



After School Child Care

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# Parent Handbook

*Revised 5/15/21*

**Please familiarize yourself with the Parent Handbook.  
Feel free to contact the Office with any questions.  
We look forward to you joining our **KEEPS** family!!!**

Welcome to **KEEPS**. Located in the Village of Mamaroneck, **KEEPS** is a quality after school program established in 1983. We provide a warm, nurturing, and enriching environment for children in grades K-6 during out of school time. **KEEPS** is a school-age organization dedicated to children of all abilities, cultures, religions, and socioeconomic status. Our mission is to provide children with life skills and experiences that will help them develop into well-rounded individuals.

**KEEPS** is a private, 501(c) (3), not-for-profit organization organized under the laws of NYS. Our program is registered by the NYS Office of Children and Family Services which sets the standards for care throughout the state. **KEEPS** is funded by tuitions and donations. Our program is administered by a volunteer Board of Directors composed of parents and community members.

**CALENDAR**

**KEEPS** follows the Mamaroneck and Rye Neck Schools calendars

1. When schools are **CLOSED**, or dismiss **EARLY** due to any emergency, **KEEPS** will be **CLOSED**.
2. When schools **CLOSE** early for their Annual Emergency Drill, **KEEPS** **WILL NOT** pick up from the school, but children can be dropped off at the center.
3. If **KEEPS** must close **EARLY** due to any emergency, we will contact parents requiring immediate pick-up.

**Program hours:**

- 3pm - 6:30pm Weekdays
- 11am - 6:30pm ½ Days
- 8am - 6pm Designated School Closings

**SITE LOCATION**

Stephen Johnston Pavilion  
Blue Room  
1 Harbor Island Park, Mamaroneck NY 10543

**PROGRAM**

Our program meets the needs of children who have participated in a regular school day. Children have the opportunity to choose from a variety of age appropriate indoor and outdoor activities. Our environment is set up to give children autonomy in selecting materials and carrying out activities.

Children can pursue their interests by playing independently or in small groups. A designated time and area is available for homework. Special events and seasonal activities are scheduled throughout the year. Recognizing differing needs of older children, we provide a separate space and special activities for our 5th.

Children are provided with nutritious snacks and we ask that you **DO NOT** send snacks from home. Children are encouraged to participate in healthy snack selection. For safety reasons, all snacks must be eaten on premises. If your child has a food allergy or requires a special diet, please inform **KEEPS** at registration.

Children may not bring toys from home. However, during full day programs, children may bring 2 toys, providing they are appropriate. **KEEPS** assumes no responsibility for toys that may be lost or broken. We do not allow children to use cell phones while at **KEEPS**.

## **STAFF**

Our Director has a BA degree and holds a NYS School-Age Care Credential. Our Assistant Director holds a NYS School-Age Care Credential. All staff members are highly qualified in school-age care and receive regular training annually, including First Aid and CPR for children. We maintain a ratio of 1 staff member for every 8 to 10 children. All staff is screened by NYS to verify that they have not been the subject of a child abuse complaint. Staff is also fingerprinted to verify that they do not have a criminal record.

***As School-Age Child Care Workers, Staff Is Mandated To Report Suspected Child Abuse, Endangerment, Or Neglect To The Appropriate State And Local Authorities.***

***Staff are not permitted to babysit in any capacity for any **KEEPS** children.***

***We ask you to respect our policy, as it is a conflict of interest.***

## **ADMISSIONS**

**KEEPS** is open to children in kindergarten through 6<sup>th</sup> grade who attend public or private schools in the Village of Mamaroneck and surrounding communities. Children may be registered full time, part time or as a drop-in. For a drop-in day, parents must notify the Director at least 24 hours in advance of the desired date of attendance to see if space is available.

**Registration constitutes a contractual agreement with **KEEPS**.** Schedules may be changed 1 time in December for the 2<sup>nd</sup> half of the school year (Dec - May). Your June deposit is non-refundable and will be credited to **June only**. **There is a \$200 fee for any schedule change that results in less days than contracted.**

Registration is for regular school days. Programs for school holidays and 1/2 days require **ADDITIONAL REGISTRATION**. Notices regarding registration will be posted prior to the dates for these programs.

To enroll a child in **KEEPS**, parents are required to:

1. COMPLETE Registration packet and Emergency Information Sheet
2. Enclose payment for **NONREFUNDABLE** Registration Fee & **NONREFUNDABLE** June Tuition Deposit *or* **NONREFUNDABLE** Drop-in deposit. *Refer to rate schedule in packet*
3. Submit required medical form. We require medicals upon initial registration and in grades K, 2, 4.
4. Receive an orientation which includes a review of Parent Handbook and a tour of the facilities.

***Your child is registered in **KEEPS** only when the above are COMPLETE!!!!***

Parents **MUST** notify the Director of any change of address, phone numbers (home, business, cell and emergency), e-mail, changes in child's medical history or medication, etc. Parents should also notify their child's teacher of the days that he/she will be attending **KEEPS**.

## **SPECIAL NEEDS**

Parents with children requiring special assistance are encouraged to contact the Director. **KEEPS** will work with all families to attempt to devise a plan that will enable us to meet the individual needs of each child. We will make reasonable accommodations to provide fully inclusive school-age care for any children with special needs. Reasonable accommodations may include adapting space and activities so that all children can participate fully.

When the participation of a child requires a level of staffing or resources that goes above and beyond the "reasonable accommodations", we will invite the family to help us identify any additional sources of support before determining that we cannot accept or continue the enrollment of the child.

## TUITION POLICY

**MONTHLY TUITION** is computed on a yearly basis - the total number of school days divided into 10 equal monthly payments. Sibling discounts are given. **ADDITIONAL TUITION** is charged for school holidays, ½ days (if not scheduled to regularly attend) and drop in days. *Refer to tuition rate schedule.*

**MONTHLY TUITION** is due on or before the 5th of each month. Bills are generated before the due date and will be emailed to all accounts. A 10% late fee will be charged to all overdue tuition. **KEEPS** cannot refund fees for days' children are absent nor can it accommodate make-ups days for missed days. No credit or make-up days will be given for sick days, personal absences, afterschool clubs, after school help or religious education classes. To enroll your child in any holiday or ½ day program, all tuition must be paid. If you are more than 2 months behind, a possible suspension of services may occur. You will also be unable to register for the next school year. All receipts are computer generated and emailed directly to you. **KEEPS** will send an end of the year total to all families.

Scholarships may be available based upon need. Speak to the Director for further information.

## TRANSPORTATION (from school to KEEPS)

### Elementary Schools in Mamaroneck

At dismissal time, children are met at their schools and escorted to **KEEPS** by staff members. Children will be transported by a Mamaroneck School District bus.

**OTHER SCHOOLS** - Transportation must be arranged by parents. Enrollment is not guaranteed.

All children **MUST** be at their school's designated pick up area within 10 minutes of dismissal. We cannot transport from religious education or after school clubs at this time. We will notify parents if this changes. If you want your child to attend **KEEPS** after activities that we do not transport from, it is your responsibility to make private transportation arrangements. Any child arriving with a parent/guardian to **KEEPS** must be signed in by the accompanying adult.

## PICK UP from KEEPS

The Director must be notified of any special instructions regarding the release of children. A child will only be released to those persons listed on the emergency card. Each child must be electronically signed out daily by the person picking him/her up. Children must be accompanied by an adult as they leave the building. Promptness in picking up your child is expected and appreciated. **If other children accompany you at pick up time, please remind them to follow the KEEPS rules. Food and beverages are not allowed into the center.**

Parents must call to notify **KEEPS** if they are running late and make every possible effort to arrange for someone else to pick up your child. Parents arriving late will be charged a late fee which is **\$1 for each minute** past scheduled pick up time. Should the situation arise that you will not make your 6pm pick up time, please call to arrange an extended pick up until 6:30pm for that day, at a rate of **\$15**. If you cannot pick up your child by 6:30pm, alternative pick up arrangements must be made.

***If you are late for your 6pm pick up more than 3 times, you will automatically be transferred to the 6:30 time slot and fee. If you are unable to adhere to the 6:30pm pick up, alternative afterschool arrangements must be made and your deposit will be forfeited.***

Should the situation arise where we do not hear from you, cannot reach any other authorized pick-up person, **KEEPS** MUST transfer the care of your child to the Village of Mamaroneck Police Department at 7pm. The police will take your child to the police station to await your arrival. The **KEEPS** Director or designee will wait with your child.

Please note - **Staff are not allowed to transport children in their cars and cannot sign a child in or out of the program.**

No parent will be denied access to his/her child, including the right to pick them up from **KEEPS**; unless a copy of a legal document that prevents them doing so is on file. Please let us know of any custody issues.

If a person arrives at pick up time under the influence of either drugs or alcohol, and/or unable to safely transport a child, **KEEPS** staff will ask said person to find alternate means of transportation for you and your child. If the situation becomes hostile, police will be called.

Parking Placards will be provided to families for parking during times that paid parking is implemented by the Village (May and June)

**Please refrain from cell phone conversations while at KEEPS.**

### **ILLNESSES AND INJURIES**

**KEEPS** will only care for well children. Children who are ill and contagious may not attend our center. ***If a child gets sick and you are contacted by the school to pick up, they cannot attend KEEPS. They must remain with the school nurse or office.***

If a child shows symptoms of illness such as elevated temperature, vomiting, diarrhea, rash, severe runny nose, coughing, etc., **KEEPS** will make every effort to contact a parent/guardian. ***We require that you pick up your child within 1hr from initial call.*** Your child will be kept separate from the rest of the children, in a quiet place, supervised by a staff member, until he/she is picked up. **A child's temperature must remain at a normal level for 24hrs before they can return to KEEPS. If your child is sent home from KEEPS due to an elevated temperature, we will not pick up your child the following school day.**

Should your child be injured at **KEEPS**, trained staff will administer first aid. If an injury is serious, we will notify you immediately as well as any needed emergency personnel.

**Only Emergency Medication will be administered to a child at KEEPS (ex: EpiPens) No child should ever have medication in his/her possession.** Please inform **KEEPS** of any treatments or medications your child has received before attending our program.

### **ABSENCES**

If your child will be absent from **KEEPS**, parents must call or text **914-698-5632** or email [info@keepsafterschool.org](mailto:info@keepsafterschool.org). **Schools do not notify KEEPS of children's absences.** All calls to report a child's absence must be made at least 1 hour prior to pick up time.

If we do not hear from you, and your child is not at his/her school for pickup, **KEEPS** will make the necessary calls to locate your child. A tracking fee of **\$10** will be charged to your account. If we cannot locate your child, it is **KEEPS** policy to notify the Village of Mamaroneck Police Department that your child is missing.

### **BEHAVIOR**

**KEEPS** is committed to creating an environment in which children can develop the basic values of respect, caring, honesty, and responsibility. Our philosophy is to foster positive self-esteem. This enables children to learn how to develop appropriate behavioral limits in a variety of situations.

All children are required to follow the **KEEPS** rules:

- Keep your hands to yourself.
- Respect the rights of others.
- Respect the property of others.
- Always walk indoors.
- Use inside voices.
- Clean-up after yourself.

Parents will be notified if a child is extremely disruptive or presents a safety problem to themselves or others. If the case should arise that a child physically assaults another child, parents will be called to pick up their child immediately and be suspended one day. If another situation of the same nature occurs, the child will be suspended for 2 days. If another physical altercation happens, the child will be expelled from the program.

If we notice that your child is having trouble adjusting or socializing, we will work with them to make their afterschool experience as enjoyable as possible. Our goal is to have happy children and

parents!

**PARENT COMMUNICATION**

**KEEPS** will keep you informed about our program through e-mails, texts, flyers, phone calls, bulletin boards, and verbal communication. Informal conferencing opportunities are always available at pick up time to keep you informed about your child's day. When needed, formal conferences can be scheduled.

**PARENT PARTICIPATION**

**KEEPS** has an open door policy which encourages parents/guardians to visit with *their child*. However, you must notify the office. Parents must be accompanied by a staff member at all times while in the center. Conversations with other children are prohibited. If you wish to take pictures of your child only, you must notify staff beforehand.

**KEEPS** is committed to providing a well-balanced program for all children. We ask you, as parents, to be our partner in this endeavor by:

- sharing your talents and cultures/customs
- helping with fundraising when necessary
- serving on our Board of Directors

**KEEPS enforces a NO SMOKING policy  
for both its indoor and outdoor premises**

**Please refrain from cell phone conversations while  
inside the **KEEPS** center**