



# Harbor Country Day School

*Embracing the extraordinary in every child.™*

## **Morning Drop Off & After School Child Care Program (2020-2021 Academic Year)**



*“Harbor Country Day School cherishes childhood, cultivates wonder  
and inspires confident learners and leaders.”*

17 Three Sisters Road  
Saint James, New York 11780  
631.584.5555  
[www.HCDSNY.org](http://www.HCDSNY.org)



Harbor Country Day School

*Embracing the extraordinary in every child.™*

## General Information

For questions please email Helen Judge at: [hjudge@hcdsny.org](mailto:hjudge@hcdsny.org) or call the Main Office at 631.584.5555.

## 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.



Harbor Country Day School

*Embracing the extraordinary in every child.™*

## Hours of Operation

- Morning Drop Off opens at 7:30 a.m.
- When dropping off preschoolers before 8:30 a.m., children will enter through one of the preschool classroom external doors. Older siblings will enter through the main entrance.
- Grade K-8 students will be released to class at 7:50 a.m.
- After School Child Care for preschoolers begins at 3:00 p.m. After School Child Care begins at 3:30 p.m. for all K-8 students. After care runs until 5:30 p.m.
- Parents can pick-up their children any time before or up to 5:30 p.m.
- There is a \$25.00 late fee, incurred per child, for every 15-minutes after 5:30 p.m. Please consider that our staff would like to get home too, and be ready to leave the building promptly.

## Fees

\$10.00/hr.

\$375/month for 14 days or over

\$1,800 per semester prepaid

\$3,500 per year prepaid

20% Sibling Discount



Harbor Country Day School

*Embracing the extraordinary in every child.™*

## Registration & Payment

- A monthly calendar is used to select the days your child/en will participate in After School Child Care.
- Calendars and payment are due back to HCDS by the 25th of the month prior.
- Clubs payments are made separately.
- There is no additional fee if your Grade K-8 child/ren go into After Care following the dismissal of a club.
- There is an After Care fee for preschoolers going to After Care after 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, until 3:00 p.m.: Grandfriends' Day, Winter Solstice, Field Day.



Harbor Country Day School

*Embracing the extraordinary in every child.™*

## **After School Drop-in Policy**

- Please contact the Main Office by 12:00 p.m. if you want your child(ren) to stay for After Care.
- Should a preschool parent arrive late repeatedly (3:15 p.m. or later) with no prior plan of 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 \$10.00 per hour will be charged, starting at 3:45 p.m.
- Should a kindergarten through 8th grade parent arrive late repeatedly (3:45 p.m. 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 \$10.00 per hour will be charged, starting at p.m.

## **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 their child out and indicate the time of pickup.



Harbor Country Day School

*Embracing the extraordinary in every child.™*

## 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.
- Our homework policy is to provide quiet time for the students to work independently. Should a youngster have difficulty, we will assist him or her as much as possible. We will report difficulties to parents and to the teacher, as needed.
- Students may not use personal electronics for recreation. Electronics are permitted for homework purposes only.



Harbor Country Day School  
*Embracing the extraordinary in every child.™*

## Morning Drop Off & After School Emergency Contact Form

**Child's Name:** \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

***I permit the following people to pick up my  
child in the event of an emergency.***

**Emergency Contact Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Child's Health & Medical Issues or Food Allergies:**

\_\_\_\_\_  
\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_