



**School Year
Enrollment Packet**



Thank you for your interest in Summit and our programs for the school year! We look forward to seeing your child reach new heights!

PROGRAMS

KINDERGARTEN WRAP AROUND

Description

As children enter our kindergarten wrap around program, our small classroom setting enhances their communication, creative ability, and exploration process, through our enriched curriculum. Our curriculum includes language arts, reading, mathematics, physical fitness and science in a way all children fall in love with learning.

Our goal is to enhance your child in these five areas.

- Building creativity- Children build their own self esteem by engaging in dramatic play, music and large group activities. We also encourage creativity through the use of writing in children.
- Communication-the use of communication is encouraged in reading aloud, asking questions, and encouraging ideas and feelings. Ideas, problem solving, and questions are all encouraged through group discussion.
- Nutrition and exercise-Large motor play, group games and fun exercises are all ways to educate children on a healthy lifestyle. Nutritional books, activities, and cooking projects are also incorporated to enhance nutritional knowledge.
- Social interaction-we provide a learning experience where children are able to interact in group activities that involve problem solving, and cooperation skills. Smaller group play creates opportunity for growth in confidence for all children.
- Cognitive learning-We provide activities and opportunities to learn in new ways. Mathematics, language arts and reading are all materials touched on daily, As well as an occasional science social studies and cooking projects that all challenge the children in different ways.



PROGRAMS

KINDERGARTEN WRAP AROUND (continued)

Schedule

An example of your child's day is as follows:

11:00am	Arrival of Kindergarten children
11:30-11:45am	Quiet time in big room
11:45am-12:00pm	Afternoon snack
12:00pm	Afternoon calendar/weather/daily activity
12:30 pm	Lunch
1:00-2:15pm	Learning centers
2:15-2:30pm	Free-play waiting for all children to arrive
2:30-5:30pm	Afterschool Program

Transportation

Since Summit Afterschool Care is a NYS licensed program, your children can take the school bus directly to our facility! Transportation is available from all Shenedehowa schools except Chango Elementary. Simply download the alternate transportation form from Shenet.org under the transportation section of the website and follow their instructions.



PROGRAMS

AFTERSCHOOL CARE

Description

During our afterschool program, we focus on four main areas with your child: Health, Fitness, Enrichment, and Homework. Each day, your child will...

- Eat a healthy snack
- Get fit with friends
- Participate in enrichment activities
- Have a structured time to complete their homework

All of the enrichment activities are aimed at giving kids the opportunity to grow in their abilities by participating in different activity centers. Summit is simply a safe, secure, and wholesome place that your kids will look forward to each day and where they will grow to reach new heights!

Schedule

2:30-3:00pm Student arrival, check-in by Summit staff, and healthy snack
3:00-4:00pm Homework & Quiet Time
4:00-5:30pm Enrichment Activities
5:30-6:00pm Students gather personal items, checkout by Summit staff, and departure

Transportation

Since Summit Afterschool Care is a NYS licensed program, your children can take the school bus directly to our facility! Transportation is available from all Shenedehowa schools except Chango Elementary. Simply download the alternate transportation form from Shenet.org under the transportation section of the website and follow their instructions.



ENROLLMENT

To officially enroll your child in one of our programs, all you need to do is read thru this packet, fill out and sign the Student Enrollment Agreement and registration card, and return these items, along with your deposit check. To return these items, you can drop by Parkside Church anytime between 9:00am-6:00pm, Monday-Friday. Please ring bell for entrance to the church located to the left of the main doors. Or, you can send them to Parkside Church, 14 Jarose Place, Clifton Park, N.Y. 12065.

HOLIDAYS

On certain days, the afterschool program will be closed. These days include: Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, Memorial Day, Labor Day, and the Fourth of July.

Early closing days are Christmas Eve and Good Friday where we will be closing at 1:00pm.

STUDENT RULES

The children that attend Summit are to expect respect, patience, courtesy, and caring from all staff. In turn, staff can expect the children to follow some age appropriate rules. The following are rules that you should review with your child before the first day.

Student Rules:

- Respect other children, staff, and property
- Using inside voices
- Keeping hands and feet to oneself
- Sit on the chairs and not on the tables
- Listen to all staff
- Quiet down when counselors use the quiet signal
- Stay with a staff member at all times and NEVER leave the room or area where the activity is without a staff permission
- Adhere to rules regarding building and playground safety
- Refraining from using foul language or other forms of verbal abuse
- No fighting or other physical altercations

If inappropriate behavior becomes consistent, a parent staff meeting may be required to develop a behavior plan. If the behavior does not cease, the center reserves the right to suspend or terminate services.

If a child exhibits more severe behavior, such as fighting, verbal abuse, unprovoked physical altercations, endangering the welfare of others, assault, vandalism, running away from the program, hiding from staff or leaving the program area without staff supervision, a suspension of 3 to 5 days will be issued. If severe behavior continues upon returning to the program, services will be terminated.



POLICIES

Notification Policy

All parents of school age students are expected to notify Summit of their child's absence or early dismissal from school as soon as they are aware by calling 557-2690. All parents must sign up in advance for optional care to ensure coverage for their children.

Check-In Policy

A Summit staff member will check-in your child at the facility each day. If your child is not dropped off at our program and you did not provide notification to us, you will be contacted immediately if we could not obtain verification from your child's school regarding his/her absence or early dismissal.

Pick-up Policy

Parents or guardians picking up children must be registered on file with the Summit Afterschool Care program, provide proper identification and sign out their child at the time of pick-up each day in the presence of a Summit staff person.

Sick Child Policy

Children who develop symptoms of illness, headaches, fever, stomach aches, vomiting, etc. will be allowed the opportunity to rest in an area away from the rest of the group, yet in full view of staff. You will be notified of your child's illness and asked to pick up your child up as soon as possible. Your child cannot return for 24 hours from the time he or she leaves the program.

Severe Weather/Natural Disasters Policy

Severe weather is to be expected during the winter months. When the weather is severe enough to cause public/private school closings, delays and early dismissals, in general, this will not result in our programs being cancelled. On days where there is a school closing or delay, we will only delay our opening until 9:00am, unless the weather is too severe. To verify if Summit had to close for the day, please check the local news stations for notification.

In the event of a natural disaster or any occurrence in which our programs cannot remain in the building, children will be escorted and/or transported to our designated alternate location at 16 Jarose Place, and 17 Jarose Place if necessary, both of which are next to the facility, and parent phone calls will be made from there.

Evacuation Plan

In the event of an emergency where children and staff need to relocate, parents will be notified after all persons are evacuated and safe. Our primary evacuation site is 16 Jarose Place Clifton Park NY (walking distance); our secondary evacuation site is 514 Grooms Road Clifton Park NY (walking distance).

Finger Printing Back Ground Check Policy

All School Age Child Care Staff are required by New York State law to be fingerprinted before their employment.



POLICIES (Continued)

Discipline Policy

The purpose of discipline is to guide and assist children to resolve their own conflicts and to regain control of themselves. Each day, some children will have a difficult time following the rules or controlling their temper, etc. Minor behavior problems will be talked about with that child. We will ask the child if everything is okay. It may be that the child is just having a bad day. If, after speaking with the child, the problem does not subside, it may be necessary to redirect and separate the child until such time as the child regains self-control and can return to the group.

Redirecting and separating a child from their group is only be used as a last resort. Before and after every redirection and separation time, staff will talk with the child and be sure that they understand why they are being separated from the group. There are several guidelines that staff must follow when redirecting and separating a child:

- Use this procedure only when a child is out of control
- This procedure should be used as a time for a child to regain their composure.
- The separation area **MUST** be in full view of a staff person.
- Before and after this time, the child must be spoken with.
- Whenever a child has to be redirected and separated, be sure to make a note of it in the logbook.

At times, behavior problems may become continuously disruptive or more serious. Examples of this type of behavior may include children physically hurting other children, property damage, continual fighting, verbal abuse toward staff, and constant use of abusive or foul language. In extreme situations, it may be necessary to remove a child from the program if the behavior does not improve. The afterschool program director will make this decision.

Communication Policy

It is our goal to keep you properly informed about our programs and your child's progress. To achieve this, we provide you with this enrollment packet, post items of interest on the bulletin board for you to review, place correspondence in your program mailbox, and will hold conferences with you upon request. At times, we will send information home with your child.

As the child's parent or guardian, you are encouraged to observe the program and are welcome at any time. We also encourage you to bring your questions, suggestions and complaints to the attention of our director.

Parent Resources

OCFS Regulations - http://ocfs.ny.gov/main/childcare/daycare_regulations.asp

Healthy Living - http://kidshealth.org/kid/stay_healthy/

Child abuse - http://memphiscrisiscenter.org/?page_id=66

Child Care Complaint Line - <http://ocfs.ny.gov/main/childcare/safety.asp>



POLICIES

(Continued)

Payment Policy

All payments for each week of regular care, along with payment for care on school vacations and days off that you sign up for, must be made at least one week prior to the Monday of the week when the care of your child will be taking place. A payment calendar is available for all parents to aid in understanding the amounts to pay each week along with payment deadlines. Payment for care on days when school closes due to severe weather is to be made at drop off or pick up of your child that day.

All payments must be either sent in the mail directly to our facility, or placed in the secure, drop off safe. Please do not send any payments to school with your children or give them to any Summit staff or director. No Summit staff person is allowed to receive any payments from parents or guardians. Any cash payments must be sealed in a secure envelope labeled with your full name and your child's name(s). We do not recommend sending cash payments in the mail.

In the event that payment is not received in advance, we cannot guarantee care for your child for the week toward which the payment applies due to staffing requirements and scheduling. If we can accommodate your child, he or she will be allowed to attend, but payment is expected upon your arrival to pick up your child before that week's care is completed. If payment is not received after care has been received, you will be given a late notice to serve as a helpful reminder to submit payment for the care received. In the unfortunate event that payment is not received for two weeks of care received, your child will not be able to return to the program unless a payment arrangement is made in writing with one of the Summit directors or the Summit business administrator.

If you have submitted payment for care, but need to cancel and would like to receive a refund, you need to provide notice at least one week prior to the Monday of the week when the care of your child would have been taking place. Any refund requests received after the above deadline cannot be guaranteed due to staffing requirements and scheduling. No reductions in payment are to be made based upon whether or not your child was in attendance on certain days unless agreed upon in advance.

Late Pick-Up Policy

In the event that you find you are going to arrive after 6:00pm, please contact Summit by calling (518) 557-2690 immediately. A Summit staff person will remain with your child until you arrive. There will be a charge of \$5.00 per every 10 minutes you're late for pick-up. It is understood, though, that emergencies arise (highway accidents, etc.) that occasionally prevent the timely pick of one's child. In these instances, please contact the afterschool program director to request having the charge waived.



STUDENT ENROLLMENT AGREEMENT - PAGE 1 OF 3

NAME OF STUDENT _____ DOB: _____

SCHOOL: _____ GRADE: _____

NAME OF STUDENT _____ DOB: _____

SCHOOL: _____ GRADE: _____

NAME OF STUDENT _____ DOB: _____

SCHOOL: _____ GRADE: _____

NAME OF PARENT or GUARDIAN 1 _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ DATE OF BIRTH _____

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

E-MAIL _____

NAME OF PARENT or GUARDIAN 2 _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ DATE OF BIRTH _____

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

E-MAIL _____



STUDENT ENROLLMENT AGREEMENT- PAGE 2 OF 3

PROGRAM RATES

Kindergarten Care Only	\$ 85.00 per week
Kindergarten and Afterschool Care	\$130.00 per week
Afterschool Care Only (Grades 1 & Up)	\$ 65.00 per week

Note: Multiple child discounts are available for families with three (3) or more children.

Optional Care

School Vacations and Days Off	\$30.00 per day
School Half Days:	\$20.00 per day
Before School:	\$ 5.00 per day

TUITION

The undersigned agrees to pay the rates listed above in accordance with Summit's Payment and Late Pick Up policies from ____/____/20__ to ____/____/20__ .

In addition to the regular tuition, the undersigned agrees to pay a one-time, non-refundable deposit equal to one week's worth of care, which will be applied to the child's first week of care in the program.

When opting for optional care, the undersigned further agrees to pay for these services according to the rates listed above and in accordance with Summit's Payment and Late Pick Up policies

Note: Discounts may be applied after this agreement. Any discount granted by Summit Afterschool Care will be given in writing and will adjust the above agreement.

Date: _____

Signature of parent or guardian 1: _____

Signature of parent or guardian 2: _____



STUDENT ENROLLMENT AGREEMENT- PAGE 3 OF 3

GENERAL TERMS

I understand that under the terms of this agreement, Parkside Church obligates itself to furnish me with a competent program and suitable facilities.

I understand that my child is to faithfully comply with all the rules of the program and that Parkside Church reserves the right to revoke or terminate any membership at any time. In the event that Parkside Church terminates an agreement, a pro rated refund of tuition will be made if applicable and no further payments will be required. I further understand that there is a separate fee for care on scheduled days off and snow days.

I understand that before my child engages in any physical fitness program that I should consult with my personal physician and advise them of the nature of the program and agree that all exercises are undertaken at our own risk. I understand that there is a risk of personal injury involved in any program and agree that Parkside Church, its staff, employees or representatives shall not be held liable or responsible for personal injuries or damaged or stolen articles inside or outside of the facility.

I further irrevocably authorize the school, its successors and assigns, and those under its authority, to copy, use, publish for art advertising, or any other lawful purpose whatsoever, photographic portraits or video of my child, in which he/she may be included in whole or in part.

NOTICE OF CANCELLATION RIGHTS

You have the right to cancel this contract within seven (7) days from the date of this agreement. Notice of cancellation shall be in writing and delivered to the Summit Afterschool Care in person or mailed by registered or certified mail. This notice of Consumer's Rights is an integral part of this Application and Contract for Membership.

AUTHORIZATION

I acknowledge that I have read, understand, and am in agreement with, the all of policies cited in this enrollment packet and with the terms of this Student Enrollment Agreement.

Date: _____

Signature of parent or guardian 1: _____

Signature of parent or guardian 2: _____

