and other laws and regulations, Wellcore ensures that all student data and any and all records containing personally identifiable information will be treated with the highest level of confidentiality. Wellcore will not disclose personally identifiable information about students unless such disclosure is permitted by law.

**EMPIRE STATE AFTER-SCHOOL REGISTRATION FORM
PROFESSIONAL CARE FOR YOUR CHILD PROVIDED BY WELLCORE
2021-2022 REGISTRATION**

SPACE IS ON A FIRST COME FIRST SERVED BASIS

Once the initial spots are filled you will be placed on a waitlist. If you would like to secure your child's spot in the Empire State After-School Program for the 2021-2022 school year, please complete this registration form in full. By filling out this form, you are intending to register your child for 5 days per week or each day school is in session.

FILL OUT ONE FORM PER STUDENT

School child is attending _____ Student ID number: _____

Days attending (Must be able to attend at least 3 days per week, preference is given to those students who can attend 5 days a week): Mon____ Tues____ Wed____ Thurs____ Fri____

Child's Name _____

Address _____ City _____ State _____ Zip _____

Date Of Birth _____ 2021-2022 Grade _____ Age _____ Gender _____

Home Phone _____

Mother's name _____ Father's Name _____

Cell Number _____ Cell Number _____

Work Number _____ Work Number _____

E-mail: _____ E-mail: _____

If parents are separated, please print name, address and telephone number of non-custodial parent

Name _____

Address _____ City _____ State _____ Zip _____

Home Phone: _____ Cell Number: _____

PHOTOGRAPH / VIDEO PERMISSION

On occasion, photographs and/or Videos of children participating in programs may be taken. These photographs and/or videos may appear in publicity materials. Photographs and/or videos of your child/children will be used without compensation.

Name _____ Signature _____ Date _____

PICK-UP AUTHORIZATION FORM

Your child will not be released into the custody of any person that you have not specified below as an authorized pick-up person, including other family members. **Telephone approval is not acceptable.**

Please print below the full names of any and all persons you authorize to pick-up your child.

My child (name) _____ may be picked up by:

NAME _____ PHONE# _____

NAME _____ PHONE# _____

NAME _____ PHONE# _____

I understand and agree that once my child is released into the custody of any of the above-named individuals, the Empire State After School Program, Wellcore and its staff no longer have any responsibility for my child.

Parent/Guardian Signature _____

SAC INFORMATION

Child's Name _____ School attending _____

In consideration of being allowed to participate in the Empire State After School Program, I agree to assume any risk and to hold harmless the Empire State After School Program, Wellcore and its staff members conducting programs, from any and all claims, suits, losses, or related causes of action for damages, including, but not limited to, such claims that may result from injury of death, accidental or otherwise, during or arising in any way from the program.

I have received and understand I am responsible for reading all of the material presented in the Empire State After School Parent Handbook. I agree to abide by these rules and regulations.

Name _____ Signature _____ Date _____

Does your child have an IEP, Asthma, Special Dietary Needs or Any Other information that you would like to share? ** PLEASE BE AWARE ** We are not allowed to dispense or provide medication with the exception of Epi-Pen or Inhalers.

I hereby authorize the personnel to administer first aid if necessary and to transport my child to the hospital in cases of an emergency.

Name _____ Signature _____ Date _____

Empire State After School

PARENT STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to the Empire State After School Program.

Please keep and refer to your copy of the Empire State After School Program Policies. Your signature below indicates that you have received them.

I understand that the Empire State After School Program staff and/or volunteers are not allowed to baby-sit or transport children at any time outside of the program. Any violation of this policy will incur immediate disciplinary action.

I understand that I am not to leave my child at the Program Site unless an Empire State After School Program staff member is there to receive and supervise my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. Individuals picking up children at the program sites must be listed on the authorized form on file at the sites and a photo ID is required. Please call (845) 640-4500, to make prior arrangements when necessary.

I understand that should a person arrive to pick-up my child who appears to be under the influence of drugs or alcohol, the staff may refuse to permit this person to take your child and have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.

I understand that the Empire State After School Program is mandated by state law to report any suspected cases of child abuse or neglect to appropriate authorities for investigation.

I have read and received a copy of the Empire State After School Parent Handbook.

PARENT/GUARDIAN SIGNATURE

DATE