

PARENT INFORMATION GUIDE

CHILD CARE

ADMISSIONS:

- Available to all elementary students residing in district (transportation restrictions may apply)
- Enrollment based on first come first served due to maximum capacity and license regulations
- Wait list will be established where necessary

Staffing:

- All staff undergo an extensive background check and clearance through NYS registry
- Mandatory ongoing staff training
- Training and supervision meets or exceeds NYS Office of Children and Family Services requirements
- One adult for every 10 children enrolled

ACTIVITIES:

- Healthy snack daily
- Homework time (40 minutes daily)
- Planned activities (club days, crafts, themes)
- Outdoor play time (weather permitting)
- Recreational sports

CALENDAR/FEEES:

- Annual, non-refundable registration fee
- September tuition is due in June prior to the start of summer vacation
- Non-refundable monthly tuition fee is due on or before the 15th of each month. Late payments are subject to a \$20. late fee. Returned checks are subject to a \$35. administrative charge. Payments may be made by credit card (MC, VISA, Discover and A/E). Credit card payments, other than auto pay, are subject to a \$10. charge. Mail check payments to:

SCOPE Education Services
General Post Office
P.O. Box 30550
New York, NY 10087-30550

- Parents complete monthly calendar indicating days of student attendance. Students may only attend school activities as indicated by the parents on the calendar.

ABSENTEE PROCEDURES:

- Remind your child of scheduled SCOPE dates.
- Parents **must** notify SCOPE program of child's absence on scheduled days.
- Parents must notify child's teacher and SCOPE program of any changes in schedule.
- No refunds or credits for absences with the exception of absences of three or more consecutive days verified by a physician's note.

STUDENT HEALTH:

- Sick children should be kept at home.
- If child becomes sick at a SCOPE program parents must make arrangements to pick them up immediately.
- Medication is not administered in SCOPE programs with the exception of inhalers, benadryl and epi-pens only. Staff at each program receive training for emergency administration of these medications.
(See Reverse Side)



DROP OFF/PICK UP PROCEDURES:

Before School Programs:

- Children must be escorted into the program and signed in by an adult.

After School Programs:

- Children must be signed out each day by parent/guardian or responsible person authorized by the parent (at least 18 years old). Picture identification required.
- Programs close promptly at 6:30 P.M. Late fees are assessed for every 15 minutes of delay in picking up children. Excessive lateness may result in withdrawal of your child from the program (more than 3X).
- In the event that a child is not picked up by 6:30 P.M. and you have not contacted the program, your emergency contact person will be notified and asked to pick up your child.

EMERGENCY CLOSINGS:

- Child care programs follow the district calendar and are in session on all full school days.
- In the event of a delayed school opening, before school programs will be cancelled.
- In the event of an unscheduled closing or early dismissal by the school district the after school program will be cancelled.
- In the event school is open and there is inclement weather, a recorded message will be placed on the SCOPE cell phone advising parents of the program status. **Parents must call after 12 noon for P.M. updates.**
- Tuition credits will be granted after the second unscheduled emergency closing. Credits will only be provided if your child was scheduled to attend the program on the day the program was cancelled.

Note: SCOPE cannot accept responsibility for children in the event that a school district delays opening or dismisses early. It is important for parents to establish a plan, in advance and discuss the plan with the child. Please be sure to discuss your emergency plan with your designated emergency contact person.

EMERGENCY INFORMATION:

SCOPE, in cooperation with the school district has established emergency and safety plans for each SCOPE program. These plans are coordinated with local police and fire departments and the Office of Children and Family Services.

SOCIAL PRACTICES:

- SCOPE rules will be posted at each program and discussed with the children. Parents and children will be required to sign a statement indicating they have reviewed the rules and agree to abide by them.
- SCOPE rules and behavior guidelines have been developed to help children acquire and improve self-control and learn to resolve conflicts peacefully.
- Staff is trained and instructed in discipline guidelines and will utilize techniques such as redirecting, or speaking quietly to a child about misbehavior.
- Corporal punishment of any type is strictly prohibited.
- Program Supervisors will inform parents privately of incidents involving their child's negative conduct.
- Parents are encouraged to support SCOPE's efforts to ensure appropriate behavior. Continued poor behavior, after steps have been taken to improve the child's behavior, may result in their removal from the program.
- Student safety is our number one concern. Parents are requested to notify the program staff of any situation which could result in a safety situation for their child or others in the program.
- SCOPE is not responsible for the loss or damage to electronic equipment or toys brought from home.
- Please check the sign in/ sign out table and display board for special notices and up to date information. Parents are encouraged to maintain communication with the program supervisor. For additional information contact:

SCOPE Administration Offices
100 Lawrence Avenue
Smithtown, NY 11787
Telephone: 631-360-0800

For registration information contact
extensions , 100 or 150

For payment information contact extension 207

SCOPE does not discriminate on the basis of race, creed, color, national origin, disability or sex in the administration of our educational policies, programs or employment.