



Harbor Country Day School

**Morning Care & Aftercare
Program Information
2025-2026**



Harbor Country Day School

17 Three Sisters Road
Saint James, New York 11780
(631) 584-5555
www.hcdsny.org

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



Harbor Country Day School

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 Harbor 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 School are eligible to participate.



Harbor Country Day School

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: _____



Harbor Country Day School

Hours of Operation

- Morning Care opens at 7:15 a.m. 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 stay 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 p.m.
- Children can be picked up any time before 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.
- Please note there is limited entry into the building past 5:00 p.m. If items are forgotten, please contact the front office at 631-584-555 to confirm pick up before 5:00 p.m. or sometime the next school day.

Fees

Payment for the upcoming month is due on the 25th day.

Fees are subject to change.

There is no cost for our morning care program.

There is a 20% sibling discount for our after-school care program.

Unused prepaid days will be credited towards future payments.

\$18.00/hr.

\$515/month for 14 days or over

\$2,400 per semester prepaid

\$4,400 per year prepaid

20% Sibling Discount



Harbor Country Day School

Registration & Payment

- A monthly calendar is used to select the days your child 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.
- If your child goes to aftercare after a club, aftercare charges will be applied.
- There is an Aftercare fee for preschoolers going to Aftercare after a club too.

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.



Harbor Country Day School

After School Drop-in Policy

- **Please contact the Main Office by noon if you want your child 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 p.m.
- 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 p.m.

After School Pick-Up Procedures

- Students may only be picked up from After School Child Care by a parent, guardian, or approved individual 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.



Harbor Country Day School

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, iPads or other devices for recreation. Electronics are permitted for homework purposes only.