

Croton Academy of Arts (CAA) After School Care Program - Family Handbook

Since 2003, Croton Academy of Arts has provided unique programs that foster creativity, communication, self-awareness, confidence, and social interaction. Our guiding principles for the Croton schools is to provide a warm, safe, supportive, enriching and creative environment for all students. Croton Academy of Arts After School Program is licensed by the Westchester Child Care Council to provide after school care to Grades K-7.

PROGRAM SCHEDULE

CET 2:30-6:00 pm (grades K-3)	PVC 3:00-6:00 pm (grades 4-7)
-------------------------------	-------------------------------

ADMISSIONS POLICY

It is CAA policy to admit students of any race, creed, color, gender identity national or ethnic origins.

REQUIRED FORMS FOR ATTENDANCE AT CAA AFTER SCHOOL

In order to secure a child's spot in the program, families must register online and submit the Contract, Pick Up Authorization/Emergency form, CAA Health Information and, NYS Day Care enrollment form.

Additional Allergy Forms (if applicable): If your child has special health issues, asthma, food allergies or food intolerances 2 additional forms will be required: OCFS 7006 Individual Healthcare Plan Form and an Allergy Emergency Form 0792 attached to the contract.

Please note that we do not have authorization to administer medication.

All forms must be completed in their entirety, signed and submitted before the child attends the program.

If any children have been exposed to a contagious disease, families will be notified. If your child is exposed to or contracts an illness which could affect others, you are required to contact us immediately.

PROCEDURES:

ARRIVAL/ PICK UP

CET - (914) 271-2829 - students Grades 1-3 walk to our program from their classrooms. Kindergartners are brought to our program by a teacher until mid year. Pick up is any time up to 6:00 pm.

PVC - (914) 271-1044 - Students, grades 4-7, report directly to our program immediately after school. Students may participate in PVC after school clubs or homework helping period before checking into CAA but caregivers must inform the Site Supervisor in advance. 4th grade students are bussed from CET to PVC each day. Pick up is any time up to 6:00 pm. Caregivers will call our PVC (914) 271-1044 and we will escort your child to you.

After attendance, students may take advantage of a variety of activities each day including indoor and outdoor games, fine arts & crafts and science & nature study.

CAA offers after school care for two to five days weekly. As a service to our after school families and responding to their needs, we offer an emergency drop-in program, for a single day, when the need arises. We offer this program pending space reflecting the regulated child/teacher ratio for any given day.

PICK UP/AUTHORIZATION - CAA staff cannot release a child to any person other than those listed in our parent/guardian contract.

PVC - Staff will meet caregivers at Door #19 to sign their children out. PVC students may be released as walkers with written caregivers permission.

CET - Staff will meet caregivers at the back entrance of CET to sign students out.

TUITION AT CET/PVC AFTER SCHOOL/ PAYMENT METHOD

Tuition is charged based on a 10 month school year and divided into 10 uniform monthly payments. (Tuition is not specific to individual days - holidays, early dismissals, snow days, sick days or personal absences.)

1. After registration, we will process the first month's tuition. Future charges are processed on the 25th of each month. All monthly charges are made through the CAA website using the credit card information you used to register. Credit card information must be kept on file. *We are unable to accept American Express cards for monthly tuition payments.* Families are responsible to update and change credit card information as needed. Families receive an automatic email prior to each month's charge on the 15th of each month.

2. Families must notify the After School program in writing to decrease or add days, dependent on availability, by the 20th of each month for the following month. There will be no charge for schedule changes if they occur *before* the next month's tuition is charged. Reminder: It is the family's responsibility to notify the classroom teacher and transportation department of dismissal changes.

If a change is requested after tuition is charged, a \$30 processing fee will be charged.

Monthly Tuition rates:

	1 Child	2 Children	3 Children
2 days / week	\$ 325	\$575	\$775
3 days / week	\$ 425	\$ 765	\$1000
4 days / week	\$ 495	\$ 875	\$ 1150
5 days / week	\$ 555	\$975	\$ 1265

Please contact Croton Academy of Arts if you plan to send two or more children on different days of the month. A custom tuition payment schedule must be implemented.

3. Drop in tuition - The CAA drop in program is available on an emergency / as needed basis, to families currently enrolled in the after school program. The fee is \$45 per child per day or \$70 for two children/per day. Families will need to make arrangements at least a day in advance to guarantee that there will be enough space available on any given day.

ADDITIONAL POLICIES

Calendar, early dismissals and school closures: The program adheres to Croton-Harmon's academic calendar, and weather-related or other early dismissals. Each family should have at least two emergency contact numbers, including one that is local, for emergencies.

CAA and the CHUFSD have procedures in place to inform school district families of emergency procedures. CAA After school care is not open on half days, early dismissal days or for Parent/Teacher Conferences.

ABSENCES/DISMISSAL CHANGES: Families must contact CAA at afterschool@crotonacademy.org for any absences. CET & PVC schools and the transportation department. do not share attendance information with Croton Academy.

Monthly schedule Changes

Email CAA to request changes to a child's schedule to either drop or add days or to discontinue the program. Days may be dropped at any time but we cannot hold spaces. Days may be added if there is space in the program on any given day. Notification after the 20th of the month will result in tuition charges according to the current contract. Notify CAA, PUPS, the CET/PVC classroom teacher in writing of schedule changes.

Child Abuse and Maltreatment

CAA is mandated by the New York State Office of Children and Family Services to report any suspicion of child abuse or maltreatment. Reports will be submitted when any member of CAA staff has reasonable cause to suspect that a child whom the reporter sees in their professional capacity is abused or maltreated.

Conferences/Concerns: Should issues or concerns arise, the CAA Site Supervisor and/or Director will contact each family and a CAA Director to discuss the situation. Conferences may be requested at any time by the family, or by CAA staff as needed. CAA encourages prompt and direct resolution of parent/guardian concerns.

Behavior guidelines: Safety is our priority and our goal is to provide a supportive environment where each child may grow and develop. This means that we must hold our children accountable for their actions by teaching personal responsibility. Hitting, kicking, bullying and other harmful behaviors are unacceptable and will be dealt with on an individual basis.

Discipline issues should be directed to the Site Supervisor.

- First offense: Quiet time, speak with Supervisor. Provide a small break to reassess and reconnect.
- Second offense: A mandatory incident report must be written, filed, and shared with the family.
- Third offense: The child must be picked up immediately and may be suspended depending on severity of offense.

In circumstances where there is a serious act of physical violence or verbal abuse toward another child or adult in the program, the family will be notified immediately and the student may be suspended or asked to leave the program.

Withdrawal requested: Our program may not be appropriate for a particular child or family. The Directors reserve the right to ask that a child be withdrawn from CAA. If a child is asked to withdraw, tuition payments will cease immediately and any advance tuition payments will be refunded.

Administration

The CAA Board of Directors is an elected body of local business and arts professionals interested in furthering the goals of Croton Academy. The Board meets quarterly and, as needed, to oversee policies and practices for the operation of CAA.

Staff

Staff are responsible for the care of CET/PVC students during after school hours. Their aim is to provide a wide variety of activities for children to choose from as well as promoting an atmosphere of warmth, safety and creativity. We are dedicated to meeting the needs of both our children and their families for quality after school care. We will adhere to the New York State Department of Children and Family Services licensing requirements for student/staff ratio. The administrative responsibilities of CAA are carried out by the Director and Assistant Director with extensive experience in child care, artistic and recreational programming. The Site Supervisors will work closely with staff members and parents/guardians.