

## *Welcome Kid's Space @ 24 Families!*

*A warm welcome to the new and returning parents to the Riverdale YM-YWHA's Kid's Space @ 24 Program for the year 2017-2018! We are looking forward to a very exciting, wonderful year ahead. This packet will provide you with important information you need to know about Kid's Space @ 24. The staff and administration look forward to working with all of you throughout the year to provide a quality after-school program.*

*Our staff is committed to providing a safe and nurturing environment for your child to learn and grow. Our hope is that your family becomes part of our Riverdale Y family as we journey throughout the year. Please do not hesitate to contact us with any questions, concerns, or ideas.*

*Sincerely,*

*Charlie Schiller*

*Director of Kid's Space @ 24*



# General Information

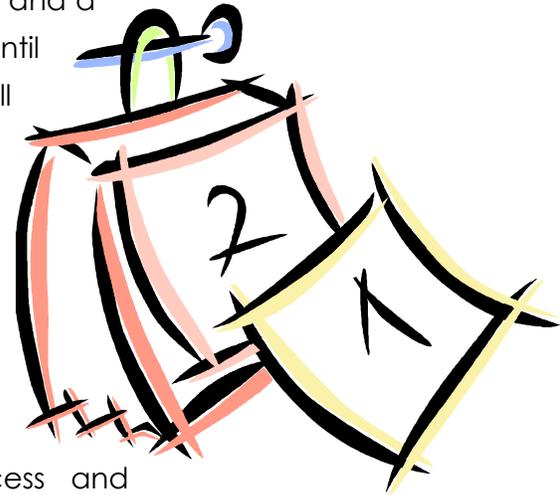
Kid's Space starts on September 7<sup>th</sup>. There will be pick up at school on the first full day of school for the children. For Kindergarteners, Kid's Space begins on their first *full* day of school, which is September 8<sup>th</sup>. Unless **all** of your registration paperwork is completed, and in our records, your child will not be picked up to attend Kid's Space. This includes the registration form, medical form, child history and dismissal/emergency information. If you have not returned the forms to us, please do so as soon as possible!

Please provide a letter to your child's teacher to inform them of which days your child is going to attend Kid's Space. Likewise, please let the teacher and our staff know if your child will be absent on a day they are registered to attend.

# Days of Operation

Kid's Space @ 24 follows the NYC Department of Education calendar. We are open five days a week until 6:30 PM from September through June.

Kid's Space @ 24 also provides pickup from school and a variety of activities on public school half-days until 6:30 PM. There is a \$25 fee for this service. There will be regular classes held on public school half-days. If your child is not registered for Kid's Space @ 24 on a public school half-day, you can send your child for \$45 for the day. In addition to after school, the Y offers full-day vacation programs. These programs run on: Columbus Day, Veteran's Day, Election Day, Dec./Jan. Winter recess, Martin Luther King Day, February recess and Passover/Spring Vacation.\* These programs are not included in the Kid's Space @ 24 tuition. Flyers describing the programs will be sent home with your child. Registration will be on a first-come, first-served basis. Program information is also included in our e-mail updates.



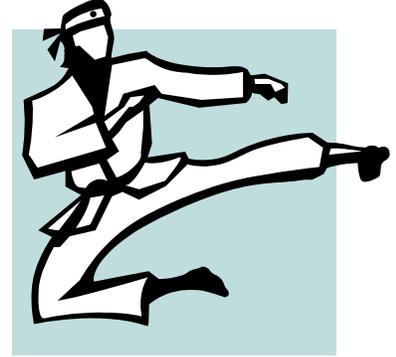
\*During Passover, the Y may be closed on days that the school is closed. Please check for updates from the Director as these dates arise.

## Daily Schedule

All children will be picked up by our staff from their classrooms at their dismissal time. Attendance will be taken and they will be given a kosher snack. Afterwards, all children will be escorted to their enrichment classes. All grades will be involved in a structured homework program, which is supervised by a licensed teacher. When children are in their groups, special daily programming including games, arts & crafts, movies, playground, gym, school yard and other events will be planned during Kid's Space. A schedule of these programs will be handed out during Kid's Space orientation. Please read ahead for a detailed daily schedule for the various registration options.



## Enhanced Enrichment Program



Enrichment classes are a large part of our program. Each day, we will offer a variety of classes in the arts, academics and athletics.

Our new enrichment program will provide coverage from dismissal to 4:15 PM. This time will include a healthy snack, homework help with a certified teacher and one enrichment class. Families may choose 1-5 days for this option.

Classes are filled on a first-come, first-served basis. To ensure your child receives his or her first choice of classes, please return the registration form as soon as possible. Classes will run on a trimester. We will be unable to accommodate any switches after the second week of classes.

All participants will be picked up and brought to the classes by our counselors. All children enrolled in this option must be picked up by 4:15 to avoid a \$20 per hour late fee.

## Full Day Program

The full day program will include all of the Enhanced Enrichment Program perks but will also offer extended coverage until 6:30 PM. Throughout the extended coverage, students will be engaged in various activities led by our caring counselors for less formal, supervised play and group activities. This is a perfect option for children who need a balanced blend of structured activity with opportunities for free play with peers. Families may choose 3-5 days a week for this option. For an additional fee, families may take advantage of the "Full Day Plus" option in which they may add a second enrichment class to their child's daily schedule. This option would allow families to choose up to 10 classes in their child's weekly schedule!

desk. Parents must sign out their child every day. No child will be dismissed from our program without the accompaniment of an authorized parent/guardian. If a person other than the people listed on your release form is picking up your child, a note needs to be provided and the person must bring I.D. If your child has not been picked up by 6:30 pm, we will make every attempt to contact you. Please note that all authorized adults must wait at the front desk to pick up an after-school participant. No adult may go past the front desk unescorted.

If your child will be having a play date after Kid's Space is over, we ask that a note be brought in from both parents. Children will not be allowed to call home to plan a play date during after-school hours.

## Dismissal Procedures

Parents can pick up their children anytime between 3:00 and 6:30PM although we highly encourage parents to avoid picking their child up in the middle of activities. There will be a sign-out book at the school's front



## Late Fee

Families who are not enrolled in 6:30-7:00 PM late pickup for the year, will be charged if they arrive late for pickup. After 6:30PM the fee is \$20 and \$10 for every additional half hour starting at 7:00 PM. After 6:35 PM, if we haven't heard from you, we will call your emergency contact.

# Kashrut



## Kashrut • Snacks • Vending Machines

In accordance with the Y's Kosher policy, all snacks that our after school will provide, will be certified Kosher.

We do not allow children to purchase snacks or drinks from the vending machines. We do provide an ample daily snack. Please help us in reinforcing this guideline.

# Allergies

In addition to our Kosher policy, all foods must be nut-free. This is for products with any kind of nuts, not just peanuts. If you have any allergy concerns regarding the snacks we will provide, please contact the Director before your child starts our program. Additionally, please remind your child not to share snacks with other participants in the program.

# Homework Program

Our homework program is run by professional teachers. This year, every group will have its own

homework teacher who in most cases teaches, or has taught, the grade they are assigned to at after school. The teacher and the counselors will oversee and help the children with their homework **as needed**. We feel it is important that children grow both academically, creatively and socially, therefore, we will encourage the children to participate in one session of homework and one session of activity daily. It is possible that the children may not finish all their daily homework in the allocated period. We assume that parents want their children to start their homework at the Y.

# Lost and Found

Please note that the Y is not responsible for items your child brings to school. We suggest that your child does not bring valuable possessions to the program. In alignment with school policy, we do not allow I-pods, video games, or any other electronic devices. We request that any valuable items such as these be left at home. We do



have a lost and found area; however, we are not responsible for any lost or misplaced articles. Please **label** your child's belongings which will make returning lost items easier. This includes toys, games, etc.

Lost items will be kept in the lost and found. Items that are not claimed within 30 days will be donated to charity.

**The following items are not permitted to be used during Kid's Space hours:**

- Video game systems (D.S., PSP, etc.)
- iPods
- Cell phones
- Lap tops
- Tablets
- Spinners

## Health Policy

Please do not send your child to Kid's Space with a slight temperature, a slight sore throat, a slight cold, pink eye, stomach ache, a rash or unusual spots, or even feeling overtired. Invariably, children who come to Kid's Space sick will become even sicker by the end of the day. If your child is going to be absent from Kid's Space, please call (917) 504-2917 before 1:00PM or email the Director. We take attendance before we begin

activities. It will hold up the group if they are waiting for an absent child. If your child becomes sick while at Kid's Space, you will be contacted and asked to take your child home. If your child becomes ill during the program and you cannot be reached, we will get in touch with the emergency contacts whom you have provided. We ask that the names you provide on the emergency contact form be available between 2:30 and 6:30PM.

PLEASE BE EXTREMELY CONSERVATIVE ABOUT SENDING YOUR CHILD TO SCHOOL IF YOU SUSPECT SOMETHING IS "BREWING." Parents are asked to keep their children home if s/he has:

- Fever over 99.6 degrees (or fever within 24 hrs.)
- Severe coughing or trouble breathing
- Sore throat or trouble swallowing
- Conjunctivitis
- Unusual spots or rashes
- Infected skin patches
- Diarrhea or Vomiting
- Headache
- Stiff Neck
- Stomach ache
- Runny nose
- Severe itching on skin and/or scalp.



Re-admission is allowed after the required exclusion period. *For strep throat:* 48 hours after beginning oral antibiotics. A doctor's note is required for readmission after strep throat. *For chicken pox:* 1 week after the rash begins and/or until all pox are scabbed over. *For pink eye:* until all redness and crustiness have disappeared. A doctor's note will be required for readmission.

*For lice:* We have a no lice **and** no nit policy. Your child must be clear of both living lice and nits for at least 24 hours before returning to the program. A doctor's note will be required for readmission.

## **Absence From School**

Please call the office when your child is absent from Kid's Space. As previously mentioned, not doing so can delay the school pickup if the counselors are waiting for a child that is absent. If your child has a communicable disease (i.e. chicken pox, pink eye, strep throat, lice, impetigo, etc.), you need to let the office know promptly so that parents of exposed children can be notified.

## **Returning to School**

Children returning to school after an illness should be well enough to participate in all activities. We go outside to play except if it is raining or extremely cold. It is necessary for your child to come with clothing appropriate for the day's weather conditions (mittens, hats, sweaters, etc.).

# **Health Guidelines**

## **Medical Forms**

**All children in our program must have a current medical form on file.** Both a Cumulative Health Record form and Consent for Emergency Medical Treatment form, signed by a parent, are required prior to the start of Kid's Space. Parents are also required to complete an Emergency Information form; this form should be updated whenever circumstances change.

## **Medication and Epi Pens**

The NYC Department of Health license does not permit us to administer any medications to children. If your child is on antibiotics, a parent or caregiver may come to the program to administer medication at the proper time. We may only administer over-the-counter topical ointments.

Please make sure that we have the necessary information regarding allergies. **Children who require an Epi Pen need to have emergency forms filled out by parents and a note from the pediatrician prior to the start of school. Parents need to meet with the Director prior to the start of school to review the emergency protocol.**

In case of minor injury, the staff will apply first aid and send a note home. If the child requires further attention we will notify you or your pediatrician. If we cannot locate anyone, we will take the child to the emergency room at a local hospital.

## Communication & Special Needs

Please let us know if your child has any special emotional, social and/or physical conditions. It will be important to write this information on the required child history form.

Our hope is that both you and your child will be satisfied with our program. Please let us know if you have any suggestions for better serving your needs.

Kid's Space is committed to ensuring that parents and staff have an effective way of negotiating difficulties or differences that may arise. We encourage families to bring their concerns directly to the staff. If additional conversations are needed, please feel free to discuss concerns with the Director.

## Security

The Riverdale Y staff strives to maintain a safe environment for the community. Showing your ID and signing in as you enter our building is essential. Parents/guardians who arrive to pick up your child(ren) must wait at the security desk while a member of our after school staff escorts them to the authorized adult. Adults will not be allowed to walk through the hallways, unless authorized by the school.

The Y has emergency and security plans in place. As always, any emergency closing announcement about the Y will be on the Y's voice mail (347) 913-4972. When the NYC Public School system closes, all Y programs will be canceled. Please check your e-mails regularly for important announcements about our programming.

All families must complete an emergency dismissal form for their children. In case of an emergency, parents will always be contacted first. In order to ease our attempt at reaching other emergency contacts if necessary, please be sure that you include at least one local contact on these forms. Please make every effort to have your phone be accessible during after school hours.

## **Staff**

The Riverdale Y holds the highest of standards for the quality and professionalism of our staff working in our after-school programs. All of our returning staff has been evaluated, and all new staff have had their references checked. Additionally, the Y does various background checks on each of our employees.

In each group we have a Head Counselor and 1-2 counselors. Head counselors hold at least 3 years experience working with a group of elementary age children.

## **Behavior**

Kid's Space is a nurturing and structured program which encourages the development of independence, a positive self-image and self-discipline. Staff use techniques such as re-direction, positive remarks or body language for appropriate behavior. Staff will model behavior and use positive words to settle disagreements which show empathy and care. Children are encouraged to verbalize their feelings. Under no circumstances will children be humiliated, threatened, frightened, shamed or taught to hit back. There may be occasions for children to have "down time" to help a child regain self-control. The Director and staff will keep parents informed if there are any concerns. Together, we strive to ensure that every child can function within the Kid's Space environment. Please see the following page for our discipline policy.

# Discipline Policy

<b>Behavior</b>	<b>1<sup>st</sup> Consequence</b>	<b>2<sup>nd</sup> Consequence</b>	<b>3<sup>rd</sup> Consequence</b>	<b>4<sup>th</sup> Consequence</b>	<b>5<sup>th</sup> Consequence</b>
<b>Being disruptive /Running away from group.</b>	Verbal warning from Counselor/ Review group rules	Verbal warning from Director/ Review group rules	10 minutes out of group activity/ Review group rules with Director	Parent Notification/ 10 minutes out of group activity/ Review group rules	Meeting with Parent /Put on Behavior Plan/Review group rules
<b>Using foul language</b>	Verbal warning from Counselor/ Review group rules	Verbal warning from Director/ Review group rules	10 minutes out of group activity/ Review group rules	Parent Notification/ 10 minutes out of group activity/ Review group rules	Meeting with Parent /Put on Behavior Plan/Review group rules
<b>Lying/ Stealing</b>	Verbal warning from Counselor/ Review group rules	Verbal warning from Director/ Review group rules	10 minutes out of group activity/ Review group rules	Parent Notification/ 10 minutes out of group activity/ Review group rules	Meeting with Parent /Put on Behavior Plan/Review group rules *
<b>Teasing/ Bullying</b>	Verbal warning from Director/ review group rules/ Parent Notification	10 minutes out of group activity/ Review group rules/ Parent Notification	Parent Notification/10 minutes out of group activity/ Review group rules	Meeting with Parent /Put on Behavior Plan/Review group rules	1 Day Suspension if Behavior Plan is broken *
<b>Hands on fighting</b>	Verbal warning from Director/ Review group rules/ Parent Notification	10 minutes out of group activity/ Review group rules w/ Director/ Parent Notification	Meeting with Parent /Put on Behavior Plan/Review group rules	1 Day Suspension if Behavior Plan is broken *	Withdrawal from the program for the duration of the school year.

\*Severity Clause: In the case of extremely severe incidents (extreme violence/bullying/ disrupting), the participant may be removed from the program and will not be allowed to return for the remainder of the school year.

## **Kid's Space @ 24 Daily Schedule**

2:10 – Pick-up from Classrooms

2:30 – Attendance and Snack

2:50 – Enrichment Class #1

3:45 – Homework time with Group Teacher

4:15 - Enhanced Enrichment Dismissal

4:45 - Homework session ends for Full Day Students

4:50 – Enrichment Class #2 for Full Day Plus Students

5:00 – Group activities for all students not enrolled in a second enrichment class

6:30 - Dismissal

## **Contact Information**

Charlie Schiller, MS Edu.  
Director of Kid's Space @ 24  
[Cschiller@RiverdaleY.org](mailto:Cschiller@RiverdaleY.org)

After School Hours: (718) 796-8845, ext. 1000  
All Other Times: (347) 913-4972 (office)  
(917) 504-2927 (cell)

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Asst. Director of Kid's Space @ 24  
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Maryum Hussain, MD  
Kid's Space @ 24 & Enrichment Class Coordinator  
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Dara Garcia  
Director of Camp, Family & Youth Services  
[DGarcia@riverdaleY.org](mailto:DGarcia@riverdaleY.org)  
(347)913-4440

## **Kid's Space @ 24 PARENT AFFIRMATION**

I, \_\_\_\_\_ have received a copy of the Kid's Space @ 24 Parent Manual. I understand and agree to all of the contents of the information outlined in this document.

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Name of Child in program

\_\_\_\_\_

Date \_\_\_\_\_