

After School HEROS

(**H**omework, **E**xercise and **R**ecreation **O**n **S**ite)

Parent Handbook

2024 – 2025 School Year

A program by Muddy Sneakers, Inc.



After School HEROS

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Welcome to the After School HEROS program. Enrollment in this program is a privilege we are excited to extend to students attending Fabius-Pompey Elementary and 6th-graders attending F-P Middle School. This packet will provide you with important detailed information about our child care program and help to alleviate questions or concerns you may have. Please read through our policies carefully, as we will be strictly enforcing our rules and procedures to provide the best care and experience possible for the children.

Our Mission

HEROS is designed to provide an enriching, safe and active after school experience for children in grades K through 6, while providing support and peace of mind to their parents and guardians. Our staff is dedicated to helping create real life “heros” by providing a well supervised, caring and instructional environment while instilling healthy values and good moral judgment. By offering homework help and a plethora of activities, we hope to encourage educational and recreational well-roundedness in our young “HEROS”.

Our Motto

Encouraging kids to be well-rounded and grounded

HEROS Schedule

The After School HEROS program starts at school dismissal and ends at 5:30 pm. If your child is enrolled for that day, they are to report to the cafeteria immediately upon being dismissed from their classroom. Attendance will be taken and all children must be accounted for. If your child is scheduled to participate in another after school activity, **parents must directly notify Karen Valentine prior to**, and that student should report to the cafeteria at 3:15. Attendance for these children will be taken from 3:15-3:20. Each day our attendance list will be cross-referenced with the school attendance and after school activity lists to assure that everyone is accounted for. However, **it is the parent's responsibility to notify Karen Valentine directly of schedule changes.** It is NOT the responsibility of the school's office staff to do so. When at all possible, please try to notify Karen of any changes as soon as you are aware of them, as this may change the staffing requirements for a specific day.

Our daily schedule will vary somewhat depending on availability of the gym and the weather. It is, however, our goal to provide gross motor activity time, snack time, arts/crafts/game time and a quiet homework help time each day.

The cafeteria will serve as our home base. The school gym, playground and adjacent fields will be used as much as possible for gross motor, play and sports activities.

An average day might look something like this:

- 2:20-2:50** attendance, socializing, bathroom break, choice play – Legos, K'nex, dolls, games, etc.
- 2:50-3:20** daily craft and/or creative play (ex. paper plate sharks and “store” or “bank”)
- 3:20-3:50** attendance (those joining us after 3:15 dismissal), hand washing, snack & share time
- 3:50-4:35** gross motor time – outdoor play or recreation and sports games in the gym
- 4:35-5:30** homework time followed by quiet play, reading*, crafting, drawing & parent pick-up

*Encourage your child to bring their homework reading with them every day!

Note: If your child did not attend school, they are not able to participate in the After School HEROS program that day.

The After School HEROS program will strictly follow the school calendar. On a day when there is no school, there is also no after school child care provided. **However, in the event that there is an emergency early dismissal or after school activities are cancelled, HEROS will still operate.** An additional charge may be incurred for the added time. If you prefer to follow an alternate early dismissal plan that you submitted to the school at the beginning of the year, please contact Karen Valentine immediately upon learning of the emergency early dismissal to confirm your plans.

Snack: A healthy snack will be provided for your child daily.

Medications: At times your child may need to have medication administered to them. Whenever possible, please have them receive their medication from the school nurse at the end of the school day (2:15).

HEROS Behavior Policy

The number one priority of our After School HEROS program is to keep your child safe, while creating a fun and playful environment. Therefore, it is important for children to adhere to the rules and safety guidelines set forth by our staff. A chronically disruptive and/or misbehaving child can cause the staff's attention to be diverted and can create an unpleasant environment for others. Inappropriate or hurtful acts (verbal or physical), not following directions, disobeying rules and disrespecting authority are all forms of disruptive behavior. In the event of such situations, the staff may give warnings, temporarily remove a child from an activity, complete an incident form, notify parents, and in extreme situations, terminate membership. If your child is involved in an incident that gets documented, you will be informed of it. However, the information you receive will only be that with regards to your child and not the others involved. Situations will be handled in this manner to maintain confidentiality. In the event that your child's membership is terminated due to behavior, payment will not be refunded.

HEROS Pick-up Policy

Children must be picked up by 5:30pm. To discourage late pick-ups, you will be charged a \$5.00 fee for every 1-5 minute interval that you are late picking them up (\$5.00 fee for picking up between 5:30 and 5:35, \$10.00 for picking up between 5:35 and 5:40, and so on). If you anticipate being late on a given day, please make arrangements to have someone else on your pick up list pick up your child that day to avoid charges.

When you pick up your child, please print the time of your arrival and provide your signature right next to the noted time on the daily attendance/parent sign-out sheet.

Upon your arrival, your child will be instructed to gather up their belongings and make their way to you. We ask that you please be considerate of children working on homework at this time and try to be of minimal distraction to them, as well as, to staff who are supervising the children, sign-outs and dismissals.

After School HEROS Payment Policy

2024–2025 School Year

There is a non-refundable annual registration fee to reserve your child's space in the After School HEROS program. The fee is \$25 for the first child and \$10 for each additional child in the immediate family. All payments must be in the form of cash or check. **Please make checks payable to Muddy Sneakers, Inc.** Invoices for a two week period will be emailed to you every-other week, unless you request a paper copy. If charges are incurred by Muddy Sneakers, Inc. for insufficient funds in your account, you will be charged that amount to reimburse Muddy Sneakers, Inc. Also, please note that you will not be reimbursed for days your child is absent or for days that school gets cancelled.

***Full-Time Enrollment (Monday – Friday):**

The cost is \$19 per day. **Payment must be received at least two weeks in advance to maintain your child's spot in the program.** Please refer to the "Payment Schedule" to help guide you with your payments. Note: The cost is \$38 for days that school is scheduled to dismiss at 11:15. **Also note that a \$10.00 late fee will be charged for payments not received 2 weeks in advance, and failure to keep up with advance payments will jeopardize your child's reserved spot in the program.**

Part-Time Enrollment (1 – 4 days per week) is not currently being offered due to the program being near or at full capacity, often with a waitlist.

Sporadic-Use Enrollment (from time to time as needed):

The cost is \$20 per day. Prior to use of the program, you must be fully enrolled. This involves completing the Registration Packet and having a follow-up conversation with Karen Valentine, who must approve your enrollment (additional medical forms are occasionally needed). When you know of a day you would like to use our services, please contact Karen Valentine to confirm availability. **Only upon confirmation of availability,** will you be allowed to schedule your child into the program for a specific day. Please **DO NOT** send your child to the After School HEROS program unless you have scheduled a spot for them ahead of time. Occasionally, or in an emergency, you may be able to schedule your child the day of, space permitting. You will be billed for days upon requesting them. Depending on your frequency of use, you may be asked to prepay \$100 for five days of child care. Then when you have used your 4th prepaid day, you will be billed for an additional 5 days. Note: The cost is \$40 for days that school is scheduled to dismiss at 11:15.

***Full-time Members take priority for a spot when HEROS is near or at full capacity.**

2024 – 25 Payment Schedule

Please use the following schedule to help you keep track of your payments due .

Full-Time (Monday – Friday) participants:

Due Friday, Aug. 16	\$152	for Wed. Sept. 4 – Fri. Sept. 13
Due Friday, Aug 30.....	\$190	for Mon. Sept. 16 – Fri. Sept. 27
Due Friday, Sept. 13.....	\$190	for Mon. Sept. 30 – Fri. Oct. 11
Due Friday, Sept. 27.....	\$171	for Tues. Oct. 15 – Fri. Oct. 25
Due Friday, Oct. 11.....	\$171	for Mon. Oct. 28 – Fri. Nov. 8
Due Friday, Oct. 25.....	\$171	for Tues. Nov. 12 – Fri. Nov. 22
Due Friday, Nov. 8.....	\$171	for Mon. Nov. 25 – Fri. Dec. 6 (2 early dismissals)
Due Friday, Nov. 22.....	\$190	for Mon. Dec. 9 – Fri. Dec. 20
Due Friday, Dec. 6.....	\$0	for Mon. Dec. 23 – Fri. Jan. 3
Due Friday, Dec. 20.....	\$190	for Mon. Jan. 6 – Fri. Jan. 17
Due Monday, Jan. 6.....	\$152	for Tues. Jan. 21 – Fri. Jan. 31
Due Friday, Jan. 17.....	\$190	for Mon. Feb. 3 – Fri. Feb. 14
Due Friday, Jan 31.	\$95	for Mon. Feb. 24 – Fri. Feb. 28
Due Friday, Feb. 14.....	\$190	for Mon. Mar. 3 – Fri. Mar. 14
Due Friday, Feb. 28.....	\$190	for Mon. Mar. 17 – Fri. Mar. 28
Due Friday, Mar. 14.....	\$171	for Tues. Apr. 1 – Fri. Apr. 11
Due Friday, Mar. 28.....	\$95	for Mon. Apr. 21– Fri. Apr. 25
Due Friday, Apr. 11.....	\$190	for Mon. Apr. 28 – Fri. May 9
Due Friday, Apr. 25.....	\$190	for Mon. May 12 – Fri. May 23
Due Friday, May 9.....	\$171	for Tues. May 27 – Fri. Jun. 6
Due Friday, May 23.....	\$171	for Mon. Jun. 9 – Fri. Jun. 20
Due Friday, June 6.....	\$ 114	for Mon. Jun. 23 – Thurs. June 26 (2 early dismissals)

(Best guess as to how the school year will wrap up based on previous years. You will be invoiced the appropriate amount when the time comes.)

Please be aware that changes to this schedule may occur due to school calendar changes.

Fabius-Pompey Central School District

2024-2025 School Year Calendar

September 2024				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	+19	20
23	24	25	*26	27
30				

October 2024				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2024				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2025				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2025				
M	T	W	TH	F
			1	2
5	6	7	+8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

AUGUST 2024
29 Staff Development Day

SEPTEMBER 2024
2 Labor Day
3 Staff Development Day
4 First Day of School
+19 ES Curriculum Night
*26 MS-HS Open House

OCTOBER 2024
14 Columbus Day/Indigenous Peoples Day

NOVEMBER 2024
5 Staff Development Day
11 Veterans Day
8 1st Marking Period Ends
25-26 ½ Day of School - ES & MS-HS Parent/Teacher Conferences
25 ES Parent/Teacher Conf. Evening
27-29 Thanksgiving Recess

DECEMBER 2024
23-31 Holiday Recess

JANUARY 2025
1-3 Holiday Recess
20 Martin Luther King Jr. Day
24 2nd Marking Period Ends
29 Asian Lunar New Year

FEBRUARY 2025
17-21 President's Day/Mid-Winter Recess

MARCH 2025
31 Staff Development Day

APRIL 2025
4 3rd Marking Period Ends
8 Staff Development Day
14-18 Spring Recess

MAY 2025
+8 ES Open House
20 Budget Voter/BOE Election
26 Memorial Day

JUNE 2025
^16-17 ½ Day of School 7th and 8th Grades/Full Day of School UPK-6th and 9th-12th Grades/Local Exams 7th - 12th Grades
June/teenth
4th Marking Period Ends
27 Commencement
27 Regents Rating Day
27 Staff Development Day

△ Conference Day
○ Staff Development Day
□ Holiday - No School
◇ Board of Education Meeting
— Regents Exams

DAY TOTALS
Student Days 182
Faculty Days 186

Should additional instructional days be required due to emergency closings, they will be taken in the following order: April 14, 15, 16, 17, 18.

Emergency Evacuation Plan

In the event of a true emergency evacuation, we will relocate to the Fabius Community Center. If a situation such as this arises, you will be notified immediately. As a back-up plan, we have also secured permission to relocate to the Fabius Christian Church, the Fabius Firehouse and the Fabius-Pompey MS/HS Cafeteria.

At least once a month, emergency evacuation drills will be conducted so that the children will know exactly what to do should a true emergency evacuation become necessary.

Shelter-In-Place Drills

Two shelter-in-place drills will be conducted annually. You will be notified as to when these drills are going to take place. Your child will be engaged in quiet activities for the duration of the drill, which will be approximately twenty minutes long.

By conducting such drills, we hope to reduce the children's anxiety and give them an idea of how things will operate should an unsafe situation outside of the school prevent the HEROS members and staff from leaving the building for an extended period of time. These drills will help things run smoothly should a sheltering-in-place situation arise. Prior to the actual drill, staff will discuss with the children examples of things that might cause us to need to stay in the building, such as a chemical spill, dangerous weather and power lines down near the school preventing parents from picking them up safely. The importance of low voice levels will be emphasized, so that instructions given by emergency responders can easily be heard, and so staff can call parents if needed.

Full Time Priority

Space in the After School HEROS program may be limited due to capacity, staff to children ratios and scheduling. Full time (Monday through Friday) participants will be given priority over all others. If enrollment is at maximum capacity, you can be put on a waiting list.

Mandated Reporters

As a registered school-aged child care program, our staff is mandated by law to report any and all suspected cases of abuse or maltreatment.

Please report any concerns about your child to the Director or other staff.

Abuse and maltreatment is strictly prohibited.

EVALUATING SCHOOL-AGE CHILD CARE PROGRAMS

A high quality program can enrich your son or daughter's childhood. He or she can learn new skills, form friendships, feel safe and use free time constructively and creatively. Parents can feel secure when they know their children are safe and happy. Remember, it's your responsibility to make sure your child is safe. When you're not comfortable with him or her staying home alone after school, consider and evaluate community options for appropriate after-school supervision.

Quality Criteria

1. Are the indoor and outdoor areas clean and safe?
2. Does an adult supervise children at all times?
3. Are bathrooms nearby?
4. Are there written health, safety and emergency rules?
5. Is the staff qualified/experienced in school-age care?
6. Are there enough adults for the number of children?
7. Does the staff talk to children often and in a friendly, helpful way?
8. Does the staff listen to children and respond to their concerns?
9. Does the staff encourage children to be independent?
10. Are children of both sexes given equal opportunity to try the same activities?
11. Does the staff use discipline that doesn't frighten, hurt or humiliate children?
12. Are children encouraged to solve their own problems?
13. Are children relaxed and happy while they play?
14. Are there fun and exciting activities to choose from each day?
15. Are there enough materials and equipment to make the play areas interesting?
16. Is there enough space for children to play in groups or individually?
17. Is there an area for quiet activities?
18. Is there a daily schedule of events and activities?
19. Do parents receive regular reports on their children?
20. Can parents visit at any time?
21. Are questions and comments from parents encouraged?

The more "yes" answers, the better the program.