



## **Care Program (JA-J4 / M1-M2) Protocols & Frequently Asked Questions**

### **Philosophy**

The Care Program offers a dependable daily program in a warm and safe environment for a limited number of students. The program provides an opportunity for children to socialize with other students of the same or different grades, do their homework and be engaged in relaxing and activities after school hours.

- The program is open to JA-J4 and M1-M2 students registered on Full-Time basis
- It runs every school day from 3:00 PM to 6:00 PM.
- For the safety of the children and insurance policy, prior registration is required.
- Please make sure to indicate any allergies or restrictions your child may have.

### **Program Schedule**

3:00 - 3:30 PM	Students have snacks in the Cafeteria
3:30 - 4:30 PM	Homework or Play Time (If the students have no homework assignment, they may read books, do puzzles or play outside.  Middle School students' homework time is flexible.
4:30 - 5:30 PM	Play Time (During inclement weather, indoor activities will be arranged).
5:45 PM	Dismissal in the lobby

### **Registration & Fees Options**

\* \$30 Registration Fee \*\* Late pick up \$1/ minute

Available options:

1. Full time/ flat fee **\$3000/Semester – Discounted - No Adjustment**
2. Part-time / flat fee **\$800/ 1 Day/Week– Discounted - No Adjustment**
3. Emergency **\$75/Day**
4. **1<sup>st</sup> Semester:** September through January
5. **2<sup>nd</sup> Semester:** February through June

**Space:** The JS & MS Care students meet in the cafeteria

**Snack Menu** (Menu sample - subject to change - May offer another fruit in season.

Beverage: Water – Parents may send their own snack.

- **Monday:** Cheese with crackers & Red Apples
- **Tuesday:** Vegetables with Hummus & Banana
- **Wednesday:** Fig bar & Oranges or Clementine
- **Thursday:** Yogurt with Granola & Strawberries
- **Friday:** Bagels with Cream Cheese & Grapes

## **Health & Safety**

- The Care Program follows the school's safety guidelines in place including the school's Allergy and Anaphylaxis Policy.
- No personal toys and games are allowed.

## **Homework**

- The Care Program provides appropriate time and space for students to complete their homework. To view the philosophies and procedures for homework, please to review the UNIS Student Parent Handbook.
- Parents will be made aware at pick-up from aftercare if their child has not been able to finish their homework or had difficulty completing it. Teachers and parents should be mindful that if a student attends an after school activity before joining aftercare they may not be able to do the homework on that particular day.

## **FREQUENTLY ASKED QUESTIONS**

- **Who can pick-up my child?** Parents are required to list the caregivers/babysitters on the portal. The security guards will not allow entrance to undocumented/not listed caregivers/babysitters. To avoid delay and complications at the pick- up, please make sure to update the list on the portal. In case of emergency, please email the office the name of the individual who is picking up your child.
- **Where do I pick up my child?** Between 3:00 to 5:45pm: You can pick up your child in the cafeteria unless otherwise instructed by the security guards. Dismissal time at 5:45pm students are picked up in the lobby near the reception desk.
- **What do I do if I am running late after 5:45PM?** If you are running late please inform the front desk security guard at 212-684-7400. If you are sending an email please be reminded that after 2:30PM we will be out of the office, supervising the students. Please make sure to contact the Security Department.
- **How does my child get to the Care Program?** Please make sure to notify your child's homeroom teacher and update the "School Dismissal Manager". In general, the homeroom teacher hands over to the Care Leaders the students registered in the Care Program.



- **How does my child get from an Afterschool Activity to the Care Program and Vice Versa?**

1. If a student is registered in the After School Program, we escort him/her from the Care to the activity and vice versa. Students are not allowed to roam the school by themselves.
2. Private tutors and music teachers are responsible for the pick-up and drop-off of their students.

- **Who do I call for information or in case of emergency?**

**Office of Special Programs**

**Tel #: 212-584-3083**

**Email: [ljailvand@unis.org](mailto:ljailvand@unis.org) / [careprogram@unis.org](mailto:careprogram@unis.org)**