

## **Behavior**

Our after school programs are committed to creating an environment in which children can develop the basic values of respect, caring, honesty and responsibility. Our philosophy is to foster positive self-esteem. This enables children to learn how to develop appropriate behavioral limits in a variety of situations.

The Harrison Children's Center offers an environment where all children and staff feel respected, safe and secure. Parents will be notified if a child is disruptive, engages in dangerous behaviors, use inappropriate language or bullies staff or children. Such behaviors will be discussed with both the student and the parent/guardian. If these behaviors persist, this will result in a suspension and /or removal from the program. The Harrison Children's Center views the safety of our staff and all children a top priority. Please be sure to discuss this policy with your child so everyone involved is aware of what is expected while attending our program.

## **The Harrison Children's Center After School Programs**



## ***Handbook***

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## **Welcome to The Harrison Children's Center After School Programs**

The Harrison Children's Center After School Programs serve children in three elementary schools located within the Harrison Central School District. These include:

Harrison Avenue Elementary School  
Parsons Memorial School  
Samuel J. Preston Elementary School

Our after school programs provide children ages 5 – 12 with a variety of social and recreational activities at the end of their school day. We are committed to creating a safe environment in which children can develop the basic values of respect, caring, honesty and responsibility. Our nurturing staff supervises activities while encouraging children to make new friends and have fun!

HCC offers children snack, homework assistance, indoor and outdoor games, field trips, arts and crafts and other special event days. All activities are designed to meet the needs of diverse ages and developmental levels.

Each after school program is licensed by the NY State Office of Children and Family Services. These programs provide our families with peace of mind while allowing parents the freedom to complete their day.

### **Toys**

Children may bring their own toys to the Center on the condition that they share with the other children. Certain items however, are **not** allowed: make-up, toy guns or weapons, Ipod/MP3 players and Handheld Games. **The Center will not be responsible for lost, stolen or damaged items.**

### **Staff**

All staff is screened by New York State to verify that they have not been the suspect of a child abuse complaint. Staff is also fingerprinted in order to verify that they do not have a criminal record. Staff meets the Office of Children and Families requirements for after school teachers. **All after school teachers, staff is mandated to report suspicion of child abuse, child endangerment or neglect to appropriate state and local authorities.**

### **Parent Communication**

Daily informal conferencing opportunities are available at pick up time to keep you informed about your child's day. When needed, private conferences can be scheduled.

## **Absences/Health**

Your child's health and safety is important to us. If your child is going to be absent, it is your responsibility to call the director. Do not send your child to the program if he/she has a sore throat, fever, severe cough, vomiting, diarrhea etc... We depend on you to be conscientious in this matter, as you would want other parent's to be. A child should not return after an illness until he/she is able to participate in both indoor and outdoor activities.

If your child should become ill during the program you will be contacted immediately to pick up your child. We require that you pick your child up promptly. In case of emergency, the Center must have on file the name and number of a person to call if you can not be reached.

**Medication will not be administered at the Harrison Children's Center After School Programs to any child. No child should ever have medication in his/her possession at the program.**

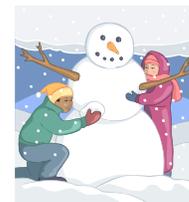
**The program reserves the right to send a child home if he/she exhibits symptoms of illness.**

## Calendar

The Harrison Children's Center After School Program runs from the first day of school in September to the last full day of classes in June. The Center is closed on certain holidays.

**Since the Center is tuition based, payment is expected for all holidays, snow days, and professional development days and when your child is out for any reason.**

The Center will follow the same snow closing schedule as the Harrison School District. Weather closing will be announced on radio station WFAS 1230 AM or WFAS 103.9 FM. If the Harrison School District is closed, we are closed.



## **Homework**

Homework assistance is available. Please see the director for details.

## **Snacks**

The Center will provide a nutritious snack for your child. If you would like to donate a snack to your program please ask your director to let you know how much will be needed. On holidays and early dismissal days you must provide your child with lunch. We will serve a morning and afternoon snack on those days. **Please note we are a peanut free environment**

## **Clothing**

Children should be dressed for outdoor play everyday. Please make sure that they have suitable footwear for their own Safety.

## **Registration:**

In order to secure your child's enrollment you must:

1. Complete and sign all forms
2. Pay a yearly non-refundable registration.  
Complete and submit an up to date medical form. We require a new medical examination each year.

## **Tuition Payments**

**The tuition for the Center is due in advance on a monthly basis by the 10<sup>th</sup> of each month.** Please speak to your director if you have a problem with monthly payments. In order to maintain the quality of our program, and your child's continued participation, all payments must be on time. In the event of a late payment (2 weeks) you will be asked to remove your child from the center until payment is made. There will be a \$25 charge for returned checks. **Since the Center is tuition based, payment is expected for holidays, snow days and when your child is out for any reason.**

**Please make checks payable and mail to:  
Harrison Children's Center  
300 Harrison Avenue  
Harrison, NY 10528**

## **School Hours-Arrival and Dismissal**

The Center opens when the school day ends. Pick-up and care will be provided for early dismissal. Your child must be picked up by 6:00 PM. **There will be a \$20.00 fee for chronic lateness.**

If your child is going to be absent you **must** call the director. Also if you pick up your child from school early you must let the director know. Failure to do so (3 times) will result in your child having to leave the program. You must call the director if someone different from your usual routine will be picking up your child. Your pick-up person must have photo ID in order for the staff to release your child to him/her. Please make sure to inform the director and teachers of any person not permitted to pick up your child. No parent will be denied access to his/her child unless a legal custody agreement which relinquishes such rights is on file at the Center. You **must** come into the building to pick-up and drop off your child.