

FAMILY HANDBOOK Croton Academy of Arts (CAA) After School Care Program

Update: 9/9//22

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 CET and PVC schools is to provide a warm, safe, supportive, enriching and creative environment for all students. We will continue to encourage confidence, self-respect and respect for others in our programs.

PROGRAM SCHEDULE

CET 2:30-6:00 pm (grades K-3) 6:30 for late pick up	PVC 3:00-6:00 pm (grades 4-7)
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Croton Academy of Arts After School Program is licensed by the Westchester Child Care Council to provide after school care to Grades K-7.

Students will first check-in for attendance and a health check. Daily snacks are provided by CAA and by the NYS CACFP (Child and Adult Care Food Program).

After attendance, students may take advantage of a variety of activities each day. These may include indoor and outdoor games, fine arts & crafts and science & nature study. We also offer a twice weekly Crafts program at CET.

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.

After School Program Procedures

CET - 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 6:00 pm unless pre-arranged for late pick-up. There will be a limited number of late pick-up opportunities available. Our dedicated number is (914) 271-2829.

PVC - Students, grades 5-7, will report directly to our program either immediately after school or after homework helping period. Our program will be notified in advance whether a student is attending the homework period. 4th grade students will be bussed from CET to PVC each day. Pick up is 6:00 pm. Caregivers will call our PVC number (914) 271-1044 and we will escort your child to you. Staff must be contacted for any emergency that entails a late pick up.

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 parent/guardian permission.

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

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. CAA welcomes community volunteers, such as teachers and students to add to the overall enrichment of our program.

Admissions Policy

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

Registration

In order to secure a child's spot in the program, families must register online and submit the following forms for each child: Croton Academy of Arts contract which contains the Pick-up Authorization/ Emergency contact form, CAA health information form and NYS day Care Enrollment form. All forms must be completed, signed and submitted prior to attendance in the CAA program.

Tuition Payments

After the first month's tuition payment, future charges will be processed on the 20th of each month, for the next month's attendance, through the Croton Academy of Arts website. Credit card information must be kept on file through PayPal. Families will receive an automatic email notification prior to each month's charge. Families will pay a yearly \$25 registration fee in addition to the program tuition. After the first month of tuition, families will be notified automatically by email prior to the next monthly tuition charge. Changes to schedules must be made no later than the 15th of each month for the next month. Tuition is non refundable unless a student is asked to withdraw from the CAA program.

Early dismissals, snow days, sick days and personal absences do not reduce monthly tuition charges and cannot be substituted or refunded.

Cancel option online. Families wishing to leave the CAA After School Program may cancel their membership at any time and will not be billed for future months. By canceling membership, families will relinquish their membership for the school year and will need to re-register to enroll their child(ren), if space allows.

Sibling discount: Families with two children will register at the discounted 2 children rate for each month. Families with 3 or more children will register at the discounted multiple child rate for each month. Parents must select that option during registration.

Policies and Procedures

Absences: It is the responsibility of each family to notify CAA in the event that the child will not be attending their program as scheduled due to illness, vacation, play dates, etc. Please be aware that every precaution is taken by our staff to ensure each child's safety. Failure to notify CAA staff or the Main Office at CET/PVC of an absence causes unnecessary alarm.

Schedule and Changes

Notify CAA of any changes to a child's schedule for dropping or adding days or discontinuing the program. Notification with less than fifteen days notice will result in tuition charges according to the current contract. Notify CAA and PUPS or the CET/PVC classroom teacher and at CET, Laura Sherry at the Welcome Center (laura.sherry@chufsd.org) in writing of any schedule changes.

Snow Emergency Days / Half Days

CAA will close on all snow emergency days announced by the Croton Harmon School District.

Early dismissals for weather or other school scheduled days will alter the pick up times. Each family should have two emergency contact numbers for pick up. CHUFSD will 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.

Medical forms/contagious diseases

Failure to submit all completed medical forms with immunization records will delay acceptance into the CAA Program. The program will need a separate copy of your child's medical forms. We do not have access to the forms filed with each school. The New York State Department of Children and Family Services makes this an absolute precondition to any child's participation in any extended child care program.

*If your child has special health issues, asthma, food allergies or food intolerances additional forms will be required. Please note that we do not have authorization to administer medication. Please fill out the applicable forms:

- Allergies/Anaphylaxis:
<https://temp.schools.nyc.gov/docs/default-source/default-document-library/allergy-anaphylaxis-maf-sy-2020-21-acc-2-10-7-20>
- Individual Health Care Plan for Child With Special Health Care Needs:
<https://www.uslegalforms.com/form-library/399658-ocfs-ldss-7006-individual-health-care-plan-for-a-child-with-special-health-care-needs-individual>

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.

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

Should any issues or concerns arise, the CAA Director or an Asst. Director will contact each family to discuss the situation. Conferences may be requested at any time by the family or by the staff as needed. CAA encourages prompt and direct resolution of parental concerns.

Behavior guidelines

The children's safety is our priority. Our goal is to provide a safe, 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. Discipline issues should be directed to the Assistant Program Director.

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 Connections. In such instances, a Director will make every effort to notify a family of alternative programs. If a child is asked to withdraw, tuition payments will cease immediately and any advance tuition payments will be refunded.

Family Participation

We urge families to take an active role in this unique after school program. In addition to CAA teachers offering special workshops, we encourage any parent or guardian with a special talent to make arrangements for a drop in workshop. CAA also welcomes the participation of our families in various aspects of our program; assisting in a special snack, holiday craft, outdoor game, etc.. Please notify a Director if you would like to volunteer and bring your talent or time to our program. Families are also invited to submit any ideas that you believe would improve the program.