



## SCHOOL AGE PROGRAM Enrollment Packet For 2008-9 School Year

The New Discovery School Age Program is loosely structured so that before or after a day at school the children can have some fun, socialize, and be creative. If requested by the parent, children may work independently on homework. Our room is equipped for a variety of activities including: IBM computer, board games, art supplies, legos, blocks, chalkboard, and books. Before and After School Care is available before school at 7am and after school until 6pm. Transportation to and from Parkview, Fort Salonga, and RJO schools in the Kings Park School District is available. Parents must complete a form to make New Discovery the child's bus stop. Transportation requests for School-Age Care must be submitted by July 1<sup>st</sup>. After that date, forms may not be processed for the first week of school.

### RATES FOR SCHOOL AGE CARE

Minimum: 5 Days/Week, 1 Hour/Day Per Child

Students cannot drop below the minimum for length of their enrollment

5 hrs/week	<b>\$125 (minimum)</b>	13 hrs/week	\$312
6 hrs/week	\$164	14 hrs/week	\$332
7 hrs/week	\$187	15 hrs/week	\$352
8 hrs/week	\$209	16 hrs/week	\$367
9 hrs/week	\$232	17 hrs/week	\$382
10 hrs/week	\$254	18 hrs/week	\$397
11 hrs/week	\$273	19 hrs/week	\$412
12 hrs/week	\$292	20 hrs/week	\$427

*Registration Fee: \$75  
10% Discount for Siblings  
5% Discount for year paid in full*

An application for enrollment in the School Age Program must be submitted by mail, beginning from February 13 to March 14, 2008. Students currently enrolled in the school age program will be given priority on February 13 ONLY. No applications will be accepted prior to February 13. All applications must be accompanied by a \$75 non-refundable registration fee and a **\$125 NON-REFUNDABLE** deposit. Enrollment applications will be processed in the order received and parents will receive notification of acceptance into the program within 2 weeks. **After March 14, 2008, parents must call for availability.** If space is available, the enrollment application must be submitted **in person within 24 hours**. We have a limited amount of space in the program, so placement is not guaranteed. We will take a wait list when the program fills. Families requesting a schedule of less than 5 days per week, 1 hour per day, will be placed on a waiting list and considered for enrollment after August 31, 2008. **SPACE MAY NOT BE AVAILABLE AT THAT TIME.**

New Discovery  
180 Lawrence Road  
Kings Park, New York 11754  
Phone: 544-0830  
Fax: 544-6252  
[www.newdiscoverykids.com](http://www.newdiscoverykids.com)

The following pages have been prepared to explain our policies and provide information that may be helpful throughout the school year. Please keep it in a convenient place for future reference. New Discovery reserves the right to change existing policies or introduce new policies at any time. We are not responsible for typographical errors.



## School Age Program – General Policies

An incomplete registration may not be accepted. New Discovery cannot make any written or verbal agreements to a child's placement with a requested teacher or other children. To secure a schedule for your child, all forms and fees must be submitted. Prior and current tuition records will be reviewed before the application is approved.

### SCHOOL CALENDAR – EMERGENCY CLOSINGS

New Discovery will announce emergency closings for inclement weather and or other emergencies on radio station WALK (97.5 FM)-WALKRADIO.COM and Cable TV Channel 12 News-NEWS12.COM/LI. All scheduled school activities for that day will be canceled. In the event of a one or two hour delayed opening, New Discovery opens at 10am and there will be NO BEFORE CARE. If Kings Park schools close early due to weather, the bus will bring children to New Discovery unless parents pick them up at their elementary school. Children must be picked up as soon as possible since our school will be closed for the afternoon.

If New Discovery is closed and Kings Park Schools are open, parents must assume responsibility for their children on those days. (Example: New Discovery's school year ends EARLIER than Kings Park Schools' in June). School Age care is available on days elementary schools close early for parent-teacher conferences IN NOVEMBER ONLY. We cannot accommodate children on other closings or early dismissals. Parents must sign up for conference days at least two weeks in advance and availability is not guaranteed. On conference days, a proper lunch and enough healthy snacks for the school day and the time at New Discovery must be provided. The hourly rate of \$8/hr will be charged for Conference Day additional hours,

### WITHDRAWALS

We expect to develop a long-standing relationship with your family. However, in some cases, we may ask you to withdraw your son/daughter. A student may be asked to leave the program in the following circumstances:

1. The student threatens the safety of or becomes abusive towards other students or staff.
2. The student exhibits aggressive behavior.
3. The student destroys property of New Discovery, other students, or the staff
4. The student is repeatedly disruptive to the program
5. The student interferes with the teacher's authority.

A parent may not be permitted to enter the building under the following circumstances: foul or abusive language; lack of cooperation with the staff or director; threats to or harassment of staff, other parents, or students; and inappropriate interaction with students.

### SAFETY

There is to be no use of skateboards, skates, water pistols, or heellies. Use of Frisbees, and paper airplanes and ball playing are not permitted inside the classroom.

### FOOD ALLERGIES

New Discovery is not a peanut-free school. For children with a health provider prescribed and authorized epi-pen, benadryl, or asthma inhaler, the education director must be contacted about procedures for administering those medications. Children may not administer asthma inhalers without direct supervision and the appropriate paper work.

### SICK CHILDREN

If your child becomes sick during the school day and is taken out of school early, please call New Discovery so we know that your child is safe and did not miss the bus. We may send a student home under the following conditions: fever over 101 degrees, vomiting or diarrhea, or any unusual rash. Parents should designate someone who can pick up the student for an illness or emergency. If the student has a rash, he/she cannot return to school without a written note from a health care provider. Parents are asked to use discretion about sending a child to the after-school program if he/she is not well enough to participate in a normal day's activities.

If your child sustains an injury outside of school (broken bone, head injury, a wound requiring stitches), a doctor's note must be submitted stating that the child can return to our program and to what extent he/she may participate in activities.

If your child is injured while at school we will attend to the child, call for an ambulance if immediate medical care is needed, attempt to contact the parent or legal guardian and/or attempt to call the emergency contact if the parent or guardian is not available.

### ACCIDENTS

We take every precaution to make sure your child is safe in our facility. Our premises are carefully maintained and frequently inspected. Children are never left unsupervised. Unfortunately, even in the safest environment, accidents can occur. If you incur medical expenses for your child due to an incident while he/she is under our supervision, we recommend you call your health insurance company for reimbursement. We also carry a Student Accident Policy for your child for any out of pocket medical, dental or accident expenses that your insurance company does not cover.

### DROP OFF AND PICK UP OF CHILDREN

Parents must park and then escort children into the building. Parking is permitted on the street in front of the building and in the front parking lot. Parking is not permitted in handicapped reserved spaces or the Fire Zone in the front driveway. Parking in the rear of the building is for building staff only. All children must be signed "in" and "out" of their classrooms. There will be an \$8 Late Pick-Up Fee each time a child is picked up later or dropped off earlier than his/her scheduled time without prior notification. Our program ends at 6:00pm. Anyone still here after 6:00pm will be charged \$1.00 per minute. The school must be called if someone other than those designated on the permission slip will be picking up your child from school. In order to pick up a child from the classroom, a person must be at least 18 years of age and prepared to show identification if he/she has not picked up your child before. Parents must complete the "Parent Notification of Changes to Child's Record" (pink form available from the office) for the following changes: change in authorization to pick up child and/or emergency contact; change of address; change of child's living arrangements; change of parents' marital status; and/or extended separations due to family illness or death of a family member. *In the event there is any issue regarding custody of a child, New Discovery must be provided with court-issued custody papers that clearly describe the custody arrangements. Any person granted custody in such papers may pick up the child during the times that person has custody and may designate other persons who are authorized to pick up the child at such times. New Discovery may not legally refuse the right to pick up a child to a person having custody of the child.*

Parents are responsible to supervise their children at drop-off and pick-up times. Children are not permitted to run in the hallways or go under the protection bar along the windows outside in the front of the building. Our playground is for the use of children only during class time with staff supervision.

### PARENT /TEACHER COMMUNICATION

General questions or concerns about your child are handled directly with the teacher. Parents can call the school at 544-0830 and leave a message for a child's teacher, rather than discuss concerns about the child at arrival or dismissal time. Depending on the teacher's schedule, she will return calls at her earliest convenience.

### NO SOLICITING POLICY

Parents are not permitted to distribute or post any literature to sell products at New Discovery. We have a parent bulletin section for the sole purpose of displaying community non-profit events for children and/or child health and safety issues ONLY.

## NEW DISCOVERY SCHOOL AGE PROGRAM Enrollment Application

Date: \_\_\_\_\_ Please use **black ink** and give all information requested.

<b>Sponsor Information (i.e.: Mother)</b>		
Name		
Address		
City	State	Zip
Home Phone	Beeper	
Work Phone (daytime phone)	Cell Phone	
Employer		
Relationship to Child		

<b>Co-Sponsor Information (i.e.: Father)</b>		
Name		
Address		
City	State	Zip
Home Phone	Beeper	
Work Phone (daytime phone)	Cell Phone	
Employer		
Relationship to Child		

<b>Student Information</b>			
<u>Name (include last name if different)</u>	<u>Date of Birth</u>	<u>Gender (Male or Female)</u>	<u>Nickname</u>
Student lives with Sponsor _____ Co -Sponsor _____ If other than sponsor or co-sponsor please fill in the following:			
<u>Name(s)</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship to Student</u>
If student does not live with biological mother and/or father, please give any information that is important for New Discovery to know: (Example: divorce, separation, death, illness of parent or custody/adoption of child)			
<u>Brothers/sisters living with student and ages:</u>		<u>Brothers/sisters not living with student and ages:</u>	
If other than Sponsor or Co-Sponsor above are to receive correspondence, bills and notices please indicate name and address:			
<u>Where did you hear of New Discovery? (Circle the appropriate choice)</u>			
Yellow Pages	Pennysaver	Walk-In	Internet
Friend or Relative Name _____			

**180 Lawrence Road, Kings Park, NY 11754      Phone (631) 544-0830      Fax (631) 544-6252**  
[www.newdiscoverykids.com](http://www.newdiscoverykids.com)

**PARENT OR GUARDIAN AUTHORIZATION, PERMISSION**

- The following people, in order of priority, are authorized to pick up my child from school and/or to be called in the event of illness, accident, early school closings or other unexpected circumstances. It is the responsibility of the parent, legal guardian or contact listed below to provide transportation from the facility immediately.

**Authorized Pick Up (APU) Emergency Contact**

**List at least 2 names with phone number and relationship to child (must be 18 years of age)**

Name	Phone Number	Relationship to Child

**Unauthorized Pick Up**

Name	Brief description of why person is not permitted to pick up child

- I give permission for New Discovery to seek emergency medical treatment for my son/daughter along with transportation to a hospital selected by New Discovery in the event that I cannot be contacted immediately. I authorize hospital health care providers to secure all necessary treatment for my son/daughter. I will assume responsibility for all expenses incurred.
- I take responsibility to safely drop off and pick up my son/daughter at his classroom.
- I give permission for my son/daughter to use all the equipment and participate in all activities of the program.
- I agree to comply with the rules and regulations of New Discovery as set forth in the School Age Policies.
- I give permission for my son/daughter to be included in pictures taken at New Discovery, which may be used on our website.
- I give my permission for my son/daughter to view PG movies at New Discovery.

**ENROLLMENT INFORMATION**

<u>STUDENT'S NAME</u>						Number (office use)
STUDENT'S GRADE SEPT 2008:	K	GR1	GR2	GR3	GR4	GR5
	MON	TUES	WED	THUR	FRI	Circle Student's School:
<i>Before Care</i>						PV FS RJO
<i>Drop Off Time</i>						
<i>After Care</i>						PV FS RJO
<i>Pick Up Time</i>						

<b>Signature of Parent or Guardian:</b>	<b>Date:</b>	
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Use this space for any other information we should know regarding your son/daughter's enrollment:

New Discovery cannot make any written or verbal agreements to a student's placement with a requested teacher or other students. New Discovery reserves the right to revise or refuse the above request based on availability or failure of parent/ sponsor to comply with New Discovery policies and General Agreement.. The Enrollment Application must be filled in accurately and in full before the student's registration can be accepted.

**NEW DISCOVERY SCHOOL AGE PROGRAM  
ENROLLMENT APPLICATION**

Student's Name	Grade
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**HOMEWORK**

Would you like your son/daughter to do homework during After Care?	YES	NO
Additional Comments:		

**SNACK-New Discovery does not provide food or drinks**

Do you want to send a healthy (1) breakfast _____ (2)snack _____ with your son/daughter? NO CANDY OR LOLLIPOPS ALLOWED	YES	NO
Do you have a cut-off time for your son/daughter to eat snack?	YES	NO
Additional Comments:		

**RULES FOR SCHOOL AGE CARE**

- 1) **STUDENTS MAY NOT BRING THE FOLLOWING TO NEW DISCOVERY:** a) TOYS, INCLUDING GAME BOYS, CD PLAYERS, HEAD SETS, OTHER ELECTRONIC GAMES, IPODS, OR b) CELL PHONES OR BEEPERS
- 2) Students must be signed out every day at pick up time. Our program ends at 6:00pm. Anyone still here after 6:00pm will be charged \$1.00 per minute.
- 3) If you would like your son/daughter to do homework during After Care, he/she will need to have his/her own supplies every day (example: pencils, pens, paper, rulers, calculators, etc.) After care staff will offer some assistance with homework, but they are not available to tutor students one on one and cannot guarantee that homework is completed.
- 4) New Discovery will announce emergency closings for inclement weather and or other emergencies on radio station WALK (97.5 FM)-WALKRADIO.COM and Cable TV Channel 12 News-NEWS12.COM/LI.
  - i) In the event of a one or two hour delayed opening, New Discovery **opens at 10am** and there will be NO BEFORE CARE.
  - ii) If we are closing early, pick up your child or call one of your emergency contacts to pick up ASAP. We must have at least two (2) emergency contacts on file.
- 5) If New Discovery is closed and Kings Park Schools are open, parents must assume responsibility for their children on those days. (Example: New Discovery's school year ends EARLIER than Kings Park Schools' in June).
- 6) School Age care is available on days elementary schools close early for parent-teacher conferences. Parents must request care for conference days at least two weeks in advance. If we do not hear from you, we will assume that you are picking up your child at his/her elementary school, and we will not meet the bus. CHILDREN MUST BRING LUNCH ON CONFERENCE DAYS. The hourly rate of \$8/hr will be charged for Conference Day additional hours.

Parent Signature	Date
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By signing above, I agree to New Discovery School Age Policies as listed in this document and contained in "General Policies".

**\NEW DISCOVERY SCHOOL AGE PROGRAM  
HEALTH AND SOCIAL RECORD**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Has student ever been in a School-Age setting? Yes  No  If so what kind?  
New Discovery  Relative's Care  In Home  Church  Center  Other \_\_\_\_\_

<b>Please answer the following:</b>	<b>Yes</b>	<b>No</b>	<b>Explain</b>
Any existing condition we should be aware of?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is student able to fully participate in all activities?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does student function at an age-appropriate level?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Allergies?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Able to communicate?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Special or restricted diet?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Does student require any medication, therapy, medical treatment or assessment while in the program?  
Yes  No  Explain \_\_\_\_\_

Does student require one-on-one care/supervision on a regular basis for a significant period of time?  
Yes  No  Explain \_\_\_\_\_

Does student require any accommodation or modification in order to fully and equally enjoy and participate in New Discovery's group care setting? Yes  No  Explain \_\_\_\_\_  
\_\_\_\_\_

Provide any additional comments and/or information that would be helpful in providing the student with the best possible experience:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, the information I have provided and the statements I have made in this Health and Social Record are correct and complete. I understand that withholding or providing false information herein or in connection with the enrollment process may result in immediate disenrollment of my child. I further agree to update the information in this Health and Social Record as circumstances may require.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## New Discovery School Age Program GENERAL AGREEMENT – 2008-9 SCHOOL YEAR

1. Registration fee AND \$125 DEPOSIT are NON-REFUNDABLE.
2. In order for a child to remain in the program, the minimum charge of \$125 per month must be paid for the length of the enrollment.
3. Tuition is due on the first class day of the month, no later than the 8<sup>th</sup> of the month, regardless of absences or school closings.
4. Tuition statements will be sent for September 2008 tuition ONLY. For all other tuition, it is the parent or sponsor's responsibility on the first of each month to leave payment in the tuition mailbox in the office or mail to NEW DISCOVERY, 180 LAWRENCE ROAD, KINGS PARK, NY. Checks should be made payable to New Discovery with the child's name written on the front of the check. Do not leave cash in the tuition mailbox.
5. A \$25 LATE FEE will be charged for tuition received after the 8<sup>th</sup> of the month and/or for returned checks.
6. If a child is sick on the 8<sup>th</sup> and you cannot mail or deliver your check, you must notify the school on or before the 8<sup>th</sup> in order for the late charge to be waived. There will be no waiver of the late fee when school is closed on the 8<sup>th</sup>. Payment must be received by the last day school is in session before the 8<sup>th</sup>. A late fee will be charged on payments POSTMARKED after the 8<sup>th</sup> of the month
7. All fees are annual (Sept-June), divided into 10 installments, with no credits or make-up days for shorter months, school closings, or absence. Delayed openings, make-up days, school opening in September, and school closing in June may **not exactly** coincide with Kings Park Schools
8. New Discovery tuition policy requires that the first and last month of the school year and the registration fee be paid in full before a child starts school in September. If the June 2009 payment in full is not received by June 8, 2008 and no written explanation has been received, New Discovery will assume that the child has been withdrawn.
9. If a child's schedule increases mid-month, that month's tuition will be charged at the hourly rate for the number of extra days he/she will attend or the monthly rate (whichever is lower). The monthly rate will be charged for the remainder of the school year. When a change is made to a child's schedule at any time during the school year and there is an increase in tuition, that increase must be paid for the current month AND June 2009.
10. There will be no credits against monthly tuition for mid-month changes when the change is to a lesser number of days or hours. Credits against the June deposit will be deferred until May on ALL CHANGES made during the year.
11. For withdrawals taking place before the school year begins in September 2008, parents must submit a letter requesting a refund. The letter should include the child's name, age, days and hours scheduled, and the reason for withdrawal. The June 2009 tuition (LESS THE \$125 DEPOSIT) will be returned providing the family's account is up to date, all charges have been paid, and the conditions of this agreement have been met. September 2008 tuition will be returned only if the school is notified at least 2 weeks before the FIRST DAY OF AFTER SCHOOL CARE. The \$75 per child registration fee will not be returned.
12. For withdrawals after school starts in September 2008, the school must receive a letter at least 2 weeks prior to withdrawal of the child, requesting the return of the June 2009 tuition (LESS THE \$125 DEPOSIT), indicating the child's last day, and giving the reason for the withdrawal. No credits or refunds for partial month's attendance will be given. The June 2009 tuition deposit will be returned as long as the account is up to date and the conditions stated in this paragraph have been met. The \$75 per child Registration Fee will not be returned. There will be no refunds of June 2009 tuition for withdrawals after April 30, 2008.
13. EACH CHANGE OF HOURS TO A CHILD'S SCHEDULE AFTER REGISTRATION THAT RESULTS IN FEWER HOURS IS SUBJECT TO A \$20 PROCESSING FEE. No changes to LESS THAN 5 HOURS PER WEEK will be accepted at any time.
14. ADDITIONAL HOURS: There will be a charge of \$8/hour for additional hours over and above the regular schedule. Extras hours will not be allowed when a family's prior or current tuition is past due. Any portion of an hour will be charged as a full hour.
15. LATE PICK-UP: There will be an \$8 Late Pick-Up Fee each time a child is picked up later than or dropped off earlier than his/her scheduled time.  
Our program ends at 6:00pm. Anyone still here after 6:00pm will be charged \$1.00 per minute.
16. A discount of 5% will be given for pre-payment of a full year (10 months, September to June). **Parents paying annually must follow the requirements for payment of June 2009 tuition as described in #8 above.** Annual tuition is due in full no later than August 8, 2008, in order to receive the discount.
17. There will be a discount of 10% on the lower tuition for the second child of the same family enrolled in the school.
18. New Discovery cannot make any written or verbal agreements to a student's placement with a requested teacher or other students. If it is determined by New Discovery that a student's placement is not appropriate for his/her requested or assigned class, the child's enrollment may be revised or terminated. New Discovery reserves the right to cancel and/or combine classes.

✓ <b>Signature of Parent or Guardian</b>	✓ <b>Date</b>
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**By signing above, I agree to all terms, conditions, and disclosures of this agreement and New Discovery School Age Policies. Enrollment is subject to approval and examination of prior and current tuition records. To secure a schedule for your son/daughter, all forms, fees, and medical records must be submitted. An incomplete registration may not be accepted.**