



156-15 Sanford Ave, Flushing, NY 11355
www.murrayhillflushing.com

MHNA AFTERSCHOOL PROGRAM REGISTRATION FORM

We accept cash and checks. Checks should be made payable to MHNA.

FOR OFFICE USE ONLY:

RECEIPT # _____

REG FORM # _____

PRICE BREAKDOWN:

Reg Fee (\$75 or \$45) \$ _____

Tuition \$ _____

Yellow Bus \$ _____

6 pm Transport \$ _____

1. Student's Information

_____ / _____ / _____

| | | | | |
|-----------|--------|------------|-------|------------|
| _____ | _____ | _____ | _____ | _____ |
| Last Name | School | First Name | M/F | Birth Date |
| Grade | | | | |

| | |
|-----------------------|---------|
| _____ | _____ |
| Teacher Name | Class # |
| PS22 Pick-Up Location | |

2. Parents/Guardian's Information

| | | |
|------------------------------------|--------------------|--------------------|
| Parent Contact Information: | | |
| Parent #1 | | |
| Cell Phone: | Work Phone: | Home Phone: |
| Parent #2: | | |
| Cell Phone: | Work Phone: | Home Phone: |

Address:

| | | |
|----------|--------|------------|
| _____ | _____ | _____ |
| Zip Code | Street | City State |

Preferred Contact Language (Circle Option):
KOREAN ENGLISH SPANISH CHINESE

4. Has the student ever repeated a grade? If yes, describe which grade and why.

5. Has your child ever been referred or treated for (check all that apply):

- Learning disabilities Language processing ADHD/ADD Emotional difficulties IEP
- Other Special Education

If yes, please explain.

Initial / most recent testing dates: _____ Please submit a copy of most recent test results. (Optional)

6. Does your child have any physical disabilities we need to provide for? If yes, please explain.

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 _____
X _____
PARENT/GUARDIAN'S SIGNATURE DATE
Date

Parent Coordinator's Signature

PRINT NAME

Print name

***A ONE-TIME, NON-REFUNDABLE REGISTRATION FEE MUST ACCOMPANY THE SUBMISSION OF THIS APPLICATION FORM (waived for all previously enrolled students)**

BLUE CARD

Please list all names of people authorized to pick your child up:

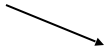
- | | | |
|----|------------|-----------------------------|
| 1. | Name _____ | Relationship to Child _____ |
| 2. | Name _____ | Relationship to Child _____ |
| 3. | Name _____ | Relationship to Child _____ |
| 4. | Name _____ | Relationship to Child _____ |
| 5. | Name _____ | Relationship to Child _____ |

Please list anyone that is legally unauthorized to pick up the above named child:

Name _____

Name _____

PLEASE JOIN THE PARENT GROUP CHAT: Scan below



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

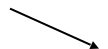
I hereby authorize MHNA After School Program to engage for my child at my expense any **necessary emergency medical or dental care including but not limited to the first aid treatment**, until I can be informed and make further arrangements. It is understood that every effort will be made by MHNA Afterschool Program to contact me. This authorization will expire on June 30, 2022.

X _____

Parent/Guardian Signature

Parent/Guardian Name (PRINT)

Date



----- RIP OFF THESE PAGES TO KEEP. THESE FOLLOWING PAGES ARE FOR PARENTS TO KEEP.



PROGRAM OVERVIEW (2021-2022)

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 2:00 pm 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 : 917-251-0155

Espanol:

DAILY SCHEDULE

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

2:30-3:05 pm **Snack & De-Stress Session**

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.

3:05-5:10 pm **Homework Session/Academic Enrichment**

College and High School tutors work with children to complete HW. Enrichment in math, ELA and ESL will also be given to each student according to grade level or academic standing.

5:10-5:45 pm **Planned Activities:** Students will participate in various activities such as team games, recreation, board games, arts & crafts, and specialized activities.

5:45-6:00 pm **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 - 7:00 pm **Extended hour**

MHNA AFTERSCHOOL CALENDAR 2021 - 2022

| | |
|-------------|--|
| 9/13 | FIRST DAY OF SCHOOL FOR ALL STUDENTS |
| 9/16 | Afterschool Closed - Yom Kippur |
| 10/1 | Tuition Payment Due |
| 10/11 | Afterschool Closed - Columbus Day |
| 11/1 | Tuition Payment Due |
| 11/2 | Afterschool Closed - Election Day |
| 11/4 | Half Day (K-5) - 11:20 am pick-up |
| 11/11 | Afterschool Closed - Veterans Day Observed |
| 11/18 | Half Day (6-8) |
| 11/25-26 | Afterschool Closed - Thanksgiving Recess |
| 12/1 | Tuition Payment Due |
| 12/24-12/31 | Afterschool Closed - Winter Recess |
| 1/3 | Tuition Payment Due |
| 1/17 | Afterschool Closed - Dr. Martin Luther King Jr. Day |
| 2/1 | Afterschool Closed - Lunar New Year |
| 2/2 | Tuition Payment Due |
| 2/21-2/25 | Special Program - Midwinter Recess (for an additional tuition fee) |
| 3/1 | Tuition Payment Due |
| 3/3 | Half Day (K-5) - 11:20 am pick-up |
| 3/10 | Half Day (6-8) |
| 4/1 | Tuition Payment Due |
| 4/15-4/22 | Special Program - Spring Recess (for an additional tuition fee) |
| 5/2 | Afterschool Closed - Eid al-Fitr |
| 5/3 | Tuition Payment Due |
| 5/30 | Afterschool Closed - Memorial Day |
| 6/1 | Tuition Payment Due |
| 6/7 | Afterschool Closed - Chancellor's Conference Day |
| 6/9 | Afterschool Closed - June Clerical Day for Elementary & Middle |
| 6/20 | Afterschool Closed - Juneteenth |
| 6/27 | LAST DAY OF SCHOOL FOR ALL STUDENTS |

RATES & FINANCIAL POLICIES (2021-2022)

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

AFTERNOONS ONLY (2 pm - 6 pm)

A: \$199/month

REGISTRATION FEE: A one-time \$75 registration fee per student shall apply to all first-time registrants.

For siblings of two or more, the registration fee is \$45 per child.

YELLOW BUS FEE(S): \$105/month (Magic Sunshine Bus Inc.): provides service to PS 107, PS 21 (\$160),

PS 79 (\$160), PS 32, PS 130, PS 159, and IS 25.

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

SNACK FEE (optional): \$15/month. Otherwise, parents are responsible to provide snacks for students.

| | | |
|----------------|----------------|-------------|
| EXTENDED HOUR: | 6 pm - 6:30 pm | \$65/month |
| | 6 pm - 7 pm | \$100/month |

Policies & Stipulations

#1: Full tuition payments are due on the first school day of the month or upon registration (afterwhich, all subsequent payments are due the 1st school day of the month).

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

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

#4: If you register/enroll for a month *after* the first school day of that month, you may be charged a pro-rated price. The adjusted price is based on the total remaining school days in that month plus a 50%-of-tuition part-time attendance fee.

#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:

→ MULTIPLE MONTH DISCOUNT: 10% off all tuition costs if at least 5 months are paid for up front, all at once.

#6: REFUNDS:

Tuition is not refundable under any circumstances, including acts of God.

GENERAL POLICIES

ABSENTS

Please notify the program if your child will be absent from afterschool on any day, or if you have already picked up your child from public school.

PROGRAM HOURS

ASP operates from 2:00 pm 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 15 mins 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 will be kindly asked to wear face masks during program hours.
2. Children's hands will be frequently washed or sanitized throughout various segments of the program and between activities.
3. Children are required to have their temperature taken at the front desk each morning.
4. 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.
5. To the extent possible and where necessary, seating areas throughout the program and during instructional segments will be configured to facilitate adequate distancing.

6. Indoor recreational or recess activities are limited and outdoor activities are increased, wherever possible.
7. Site disinfecting and cleaning practices in all used spaces will be performed throughout the day.
8. Hand sanitizer stations are available in various locations throughout the program.
9. 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.
10. Staff must attest to being healthy for at least 14 days prior to attending the program.
11. Air ventilators & purifiers will be used throughout the site to facilitate a breathable air flow.