

Dear Parents and Guardians,

Welcome to the M.A.X. program!!

This Handbook is designed to give students, parents and guardians a helpful insight into the Manhasset Afterschool Xperience, Inc. (M.A.X.) Program and the Concierge program. It includes information about both programs, procedures and policies. Please read this Handbook carefully.

Our programs strive to provide an atmosphere where students can enjoy, grow and learn. The Staff always welcomes suggestions and ideas that will help us make your child's time at M.A.X./Concierge beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

If you have any questions about the content of this Handbook, please feel free to call me at (516) 343-8840.

Best Regards,

Roni Jacobson

Executive Director

Program Contact Information

Executive Director: Roni Jacobson (516) 343-8840

Office Manager: Megan Gately – manhassetmax@yahoo.com

Business Manager: Melissa Eisenberg – manhassetmax@yahoo.com

Shelter Rock Site Supervisor: Rita Rienzi (917) 715-2372

Munsey Park Site Supervisor: Michael Rienzi (718) 286-9378

Afterschool Care Options

We offer two flexible afterschool care programs to meet the varying needs of families: **M.A.X.** and **CONCIERGE**.

M.A.X. is designed for families who need consistent afterschool care **at least two days per week**. This program provides reliable, ongoing care for students on a regular schedule.

CONCIERGE is ideal for families who need occasional afterschool care, such as **less than one day per week** or just **a few days each month**. It offers the same high-quality care and programming as M.A.X., with added flexibility for families whose schedules vary.

While both programs provide the same exceptional afterschool experience, they differ in the level of scheduling commitment and pricing.

For current rates and registration information, please visit our website or use the appropriate registration link.

Application & Enrollment Procedures

Manhasset Afterschool Xperience (M.A.X.), Inc. does not discriminate against applicants based on race, color, ethnicity, sex, religion, or disability.

Enrollment applications and registration links are available on our website:

www.manhassetafterschoolxperience.org

Applications may be submitted in one of the following ways:

- By email to manhassetmax@yahoo.com
- Through the Google registration form (CONCIERGE program)
- By mail or in person to:
- **Manhasset Afterschool Xperience (M.A.X.)**
c/o Munsey Park School, 1 Hunt Lane, Manhasset, NY 11030

- Please note:
- **Regular M.A.X.** requires a paper application.
- **CONCIERGE** registration is completed through a Google form.

As a school-age child care program licensed by the **New York State Office of Children and Family Services (OCFS)**, M.A.X./CONCIERGE reserves the right to determine whether a child may enroll in or remain in the program. In accordance with OCFS regulations, the program **will not refuse admission solely because a child has a disability**. Each child will be individually evaluated by the Program Director to determine whether reasonable accommodations can be made to meet the child's needs within the program.

The Enrollment and Release Forms (or Google Registration Form for CONCIERGE) collect important information, including:

- Student and family contact information
- Emergency contacts
- The full legal names of individuals authorized to pick up the child
- Health and medical information
- Other information necessary for the safe operation of the program

All required enrollment forms must be completed, submitted, and approved prior to a child's first day of attendance. A copy of each student's enrollment packet will be maintained on file at the program site.

It is the parent/guardian's responsibility to:

- Coordinate with their child's classroom teacher regarding the days their child will attend M.A.X. or CONCIERGE.
- Keep all enrollment, emergency contact, and medical information current by promptly notifying the program of any changes.
- Complete and submit all required enrollment forms at the beginning of each school year.

Schedule of Operation

Manhasset Afterschool Xperience (M.A.X.) and **CONCIERGE** operate on most days that the **Manhasset Public Schools** are in session. Both programs begin immediately following school dismissal and remain open until **6:30 p.m.**

In addition to regular afterschool care, **M.A.X.** offers full-day care on days when students are not in attendance. Please note that these full-day sessions are **not included in the regular tuition** and require a separate registration and fee.

Please refer to the program calendar on our website for specific dates of operation, school closures, holidays, and full-day care availability: www.manhassetafterschoolxperience.org

Emergency Dismissal

Manhasset Afterschool Xperience (M.A.X.) and **CONCIERGE** will be closed whenever the **Manhasset Public Schools** dismiss students early due to inclement weather or whenever an unexpected event affects the safe operation of the program site.

If an emergency dismissal occurs, parents/guardians will be notified by the Program Director as soon as possible. The program will follow its **Written Emergency Dismissal Plan**, which is included in the Enrollment and Release Forms and the CONCIERGE Google Registration Form.

Attendance Procedures

To ensure the safety and accurate supervision of all students, parents/guardians are responsible for communicating their child's attendance.

M.A.X.

Parents/guardians are responsible for notifying their child's classroom teacher of the days their child will attend M.A.X.

CONCIERGE

Because CONCIERGE offers flexible scheduling, parents/guardians must notify **all** of the following **no later than 1:00 p.m. on the day their child will attend**:

- The M.A.X. Office (by email at manhassetmax@yahoo.com)
- Their child's classroom teacher
- The main office at either **Shelter Rock School** or **Munsey Park School**, as applicable

Schedule Changes

If your child's attendance schedule changes, please notify the M.A.X. Office, your child's classroom teacher, and the appropriate school office **before 1:00 p.m. on the day of the change** via email at manhassetmax@yahoo.com

Timely communication is essential to ensure your child's safety and allow us to make necessary staffing and attendance adjustments. We strive to be as flexible as possible and appreciate advance notice whenever changes are needed.

Daily Sign In

Students must report directly to the program as soon as they are dismissed from their regular school day where a M.A.X. staff member will be waiting to sign them in upon arrival.

Daily Sign Out

All children MUST be signed out by an authorized adult when leaving M.A.X or CONCIERGE at the end of the day. Children will NOT be released to anyone other than a parent, guardian or person listed in the student's enrollment forms or google document, unless notified in writing (email) by the parent/guardian prior to pick up. It is imperative to notify the Office Manager of any changes to the list.

Late Pick Up

M.A.X./CONCIERGE closes at 6:30pm at each site. If a parent/guardian or individual authorized to pick-up is running late, we ask that you please notify the Director. In the event a parent/guardian cannot be contacted, emergency contacts will be called.

If a student is picked up late more than twice, a fee of \$30 per 10 minutes/per child. Emergencies not included.

Program

Manhasset Afterschool Xperience, Inc. (M.A.X.)/CONCIERGE provides carefully designed schedule of activities that supply academic support, life/social skills development, STEM programming, outdoor activities, gym activities and arts and crafts.

Daily Snacks

Students will receive nutritious snacks when they arrive and during M.A.X./CONCIERGE. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack with your child. ****WE ARE A NUT FREE PROGRAM****

Academic Support

M.A.X./CONCIERGE recognizes that consistent homework completion is essential to academic success. Each day, dedicated time is provided for students to complete homework assignments and strengthen academic skills.

Staff members supervise the homework period, provide guidance and assistance as needed, and communicate with your child's teacher when additional support is necessary. While we are

committed to helping students succeed, parents are strongly encouraged to review their child's homework daily to reinforce learning and stay informed about their academic progress.

Life/Social Skill Development

Manhasset Afterschool Xperience, Inc. recognizes the importance of developing strong social and life skills. Through daily interactions and structured activities, we foster social awareness, positive relationship-building, effective communication, problem-solving, self-management, and responsible decision-making. Our goal is to help students build confidence, demonstrate respect for others, and develop the skills needed to succeed in school, at home, and within their community.

Personal Item

To help ensure a safe and organized environment, students are asked to keep all personal belongings in their backpacks during their time at M.A.X./CONCIERGE. While staff will make every reasonable effort to safeguard students' belongings, M.A.X./CONCIERGE cannot be responsible for lost, stolen, or damaged personal items. We encourage families to leave valuable items at home whenever possible.

Student Cell Phone and Smartwatch Use

To promote student engagement, positive social interaction, and a distraction-free environment, the use of cell phones, smartwatches (including Apple Watches), and other personal electronic communication devices is not permitted during program hours unless authorized by a staff member for a specific purpose.

If a parent or guardian needs to contact a student during the program, please call the Director or Site Supervisor, and a staff member will promptly deliver the message. Likewise, students who need to contact a parent or guardian may do so with the assistance of a staff member.

Health Policy

Health Care Forms for Allergies and Medications

The health and safety of every child is a top priority at M.A.X./CONCIERGE. Before a child begins attending the program, all parents/guardians are required to read the **Allergy and Anaphylaxis Policy**.

If a child has a documented allergy, asthma, or other special health care need, the parent/guardian **must** indicate this on the M.A.X. Enrollment and Release Form (M.A.X.) or the CONCIERGE Google Enrollment Form. In addition, the following New York State Office of

Children and Family Services (OCFS) forms must be completed and submitted prior to the child's first day of attendance:

- **OCFS Form 6029** – *Individual Allergy and Anaphylaxis Emergency Plan*
- **OCFS Form 7006** – *Individual Health Care Plan for a Child with Special Health Care Needs*

These forms are available on the M.A.X. website at www.manhassetafterschoolxperience.org.

Medication may not be administered to any student unless an **OCFS Form 7002 – Medical Consent** has been completed and submitted. A separate Form 7002 is required for **each** medication; multiple medications may not be listed on a single form.

Parents/guardians are responsible for providing all required forms and medications **before** their child begins attending M.A.X./CONCIERGE. All medications must:

- Be in their original, properly labeled container.
- Clearly display the child's name.
- Exactly match the medication listed on the OCFS Form 7002, including the medication name, strength, dosage form, and instructions. For example, if the form specifies *Children's Benadryl Tablets*, a generic liquid antihistamine may not be substituted.
- Be accompanied by a parent/guardian demonstration of the proper administration procedure before the medication can be accepted by program staff.

Because M.A.X./CONCIERGE does not have access to the school's health office or the medications stored there, parents/guardians must provide a separate supply of any medication needed during program hours.

With written parent/guardian authorization, M.A.X./CONCIERGE staff may also apply over-the-counter topical ointments, sunscreen, and insect repellent, provided the products are supplied by the family in their original, clearly labeled containers.

Student Illness/Accident/Emergencies

If a student is absent from school due to illness, s/he may NOT come to M.A.X./CONCIERGE that day. In general, a student must have attended school during the day to attend M.A.X./CONCIERGE.

If a student becomes ill or is injured during M.A.X./CONCIERGE or exhibits any of the following conditions, his/her parents/guardians or emergency contact person will be contacted and asked to pick up the student within one hour of the notification.

- Contagious disease
- Fever over 100 degrees
- Vomiting

- Diarrhea
- Accident requiring medical attention

If a student is in need of urgent hospital attention, staff will call 911, the student will be transported with the Director or Staff member to the hospital by ambulance and the student's parent/guardian will be held responsible for all costs incurred. Emergency contact information will be kept confidential; it will be shared with appropriate staff members to facilitate communication with parents/guardians in emergency situations.

Abuse and Neglect Policy

The program staff members are mandated reporters and as such, are required to report all suspected instances of abuse or neglect to the New York Statewide Central Registrar of Child Abuse and Maltreatment (SCR).

Behavior Management Policy

The parents/guardians, students and staff of M.A.X./CONCIERGE are asked to treat each other with respect, tolerance, kindness and consideration. We aim to help children understand how their behavior affects others and how to express themselves in appropriate ways. We give children information about their behavior and suggest alternatives or redirect them if necessary. When a child's behavior becomes unsafe to another child or to themselves, it becomes necessary to follow through with disciplinary action. The following procedures are suggested as progressive steps in the M.A.X./CONCIERGE Disciplinary Policy:

- 1.) Initial response to behavior
 - A.) Give the child information about his/her behavior and alternatives or options to correct misbehavior.
 - B.) If behavior persists, inform the child that he/she may be removed from the group.
 - C.) If necessary, remove the child from the group.
 - D.) Unsafe behavior such as bullying, hitting, kicking, verbal or physical intimidations, threats and leaving the program without permission are behaviors that will result in suspension from the program. This behavior will require an immediate parent/guardian conference before your child may return to M.A.X./CONCIERGE.
- 2.) Repeated incidence of misbehavior
 - A.) A conference with the parent/guardian, child, teacher and coordinator where an action plan will be developed to facilitate safe and appropriate behavior.
 - B.) If misbehavior persists, the child will be suspended from M.A.X./CONCIERGE.

Our goal is to include, not exclude your child from the M.A.X./Concierge Program.

Tuition and Fees

Families may enroll their child(ren) in the M.A.X. program for the full school year or by trimester, provided the school remains in session. The CONCIERGE program offers flexible daily rates and discounted package options to meet the needs of participating families.

Current tuition rates and program fees for both M.A.X. and CONCIERGE are available on the M.A.X. website. Tuition covers supervised care from school dismissal until **6:30 p.m.**

Invoices will be sent electronically via email. A **non-refundable Registration Fee ("Save Your Spot" fee)** is required for each child at the time of enrollment to secure program placement.

Payments received more than **two (2) weeks after the due date** will incur a **\$100 late fee**.

Full-Day Program

M.A.X. may offer **Full-Day** programming on select days when school is not in session. Please refer to the program calendar for scheduled Full-Day dates.

Full-Day programs require separate registration and are **not included** in the regular M.A.X. or CONCIERGE tuition. The applicable fees will be listed on the Full-Day registration link at the time of enrollment.

