



Harbor Country Day School

*Embracing the extraordinary in every child.™*

**Morning Care & Aftercare  
Program Information  
(2022-2023 Academic Year)**



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17 Three Sisters Road  
Saint James, New York 11780  
631.584.5555  
[www.HCDSNY.org](http://www.HCDSNY.org)

*“Harbor Country Day School cherishes  
childhood, cultivates wonder and inspires  
confident learners and leaders.”*



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## General Information

For questions please call the Main Office at 631.584.5555.

## Aftercare Information

Our mission is to provide a secure, nurturing environment for our students and assist HCDS families who seek after school child care.

- We offer a program that is lively and fun, balanced with time for a healthy snack, exercise, academic-based activities (science, art and technology) and quiet time for homework and/or free play.
- The After School Child Care Program is a service for children who need to stay after school every day or for the occasional day.
- Only currently enrolled students at Harbor Country Day are eligible to participate.



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## Morning & Aftercare Emergency Contact Form

**Child's Name:** \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

***I permit the following people to pick up my child in the event of an emergency.***

**Emergency Contact Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Child's Health & Medical Issues or Food Allergies:**

\_\_\_\_\_  
\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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### Hours of Operation

- Morning Care opens at 7:15 a.m. and takes place in the dining room.
- When dropping off preschoolers before 8:30 a.m., parents will ring the bell at the dining room door. The staff will open the door to parents and students will be admitted.
- Grade K-8 students being dropped off or arriving by bus before 7:45 will enter through the dining room and be temporarily held in morning care until 7:50 a.m.
- Preschoolers will be held in the dining room until 8:30 a.m.
- Aftercare for preschoolers begins at 3:00 p.m. and runs until 5:30 p.m. After School Child Care begins at 3:30 p.m. for all K-8 students and runs until 5:30 p.m.
- Aftercare fees begin starting at 3:30 for preschool through grade 8.
- Parents can pick-up their children any time before or up to 5:30 p.m.
- There is a \$25.00 late fee, per child, for every 15-minutes after the 5:30 p.m pick up. Please be ready to leave the building promptly upon pick up.

### Fees

Morning Care is complimentary.  
Aftercare: \$12.00/hr., starting at 3:30 p.m.  
\$375/month for 14 days or over  
\$1,800 per semester prepaid  
\$3,500 per year prepaid  
20% Sibling Discount



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### Registration & Payment

- A monthly calendar is used to select the days your child/en will participate in After School Child Care.
- Calendars and payment are due back to HCDS by the 25th of the month prior.
- Clubs payments are made separately.
- There is no additional fee if your Grade K-8 children go into Aftercare following the dismissal of a club.
- There is an Aftercare fee for preschoolers going to Aftercare after a club.

### School Closures, Snow Days, Delayed Openings, Early Dismissal, Illness

- If school is closed for the day, or if school opens/closes early, we will not be holding Morning Care or After School Child Care. Families will be reimbursed for the After School Child Care fee.
- On days when there is a delayed opening, there will be no Morning Care.
- On days when there is a delayed opening, After School Child Care will be determined based on road safety conditions. You will be reimbursed if we need to cancel After School Child Care.
- There will be limited After School Child Care services on half days of school with dates to be determined in advance.



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### After School Drop-in Policy

- **Please contact the Main Office by 12:00 p.m. if you want your child(ren) to stay for Aftercare.**
- Should a preschool parent arrive late repeatedly (3:15 p.m. or later) with no prior plan of dismissal, we will make every attempt to contact that parent. If we cannot reach a parent, the child will be placed in After School Child Care and an After School Child Care fee of \$12.00 per hour will be charged, starting at 3:30.
- Should a kindergarten through 8th grade parent arrive late repeatedly (3:45 p.m. or later) for pick-up at end-of-day dismissal, we will make every attempt to reach the parents and their child will be placed in After School Child Care. An After School Child Care fee of \$12.00 per hour will be charged, starting at 3:45.

### After School Pick-Up Procedures

- Students may only be picked up from After School Child Care by the student's parent(s)/guardian(s) or the individual(s) designated on school records. Parents may send in a note to make changes or additions to a family's designated pick-up person.
- Parents must sign their child out and indicate the time of pickup.



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### Supervision / Health Issues

- Students in the Morning Drop Off and After School Child Care Programs will be supervised at all times.
- During the After School program, we will provide a healthy snack that is approved for all food allergy issues. To avoid food allergy contamination, we ask that children do not eat foods out of their lunchboxes during Aftercare.
- Parents will advise the After School Child Care Coordinator, if your child has food allergies or other health issues.

### Program

- The After School Child Care Program begins in the dining room with a healthy snack. Weather permitting, students will play outside, followed by indoor activities and homework time.
- Our homework policy is to provide quiet time for the students to work independently. Should a youngster have difficulty, we will assist him or her as much as possible. We will report difficulties to parents and to the teacher, as needed.
- Students may not use personal electronics, phones, smartwatches, i-Pads or other devices for recreation. Electronics are permitted for homework purposes only.