

7. What is your child's **in-person** school schedule for the month(s) of _____? Please specify below.

8. Please indicate your desired AFTERSCHOOL SCHEDULE for the month(s) of _____ in the space below. Which days will MHNA pick up your child at 2 pm? Which days will you drop off your child in the morning?

In signing this, I agree that:

*I have read all policy sections (attached) and shall comply with the content thereof and, additionally, I hereby give to MHNA the **permission to produce, reproduce, display, advertise, or otherwise use, any and all photographs, films or other media taken of my child**, in conjunction with an after school work or activity. I understand that this is designed to showcase my child's participation in an after school program setting and is not for profit venture. Therefore, no fees will be paid to my child or me by the MHNA, staff, individual or any related organization. I understand that the information to be published or posted does NOT include my child's personal identifiable information such as my child's last name, address, phone number etc.*

X _____
PARENT/GUARDIAN'S SIGNATURE DATE

PRINT NAME

X _____
Parent Coordinator's Signature Date

Print name



MHNA Afterschool Program Student Medical Emergency Form

Student Name: _____ Grade: _____ School: _____

EMERGENCY CONTACT INFORMATION	
Parent #1:	
Cell Phone:	Work Phone:
Parent #2:	
Cell Phone:	Work Phone:

Doctor's Name:	Child's date of birth:	
Phone:	/ /	
Address:		
Insurance Company	Insurance Policy #	Effective dates:

Allergies:

- None
- Food(s): _____
Describe reaction if food is eaten and what is done to manage it: _____
- Substance(s): _____

Chronic health condition(s):

- None Asthma Bronchitis Diabetes Muscular Condition Other:

_____ *Please list under "medications" what your child takes for their medical condition.*

Medication(s):

- No regular medications are taken.
- Medications taken: _____
How often? For what condition: _____
We will not administer medication unless it is an emergency or asked by a parent to do so.

Additional Emergency Contacts: Please list two other persons that can be reached in the event of an emergency in case listed parents/guardians above cannot be reached.

Name:	Name:
Phone #	Phone #
Relationship to Child:	Relationship to Child:

Authorization to Consent to Treatment of a Minor

I hereby authorize MHNA After School Program to engage for my child at my expense any **necessary emergency medical or dental care including but not limited to the first aid treatment**, until I can be informed and make further arrangements. It is understood that every effort will be made by MHNA Afterschool Program to contact me. This authorization will expire on June 30, 2020.

X _____
 Parent/Guardian Signature

 Parent/Guardian Name (PRINT)

 Date





PROGRAM OVERVIEW (2020-2021)

Murray Hill Neighborhood Association (MHNA) provides children with a safe and enriching after school program (ASP) that offers a time of devotion and prayer, supervised study, tutoring, academic enrichment, computer lab, creative recreation, extra curricular activities and family support in a nurturing Christ-centered environment. In order to provide the highest quality afterschool service, we ensure quality staff and support systems with periodic program evaluation by the board of the Association.

PROGRAM HOUR

ASP is from 8:00 am until 6:00 pm and is *only open every weekday that NYC Public schools are in session*. If the ASP will be open on any holiday or during the mid-winter or spring vacations, parents will be notified several weeks in advance (see program calendar on next page).

PROGRAM CONTACT

Director: 646-584-9118

中文 : 917-969-9107

Espanol: 646-248-1067

DAILY SCHEDULE

8 am-2 pm: **Remote learning sessions, Lunch, Breaks.**

Under the facilitation of college tutors, students will do their remote learning coursework in deskchairs with adequate spacing between persons. Students will have several breaks throughout this period.

Lunch

is at 12 pm.

2-2:30pm **FREE (PS 22) Student pick-up; all other schools will be dropped off in this time frame.**

2:30-3:10pm **Snack & Discussion time**

Students settle into afterschool site, wash hands and practice good hygiene before snack time. During a snack, students have an opportunity to unwind, rest, and socialize together in a calm supervised setting. Discussion time happens throughout the week and is a time for teaching about God, family, community, current events and character development.

3:15-5:15pm **Homework Session/Academic Enrichment**

College and High School tutors work with children to understand and complete daily HW. Enrichment in math, ELA and ESL will also be given to each student according to grade level or academic standing. Students will be given additional time until all homework is completed.

5:20-5:55pm **Planned Recreational Activities**

5:55-6:00pm **Student dismissal**

A child is allowed to be picked up without late fee until 6:05 PM. After 6:05, consistent lateness in child pick-up by a parent or guardian will be subject to a late or extended hour fee. (*Late fee = \$6 per 15 min*)

6:00 – 7:00pm **Extended hour** (see rates below)

MHNA AFTERSCHOOL CALENDAR 2020 - 2021

9/29	FIRST DAY OF SCHOOL FOR ALL STUDENTS
9/28	Afterschool Closed - Yom Kippur
10/1	Tuition Payment Due
10/12	Afterschool Closed - Columbus Day
11/2	Tuition Payment Due
11/5	Half Day (K-5) - 11:20 am pick-up
11/11	Afterschool Closed - Veterans Day Observed
11/13	Half Day (6-8)
11/26–27	Afterschool Closed - Thanksgiving Recess
12/1	Tuition Payment Due
12/23	Afterschool Christmas Party - More details to come.
12/24–1/01	Afterschool Closed - Winter Recess
1/4	Tuition Payment Due
1/18	Afterschool Closed - Dr. Martin Luther King Jr. Day
2/1	Tuition Payment Due
2/12	Afterschool Closed - Lunar New Year
2/15–2/19	Special Program - Midwinter Recess (for an additional tuition fee)
3/1	Tuition Payment Due
3/4	Half Day (K-5) - 11:20 am pick-up
3/19	Half Day (6-8)
3/29–4/02	Special Program - Spring Recess (for an additional tuition fee)
4/5	Tuition Payment Due
5/3	Tuition Payment Due
5/13	Afterschool Closed - Eid Al-Fitr
5/31	Afterschool Closed - Memorial Day
6/1	Tuition Payment Due
6/03	Afterschool Closed - Chancellor's Conference Day
6/08	Afterschool Closed - June Clerical Day for Elementary & Middle
6/25	LAST DAY OF SCHOOL FOR ALL STUDENTS

RATES & FINANCIAL POLICIES (2020-2021)

***ALL TUITION PAYMENTS ARE DUE THE 1st OF EVERY MONTH (see Afterschool Calendar).**

AFTERNOONS ONLY (2 pm-6 pm)

A: \$219/month (9 or more days)

B: \$199/month (7-8 days)

C: \$99/month (4-6 days)*

"BLENDED" PLANS (8 am-6 pm): on "in-school" days, MHNA will pick up/receive students at 2 pm; on "remote" days, parents drop off at 8 am or at any time in the morning until 6 pm.

D: \$289/month (9 or more afternoons AND an additional 3 or more WHOLE DAYS)

E: \$269/month (4-8 afternoons AND an additional 3 or more WHOLE days)

WHOLE DAY PLANS: no pick-up from school

F: \$299/month, 8 am-6 pm (14 or more days)

G: \$269/month, 8 am-6 pm (8-13 days)

H: \$149/month, 8 am-6 pm (4-7 days)*

**Note: it's possible to combine plans C and H.*

PER-DAY RATES: strictly applies to no more than 3 days attendance out of the month.

\$20: 2 pm-6 pm

\$30: 8 am-6 pm

REGISTRATION FEE: A one-time \$50 registration fee per family shall apply to all first-time registrants.

YELLOW BUS FEE(S): \$105/month (Magic Sunshine Bus Inc.): provides service to PS 107, 32, 21, 159, 130, 79, 209, JHS 185, IS 25, and more.

TRANSPORT FEE(S): Morning pick up or 6 pm drop-off: \$50-\$150/month depending on distance to/from program site. Please speak with the front desk for an exact rate.

SNACK FEE: \$10/month. If this fee is not paid, the parent is responsible to send snacks.

LUNCH POLICY: Daily lunch pick-up and provision from PS 107 will start off **freely**, but is subject to a service fee of up to \$10/month if MHNA deems necessary to cover costs. Parents will be notified of any fees 1 month in advance. If parents opt-out of lunch, it is their responsibility to bring food for their child.

EXTENDED HOUR: 6 pm - 6:30 pm - \$50/month

6 pm - 7 pm - \$100/month

Policies & Stipulations

#1: Full payments for any chosen tuition plan are due on the first school day of the month or upon registration (after which, all subsequent payments are due the 1st school day of the month), and the number of intended days of attendance for that month must be expressly stated, preferably with a set schedule. (See the afterschool calendar for a list of payment due dates.)

A fee of \$5 per day will be charged to a student's account if tuition payments are not received by the 6th of the month. If by the 10th of the month tuition payments are not received, a student may not be permitted to return to the program

until all dues are received.

#2: Payments cover only the existing school days within a respective month, each of which contain a distinct set of school days. **Plans shall not extend into the next respective month under any circumstances.** All plans expire at 6 pm on the last school day of the month.

#3: Absences will not alter or adjust any tuition plan.

#4: For those enrolled in any plan A - H and want to attend an extra day or set of days outside their bracket, their account will automatically be bumped up to a commensurate plan, whereupon the residual balance must be paid immediately or else MHNA will deny the additional service to any child on that account. Any single-day price options that MHNA offers shall not apply in this specific scenario.

#5: Due to economic uncertainties surrounding the Covid-19 crisis, all price plans are subject to increase. MHNA will notify parents 1 month in advance if any price plan is to be increased.

#6: SPECIAL DISCOUNTS:

- SIBLING DISCOUNTS: 10% off per additional sibling.
- MULTIPLE MONTH DISCOUNT: 10% off tuition costs if at least 5 months are paid for up front, all at once.

#7: REFUNDS:

With the exception of the multiple months advanced payment options (see clause below), tuition is not refundable under any circumstance, including acts of God. Moreover, it is generally not transferable. Under extreme or dire circumstances, however, it may be credited to a student's account and may be applied to any month within any school year (or summer program) at MHNA's discretion.

Excluding a currently attended month, any month or set of months paid for in advance will be refunded accordingly UNDER THE SOLE CONDITION of pandemic-related sudden school closures.

GENERAL POLICIES

ABSENTS

Please notify the Program Director or Parent Coordinators if your child will be absent from after school on any day, or if you have already picked up your child from public school.

PROGRAM HOURS

ASP is from 8:00 am until 6:00 pm and is *only open every weekday that NYC Public schools are in session*. If the ASP will be open on any holiday or during the mid-winter or spring vacations, parents will be notified several weeks in advance (see program calendar).

HALF DAYS: *Free service may or may not* be provided from 11:20 am-2:20 pm depending on ASP staff capacity. MHNA ASP will notify parents at least 1 week in advance. Charges will apply for lunch. Afternoon service will be in effect as normal.

LATE PICK-UP FEES

Late fees begin after 6:05pm. For every 15mins late there will be a \$6 charge.

BLUE CARDS

To ensure the safety of every child entrusted to MHNA Afterschool Program, all persons intending to pick up a child *must* be listed on the blue card. On the blue card forms which will be handed to you, please indicate the names of all persons who will be regularly picking up your child. If there are changes to the blue card or there is someone new, please let us know immediately. MHNA reserves the right to prevent all unauthorized persons from picking up a child.

UNAUTHORIZED CHILD PICK UP

If there are persons legally unauthorized to pick up your child or to visit the afterschool site, you must provide legal documentation (court orders) to prove the matter.

CELL PHONES / ELECTRONICS

Smartphones, electronic devices, video games and any other electronic devices will not be permitted for use by any students during Afterschool Program hours. If such devices are found, they will be confiscated and returned promptly to parents. If your child needs a smartphone for emergencies, please notify us verbally, by text message or writing and see that it is kept in his/her backpack to be used only when absolutely necessary. If you must speak to your child during after school program hours, we kindly ask that you call the Program Director.

DISMISSAL FROM PROGRAM BASED ON BEHAVIORAL INFRACTION

A student who commits a serious behavioral infraction of the student code of conduct is subject to immediate dismissal from MHNA ASP. However, most times, a student involved in a serious behavioral infraction will be referred to the MHNA board of trustees for evaluation or assigned disciplinary monitoring. When a student is dismissed from MHNA ASP, parents are responsible for tuition for all days a student was in attendance. Any residual tuition, beyond the last day of attendance, will be refunded.

LOST ITEMS

MHNA is not responsible for any lost personal items including cell phones, backpacks, clothes, and electronic devices.

COVID-19-Related Policies & Safety Plan

1. Children must attest to being healthy for at least 14 days prior to attending the program.
2. Children are required to wear face coverings or masks during program hours.
3. Children's hands will be frequently washed or sanitized throughout various segments of the program and between activities.
4. Children are required to have their temperature taken at the front desk each morning.
5. Regarding sick children, they will be sent to a private room and supervised by staff from a distance. The program director will contact the child's parents and send the child home. MHNA reserves the right to deny entry to any sick children until medical clearance has been obtained.
6. To the extent possible and where necessary, seating areas throughout the program and during instructional segments will be configured to facilitate adequate distancing.
7. Indoor recreational or recess activities are limited and outdoor activities are increased, wherever possible.
8. Site disinfecting and cleaning practices in all used spaces will be performed throughout the day.
9. Hand sanitizer stations are available in various locations throughout the program.
10. Staff as well as any adult or visitor will wear personal protective equipment (ppe) whenever they interact with or are in the vicinity of children.
11. Staff must attest to being healthy for at least 14 days prior to attending the program.
12. Air ventilators & purifiers will be used throughout the site to facilitate a breathable air flow.