



***The Largest After School Provider in New York State
2019-2020 Program Information for Columbia County.***

Welcome to Healthy Kids Programs! We understand that childcare is one of your **most** important decisions and we are pleased that you have chosen Healthy Kids Programs to meet your childcare needs.

The Healthy Kids Before/After School Program is one of the largest, most experienced and highest quality providers of extended day child care in New York with programs in dozens of elementary schools in Central NY, Finger Lakes, Hudson Valley, NYC, Westchester and Western NY. Our directors and staff are highly skilled, background-checked and credentialed. NYS Office of Children and Family Services licenses and oversees our programs. We gladly accept DSS and ACS.

We are here to help you in any way. If you need any information or have any questions, please e-mail or call us at 845 568 6100. Here is our team:

- Leeann Scivolette, Regional Director at Leeann@HealthyKidsPrograms.com or call (845) 568-6100 ext 1008 or (845) 839-3494
- RaeAnne Nocera, Executive Director at RaeAnne@HealthyKidsPrograms.com or call (845) 568-6100 ext 1004 or (845) 247-5572
- Jeanne Martin, Registration Director & DSS Specialist at Jeanne@HealthyKidsPrograms.com or call (845) 568-6100 ext 1002

Sincerely yours,

The Healthy Kids Programs Team

P.S. Register any time before July 1, 2019 and pay nothing until September tuition is debited from your account on August 15th.



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This program information is for the programs at the following locations:

COLUMBIA COUNTY PROGRAMS		
NEW LEBANON CENTRAL SCHOOL DISTRICT		
Walter B Howard Elementary School	Drop off as early as 6:30AM	Pick up 5:30 and 6:30pm

For a complete Listing of Schools that host our before/after school program please go to:
www.Healthykidsprograms.com

For more program information, contact Jeanne Martin at Jeanne@HealthyKidsPrograms.com
or call Jeanne at (845) 568 -6100 ext 1002. Fax Number (845) 565-3741. Tax ID Number 46-3551009.
Admin offices: 565 Union Avenue New Windsor, NY 12553 www.Healthykidsprograms.com



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BEFORE SCHOOL FEES

Drop off as early as 6:30am, available at the following locations:

- Columbia County:
 - Walter B Howard Elementary School

6:30am Early Drop off	6:30am early drop off fees (Siblings save 10%)	6:30am early drop off fees for families qualifying for free/reduced lunch
5 days/week	\$245/month	\$185/month
4 days/week	\$225/month	\$170/month
3 days/week	\$205/month	\$145/month
2 days/week	\$165/month	\$115/month
1 days/week	\$140/month	\$95/month

AFTER SCHOOL FEES

Pick up as late as 5:30pm, available at the following locations

- Columbia County:
 - Walter B Howard Elementary School

5:30pm Late Pick Up	5:30pm late pick up fees (Siblings save 10%)	5:30pm late pick up fees for families qualifying for free/reduced lunch
5 days/week	\$315/month	\$225/month
4 days/week	\$285/month	\$205/month
3 days/week	\$260/month	\$185/month
2 days/week	\$210/month	\$150/month
1 day/week	\$180/month	\$125/month

Pick up as late as 6:30pm, available at the following locations:

- Columbia County:
 - Walter B Howard Elementary School

6:30pm Late Pick Up	6:30pm late pick up fees (Siblings save 10%)	6:30pm late pick up fees for families qualifying for free/reduced lunch
5 days/week	\$380/month	\$300/month
4 days/week	\$350/month	\$275/month
3 days/week	\$325/month	\$245/month
2 days/week	\$270/month	\$205/month
1 days/week	\$235/month	\$180/month

Pay your entire before/after school tuition in full by July 1, 2019 and take 10% off your total tuition PLUS pay no registration fee. Pay in full after July 1, 2019 and take 10% off your total tuition and pay a \$50 registration fee

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TUITION AND PAYMENT INFORMATION

- 1) Healthy Kids Extended Day Programs offers 1, 2, 3, 4 and 5 day a week options.
- 2) Only children registered in elementary school or a pre-k program are eligible to participate.
- 3) If your school district makes the decision to dismiss school early or has a delayed opening due to snow or other unscheduled event, the Healthy Kids Program will be cancelled.
- 4) Please note there are no refunds or credits given for days not attended, or for cancelled enrollment without proper notification.
- 5) The fees are collected every month. The monthly fees are averaged out for 180 scheduled school days. Consequently, the monthly rate is the **SAME** whether there are 18 school days in the upcoming month or a different number.
- 6) Attendance is specific to days of enrollment. There is no "switching days" or "making up days" due to a holiday, school cancellation, illness, or parent work schedule.
- 7) For all programs there is an annual registration fee:
 - If you enroll in the program by July 1, 2019, the registration fee is waived; it is \$50/child if you enroll after July 1, 2019; it is \$75/child if you enroll after August 15, 2019.
 - There is a \$150/family cap on registration fees, regardless of the number of children.
- 8) Discounts:
 - Take a 10% off **REGULAR** rates for enrolling in any two programs including before school, after school.
 - Sibling discount: first child pays regular rates, all siblings get take 10% off **regular** rates.
 - **No discounts off of free/reduced rates**
 - Pre-payment plan: **save 10%**. Pay your entire before/after school tuition in full by July 1, 2019 and **take 10% off your total tuition plus pay no registration fee**. Pay in full after July 1, 2019 save 10% off your total tuition but pay a \$50 registration fee.
- 9) Automatic payments.
 - Fees shown are for automatic withdrawal from a checking account. A \$15/payment surcharge is added for automatic payment with a credit card.
 - Fees are deducted monthly prior to the month's start. Student cannot attend program without payment. Fees will be pro-rated to reflect actual start date
- 10) Parents/Guardians now have 24 hour online access to attendance, billing and payment history as well as the ability to update information at any time. Brightwheel fee \$2.50/month/family.
- 11) Fees are collected on the 15th of every month prior to attendance.
- 12) Checks/debits that are returned are charged a \$30 fee per occurrence.
- 13) There are reduced fees for families qualifying for free/reduced lunch. Please include a copy of the free/reduced lunch letter from your district's Food Service Office with this packet.
- 14) We gladly accept DSS. Please contact Jeanne for more information.



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PROGRAM INFORMATION FOR PARENTS

- Healthy Kids Extended Day Programs offers 1, 2, 3, 4 and 5 day a week options.
- Children eligible to participate in the Healthy Kids Extended Day Program must be registered in elementary school or a pre-k program.
- Prior to beginning any Healthy Kids Program, all children are *required* to have a complete application on file including their medical history.
- If your child requires an epi-pen or an inhaler, you must fill out an Individual Health Care Plan for your child, and provide the program with the necessary medication for your child so we may assist in administering the medication if needed during program hours. This **must** be provided before your child starts the program.
- The program follows the schools district calendar.
- Healthy Kids is unable to provide supervision of students whose personal needs are greater than regulated staffing ratios allow.
- The Healthy Kids Extended Day Program operates under a license from the NYS OCFS which oversees and regulates child care programs. Among the requirements of the license is a full background check of all staff (including fingerprinting).
- All parents/guardians must follow proper sign in and sign out procedures. We cannot overstate how important this is. If child (ren) is leaving with an approved person but someone other than their parent/guardian, photo identification must be presented.
- Children cannot attend program if they have a fever or contagious illness.
- Parents will be notified, and children must be picked up in the event of illness.
- Children must stay with group/leader at all times.
- Appropriate attire must be worn at all times. Please label all children's items.
- Healthy snack time will be provided daily for after school children, parents please send your child to program with a snack daily.
- Please leave all electronic devices at home. The only exception is cell phones which are to remain in the child's book-bags and are only to be used for emergency communication with parent/guardian.



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We ask all parents to go over this code of conduct with enrolled children. We place a high importance on all students treating others in a positive, respectful way. We follow a progressive discipline philosophy and will bring the parent in early in the process.

Healthy Kids Extended Day Program Code of Conduct

- We will always place safety first; which will mean regular buddy checks, safety drills and procedures to ensure child safety. Safety procedures are priority #1.
- Children are expected to be respectful, honest and kind. Use positive language, be gracious competitors, show good sports etiquette and share
- Be considerate to others and to the environment by cleaning up after yourselves.
- In a group situation, please no talking while someone else is speaking, always raise your hand if you have something to contribute and use inside voices indoors.
- Follow your program staff's directions, if you do not understand, ask questions!!!
- We have zero tolerance for violence and believe that there are no reasons or circumstances that call for violence. We require children to bring issues to staff person's attention for help in solving them before it escalates to violence.

Consequences of not following code of conduct

- The Director will determine disciplinary action after staff reports incidents. Consequences may include (1) a gentle reminder (2) a few minutes aside from group activity (3) call guardian and leave for the day (4) child will be removed from the program with no refund.
- Healthy Kids Extended Day Program reserves the right to immediately dismiss any child from the program for extremely disruptive behavior, for behavior placing a student/staff safety in jeopardy or any violence. Examples include but are not limited to: (1) intentionally hurting another child (2) stealing (3) refusing to comply with a safety directive (4) inappropriate language (5) violence, etc.
- Any child who harms another can be expelled, WITH NO REFUND of tuition. This includes pushing, biting, and kicking, etc.

Parent Handbook

You will find lots more information in the parent handbook. You can find a printable version of the Parent Handbook on our website, www.HealthyKidsPrograms.com and you will receive a copy via e-mail as part of your registration confirmation correspondence.