



School Age Program at NEW DISCOVERY

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: 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 1st. 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	\$125 (minimum)	13 hrs/week	\$328
6 hrs/week	\$172	14 hrs/week	\$349
7 hrs/week	\$196	15 hrs/week	\$370
8 hrs/week	\$219	16 hrs/week	\$385
9 hrs/week	\$244	17 hrs/week	\$401
10 hrs/week	\$267	18 hrs/week	\$417
11 hrs/week	\$287	19 hrs/week	\$433
12 hrs/week	\$307	20 hrs/week	\$448

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, from April 4 to April 23. Students currently enrolled in the school age program will be given priority on April 4 ONLY. No applications will be accepted prior to April 4. 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 April 22, 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 start a wait list when the program fills.

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 - ENROLLMENT REQUIREMENTS

The following must be submitted BEFORE we can accept any student in our program:

- 1) Completed enrollment packet with all requested information, signed and dated, even if the student is currently enrolled.
 - i) Enrollment Application- Pages 5-6 Signatures Required Page 6
 - ii) Health ,Social, Homework & Snack Record -Page 7 Signature Required
 - iii) General Agreement - Page 8 Signature Required
 - iv) Transportation Form-Page 9 Signature Required
- 2) Fees and Deposits (see below). Checks should be made payable to “NEW DISCOVERY”.

FEES AND DEPOSITS DUE

To guarantee a schedule of Before/After School hours for the length of the child’s enrollment, you must select that schedule for the school year and pay the monthly fee. Children must be scheduled and paid for a minimum of one hour per day, 5 days per week. There will be a charge of \$10/hour for extra hours over and above the regular schedule. A different schedule for each week cannot be accommodated.

April 4 to April 23 - APPLICATIONS SUBMITTED BY MAIL ONLY

An application for enrollment in the School Age Program must be submitted by MAIL ONLY, beginning from April 4 to April 23. (Current school age students will be given first priority on April 4th). No applications will be accepted prior to April 4. 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.

If accepted, the balance of June 2012 will be billed and is due June 1, 2011. If the June 2012 payment in full is not received by June 8, 2011, and no written explanation has been received, New Discovery will assume that the child has been withdrawn. September Tuition will be billed and is due August 8, 2011.

April 23 to May 31

After April 22, parents must call to check for availability. If space is available, the enrollment application must be submitted in person within 24 hours. Each registration is to be accompanied by a **\$75 non-refundable** registration fee and **\$125 non-refundable** deposit applied to June 2011 tuition. If accepted, the balance of June 2012 will be billed and is due June 1, 2011. If the June 2012 payment in full is not received by June 8, 2011, and no written explanation has been received, New Discovery will assume that the child has been withdrawn. September Tuition will be billed and is due August 8, 2011.

After May 31

Each registration is to be accompanied by a \$75 non-refundable registration fee, June 2012 tuition (\$125 of the June is NON-REFUNDABLE), and the first month’s tuition.

School Age Program - General Policies

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. New Discovery staff may intervene and not permit a child to go home with a parent who is in an impaired condition. No one under 18 is permitted to pick up a child. There is no curbside drop off or pick up permitted. An adult must escort children to and from the building.

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. Drop off and pick up on time.

- Leave the premises promptly.
- Do not linger in classrooms, hallway, lobby or outside on school grounds for more than 5 minutes
- Our playground is for the use of children only during class time with staff supervision

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.

New Discovery 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, 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 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.

For issues regarding custody of a child, New Discovery must be provided with court-issued custody papers clearly describing custodial 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.

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, lunch must be provided. The hourly rate of \$10/hr will be charged for Conference Day additional hours,

SECURITY

There is a schedule for opening and locking the main doors according to peak arrivals and dismissals. All other doors in the building are kept locked. When the main entrance is locked, visitors must ring a bell. A video monitor in the office shows us who is at the door. We may ask for the visitor's (or parent's) name and name of the child's teacher. There are cameras in the hallways and video monitors in with remote buzz-in entry for the Kings Park School district entrance. Building staff use a code to enter.

FIREDRILLS

As required by NY State, we conduct monthly fire drills to prepare your child for safe evacuation of the building. New Discovery has an emergency evacuation plan created in cooperation with the Kings Park School District's policies for crisis management.

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.

FOOD ALLERGIES & SPECIAL MEDICAL CONDITIONS

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 and paper work completed. 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 for a normal day's activities.

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 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.

INJURIES

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. In the event of a considerable head injury on our premises (one that does not require emergency treatment but is more than a slight bump with another child. parents will be called. The child does not have to be excluded from attendance unless any of the above listed are present. Parents will be given the option to get medical treatment for their child.

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.

BATHROOMS

Children's bathrooms in the classroom are for the children's use only. Adults must use the adult bathrooms in the hall.

CLOTHING

1. Clothing and footwear should be safe and appropriate for participation in all activities.
2. All underwear should be completely covered with outer clothing.
3. New Discovery will not be responsible for jewelry worn to our program.

CLASSROOM RULES

The following are not permitted at New Discovery, and we will not be responsible for personal items of students.

Toys - includes trading cards or other tradable items (no trading of personal property is permitted)

Frisbees, paper airplanes and ball playing are not permitted in the classrooms

Webkins	MP3 players	Cell phones	Water pistols
Game Boys	IPODS	Skateboards	Heelies
DS's	Other electronic devices	Skates	

HOMEWORK

After care staff can provide some assistance with homework, but they are not available to work with children one on one. New Discovery cannot guarantee that homework will be completed.

DISCIPLINE POLICY

Disciplinary actions include: removal from class, suspension, call to parent to pick up the child, loss of privileges, and/ or disenrollment from the program.

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.

NEW DISCOVERY SCHOOL AGE PROGRAM Enrollment Application

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

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

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

Student Information			
<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:			
Where did you hear of New Discovery? (Circle the appropriate choice)			
Yellow Pages	Pennysaver	Walk-In	Internet
Friend or Relative Name _____			

180 LAWRENCE ROAD, KINGS PARK, NY 11754 TEL 544-0830 FAX 544-6252 WWW.NEWDISCOVERY KIDS.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 its displays on or off site or on websites.
- I give my permission for my son/daughter to view PG movies at New Discovery.

ENROLLMENT INFORMATION

<u>STUDENT'S NAME</u>						Number & School Year (office use)		
STUDENT'S GRADE	SEPT	K	GR1	GR2	GR3	GR4	GR5	GR6
		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>								

Signature of Parent or Guardian:	Date:	
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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
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 _____

Please answer the following:	Yes	No	Explain
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 _____

HOMEWORK

Would you like your son/daughter to do homework during After Care?	YES	NO
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SNACK-New Discovery does not provide food or drinks

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

ADDITIONAL COMMENTS

To the best of my knowledge, the information I have provided and the statements I have made 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 my child's information as circumstances may require. By signing below, I agree to all New Discovery School Age Policies

Parent Signature	Date
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GENERAL AGREEMENT – School Age Program

1. Registration fee AND \$125 DEPOSIT are NON-REFUNDABLE. 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. Minimum enrollment of \$125 per month is not eligible for any discounts.
2. Tuition is due on the first class day of the month, no later than the 8th of the month, regardless of absences or school closings.
3. Tuition statements will be sent for September 2011 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.
4. A \$25 LATE FEE will be charged for tuition received after the 8th of the month **AND** for returned checks.
5. If a child is sick on the 8th and you cannot mail or deliver your check, you must notify the school on or before the 8th in order for the late charge to be waived. There will be no waiver of the late fee when school is closed on the 8th. Payment must be received by the last day school is in session before the 8th. A late fee will be charged on payments POSTMARKED after the 8th of the month
6. 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
7. 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 2012 payment in full is not received by June 8, 2011 and no written explanation has been received, New Discovery will assume that the child has been withdrawn.
8. 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 2011.
9. 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.
10. For withdrawals taking place before the school year begins in September 2011, 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 2012 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 2011 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.
11. For withdrawals after school starts in September 2011, the school must receive a letter at least 2 weeks prior to withdrawal of the child, requesting the return of the June 2012 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 2012 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 2012 tuition for withdrawals after April 30, 2012.
12. 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.
13. ADDITIONAL HOURS: There will be a charge of \$10/hour for additional hours over and above the regular schedule. Extra 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.
14. LATE PICK-UP: All children must be signed "in" and "out" of their classrooms. There will be a \$10 Late Pick-Up Fee when a child is picked up later or dropped off earlier than his/her scheduled time. We close at 6pm and there will be a fee of \$1 per minute for pick-up after that time. However, late pick ups are an inconvenience to our staff, interfere with state regulations, and, if persistent, may lead to termination of the child's enrollment.
15. DISCOUNTS: 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 2012 tuition as described in #8 above.** Annual tuition is due in full no later than August 8, 2011, in order to receive the discount. There will be a discount of 10% on the lower tuition for the second child of the same family enrolled in the school. **ANNUAL AND 2ND CHILD DISCOUNTS WILL NOT BE GRANTED WHEN THE DISCOUNT LOWERS TUITION BELOW THE \$125 MONTHLY MINIMUM.**
16. 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 cancel and/or combine classes.
17. School Age care is available on parent-teacher conference days IN NOVEMBER ONLY. We cannot accommodate children on other closings or early dismissals. The hourly rate of \$10/hr will be charged for Conference Day additional hours.

✓ Signature of Parent or Guardian	✓ Date
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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 and fees must be submitted. An incomplete registration may not be accepted. New Discovery reserves the right to change policies, fees and offers at any time and will notify parents of any changes.

KINGS PARK CENTRAL SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT
Transportation Supervisor
(631) 269-3362

REQUEST FOR CHILD CARE TRANSPORTATION
APPLICATION SHOULD BE FILLED PRIOR TO JULY 1st

To: The Kings Park Board of Education
I hereby request childcare transportation for:

Name: _____

Address: _____

Phone # _____ **Emergency #** _____

During the **2011-2012** School year. **Grade:** _____

School Attending: PV FS WTR RJO

Other: _____

Current a.m. Rt: _____ Stop _____

p.m. Rt _____ Stop _____

CHILD CARE INFORMATION

Address of child care: **New Discovery**
180 Lawrence Road, K.P. 11754

Name of responsible adult: **Kathy Ebert** Phone# **544-0830**

EFFECTIVE DATE: _____

Time of care: _____ a.m. _____ p.m.

Parent Signature: _____ **Date:** ____/____/____

New a.m: Rt: _____ Stop _____

p.m.: Rt: _____ Stop _____