

# CAMP WILBUR HERRLICH

## AFTER SCHOOL PROGRAM POLICIES

### PROGRAM HOURS

The Advantage After School Program will be open for all scheduled school days. Our hours are from dismissal time until 6:00PM, Monday through Friday for the school calendar year. The Advantage After School Program **will not** be open for any snow days or unscheduled closings. You must have an emergency plan in place with the school's main office, other than the Camp Herrlich After School Programs. In case of emergency dismissal, the school will follow your instructions. Please be certain that your child knows the emergency plan in the case of an unscheduled dismissal or program cancellation. We **will not** be open for scheduled school closings (darkened dates on the school calendar). The Advantage After School Program **will be** open for any scheduled half days beginning immediately after school dismissal.

### PAYMENT

A \$100 deposit must accompany each child's registration. The first month's tuition payment must be received prior to attendance. Thereafter, the billing will be processed on a monthly basis on the first of each month. In other words, on October 1<sup>st</sup> you will be billed for November tuition. We ask that you please remit your monthly payments no later than the 15<sup>th</sup> of each month. You may mail payment to the camp office or give tuition payments directly to the school's Site Director. **We have automated credit card billing, please contact the office if you are interested!**

### HOMEWORK

The Camp Herrlich Advantage After School Program is not solely an academic program. Our goals for your children are that they will have time in the program to participate in snack, playtime, homework time, and enjoy the special guests and trips that are a part of the well-rounded program we aim to provide. We also do not correct homework, we will check that it is finished but will not correct errors. Teachers have asked us not to do that so they are able to see where the child is having difficulty. If your child needs special homework arrangements, please notify the program and we will do our best to accommodate those needs.

### PICK UP

Please enter the school building to pick up your child. For the safety of the children in the program, you **must** check in with a staff member and sign your child out each day. Registration forms indicate other adults who are able to pick your child up from the program. **Your child will not be allowed to go with anyone else unless a written note is provided. This will be strictly enforced by the Advantage After School Program Staff.**

All program participants need to have written notification sent to their classroom teacher indicating their participation in the Advantage After School Program. Children who are students in Kent Primary School and are registered to participate in the Advantage After School Program at Kent Elementary School will need written permission submitted to the school for pick up. Advantage Staff will be walking those students from the Primary building to the program at Kent Elementary School. **The District will not allow your child to go to the Advantage After School Program without this written consent.**

**Please pick up your child promptly at 6:00PM. If you are more than 15 minutes late to pick up your children we will charge \$5.00 for every 15 minutes after the first 15 minutes you are late.**

### EMERGENCY EARLY DISMISSAL PROCEDURE

In the event that the school must be closed early due to inclement weather or an emergency situation, the Advantage After School Program **will be** cancelled. Announcements for school closings will be made over the local radio stations or you may call the Carmel Central School District information telephone line at 225-1637. It is imperative that you file your emergency plan with your child's school. In the event of a school closing due to inclement weather or emergency situation, the school district will refer to the Carmel Central School District Early Dismissal Form and will dismiss your child to the indicated bus and/or location designated. In the event of the cancellation of after school activities, you will be notified if the program will be closed as well on the day of the event.

—————> *This is a two-sided document*

## **SCHEDULE CHANGES**

We understand that sometimes your schedule may change, therefore changing the schedule of your child in the program. We are very flexible; however we need to know at least a week in advance if your child will be changing the days they are registered in the program. **You must also notify the school of the change in days!** To make a schedule change, call the Camp Office and notify the staff there, write a note to the program staff at the site, and write a note to the school.

## **HEALTH CARE AND MEDICATION**

All children enrolled in the After School programs must complete a CAMP HERRLICH AFTER SCHOOL PROGRAM MEDICAL INFORMATION FORM.

If a child develops any new health concern subsequent to initial registration, a new Medical Information Form must be completed stating any limitations or restrictions as well as care guidelines from the child's health care provider.

CAMP HERRLICH AFTER SCHOOL PROGRAMS SERVES WELL CHILDREN. If a child becomes ill while at the program, the parent will be called. Every effort will be made to make the child comfortable until pick-up. The child will be well supervised yet removed a safe distance from the other children to decrease the spread of any potentially communicable illness. Depending on the severity of the symptoms, emergency/back-up contacts will be called if the parent cannot be reached. In general, if the illness, symptoms, or the child's reaction to the symptoms prevent the child from comfortably participating in program activities and/or requires more than staff can provide, or compromises the health and safety of others, the child must not attend until the symptoms are resolved.

Infection control procedures are practiced at all after school program sites. Staff and students practice good hand-washing techniques. All staff observes universal precautions using proper medical glove techniques and cleaning/disinfecting surfaces.

### **Medication**

Camp Herrlich after school programs **WILL ADMINISTER PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS**. The New York State Office of Children and Family Services guidelines for medication administration will be followed. Each after school site has a staff member that is certified to administer medication. These staff members also hold current certifications in CPR and first aid.

Written consent must be given to the MAT provider at the program site for any on-going or "as needed" medications signed by the parent and licensed health care provider. Consents must be updated at least every six months.

Medication must be in the original container labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and, for prescription medication, the prescriber's name and license number. All package inserts, instructions and dosing equipment must accompany each medication.

If medication is needed for one-day only, a verbal consent from the child's physician may be allowed followed by a parent signature. All consent forms and administration guidelines can be obtained from the MAT provider at the program site.

**Please call the program phone # if your child will not be attending the program for any reason.**

### **PROGRAM PHONE NUMBERS**

Kent Elementary School	(845) 629-2519
Matthew Paterson Elementary School	(845) 629-2516
Camp Herrlich Administration Office	(845) 878-6662