

EMERGING STARS AFTER SCHOOL STATEMENT OF UNDERSTANDING WITH PARENT AND/OR GUARDIAN

AFTER SCHOOL SCHEDULE

Emerging Stars After School Program welcomes back our students to the 2023-2024 school year.

Our activities are geared towards social and emotional enrichment, as well as developing age appropriate play skills. At the start of the After School Program, time is set aside for snack. Children are then given ample opportunity to complete their homework assignments. Parents are reminded that our program is recreational in nature. Children are expected to complete their homework and assignments independently. Support staff are available, as needed, to provide guidance during homework time.

HEALTH

Emerging Stars After School has a New York City Department of Health Nurse on staff. Health protocols will be adhered to based on NYCDOE, NYCDOH and CDC guidelines. Any child exhibiting signs of illness or injury will be brought to the nurse's office for immediate attention. NYCDOH nurse will evaluate the child. If the nurse deems the child too ill to remain in the program, parents have the responsibility and will be expected to pick up their child (or make other arrangements) as soon as possible.

BEHAVIOR

Emerging Stars After School Program will provide a safe and secure environment for all students. We, as an after school in a Public School setting, are bound by the New York City Discipline Code. Information regarding the New York City Discipline Code can be found on the New York City Schools website titled "Citywide Behavioral Expectations."

Please be aware that the standards set forth in the Discipline Code apply to behavior in school during school hours and before and after school while on school property. If an after school student does NOT follow proper behavior guidelines, the following action(s) will be taken:

- Director and/or Site Supervisor will be notified immediately
- Staff will redirect the student to a more appropriate behavior
- Parent and/or Guardian will be notified

If the inappropriate behavior continues, a meeting will be scheduled with the parent and/or guardian.

If the problem persists, Emerging Stars reserves the right to suspend the student from participation in the after school program.

TUITION AND REFUND POLICY

- Tuition is payable at start of new term date. Invoices will be distributed. Payments should be made during after school hours. Failure to issue payment may result in your child being dismissed from after school.
- Tuition for participated period will not be returned
- Registration fees are not part of tuition and are not refundable
- 100% refund to parent and/or guardian if entire program gets cancelled by Emerging Stars
- Refunds will be prorated due to a child dropping out mid-term or a lengthy excused absence
- No refunds for holidays. Invoicing is based on a 4-week term schedule.

DISMISSAL PROTOCOL

- Authorized individual(s) must sign student out at security desk. School Safety Officer will be on duty.
- All individual(s) must present Photo ID to properly identify themselves. Emerging Stars reserves the right to deny release of any student if proper identification cannot be provided.
- **AFTER SCHOOL CLOSING AT 5:00 P.M. PROMPTLY** – all students **MUST** be picked up by that time. If you are unable to pick up your child by 5:00 P.M., please call Director (516-514-9566) or School Office (718-423-8553) to notify them. Please have an alternate person available to pick-up student.
- P.S. 159 school building will be sanitized nightly. Our custodial staff will require your assistance to ensure that the building is properly cleaned, therefore prompt dismissal is necessary.

WAIVER OF LIABILITY

Parents, guardians and Emerging Stars recognize that activities engaged in by students may occasionally result in injury to a child. Our staff will make sure that proper action and attention is given to any injured child. No liability will be asserted nor claim made against Emerging Stars or any of the staff employed by Emerging Stars by reason of such an event.

PHOTO CONSENT

_____ I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs or video of the Student named below by Emerging Stars.

_____ I DO NOT consent to the participation in interviews, the use of quotes, and the taking of photographs or video of the Student named below by Emerging Stars.

By signing below, I confirm that I have read, understand and agree to Emerging Stars After School Program Statement of Understanding with Parent or Guardian. I understand that all information I have provided on Enrollment paperwork is accurate and up-to-date.

Emerging Stars After School Program looks forward to an enjoyable and enriching experience for your child in the 2023-2024 school year.

Student's Name: _____

Parent/Guardian Signature: _____

Date: _____