

PS 372 AFTER SCHOOL PROGRAM

The PS 372 After School Program is available for all children who attend the school. It provides supervised Homework Help and Play between the hours of 2:40pm and 6:00pm. It is run by our principal Ms. Rosa and staffed by Children's School teachers, para-professionals, and when necessary, outside resources. This year, due to the change in the school day schedule, Kids in the Game, will be running the Monday and Tuesday After School program. Registration and sign up is still through the school.

Children are divided into 3 groups: A) Early Childhood (PreK and K), B) Grades 1-2, and C) Grades 3-5.

All children meet in the cafeteria with their respective groups and are given a snack. Parents may provide additional snacks; fresh fruit or vegetables are recommended. They are then escorted to either classrooms, the cafeteria, the gym, or the yard for supervised homework help (support, not tutoring) and play. Parents should check that their child's homework has been completed.

After School begins on the student's first full day of school. There is no After School on half-days, school holidays, or snow days.

REGISTRATION

All students participating in the After School Program, Drop-In Program AND/OR the Enrichment Program must submit the After School Registration Form along with the **annual \$30 registration fee**. Registration and Financial Aid Forms are available in the PTA Center in the cafeteria and online on Inclusions.org. Registration for the After School Program is ongoing.

DROP-IN AFTER SCHOOL

This is designed for parents who wish to use the After School Program on an as-needed basis. Please **email requests to Janine DiLorenzo with the subject line "Drop-In"**. For requests after 2pm, please call the School to ensure your request is received and your child's teachers are made aware. Requests after 2pm may not be granted if our staff-to-student ratio has reached its maximum.

FEES

After School - Fee is \$30/day, 1st sibling rate is \$25/day, 2nd sibling rate is \$20/day.

Credit is not given for days your child is absent as staff has already been hired.

Billing is done on a monthly basis, prior to the month of services. Prompt payment is expected. A late fee of \$15 will apply if your tuition is not received by the 10th of that month. If your bill is more than 30 days past due, your child will not be allowed to attend AS until full payment is made. Payment may be made by check, credit card or cash. Any concerns please contact Janine DiLorenzo.

Financial Aid - is available for demonstrated financial need. Please fill out form if requesting.

Drop-in - Fee is \$35/day. Payment is due the day of service. If your tuition bill for drop-in is unpaid your child will not be eligible for the next requested Drop-In.

Late Pick Up - Pick up is at 6:00 sharp. \$25 from 6:00-6:15 and an additional \$30 from 6:15-6:30. If you are going to be late please call the After school contact number below, late fees still apply. You will sign a late pickup form and the late fee will appear on your next bill. Late fees are per family, not per child. 3 Late Pick-ups will result in suspension from the program for the next 5 scheduled days.

AFTER SCHOOL CONTACT NUMBER: 917-716-5649
Between the hours of 2:40pm-6:00pm. No Texts.

CHANGES, WITHDRAWALS and REFUNDS

Any changes to your child's After School schedule must be sent to the Registrar in writing or by email with at least one week's notice. Please review dates when you receive your monthly tuition bills to ensure your schedule is correct. Accounts cannot be credited if your child misses or will miss a scheduled day. Refunds for cancellation of program attendance will be prorated.

STUDENT CONDUCT

While the Children's School is a Collaborative Team Inclusion School for daytime instruction, the After School Program is not run as a Collaborative Team Teaching model. We do not have the same staff and space resources that are available during the school day, and unfortunately may not be able to adequately serve children who repeatedly require one-to-one supervision. If your child has any special needs it is important that you contact Janine DiLorenzo and Beth Huff so they can prepare for and support your child's specific needs to the best of the Programs ability.

To ensure that the experience is enjoyable for everyone, we have adopted the following policies. Please ensure that you are familiar with them. To be fair to all of the other parents and children, as well as our staff, we cannot modify these policies for individual cases.

Behavior Policy:

- We promote the teaching of personal and social skills emphasizes caring, respect, responsibility, communication, and reflection. Staff will work with children to help them adjust to the program.
- Parents will be informed of their child's behavior should it be continuously disruptive to the program atmosphere. If the child's behavior becomes disruptive or continues to seriously disrupt the program, temporary or permanent removal from the class or program will be considered.
- In the case of physical or verbal violence, Parents will be notified to take the child home. A decision to remove a child from the program is taken on a case-by-case basis.
- We reserve the right to drop students for disruptive behavior of either the child or parent, for non-payment of tuition and for repeated tardiness.

Student Contact Information:

It is the responsibility of the Parent/Guardian who has enrolled the child to keep all contact information up to date, including, but not limited to: phone numbers, email addresses, home addresses, information regarding any change of guardianship, and information regarding alternate contacts or additional persons picking up your child. We are not responsible for failure to contact parents for any reason if such failure to contact parents is due to outdated or erroneous contact information.

General Inquiries / Registration / Billing / Same Day Drop-In Requests:

Janine DiLorenzo, After School Registrar - asregistrar@gmail.com 718-624-5271 ext.5101

DOE Staffing Coordinator: Beth Huff - Beth.Huff@ps372.net

After School Committee: Rose Amato (Principal) - Director. Bridget Nash (Assistant Principal), Beth Huff (DOE Coordinator /Student Affairs), Michael O'Neill (DOE Teacher) - Teachers Union Representative. Janine DiLorenzo - AS Registrar, Nina Crews & Stephen Eustace (PTA Presidents), Radha Korman (PTA Treasurer).

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