



Harbor Country Day School

“Harbor cherishes childhood, cultivates wonder and inspires confident learners and leaders.”



Morning Drop Off and After School
Child Care Program
2018-2019



Harbor Country Day School

17 Three Sisters Road
Saint James, New York 11780
P 631 584-5555 | F 631 862-7664

General Information

For questions please email Christine McBrien, Director of Admission and Parent Relations or call the Main Office at 631.584.5555
cmcbrien@hcdsny.org

After School Child Care

Our mission is to provide a secure, nurturing environment for our students and assist HCDS families who seek after school child care.

- We offer a program that is lively and fun, balanced with time for a healthy snack, exercise, academic-based activities (science, art and technology) and quiet time for homework and/or free play.
- The After School Child Care Program is a service for children who need to stay after school every day or for the occasional day.
- Only currently enrolled students at Harbor Country Day are eligible to participate.

After School Child Care Emergency Contact Form

Child's Name: _____ m/f, age: ____ grade: ____

Parent/Guardian Name: _____

Daytime phone number: _____ Cell: _____
Parent/Guardian Name: _____

Daytime phone number: _____ Cell: _____

Emergency Contact: #1 _____ Relationship: _____

Address: _____

Daytime number: _____ cell: _____

Emergency Contact #2 _____ Relationship: _____

Address: _____

Daytime number: _____ cell: _____

Parent/Guardian email address: _____

I permit the following people/person to pick up my son/daughter:

Name: _____ Relationship: _____

Daytime number: _____ cell: _____

Name: _____ Relationship: _____

Daytime number: _____ cell: _____

Health / Medical Issues / Food Allergies: _____

Parent/Guardian Signature: _____ Date: _____

Hours of Operation

- Morning Drop Off opens at 7:00 AM
- When dropping off preschoolers before 8:30 AM, parents and children will enter through the dining room entrance. Older siblings should go directly to classrooms and should enter through the main door.
- When dropping off k-8th grade students for Morning Care, or for bus arrivals before 8:00, students will enter through the dining room entrance.
- Entrance to the dining room from inside the building will be closed until 8:30 AM.
- K-8th grade students will be released to class at 8:00 AM.
- Preschool students will be escorted to class at 8:30 AM.
- After School Child Care for preschoolers begins at 3:00 PM. After School Child Care begins at 3:30 PM for all k-8 students. After care runs until 6:00 PM.
- Parents can pick-up their children any time before or up to 6:00 p.m.
- There is a \$25.00 late fee, incurred per child, for every 15-minutes after 6:00 PM. Please consider that our staff would like to get home too, and be ready to leave the building promptly.

Registration and Payment

- A monthly calendar is used to select the days your child/ren will participate in After School Child Care.
- Paperwork and payment is due back to HCDS by the 25th of the month prior.
- Clubs payments are made separately.
- There is no additional fee if your child/ren go into After Care following the dismissal of a club.

School Closures, Snow Days, Delayed Openings, Early Dismissal, Illness

- If school is closed for the day, or if school opens/closes early, we will not be holding Morning Drop Off or After School Child Care. Families will be reimbursed for the After School Child Care fee.
- On days when there is a delayed opening, there will be no Morning Drop off
- On days when there is a delayed opening, After School Child Care will be determined based on road safety conditions. You will be reimbursed if we need to cancel After School Child Care.
- There will be After School Child Care services on the following half days of school:
Grandfriends' Day, Winter Solstice, Field Day.

Fees

- \$9.00/hr.
- \$325/month for 14 days or over.
- \$1,500 per semester prepaid
- \$3,000 per year prepaid
- **20% Sibling Discount**

After School Drop-in Policy

- Please contact the Main Office by 12:30 if you want your child(ren) to stay for After Care.
- Should a preschool parent arrive late repeatedly (3:15 PM or later) for pick-up at end-of-day dismissal, we will make every attempt to contact that parent. If we cannot reach a parent, the child will be placed in After School Child Care and an After School Child Care fee of \$9.00 per hour will be charged.
- Should a kindergarten through 8th grade parent arrive late repeatedly (3:45 PM or later) for pick-up at end-of-day dismissal, we will make every attempt to reach the parents and their child will be placed in After School Child Care. An After School Child Care fee of \$9.00 per hour will be charged.

After School Pick-Up Procedures

- Students may only be picked up from After School Child Care by the student's parent(s)/guardian(s) or the individual(s) designated on school records. Parents may send in a note to make changes or additions to a family's designated pick-up person.
- Parents must sign in and out at the Main Office Front Desk, noting the time the student was picked up.

Supervision / Health Issues

- Students in the Morning Drop Off and After School Child Care Programs will be supervised at all times.
- We will provide a healthy snack that is approved for all food allergy issues. To avoid food allergy contamination, we ask that children do not eat foods out of their lunchboxes during After Care.
- Parents will advise the After School Child Care Coordinator, if your child has food allergies or other health issues.

Program

- The After School Child Care Program begins in the dining room with a healthy snack. Weather permitting, students will play outside, followed by indoor activities and homework time. Activities will follow.
- Our homework policy is to provide quiet time for the students to work independently. Should a youngster have questions pertaining to their homework, our staff will assist him or her as much as possible. We will report difficulties to parents and to the teacher, as needed.