

VILLAGE OF BRIARCLIFF MANOR RECREATION DEPARTMENT
48 Macy Road ~ Briarcliff Manor, NY 10510
(914) 941-6560

After School Program Additional information

PLEASE READ:

Please familiarize yourself and your child with the following program guidelines. This will make the transition from the school day to the Afterschool Program an easy one for all. If you have any questions regarding the program, please DO NOT call Todd School. Although we utilize their facilities, they do not run the program. All questions should be directed to **Karen** at the Recreation Department **941-6560** or kkuzio@briarcliffmanor.org

Registration for the Afterschool Program is held by lottery. To be considered in the lottery, your registration form must be completed fully and turned into the Recreation Department by **Friday, January 15th by 12 noon**. Anyone who does not register by the lottery deadline will be required to pay a \$15.00 late fee per child, no exceptions. After the lottery, you will receive an e-mail notification for the class(es) in which your child has been enrolled, or you will receive your check(s) back for any classes in which we could not enroll your child. If you have not received anything through by January 27th, please call the Recreation Department, 941-6560 for confirmation.

Please do not register for an Afterschool class held the same time as another activity in which you have enrolled your child. You will not be refunded.

Tarrytown YMCA Participants!

If your child(ren) participate in the Tarrytown YMCA program they can still participate in one or more of our After School enrichment classes. At the conclusion of each class, the child will be released to a YMCA staff member. Just make sure you indicate on the registration form they are going to the YMCA program. Make sure that you inform the YMCA that your child needs to be signed out of our program by one of the staff by 4:00pm.

Wait Lists

If the class that your child desires is filled at the time your registration is picked during the lottery, your child will be placed on a wait list. If they are #1, 2 or 3 on the wait list, your check will be held until the first week of classes. If your child does not get enrolled in the class by this time the check will then be sent back to you.

Refunds

No refunds will be considered once the lottery has taken place, unless a class is canceled due to insufficient registration. In rare cases, a participant may encounter an unforeseeable and unavoidable situation that they feel may warrant a refund of fees paid. These situations will be reviewed on an individual basis by the Superintendent, who will then make a determination for a refund. A processing fee of \$10.00 will be retained by the Village in cases where refunds, partial or full refunds are granted.

Teacher Notification

The Briarcliff Manor School District has asked that you please send a note to your child's teacher each day that your child is enrolled in a class, indicating whether your child **will** or **will not** be attending the program that day. You may NOT send one note for the entire year.

Transition from School to the Afterschool Program

Children in grades 1-5 (and full-day kindergarten) will walk from their classrooms to the Todd School gym at dismissal time for all After School classes. Please discuss your child's dismissal plans with your child each evening before attending the Afterschool Program. Half-day kindergarten students should be brought to the

Todd School gym no later than 3:00pm. Please walk your child to the gym, and check in with program supervisor. DO NOT drop them off at the front door and expect them to get to the gym themselves. Please be prompt in dropping off and picking up your children.

Upon arrival to the gym, the Afterschool Program Supervisor will take attendance. The students will then be assigned to an area in the gym where they will gather with others in the same class to await the arrival of the instructor. The instructors will then escort the students to their respective classroom and take attendance again before beginning.

During the time between school dismissal and the beginning of the classes, our Program Supervisor will supervise the students. The students are expected to obey the Supervisor and will not be permitted to climb on or play with any gym equipment or facilities. Children will be responsible for their own litter.

Student Behavior

The participants are expected to behave appropriately at all times and to follow the directions issued by both the Program Supervisor and the class instructors. Children who are disruptive, uncooperative or disrespectful will be removed from the program with no consideration for a refund.

Afterschool Program Dismissal

The After School Program will start at 3:00 PM and end at 4:00 PM.

For the safety of the children, **you must sign your child out of the program**. Please park your car and meet your child in the lobby of the main entrance. Please be respectful of the Program Supervisor and arrive on time. If someone other than the persons listed on the registration form is picking up your child, please send a note along with your child to inform the Program Supervisor of your plans. No children will be permitted to walk home from the Afterschool Program.

The Program Supervisor has been directed to call the emergency contacts starting at 4:05 PM, to request that your child be picked up, after phone calls to the parents have been made. Excessive lateness in picking up your child, may result in dismissal from the program.

Class Schedule or Cancellation

The classes will take place on the dates listed in the Afterschool Program Brochure. If the Briarcliff Schools are closed, the after school classes will be postponed. In case of inclement weather during the school day, which results in school closure, the Afterschool Program will also be postponed. Once the School notifies the Recreation Department, the following system will be used.

- # 1- The Recreation Department calls all numbers listed, until they make direct contact with a parent. If a parent can not be reached by 2:30pm, child will stay with recreation personnel until the child is picked up.
- # 2 – Parent calls school ONLY when child is going home in a different manner than they normally do. If they normally ride the bus – we will automatically send them on their regular bus, however if you are going to pick them up, the parent MUST call the school to make alternative arrangements.

In the case where a specific class must be canceled, parents will be notified as soon as possible so that school dismissal can be handled appropriately. If a parent cannot be reached, the child must report to the gym, and the staff will supervise a homework session until dismissal. When the classes are postponed, the make-up date printed in the brochure will be used.

Emergency Evacuation Procedure

If the school building is evacuated for any reason, parents will be notified. If parents can't be reached, the emergency contact person will be called. If no one is available, the children will be brought to the Briarcliff Municipal Building for dismissal. A sign indicating this will be posted on the School's Main entrance door.

Questions

If you have any questions, please feel free to contact Karen at the Recreation Office at 941-6560 or kkuzio@briarcliffmanor.org **Please DO NOT direct your questions to Todd School.**