



## **ENRICHMENT CENTER**

We encourage the growth and development of the whole child by providing an environment that is nurturing, active and relevant to a child's needs.


### **Mission:**

Provide children with opportunity to:

1. feel good about themselves as capable, unique individuals.
2. make friends.
3. develop their curiosity and enthusiasm for learning.
4. grow in decision making and problem solving skills.

### **Goals:**

To provide:

1. a child-centered environment that encourages competence and self-esteem.
  2. a nurturing, non-competitive atmosphere that fosters an acceptance of the uniqueness of self and others.
  3. opportunities and support for a child to interact with peers and adults in authentic and rewarding ways.
  4. a physical setting that allows a child to safely explore age appropriate activities.
  5. a learning setting that facilitates a child's intellectual growth through guided discovery.
  6. enjoyable and meaningful activities that provide a sense of accomplishment and a positive attitude toward learning.
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**YORKTOWN CENTRAL SCHOOL DISTRICT**

**2005 - 2006 SCHOOL CALENDAR**

**PARENT INFORMATION HANDBOOK**

**ENRICHMENT CENTER OF YORKTOWN, INC.**

**2005-2006**

The **ENRICHMENT CENTER** is a not-for-profit corporation providing school-age child care under the direction of Marianne Minard, the Executive Director. Quality, nurturing care is provided for Kindergarten through fifth grade students in the Yorktown schools.

Marianne Minard, Enrichment Executive Director  
French Hill School 243-8170

Vivian Numme, Controller  
French Hill School 243-8170

**Classrooms:**

Mohansic School Enrichment Center 243-8172  
Crompond School Enrichment Center 243-8173  
Brookside School Enrichment Center 243-8174  
French Hill School Enrichment Center 243-8177

If you have any questions regarding the Center program, please contact your child's Director, or the Executive Director.

We look forward to a happy, healthy and productive year providing your children with quality care.

August	31	Wednesday	Supt's. Conference Day (No Students)
September	1	Thursday	Staff Development Day (No Students)
	2-5	Friday-Monday	Labor Day Weekend (Schools Closed)
	<b>6</b>	<b>TUESDAY</b>	<b>FIRST DAY OF SCHOOL</b>
October	4-5	Tuesday-Wednesday	Rosh Hashanah (Schools Closed)
	10	Monday	Columbus Day (Schools Closed)
	13	Thursday	Yom Kippur (Schools Closed)
November	8	Tuesday	Parent/Teacher Conf. (No Students)
	11	Friday	Veterans' Day (Schools Closed)
	24-25	Thursday-Friday	Thanksgiving Recess (Schools Closed)
December	26-30	Monday-Friday	December Recess (Schools Closed)
January	2	Monday	Happy New Year 2006 (Schools Closed)
	<b>3</b>	<b>TUESDAY</b>	<b>SCHOOLS REOPEN</b>
	16	Monday	Martin Luther King, Jr. Day(Schools Closed)
February	20-24	Monday-Friday	Winter Recess (Schools Closed)
	<b>27</b>	<b>MONDAY</b>	<b>SCHOOLS REOPEN</b>
April	10-14	Monday-Friday	Spring Recess (Schools Closed)
	<b>17</b>	<b>MONDAY</b>	<b>SCHOOLS REOPEN</b>
May	29	Monday	Memorial Day (Schools Closed)
June	<b>23</b>	<b>FRIDAY</b>	<b>LAST DAY OF CLASSES</b>

	<u>Days of Instruction</u>	<u>Supt.-Parent/Tchr. Conf. Days</u>	<u>Holidays/Recess</u>	
August	0	1	0	0
September	19	1	0	2
October	17		2	2
November	18	1	1	2
December	17		0	5
January	20		2	0
February	15		0	5
March	23		0	0
April	15		0	5
May	22		1	0
June	<u>17</u>		<u>0</u>	<u>0</u>
	183	<u>3</u>	6	21

**Snow Make-Up Days will be in the order of April 10, 11, 12.**

**Enrichment Center Fees**  
**Effective September 2005**

**Non-refundable Application Fee**

First Child     \$25.00  
 Second Child \$15.00

**Kindergarten Session AM or PM (based on \$27.00/day)**

<b>Enrollment: Days</b>	5	4	3	2
Monthly Fee	485.00	385.00	290.00	195.00

**After School Session: (K-2) (based on \$21.50/day)**

<b>Enrollment: Days</b>	5	4	3	2	1
AF - Full Session	385.00	310.00	230.00	155.00	75.00
*AE - Early Pick up	295.00	235.00	175.00	115.00	60.00

**After School Session: (3-5) (based on \$23.50/day)**

<b>Enrollment: Days</b>	5	4	3	2	1
BF - Full Session	420.00	335.00	250.00	165.00	85.00
*BE - Early Pick up	330.00	265.00	200.00	130.00	65.00

**\*Early Pick up - If there are more than two pick-ups after 5pm, full session rates will take effect for that billing month.**

Conference Days (additional hours of attendance)	\$8.00/hour
Late Pick Up (each 15 minutes or part of, past 6PM)	\$10.00
Returned Check Fee	\$15.00

**After School Tuition Deductions:**

Early Pick Ups (each day prior to 5PM)	\$5.00 credit**
Each After School PTA activity session	\$7.20 credit

\*\*Full session registration only

The **ENRICHMENT CENTER** is designed for:

- \* working parents
- \* those seeking enrichment and social interaction
- \* those who have a need for steady, dependable care for their kindergarten through fifth grade children.

**PHILOSOPHY**

The goal of the Enrichment Center is to create and foster a warm, caring and safe environment in which each child's emotional, social, and physical development can be encouraged.

Structured and non-structured activities are designed to extend the child's skills and experiences in a family-like atmosphere.

**SPECIAL NEEDS POLICY**

The Enrichment Center is a school age organization dedicated to children of all abilities, cultures, religions, and socioeconomic status. Parents with children requiring special assistance are encouraged to contact the Executive Director.

The Enrichment Center will make reasonable accommodations for any children with special needs. If the participation of a child requires a level of staffing or resources that goes above and beyond "reasonable accommodations" we will invite the family to help us identify any additional sources of support before determining that we cannot accept or continue the enrollment of the child.

**PROGRAM**

The Center offers several programs each with age-appropriate content.

**KINDERGARTEN**

AM Session: 8:45 - 12:25  
 PM Session: 11:25 - 3:15

The Executive Director and the Site Directors design and coordinate the programs. Themes may include - outer space, dinosaurs, nutrition, tools and machines, animals, nature, science and social studies. Structured activities include

music, games, stories, dramatic play, arts and crafts and cooking. Each classroom is well-stocked with good toys and creative supplies. The children are encouraged to enjoy free play in small groups. Community field trips are planned several times a year.

Every day a nutritious snack is provided and may include fresh fruit, cheese, cookies or crackers. Sometimes the children make their snack.

## **Kindergarten Enrichment**

### **K-A.M. Session 8:45 - 12:25**

Children attending the morning Enrichment Center travel from home on their regularly assigned neighborhood bus and are met by a Center staff member when the bus arrives at their school at 8:45 A.M. At the conclusion of the morning session at 12:25, these children are walked to their regular kindergarten classroom by Center staff.

### **K-P.M. Session 11:25 - 3:15**

Students attending the afternoon Enrichment Center session are picked up each day from their kindergarten classroom at 11:25 A.M. by Center staff, before the kindergarten buses leave.

Students who attend either of the kindergarten sessions may, at 3:15 P.M. dismissal, use the regular dismissal buses to return home or by formal registration beforehand, attend the Enrichment Center's After-School Program.

**Lunch** - Children in both A.M. and P.M. K sessions will eat lunch together in the cafeteria with Center staff. They may bring lunch from home or buy lunch through the school lunch program. Children purchasing milk or lunch bring their money in on a daily basis in an envelope clearly marked with their name. (Lunches can be prepaid and recorded on monthly lunch cards which are kept in school.) Checks should be made payable to "Yorktown School District." Students in the afternoon program who need to buy lunch will order it from their Kindergarten Teacher. A monthly School Lunch menu will be sent home with your child. If your child is not in school by 8:45 you must phone in his/her lunch order before 9:00 that morning.

The staff of the Center have been carefully selected to provide a responsible, safe and enriching environment for the children. All are highly qualified professionals. The Executive Director is an experienced teacher and administrator.

The Site Directors of the Kindergarten sessions and the After-School sessions all have extensive educational background and experience in designing, developing and implementing programs for children. All sessions have support staff who were selected because of their experience working with children and their love of children. All staff members are required to regularly attend training courses and workshops every year for a minimum of 15 hours for professional development.

Local college students, Yorktown High School students, senior citizens and residents with skills in a particular area are invited to the program to provide enriching experiences for the children.

### **Center Calendar**

The Enrichment Center follows the Yorktown School District calendar (see back page). If schools are closed due to vacations, holidays, or snow, the Center must also close.

All programs are thoughtfully planned and implemented with the pleasure and safety of your child as our primary goal. Our success depends on this.



There is a discount for families enrolling 2 or more siblings for 1-5 days a week. A 10% discount will be credited to the monthly bill of each child. Also there is a Yorktown Central School District staff discount of 20%.

First month's kindergarten tuition is due prior to start in program. Notices of payment of after school tuition are mailed as soon as monthly attendance records are completed. (This can take up to the second week of the following month).

The Enrichment Center is self-sustaining via tuition. Tuition covers staff salaries, snacks, consumable supplies and equipment. Checks, payable to the Enrichment Center of Yorktown, Inc. and mailed to the Enrichment Center, French Hill School, P.O. Box 878, Yorktown Heights, NY 10598, are due 12 days after the date of the bill. There will be a \$15 charge for each check returned to us as unpaid by the bank and the following payment must be made by money order or cash.

You are responsible for paying your bill on time each month. We understand that there are times when circumstances may make it difficult for you to meet the payment deadline. However, **if the tuition payment is not received in the office by the last work day of the month billed, services will be discontinued until payment is received.**

### Administration

The Enrichment Center is a New York State licensed program. The Center is tuition-based and self-sustaining.

Rooms in each building have been allocated to the Center by the Board of Education.

Staff members are required to notify their Site Director or the Executive Director when repairs are needed on heating, plumbing or telephone systems. The director will communicate the need to the building's head custodian and will complete the "Operations and Maintenance Repair Log."

The building's custodial staff maintains the outdoor play space. Playground equipment is routinely checked and tested for safety. The building's head custodian is responsible for keeping sidewalks free of ice, snow and slippery mud. Staff is required to notify the Site director or the Executive director of any safety issues.

## After School Enrichment

### After-School Sessions K - 2 (French Hill, Mohansic)

Open from 3:00 - 6:00

Each afternoon begins with outdoor play and equipment activities, followed by a choice of organized activities including arts and crafts, gym, computers, and homework assistance. The children may switch to supervised free play activities which include drawing, board games, puzzles, and reading.

The computer room, gym, cafeteria and outdoor fields at both schools are used on a regular basis.

### After-School Sessions 3 - 5 (Brookside, Crompond)

Open from 2:45 - 6:00

These programs are planned and structured to offer activities for this specific age group such as arts/crafts, computer, homework help, sports, games, and special projects. Excellent supplies are provided and the students enjoy the use of many different games and equipment.

Children attending the After-School Centers walk to the center room when school dismisses.

After-school attendees will be given a daily nutritious snack consisting of fresh fruits, hot chocolate, soup, cookies, cheese, juice, etc. If your child has any food allergies, please complete the section on the application and tell the child's Site Director.



## Pick-Up Procedures

The following procedures are in place for the safety of your child:

- A. Children must be picked up by parents prior to 6:00 p.m. Staff should be made aware when the child leaves.
- B. Parents must sign each child out every afternoon. Parents are always welcome to stay with their children. When visiting, it is expected that parents do not sign out prior to their actual departure.
- C. If someone other than the parent is picking up the child - a neighbor, a relative or a friend's parent - we must have authorization, and we will ask for I.D.
- D. A late fee will be charged for parents picking their children up after 6:00 P.M.

The Centers close promptly at 6:00 P.M.

Staff also have responsibilities to their families and although we understand that there will be an emergency from time to time, we appreciate your cooperation in being punctual.



## Medical Emergencies

If an accident or emergency occurs during the after-school session, the Executive Director or Site Director will determine the extent of the injury and notify parents, and if an ambulance is necessary. A Center staff member will accompany the child if emergency treatment is required. **All staff are trained in CPR and First Aid and the Site Director and an alternate staff member are SUNY MAT (Medication Administration Training) certified.**

## Sickness

If your child is taken ill during the regular school day, the school nurse will see the child. The nurse will ascertain as to whether the child should go home.

If the child becomes sick during non-school hours, the parent will be called. Parents who cannot leave work to pick up a sick child, should have a family friend or relative come so the child does not have to suffer further discomfort by staying.

## Administering Medication

The school nurse administers medication during the school day. If the child requires medication after school hours, a written request must be completed and signed by the child's physician as well as the parent. Only trained, qualified staff are permitted to administer medication.

## Tuition: Payment

Tuition for our kindergarten and after school programs is based on an hourly rate. The payment schedule is computed on a 183 day school year (allowing for 3 snow days), divided into ten (10) equal monthly installments. (Please refer to back page for fees). Monthly fees are based on the number of days enrolled. You will therefore not be credited for any absences that occur on the days enrolled unless a change is made to your child's original schedule. We do offer random scheduling for our after school attendees (at the rate of \$23.50 per session) on those unexpected days you require services.

## **Emergency Closings: - Cancelling Programs**

If Yorktown Schools close early due to threatening weather conditions or an emergency, the Center also closes early and parents are notified by Center Staff. Emergency numbers on the application must be kept up-to-date for this reason. If your business or emergency numbers change once you have completed the Center application, please notify your child's Site Director, or the office, 243-8170.

If by 12 P.M. we have been informed that due to weather conditions it is inadvisable for the After-School session to run, those students who would normally be staying will be sent home on their regular dismissal buses. Parents will be called to tell them of our decision. Kindergarten children remain with us until their parents are reached and dismissal arrangements are confirmed.

**If the After-School session has already begun,** but weather conditions worsen, we may call parents and ask if arrangements can be made to pick up at an earlier than usual time.

## **KINDERGARTEN DELAYED OPENINGS:**

### **One Hour Delay**

On a one hour delay, our morning A.M. kindergarten programs in French Hill and Mohansic run from 9:45 - 12:25 ( instead of 8:45 - 12:25) and our P.M. sessions run as per normal (11:25 - 3:15).

### **Two Hour Delay**

On a two hour delay, morning Kindergarten children **do not** come into school at all, but our P.M. kindergarten Enrichment Center programs **are open** from 11:25 - 3:15.

Since there is no A.M. Kindergarten, parents wanting program will need to drive their children to school at 11:25 for their Enrichment session.

The A.M. Enrichment Center sessions of both schools will run from 10:45 to 12:25 ( instead of 8:45 - 12:25).

### **After-School Enrichment:**

On a late opening day, our after-school programs always run as normally scheduled.

## **Behavior**

We are a recreational and educational program and although we want the children to have fun and enjoy themselves, we still expect good behavior and appropriate language at all times. Parents will be notified by the child's Site Director or the Executive Director if there are any problems. We reserve the right to disenroll any child whose behavior is consistently disruptive and harmful to others in the program.

All rules and limits are clearly explained to the children so that there is an understanding of what is expected and that the rules are in place for their safety. Developmentally appropriate methods of behavior management will be used in dealing with unacceptable, inappropriate behavior. Methods to reward and reinforce desired behavior may include offering acceptable choices, natural consequences and when absolutely necessary, a short time (never to exceed 5 minutes) away from the situation to regain composure and self-control.

Repeated behavior which threatens the physical and/or emotional safety of the child, other children or staff (i.e. hitting, kicking, throwing objects, experiencing extreme difficulty responding to intervention) will result in the following:

1. The child will be asked to identify the unacceptable behavior and to offer an explanation as to why it occurred. With assistance from a staff member, the child will explore alternate appropriate behaviors for possible future situations.
2. If the misbehavior continues, an incident report will be completed and the parent will be called in for a conference that same day. A plan of action with the site director, parent and child will be determined.
3. If the misbehavior continues, the child will be suspended from the program 1-3 days depending on the severity of the behavior.
4. The final course of action will be disenrollment from the program.

The timeframe would be within a maximum time limit of 2 months. If suspension is not used and 2 months later the misbehavior reoccurs, the first procedure would be employed.

### **Attendance/Absences**

If your child is expected at the Center, but is sick, you are expected to call the Center -- Brookside 243-8174, French Hill 243-8177, Mohansic 243-8172, Crompond 243-8173 and leave a message. We must know about your child if his/her attendance differs from the application information. All phones have voice mail to record messages. A note should also be sent to your child's teacher so she/he knows there is a change in your child's schedule/attendance. If after-school activities, i.e. PTA activities, scouts, or sports practice affect your child's attendance, or the time your child arrives at the Center, please let us know. We are concerned about the safety of your child. Please help us keep track of your child by informing us of your child's schedule.

### **Change in Attendance Schedule**

Your child may attend the Center on different days from those for which he/she is scheduled only if:

- A. you have contacted the Center your child attends ahead of time;
- B. you receive verification from your child's Center Site Director that your child may attend on the day you requested. The decision will be based on the number of children regularly attending on that day, and adequate staff.

Changes in schedules for our kindergarten programs may be difficult to accommodate.

### **Communications**

A Kindergarten program orientation is held the week before school starts.

During the school year, there are open houses, family nights, community service activities, game days and a Kindergarten science fair.

Newsletters and flyers will be sent home with your child and via the mail system to acquaint you with past activities, plans for future months and information we feel important for you to know. We know our programs will be more successful when there is open communication between you, your child and our staff. We welcome any suggestions you may have.

Please do not hesitate to contact your child's director regarding your concerns. We always appreciate hearing from you. If you would like to talk with someone on staff, please leave a brief message on our voice mail. A staff member will get back to you as soon as she/he can.

The After-School staff usually arrives no earlier than 1/2 hour before program, so phone messages cannot be returned until that time. The Director may not be free to speak to you during session-time so please be patient.

If your concern is not resolved, Marianne Minard, the Executive Director, should be notified at 243-8170. She will return your call if you leave a message.

We would appreciate that you not call the main office at any of the schools to ask the already busy secretaries to relay messages. Please use the Center phones; they are on all the time.

Parents are welcome to visit our programs at any time.

### **Admission**

Enrollment for our kindergarten sessions begins during kindergarten screening. Class size is limited. If demand exceeds capacity, a lottery is held.

Enrollment in the after-school program may be restricted due to staff/student ratio and availability of space.

It is easier for a child to begin anything new at the same time as other newcomers, so we try to encourage new applicants to begin at the start of each month. All applications must be received 1 week prior to starting date in order to be properly processed.

Application forms are in the Enrichment Office, French Hill School, 243-8170. A completed application, a non-refundable application fee, and a copy of your child's most recent medical must be returned to the Enrichment Office at French Hill School. The application will be returned if not complete.