

Dear Parents and Guardians:

Welcome back to another exciting school year!

This Handbook is designed to give students, parents and guardians a helpful insight into the 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 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 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. 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. 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**

Students are expected to attend the program in accordance with what is documented on the enrollment and release forms unless the Director is

notified via email or text. [manhassetmax@yahoo.com](mailto:manhassetmax@yahoo.com) or (516) 343-8840.

## 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.**

## 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, relationships, 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.

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
- fever over 100 degrees Fahrenheit
- vomiting or 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 Executive Director, Assistant Director or Staff member to the hospital by ambulance, and the student's parent/guardian will be held responsible for all costs incurred. Please report any changes of emergency contact information, telephone numbers, or addresses to the Assistant Director 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.

## **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 Register of Child Abuse and Maltreatment (SCR).

# BEHAVIOR MANAGEMENT POLICY

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 the ENTIRE 2023-2024 school year, as long as the school stays open. Invoices will be sent via email unless requested otherwise. Tuition Payment Schedule will be as follows:

First Installment due:	August 25, 2023
Second Installment due:	December 1, 2023
Third Installment due:	March 8, 2024

The M.A.X. Enrollment agreement covers payments for the FULL SCHOOL YEAR and is billed by trimester for your convenience. Payments made in full will be discounted \$200 per child.

The tuition covers care for after school from dismissal time to 6:30pm on regular school days. Parents understand that vacation days/weeks (FULL DAY) are an additional cost.

A non-refundable Registration Fee (Save Your Spot) of \$75 must be paid for each child enrolled.

Tuition will be refunded if my child care needs change before the school year begins.

Annual review of tuition occurs each school year and may be subject to change for the subsequent year.

A late fee of \$75 will be assessed on payments received two weeks after due dates.

## 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 this Year\* All students enrolled in M.A.X. receive a \$10 discount per child. (Option A \$75 and Option B \$65)

\*SIBLING DISCOUNT\* First child pays full price, second child or more receives 10% OFF. (Option A sibling pays \$76.50, Option B sibling pays \$67.50). (For students enrolled in M.A.X., the sibling would pay Option A \$67.50 and Option B \$58.50)

I must sign my child in and out of Full Day M.A.X. No child will be submitted to Full Day without completing the registration form and 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.

	Option A	Option B
Student <i>not</i> enrolled in M.A.X	\$85	\$75
Current M.A.X. student	\$75	\$65
Sibling of student not enrolled	\$76.50	\$67.50
Sibling of Current M.A.X. Student	\$67.50	\$58.50

### **LAST TWO DAYS OF SCHOOL (HALF DAYS)**

Please note that the last two days of school (June 25<sup>th</sup> and June 26<sup>th</sup>) are half days. These days are NOT included in your tuition. The cost is \$60 per child per day. Special activities will be planned. There is a 10% sibling discount. \*\*If your child or children are enrolled from September for 5 days a week, these half days are complimentary.