

# **REGISTRATION DOCUMENTS NEEDED**

- Completed Registration Form
- Completed Student Questionnaire
- Payment  
(Cash/Check made out to Harvest Church of New York)
- Recent student photo  
(taken within the last year)
- Copy of recent immunization record
- Copy of designated pick-up person's Photo ID

# AFTER SCHOOL PROGRAM

# PROGRAM INFORMATION SHEET

## 2024-2025



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### Program Overview

Harvest After School provides a safe, fun, caring, Christian-based environment for students. Daily scheduled homework/study/reading times are offered, as well as snacks and daily opportunities to socialize with peers.

### Admission/Tuition

- Harvest After School is available to elementary and middle school students.
- Enrollment is on a first-come, first-served basis due to staffing and capacity restrictions.
  - A waitlist will be established when the program is full.
- Your child must have the NYS-required immunizations to be admitted.
- Costs and fees are as follows:
  - Tuition: \$3,500.00 for the school year
  - Transportation costs: \$500 for the school year
  - Non-refundable registration fee, due upon initial enrollment: \$50
- Our program currently offers the following discounts:
  - Existing Student Discount: \$150.00 off
  - End of Year Discount: \$350.00 off
    - Expires 7/4/2024
- All fees are due 30 calendar days before the start of the semester.
  - Students will be withdrawn from Harvest After School if tuition is not received within 30 days of the due date.
  - A \$25 late registration fee will be applied if a student is enrolled after the start of the school year.
- The structure of refunds upon withdrawal is as follows:
  - 14 days before the start of the school year, 50% of payments made will be refunded
  - 7 days before the start of the school year 25% of payments made will be refunded
  - No refunds will be available after the school year has started
- Transportation is available for schools within 5 miles of Harvest After School.
  - Restrictions may apply due to availability.
- Harvest After School ends at 6:00 PM. In the event it is past the 30-minute grace period (6:30 PM) and your child has not yet been picked up, a \$20 late pick-up fee will be applied. (To be billed monthly.)

### Health/Safety

- Following the NYC Department of Education, parents are responsible for implementing immediate pick-up arrangements in the event their child is sick.
  - This includes signs and symptoms of fever, vomiting, head lice, and other infectious diseases.
- Parents must inform Harvest After School of any special health care needs his/her child may have.
- Children are encouraged to bring a change of clothes (in case of an accident or emergency).
- Parents will be notified immediately in the event of an illness or serious injury.
- The registration form that parents are required to complete upon their child's enrollment in Harvest After School includes parent permission for emergency medical treatment for their child.
  - This includes providing first aid and calling 911 for medical assistance in the event the illness or injury is severe.

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### Health/Safety (continued)

- In the event a child is taken directly to a hospital, a staff member will accompany the child.
- Medications will only be administered if it is required under provisions of the Americans with Disabilities Act (to be determined on a case-by-case basis).

### Allergy and Anaphylaxis Policy

- Harvest After School is a peanut-free program. Children are prohibited from bringing peanut products with them to the program.
- Parents must provide written notice from a doctor/physician for students requiring an epinephrine autoinjector (EpiPen). Parents must also provide an injector for the student (to be left with Harvest After School staff) in case of emergency.

### Daily Routine and Homework/School Support

- Students begin arriving following their school's dismissal time. (Those registered for transportation are picked up and brought back to our property.)
- Shortly after arrival, a light snack is served and the groups have a chance to socialize.
- Students will promptly begin homework after snack is completed and work until all his/her assignments are complete. Those who do not have homework may do other quiet activities such as reading, drawing, etc. so long as it does not create a disturbance for students who are still working.
- Free Time officially begins forty minutes after homework time has begun and is only open for students whose homework has been completed. During this time students will have a chance to socialize and play.
  - Play may be outside, weather permitting.
  - Students who have not yet finished their homework will have the opportunity to join the activities after they've finished their work.
- For students who take a long time to finish their work, there is no rush. They can work comfortably until they are picked up.

### Program Schedule/Scheduled Early Dismissal Days

- Harvest After School will follow the school district calendar by operating on all full school days.
- Please take a look at our Important Dates Calendar for the days the program will be closed.
  - This does not include "snow days" or days when school buildings are closed due to an emergency.

### Social Media, Electronics, Personal Belongings:

- Apart from academic purposes, students are not permitted to use electronic devices (ie: cellphones, iPads, gaming devices) during program hours.
- If you need to get in touch with your child during program hours, please contact our office.
- Harvest After School is not responsible for the loss or damage of personal items brought from home to the program.

### Pick-Up

- Harvest After School requires all parents/guardians/designated pick-up persons to be listed on the student's enrollment paperwork.
- A copy of a Photo ID will be kept on file for all designated pick-up persons.

# AFTER SCHOOL PROGRAM PROGRAM INFORMATION SHEET 2024-2025



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## Pick-Up (continued)

- If a child resides in two separate households with their custodial parents, Harvest After School will require that each parent's information is indicated on the registration form.
- Harvest After School ends at 6:00 PM. In the event it is past the 30-minute grace period (6:30 PM), and your child has not yet been picked up, a \$20 late pick-up fee will be applied. (To be billed monthly.)
- Parents or other designated pre-authorized adults (age 18 or older) are responsible to escort and sign out for the program each afternoon.
- Photo ID will be required to be presented by authorized individuals if they are unknown to the staff.
- Harvest After School will not release a child to a parent or designated pick-up person if, in the judgment of the staff, the person is acting in a way that is consistent with the inappropriate use of drugs or alcohol. (While we cannot hold a child against his/her parent's will, Harvest After School staff will be required to contact the local police and CPS.)
- Unauthorized persons (anyone who is not listed on the emergency contacts or registration application) will not be permitted to pick up a child.

## Contact and Communication

- Please add the Harvest Church of New York phone number, Harvest After School Office number, and Harvest After School e-mail address to your phone contacts.
- It is important to leave a message in the event there is a schedule change or if you will be late to pick up your child.
  - In the event it is closing time and we have not heard from you, our office will call all of the phone numbers provided on your Emergency Card and Registration Application, including all emergency contacts.
- Please immediately notify Harvest After School of updated phone numbers, home addresses, workplaces, authorized pick-ups, custody arrangements, health issues, or any other changes.

# AFTER SCHOOL PROGRAM IMPORTANT DATES 2024-2025



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| DATE                  | WEEKDAY           | EVENT  |
|-----------------------|-------------------|--|
| September 5           | Thursday          | First Day of School/First Day of Harvest After School  |
| October 3-4           | Thursday-Friday   | After School Closed<br>Schools Closed for Rosh Hashanah  |
| October 14            | Monday            | After School Closed<br>Schools Closed for Italian Heritage/Indigenous Peoples' Day   |
| November 1            | Friday            | After School Closed<br>Schools Closed for Diwali   |
| November 5            | Tuesday           | After School Closed<br>Schools Closed for Election Day   |
| November 7            | Thursday          | Afternoon and Evening Parent-Teacher Conferences for elementary schools; students in these schools are dismissed three hours early                   |
| November 11           | Monday            | After School Closed<br>Schools Closed for Veterans Day   |
| November 14           | Thursday          | Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools are dismissed three hours early       |
| November 22           | Friday            | Afternoon and Evening Parent-Teacher Conferences for high schools, K-12, and 6-12 schools; students in these schools are dismissed three hours early |
| November 28-29        | Thursday-Friday   | After School Closed<br>Schools Closed for Thanksgiving Recess  |
| December 24-January 1 | Tuesday-Wednesday | After School Closed<br>Schools Closed for Winter Recess  |
| January 20            | Monday            | After School Closed<br>Schools Closed for Rev. Dr. Martin Luther King Jr. Day  |
| January TBD           | TBD               | Professional Development Day; no classes for students attending high schools and 6-12 schools, all other students attend school                      |
| January 29            | Wednesday         | After School Closed<br>Schools Closed for Lunar New Year   |
| January TBD           | TBD               | Spring Semester begins   |
| February 17-21        | Monday-Friday     | After School Closed<br>Schools Closed for Midwinter Recess   |
| March 6               | Thursday          | Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early     |
| March 13              | Thursday          | Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools, students in these schools dismissed three hours early           |

# AFTER SCHOOL PROGRAM IMPORTANT DATES 2024-2025



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| DATE        | WEEKDAY       | EVENT   |
|-------------|---------------|---|
| March 21    | Friday        | Afternoon Parent-Teacher Conferences for high schools, K-12, and 6-12 schools; students in these schools dismissed three hours early. |
| March 31    | Monday        | After School Closed<br>Schools Closed for Eid al-Fitr   |
| April 14-18 | Monday-Friday | After School Closed<br>Schools Closed for Spring Recess   |
| May 26      | Monday        | After School Closed<br>Schools Closed for Memorial Day  |
| June 5      | Thursday      | After School Closed<br>Schools Closed for Eid al-Adha / Anniversary Day   |
| June 6      | Friday        | After School Closed<br>Schools Closed for Clerical Day  |
| June 19     | Thursday      | After School Closed<br>Schools Closed for Juneteenth  |
| June 26     | Thursday      | Last Day of School for Students   |

# AFTER SCHOOL PROGRAM REGISTRATION FORM 2024-2025



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## STUDENT INFORMATION

Name:

Date of Birth:

|                      |                      |   |                      |                      |   |                      |                      |                      |                      |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| M                    | M                    |   | D                    | D                    |   | Y                    | Y                    | Y                    | Y                    |

Gender:

 Male  Female

Name of School:

Grade:

Transportation\*:

 Yes  No

Requested Pick-up Location:

\*Transportation is subject to availability.

Student Dismissal Time:

## PARENT/GUARDIAN INFORMATION (ALL FIELDS REQUIRED)

Name:

Relationship:

Full Address:

Primary Phone:

Secondary Phone  
(Optional):

Email:

## ADDITIONAL AUTHORIZED PICK UP PERSON INFORMATION (ALL FIELDS REQUIRED)

Name:

Relationship:

Primary Phone:

Secondary Phone  
(Optional):

## EMERGENCY CONTACT INFORMATION (ALL FIELDS REQUIRED)

Name:

Relationship:

Primary Phone:

Secondary Phone  
(Optional):

By my signature, I acknowledge I have read, understand, and agree to the policies and procedures as defined in the program registration packet that I received.

**PHOTO RELEASE:** By my signature, I allow Harvest Church of New York to use photos/videos of my child for public use, including but not limited to publicity, copyright purposes, illustration, advertising, and web content. (Furthermore, I understand that no royalty, fee, or other compensation shall become payable to me because of such use.)

**LIABILITY WAIVER:** By my signature, I hereby give consent to my child to attend Harvest Church of New York's After School Program. In doing so, I effectively release the church and its staff (including but not limited to pastors, program administrators, volunteer staff, etc.) of any responsibility regarding accidental injuries that may occur while participating on church property, or in the vehicle during transportation. I also authorize the staff to obtain any necessary emergency medical treatment for my child with the understanding that the family will be notified as soon as possible. (Please be advised, that the church is covered by accident and liability insurance for the protection of its patrons.)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# AFTER SCHOOL PROGRAM STUDENT QUESTIONNAIRE 2024-2025



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Student Name 學生姓名: \_\_\_\_\_

Date 日期: \_\_\_\_\_

Answer the following questions by circling YES or NO. If yes, please specify in the comments section.

圈選“是”或“否”回答下列問題. 如果是, 請在評論部分說明.

| MEDICAL HISTORY<br>病史   | YES or NO<br>是否 | COMMENTS<br>評論部分 |
|---|-----------------|------------------|
| Does your child have any food or medical allergies?<br>您的孩子有任何食物或藥物過敏嗎?   | YES NO<br>是 否   |                  |
| Does your child have dietary restrictions?<br>您的孩子有飲食限制嗎?   | YES NO<br>是 否   |                  |
| Does your child have any medically related restrictions that will limit him/her from participating in activities?<br>您的孩子是否有任何與醫療相關的限制? 這會限制他/她參加活動嗎? | YES NO<br>是 否   |                  |
| Does your child presently take any medication?<br>您的孩子目前是否服用任何藥物?   | YES NO<br>是 否   |                  |
| Is your child prone to frequent colds, sore throats, ear infections, or bug bites?<br>您的孩子是否容易經常感冒、喉嚨痛、耳朵痛、感染, 蟲咬?                                    | YES NO<br>是 否   |                  |
| Does your child have any physical, vision, hearing, speech, health, or dental problems?<br>您的孩子是否有任何身體、視力、聽力、語言能力, 健康或牙齒問題?                           | YES NO<br>是 否   |                  |
| Does your child have any physical, mental, or emotional disabilities?<br>您的孩子是否有任何身體、心理或情感上的問題 障礙?  | YES NO<br>是 否   |                  |
| Does your child wear any specific applications? (Glasses, Contacts, Hearing Aid, etc.)<br>您的孩子是否佩戴了任何特定的應用程序? (眼鏡, 聯繫人、助聽器等)                          | YES NO<br>是 否   |                  |



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| <b>ACADEMIC HISTORY</b><br>學術歷史  | <b>YES or NO</b><br>是 否 | <b>COMMENTS</b><br>評論部分 |
|--|-------------------------|-------------------------|
| Is your child identified as gifted/talented?<br>您的孩子是否被認為有天賦？  | YES NO<br>是 否           |                         |
| Has your child advanced or repeated a grade?<br>您的孩子學業猛進或是學業呆滯不前？  | YES NO<br>是 否           |                         |
| Has your child been diagnosed with any type of learning disability?<br>您的孩子是否被診斷患有任何類型的學習失能？   | YES NO<br>是 否           |                         |
| <b>BEHAVIORAL HISTORY</b><br>行為史   | <b>YES or NO</b><br>是 否 | <b>COMMENTS</b><br>評論部分 |
| Has your child had any behavioral issues in school/other programs?<br>您的孩子在學校/其他計劃中是否有任何行為問題？  | YES NO<br>是 否           |                         |
| Has your child been rewarded for excellent behavior in school/other programs?<br>您的孩子是否因在學校/其他項目中表現出色而獲得獎勵？  | YES NO<br>是 否           |                         |
| Has your child's behavior led to school detention, suspension, or expulsion?<br>您孩子的行為是否導致學校拘留, 停學, 或開除？   | YES NO<br>是 否           |                         |
| Has your child been involved in any type of violent behavior?<br>您的孩子是否參與過任何類型的暴力行為？   | YES NO<br>是 否           |                         |
| Is there any other information that you feel might be useful to us and aid us in the safety care of your child?<br>是否有任何其他您認為可能對我們有用並幫助我們安全照顧您孩子的信息？ | YES NO<br>是 否           |                         |