



Dear Parents,

We would like to take this opportunity to welcome you to Arts and Athletics Afterschool program.

Please read the policies carefully. This manual is designed to help you understand our program, your role as a parent and our policies. Furthermore, these policies comply with the NYC Department of health, our licensing authority.

We wish to take this opportunity to thank you for your help and cooperation and welcome you to Arts and Athletics.

Sincerely,

The Arts and Athletics Team.



OUR MISSION

Arts and Athletics Afterschool provides high-quality enrichment classes as well as academic support for children at PS 9, PS 84, PS 166 on the Manhattan's Upper West Side. In addition to our school-based programs, we also offer a variety of classes for parents and children (6 months to 3 years). These include yoga, movement, music, and story time. Our mission is to benefit our neighborhood community by offering a wide range of educational opportunities, both physical and intellectual, in a safe and supportive environment.

Arts and Athletics and the Joy of Learning

A common thread running through all of *Arts and Athletics* Afterschool's activities is that they are interesting, engaging, and challenging. We encourage students to utilize and develop their skills in all of our classes. Whether it's Creative Writing, Science Experiments, 9 News, or Book club, kids learn for their own enjoyment without school-related pressures and grades. Similarly, the emphasis in our sports programs and other physical activities is on the fun of playing as opposed to the stress of competing. At Arts & Athletics, we believe it is important that kids get the exercise they need, an understanding of the rules and strategies of the games, develop their individual skills and, most importantly, learn the social values of cooperative play.

Classes are taught by certified teachers and subject area specialists who are both qualified and really enjoy the subjects they teach.

AFTERSCHOOL PROGRAM HOURS

Monday- Friday 2:20-6:00 pm

Afterschool programs are in session each day that school is in session from September 9, 2019 to June 12, 2020. Afterschool may be canceled due to inclement weather or other emergencies.

Arts and Athletics follows the NYC Department of Education calendar which you can view here: <https://www.schools.nyc.gov>

HOLIDAY CAMPS

We are please to announce mini-camps which will take place on days during the Fall 2019 cycle when school is not in session. These mini camps offer children a chance to explore and get to know their neighborhood while building strong relationships with their peers and teachers. If the weather permits, we'll be visiting Central Park and museums nearby. Each mini-camp is bursting with creative activities centered on an art, science, or cultural theme. We continually develop



and add new projects to the rotation so there is always something to delight and engage newcomers and returning mini-campers alike!

<u>Full Day Holiday Camp Offered:</u>	<u>Half Day:</u>
Rosh Hashanah (Sept.30th to Oct.1st)	Arts and Athletics is offering coverage on all half day's school is out Half Day 11:30 am to 6pm \$75/day
Yom Kippur (Oct. 9th)	
Columbus Day (Oct.14th)	
Election Day (Nov.5th)	
Veterans Day (Nov.11th)	
Full days 8am to 5pm \$120/day	

LATENESS POLICY

Children should be picked up at their arranged departure times. It is difficult for young children to understand ten or fifteen minutes and at the end of the day it can be stressful for a young child who is waiting for his/her parents.

The school building closes at 6:00 p.m. sharp and all staff is to be out of the building by that time. All children must be taken from the school by one of the guardians designated on the pick-up list. All parents must sign out their child(ren) by 5:50 pm

In case of an emergency, parents are responsible for calling the Site Supervisors, either Diana or Antwuan, and notifying them that they will be late in picking up the child. If it is after 6:00 p.m. you will be charged \$5.00 a minute. **Excessive late pick-ups will lead to cancellation of your child's registration in our program.**

The Pre-K at PS 84 Afterschool Program

The Pre-K Program is designed and overseen by Arts and Athletics staff. This program will afford all children the opportunity to engage in developmentally appropriate activities in a supervised



and safe environment that supports and enriches their school experience as they develop new friendships and grow in social skills, confidence, and independence.

Preschoolers will explore a window of colorful adventures and enrichment activities through a monthly theme and education-based curriculum. Each theme contains a variety of activities including Language (French, Spanish and Chinese) Arts/Literacy, Math, Science, Creative Arts, Music and Movement, as well as free play and socialization. Our curriculum addresses all aspects of language: listening, speaking, vocabulary building, but most importantly, a lifelong interest in other cultures.

Daily Schedule:

- 2:20 p.m. – 2:30 p.m.: Dismissal to café
- 2:30 p.m. – 3:00 p.m.: Snack time (Café)
- 3:00 p.m. – 3:10 p.m.: Circle time
- 3:10 p.m. – 4:00 p.m.: Early session activity
- 4:00 p.m. – 4:40 p.m.: Supervised outdoor play (weather permitted or gym)
- 4:40 p.m. – 5:30 p.m.: Late session activity
- 5:30p.m. – 5:40 p.m.: Play time (choice time) (small groups)
- 5:40 p.m. – 5:45 p.m.: Dismissal (late session)

**** Children must be fully potty-trained, able to speak up for their needs. We've deliberately set these requirements because we want to promote the safety, health, and happiness of our children.**

Disciplining of Children by Staff Members

The methods of guidance and discipline we use at our programs shall:

1. - Be positive discipline
2. - Be consistent with the age and developmental needs of the children
3. - Lead to the child’s ability to maintain self-control

Acceptable actions that a staff member may take when disciplining a child are:

1. - Discussion with the child
2. - Re-directed to a new activity to change the focus of a child’s behavior
3. – Thinking chair with teacher/staff supervision



4. - Divert the child and remove from the area of conflict

Staff will not:

1. - Use hitting, shaking, or any other form of punishment
2. - Use abusive language, ridicule, harsh humiliating or frightening treatment or any other form of emotional punishment.
3. - Engage in or inflict any form of child abuse and/or neglect.
4. - Withhold food, emotional responses, stimulation, or the opportunities for the rest or sleep.
5. - Require a child to remain silent or inactive for an inappropriately long period of time for the child's age.

Staff members should overlook small annoyances and appreciate the child's point of view. Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. Positive discipline is different from punishment.

Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

BATHROOM POLICY AND PROCEDURE

Staff will take children to the bathroom when they need or ask to go bathroom.

Specifically, the teaching staff will:

1. Encourage the child verbally, particularly after food or liquid intake by saying do you need to use the bathroom?
2. If the child is in training pants or pull ups, the teacher will encourage them to use the toilet.
3. Verbally remind the child to be aware of when he/she needs to use the bathroom.
4. Provide positive reinforcement throughout the entire day.
5. Teach the child proper hygiene around toilet use (i.e. proper wiping techniques, flushing the toilet, washing hands).



6. There will be always two students per teacher at the bathroom. A teacher will never be alone with a child in the bathroom.
7. Assist the child if he/she has an accident. AA staff will use gloves and assist in wiping/cleaning if needed.
8. Arts and Athletics will provide an extra change of clothes if an accident happens. Parents and Caregivers must return the AA clothes within a week of use.
9. AA Staff will never deny a bathroom request or force a child to go to the bathroom.
10. AA staff will always leave the main bathroom door open.

WINTER AND SUMMER ACTIVITIES

Children in attendance at afterschool programs are expected to participate in all planned activities. Outside play is a part of our daily program. Only severe weather conditions prohibit this activity. For example, during continuous rain, sleet, snow, or high winds we would provide for the children's physical activities in the gym or classroom. Please send adequate clothing for the coldest weather, remember to label all clothing.

We always welcome the warmer weather and summer fun. During this time of the year the afterschool programs offers a variety of activities in which all children participate. Most of the activities are outdoors, this includes walks to local parks as well as where there may be water sprinklers; therefore, we ask that you send appropriate clothing for the warm weather

Remember that one extra sets of your child's clothing are to be kept at afterschool and are required and necessary at all times. Again, all clothing must be labeled. (Seasonal)

HOLIDAYS CELEBRATION

Arts and Athletics makes every effort to plan activities and lessons that are related to the interests of the children. As the holiday season approaches the children become increasingly interested in talking about, and participating in, activities related to fall and winter holidays. Pre-K- Afterschool will learn about the following holidays:

- Halloween
- Diwali
- Veteran's Day
- President's Day
- Thanksgiving
- Chanukah/Hanukkah
- Christmas



- Kwanzaa
- New Year's Day
- Martin Luther King, Jr.
- Washington's Birthday
- Memorial Day
- Independence Day

FOOD AND ALLERGIES:

ALLERGIES: Please inform us of any allergies or health problems we need to be aware to keep the children safe. Please notify us via email of EpiPens.

NO NUTS OF ANY KIND ARE PERMITTED IN THE AFTERSCHOOL SCHOOL PROGRAM

WATER: Water is available for the children at the 88th Street space. Please send a water bottle for the park and outdoor activities.

PM SNACK: Arts and Athletics will provide children cheese crackers; graham crackers or pretzels, we suggest you send any preferred snack.

ALL ITEMS MUST BE LABELED; PLEASE NOTE UN-LABELED ITEMS WILL BE LABELED WITH SHARPIE BY ONE OF OUR STAFF MEMBERS.

CLASSES AND DAILY ACTIVITIES:

- **Cooking:** The warmth and good smells, the love that goes into preparing a meal, and sharing at the table make memories that can last a lifetime. We will like to offer cooking class to celebrate fall and holidays. This simple dessert recipe gives children plenty of opportunities learn, or reinforce, new skills. Of course, it's yummy, too!
- **Circle time:** During circle time, children will say hello to all their friends in English, Spanish and French, review the topic of the day and start their daily adventure
- **Play time:** During playtime children will choose and explore different toys related to the topic of the week
- **Cooking:** The warmth and good smells, the love that goes into preparing a meal, and sharing at the table make memories that can last a lifetime. We will like to offer cooking class to celebrate fall and holidays. This simple dessert recipe gives children plenty of opportunities learn, or reinforce, new skills. Of course, it's yummy, too!



- **Bookworm:** Children explore one book every week. Our classes expose children to age appropriate literature which comes to life through hands-on art, music, poetry and movement activities related to the book. Early literacy skills will be developed by reading books written by both new and familiar authors.
- **Let's write!** Children have fun exploring all the concepts of writing. We use Hand Writing Without Tears method to make learning fun, engaging, and developmentally appropriate methods to enable children to master handwriting as an automatic and comfortable skill.
- **123 math for me:** Children love to count and explore math in our class. Children will make connections to their everyday world by exploring geometry, counting and problem solving.
- **Messy Art:** In our art classes, kids will explore colors, shapes, and texture while developing their fine motor skills and expanding their creativity. They will be exposed to unique and fun art mediums such as foam and finger paint, watercolors, clay, and beading while creating one project each week.
- **Little Artist:** Little artist will explore masterpieces, art history and learn about materials, techniques, and age-appropriate concepts through story time and art activities including painting, collage, sculpting, and drawing, and then share their creations and experiences with each other.
- **Science:** Our little scientist will explore their natural imagination and curiosity with fun, interactive, and hands-on projects. Children will discover how things work by building hypothesis and testing their theories in a variety of topics.
- **Yoga:** Is a play group setting full of itsy-bitsy poses, movement games, songs, story-telling and breathing, along with lots of laughter and joy! The class will give them a chance to learn about their bodies, stimulate their senses and have fun exploring creative poses with repetition in songs and games.
- **Music/Wiggles:** Children will explore instruments and music and have a lot of fun wiggling and signing with his fiends
- **Language Class:** Spanish, French, Chinese. Scientific research shows that learning a foreign language comes naturally for children when they start at an early age. Our



language classes help children naturally absorb their new language through music, visual prompts and teacher-child interaction

- **Gardening:** Design to help children explore where vegetables and food comes from. This hand on class will explore science, food, plants, seeds, watch them grow and ultimately sample their own produce. Children will also read stories, make crafts and cook fresh vegetables.
- **Soccer:** The Pre-K program is an incredible introduction to the movement and coordination skills learned through soccer. We specifically design this curriculum for the pre-k age group, will help your child learn the fundamental soccer skills in an exciting and creative environment.