

Dear Parents and Guardians:

Welcome! We're so excited to offer this new program of Concierge M.A.X.

This Handbook is designed to give students, parents, and guardians a helpful insight into the Concierge Manhasset Afterschool Xperience, Inc. Program. (M.A.X.) It includes information about M.A.X., procedures, and policies. Please read this Handbook carefully and keep it in a safe place for easy reference during the school year.

M.A.X. strives 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. 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**

## **Staff**

Executive Director: Roni Jacobson - (516) 343-8840

Assistant Director: Megan Gately – (516) 476-9865,  
manhassetmax@yahoo.com

Business Manager: Melissa Eisenberg

melissa.eisenbergmax@yahoo.com

## **THE CONCEIRGE AFTERSCHOOL PROGRAM**

The staff at each site includes a Site Supervisor and Staff members, many of whom are CPR/ First Aid trained and hold MAT Certifications. Background checks are performed on all staff members employed by the Program.

**Shelter Rock: Site Supervisor- Eden Jacobson (917) 355-3336**

**Munsey Park: Site Supervisor- Jaime Salowitz (516) 330-8848**

## **APPLICATION & ENROLLMENT PROCEDURES**

Manhasset Afterschool Xperience, Inc. does not discriminate against applicants on the basis of race, color, ethnicity, sex, religion, or disability status. Enrollment application forms for the Program are available on our website: [www.manhassetafterschoolxperience.org](http://www.manhassetafterschoolxperience.org) and can be submitted virtually to our email: [manhassetmax@yahoo.com](mailto:manhassetmax@yahoo.com) or sent directly to our office at 1 Hunt Lane, Manhasset NY 11030.

As any school-age child care program licensed by NYS Child and Family Services, M.A.X. reserves the right to determine whether or not a child may enroll in or remain in the program. As described in this agency's

regulations, “A school age child care program may not refuse to admit a child to the program solely because they are a child with a disability.” Each such child will be evaluated by the Program Director to determine whether they can be accommodated by the program.

The Enrollment and Release forms include the student’s personal information, emergency contacts, full legal names of persons authorized to pick up the student, health and other information. All forms must be completed **prior** to student attendance. A copy of each student’s intake packet will be kept on file at the student’s program site. It is the responsibility of the enrolling parent/guardian to coordinate with their child’s teacher the days their child/children will be attending Concierge M.A.X. It is the parent’s responsibility to update information in the enrollment and release forms and medical information should any changes occur.

Enrollment and Release forms and medical information must be completed each school year.

## **SCHEDULE OF OPERATION**

Manhasset Afterschool Xperience, Inc. Concierge program operates on all days that Manhasset Public Schools are open for students from the time of school dismissal until 6:30pm. M.A.X. is open for Full Days on some of the days that school is closed. Please see the M.A.X. calendar at [www.manhassetafterschoolxperience.org](http://www.manhassetafterschoolxperience.org) .

## **Emergency Dismissal**

Manhasset Afterschool Xperience, Inc. Concierge program will be closed whenever Public Schools are dismissed early due to inclement weather or whenever there is an unexpected event that impacts the safe use of the program site. In the event that such dismissal is required, parents will be notified by the program director and actions will be taken following the

**Written Emergency Dismissal Plan** located on the enrollment and release forms.

## **Attendance Procedure**

Parents are expected to notify the M.A.X. Office and their child/ren teacher/s when they will be attending the Concierge M.A.X. program in writing. (Preferred email – [manhassetmax@yahoo.com](mailto:manhassetmax@yahoo.com)) no later than 1pm on the day their child/children will attend.

## **Daily Sign-In**

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

The safety of each student is paramount to M.A.X. If a student will not be attending M.A.X. as scheduled, it is **essential** that the student's parent/guardian **call, text or email the Executive Director and notify your child's teacher** to report the student's absence from M.A.X. **To avoid miscommunication at school sites, please be sure to call, text, or email M.A.X. even when an absence has been communicated to the school about the regular school day.**

\*\*Preferred method is email: [manhassetmax@yahoo.com](mailto:manhassetmax@yahoo.com)

## **Daily Sign-Out**

All children must be signed out by an authorized adult when leaving M.A.X. 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 and release forms, unless the parent/guardian notifies M.A.X. in writing prior to pick up. It is imperative to notify the Office Manager of any changes to this list.

## **Late Pickup**

Manhasset Afterschool Xperience, Inc. closes at 6:30PM at each site. We ask parents/guardians or others authorized to pick-up students to notify the Director if running late. In the event that a parent or guardian is unable to be contacted, emergency contacts will be called.

If a student is picked up late more than twice, a fee of \$30.00 per half hour/per child. Each time you are late you will be charged. Emergencies not included.

## **Program**

Manhasset Afterschool Xperience, Inc. provides a carefully designed schedule of activities that supply academic support, life/social skills development, STEM (Science, Technology, Engineering, Mathematics) programming, outdoor activities, gym activities and arts and crafts.

## **Daily Snacks**

Students will receive nutritious snacks when they arrive and during M.A.X. 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**

Manhasset Afterschool Xperience, Inc. stresses the importance of homework in promoting academic excellence and sets time aside every day for students to complete their assignments or work on academic skill development. Staff members will supervise the homework area and assist the students with their work. Parents are strongly encouraged to review homework on a daily basis.

## **Life/Social Skills Development**

Manhasset Afterschool Xperience, Inc. stresses the importance of strong social awareness, relationship, problem-solving, and responsible decision-making skills.

## **Personal Items**

Since we cannot guarantee the safe return of personal belongings, Manhasset Afterschool Xperience, Inc. asks that any personal possessions be left in backpacks during a student's time at M.A.X.

## **Telephone Use by Students**

The use of cellphones is prohibited while attending the M.A.X. The staff will be happy to convey messages to students when necessary. Parents are welcome to call the Director or speak to the Site Supervisor about questions or concerns regarding their children.

# **HEALTH POLICY**

## **Health Care Forms for Allergies and Medications**

All parents are required to read the Allergy and Anaphylaxis Policy prior to their child starting M.A.X. If a child has a known allergy or asthma, the parent must indicate so on the Enrollment and Release Forms. The parent must complete the "Individual Allergy and Anaphylaxis Emergency Plan" form from the Office of Children and Family Services (OCFS Form 6029) and the "Individual Health Care Plan for a Child with Special Health Care Needs (OCFS Form 7006). These forms are available on the M.A.X. website.

Medication may not be administered to my child without completing a

“Medical Consent” form from the Office of Children and Family Services (OCFS Form 7002). This form is available on the M.A.X. website. One form must be completed for each medication. Multiple medications listed on one form WILL NOT be accepted. Medications other than those for asthma and allergies must be administered by the parents or the school nurse prior to coming to M.A.X. Parents are responsible for providing M.A.X. with said forms and medications *prior* to their child starting M.A.X. Parents must label all medications and give a demonstration on how to administer the medications. We do not have access to the nurse’s office at Munsey Park or Shelter Rock, therefore, you must provide Concierge M.A.X. with medications. All medicine MUST be labeled.

M.A.X. can administer over-the-counter topical ointments, sunscreen lotion and topical insect repellent with the parent’s written permission along with the labeled products.

### **Student's Illness / Accident / Emergencies**

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

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

contagious disease [L]  
[SEP]

fever over 100 degrees Fahrenheit

vomiting or diarrhea [L]  
[SEP]

accident requiring medical attention

[L]  
[SEP]

If a student is in need of urgent hospital attention, staff will call 911, the student will be transported with the Executive Director or Staff member

to the hospital by ambulance, and the student's parent/guardian will be held responsible for all costs incurred. [L] [SEP]

Please report any changes of emergency contact information, telephone numbers, or addresses to the Office Manager as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations. [L] [SEP]

### **Abuse and Neglect Policy** [L] [SEP]

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 Register of Child Abuse and Maltreatment (SCR).

[L] [SEP]

## **BEHAVIOR MANAGEMENT POLICY** [L] [SEP]

The parents, students and staff of Manhasset Afterschool Xperience, Inc. 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 children's behavior becomes unsafe to themselves and/or others it becomes necessary to follow through with disciplinary action.

The following procedures are suggested as progressive steps in the M.A.X. 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.
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.

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

## **Tuition and Fees**

Parents are registering their child/children for Semester 1 September 6, 2023 – December 21, 2023 and/or Semester 2 January 2, 2024 – June 20, 2024. A registration fee of \$100 per child per semester will be paid. If you would like to register for the entire year, then the fee is \$150 per child. Unlike our afterschool program, you do not have to commit to the year but may send your child any day after school during that time period for a daily fee of \$75/day attended (Munsey Park) or \$80/day attended (Shelter Rock).

The tuition covers care for after school from dismissal time to 6:30pm. Parents understand that vacation days/weeks (FULL DAY) are an additional cost and separate from Concierge M.A.X. The registration fee is non-refundable.

A late fee of \$75 will be assessed on payments received two weeks after due dates. Payment is due the day of or day before.

## **Full Day**

On Full Days M.A.X. is open from 7:30AM until 6:30PM at an additional cost. There are two options on full days. Option A is from 7:30am – 6:30pm and costs \$85. Option B is from 9:00am-4:00pm and costs \$75. \*NEW SIBLING DISCOUNT\* is available for families signing up 3 or more children and they will receive a 15% discount. I must sign my child in and out of Full Day M.A.X. No child will be submitted to Full Day without complete payment prior to the Full Day. Please note that Full Days may not operate if the minimum quota is not met or if the school is closed, at which time a refund will be issued.