



***The Largest After School Provider in New York State
2019-2020 Program Information for the City of Poughkeepsie School District.***

Welcome to Healthy Kids Programs! We understand that childcare is one of your **most** important decisions and we are pleased that you have chosen Healthy Kids Programs to meet your childcare needs.

The Healthy Kids Before/After School Program is one of the largest, most experienced and highest quality providers of extended day child care in New York with programs in dozens of elementary schools in Central NY, Finger Lakes, Hudson Valley, NYC, Westchester and Western NY. Our directors and staff are highly skilled, background-checked and credentialed. NYS Office of Children and Family Services licenses and oversees our programs. We gladly accept DSS and ACS.

We are here to help you in any way. If you need any information or have any questions, please e-mail or call us at 845 568 6100. Here is our team:

- Leeann Scivolette, Regional Director at Leeann@HealthyKidsPrograms.com or call (845) 568-6100 ext 1008 or (845) 839-3494
- Lauren Fitzsimmons, Early Learning Center Director at lauren@healthykidsprograms.com or call (845) 568-6100 ext 1017 or (845) 296-9955
- RaeAnne Nocera, Executive Director at RaeAnne@HealthyKidsPrograms.com or call (845) 568-6100 ext 1004 or (845) 247-5572
- Jeanne Martin, Registration Director & DSS Specialist at Jeanne@HealthyKidsPrograms.com or call (845) 568-6100 ext 1002

Sincerely yours,

The Healthy Kids Programs Team

P.S. Register any time before July 1, 2019 and ***pay nothing*** until September tuition is debited from your account on August 15th.



The Largest After School Provider in New York State
2019-2020 Program Information for the City of Poughkeepsie School District.

This program information is for the programs at the following locations:

DUTCHESS COUNTY		
POUGHKEEPSIE CITY SCHOOL DISTRICT		
Before School Program	Drop off as early as 6:30AM	<i>Bussing available from our center to WW Smith ELC in Poughkeepsie for students enrolled in their AM UPK program or Kindergarten</i>
Pre-K Afternoon Wrap Around Program	11:15AM - 3:15PM	<i>Bussing available from WW Smith ELC in Poughkeepsie to our center for students enrolled in their AM UPK Session (Parents must pick up from our center at 3:15PM) *Extended after school hours available till 6PM*</i>
After School Program for Pre-K and Kindergarten students	Pick up at 6:30PM	<i>Bussing available from WW Smith ELC in Poughkeepsie to our center for students enrolled in their PM UPK Session, or Kindergarten (Parents must pick up from our center at 6:00PM)</i>

For more program information, contact Jeanne Martin at Jeanne@HealthyKidsPrograms.com or call Jeanne at (845) 568 -6100 ext 1002. Fax Number (845) 565-3741. Tax ID Number 46-3551009.
 Admin offices: 565 Union Avenue New Windsor, NY 12553 www.HealthyKidsPrograms.com



The Largest After School Provider in New York State
2019-2020 Program Information for the City of Poughkeepsie School District.

PRE-K WRAP AROUND PROGRAM AND PRE-K AND KINDERGARTEN BEFORE AND AFTER SCHOOL PROGRAM

Before School Program Fees

Drop Off 6:30AM	Fees
5 days/week	\$45/week
4 days/week	\$40/week
3 days/week	\$35/week
2 days/week	\$25/week
1 day/week	\$17.50/week

Pre-K Program Wrap Around Fees

11:15AM-3:15PM	Fees
5 days/week	\$90/week
4 days/week	\$80/week
3 days/week	\$70/week
2 days/week	\$50/week
1 day/week	\$35/week

After School Program Fees

Pick Up 6:30PM	Fees
5 days/week	\$90/week
4 days/week	\$80/week
3 days/week	\$70/week
2 days/week	\$50/week
1 day/week	\$35/week

For more program information, contact Jeanne Martin at Jeanne@HealthyKidsPrograms.com
or call Jeanne at (845) 568 -6100 ext 1002. Fax Number (845) 565-3741. Tax ID Number 46-3551009.
Admin offices: 565 Union Avenue New Windsor, NY 12553 www.HealthyKidsPrograms.com



The Largest After School Provider in New York State
2019-2020 Program Information for the City of Poughkeepsie School District.

TUITION AND PAYMENT INFORMATION

- 1) Healthy Kids Extended Day Programs offers 1, 2, 3, 4 and 5 day a week options.
- 2) Only children registered in elementary school or a pre-k program are eligible to participate.
- 3) If your school district makes the decision to dismiss school early or has a delayed opening due to snow or other unscheduled event, the Healthy Kids Program will be cancelled.
- 4) Please note there are no refunds or credits given for days not attended, or for cancelled enrollment without proper notification.
- 5) Our billing is based on full-year price and then divided into 42 equal payments. With our bi-weekly billing, you pay the same amount, regardless of the number of school days actually occurring in that 2 week period. Healthy Kids does not give credits for illness, holidays, parent work schedule changes, or family vacations taken during school days
- 6) Attendance is specific to days of enrollment. There is no "switching days" or "making up days" due to a holiday, school cancellation, illness, or parent work schedule.
- 7) For all programs there is an annual registration fee:
 - If you enroll in the program by July 1, 2019, the registration fee is waived; it is \$50/child if you enroll after July 1, 2019; it is \$75/child if you enroll after August 15, 2019.
 - There is a \$150/family cap on registration fees, regardless of the number of children.
- 8) Automatic payments.
 - Fees shown are for automatic withdrawal from a checking account. A \$5/payment surcharge is added for automatic payment with a credit card.
 - Fees are deducted bi-weekly prior to attendance. Student cannot attend program without payment. Fees will be pro-rated to reflect actual start date
- 9) Parents/Guardians now have 24 hour online access to attendance, billing and payment history as well as the ability to update information at any time. Brightwheel fee \$2.50/month/family.
- 10) Fees are collected bi-weekly prior to attendance on the following dates: 8/28, 9/11, 9/25, 10/9, 10/23, 11/6, 11/20, 12/04, 12/18, 1/01, 1/15, 1/29, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/6, 5/20, 6/03 and 6/17.
- 11) Checks/debits that are returned are charged a \$30 fee per occurrence.
- 12) There are reduced fees for families qualifying for free/reduced lunch. Please email or fax a copy of the free/reduced lunch letter from your district's Food Service Office to Jeanne at the email address or fax number at the bottom of this page to receive reduced rates.
- 13) We gladly accept DSS. Please contact Jeanne for more information.

2019-2020 Billed Weeks per Month

September.....	3	February.....	4
October.....	5	March.....	5
November.....	4	April.....	4
December.....	4	May.....	4
January.....	5	June.....	4

For more program information, contact Jeanne Martin at Jeanne@HealthyKidsPrograms.com
or call Jeanne at (845) 568 -6100 ext 1002. Fax Number (845) 565-3741. Tax ID Number 46-3551009.
Admin offices: 565 Union Avenue New Windsor, NY 12553 www.HealthyKidsPrograms.com



The Largest After School Provider in New York State
2019-2020 Program Information for the City of Poughkeepsie School District.

PROGRAM INFORMATION FOR PARENTS

- Healthy Kids Extended Day Programs offers 1, 2, 3, 4 and 5 day a week options.
- Children eligible to participate in the Healthy Kids Extended Day Program must be registered in elementary school or a pre-k program.
- Prior to beginning any Healthy Kids Program, all children are *required* to have a complete application on file including their medical history.
- If your child requires an epi-pen or an inhaler, you must fill out an Individual Health Care Plan for your child, and provide the program with the necessary medication for your child so we may assist in administering the medication if needed during program hours. This **must** be provided before your child starts the program.
- The program follows the schools district calendar.
- Healthy Kids is unable to provide supervision of students whose personal needs are greater than regulated staffing ratios allow.
- The Healthy Kids Extended Day Program operates under a license from the NYS OCFS which oversees and regulates child care programs. Among the requirements of the license is a full background check of all staff (including fingerprinting).
- All parents/guardians must follow proper sign in and sign out procedures. We cannot overstate how important this is. If child (ren) is leaving with an approved person but someone other than their parent/guardian, photo identification must be presented.
- Children cannot attend program if they have a fever or contagious illness.
- Parents will be notified, and children must be picked up in the event of illness.
- Children must stay with the group/leader at all times.
- Appropriate attire must be worn at all times. Please label all children's items.
- Healthy snack time will be provided daily for after school children, parents please send your child to program with a snack daily.
- Please leave all electronic devices at home. The only exception is cell phones which are to remain in the child's book-bags and are only to be used for emergency communication with parent/guardian.



***The Largest After School Provider in New York State
2019-2020 Program Information for the City of Poughkeepsie School District.***

We ask all parents to go over this code of conduct with enrolled children. We place a high importance on all students treat others in a positive, respectful way. We follow a progressive discipline philosophy and will bring the parent in early in the process.

Healthy Kids Extended Day Program Code of Conduct

- We will always place safety first; which will mean regular buddy checks, safety drills and procedures to ensure child safety. Safety procedures are priority #1.
- Children are expected to be respectful, honest and kind. Use positive language, be gracious competitors, show good sports etiquette and share
- Be considerate to others and to the environment by cleaning up after yourselves.
- In a group situation, please no talking while someone else is speaking, always raise your hand if you have something to contribute and use inside voices indoors.
- Follow your program staff's directions, if you do not understand, ask questions!!!
- We have zero tolerance for violence and believe that there are no reasons or circumstances that call for violence. We require children to bring issues to staff person's attention for help in solving them before it escalates to violence.

Consequences of not following code of conduct

- The Director will determine disciplinary action after staff reports incidents. Consequences may include (1) a gentle reminder (2) a few minutes aside from group activity (3) call guardian and leave for the day (4) child will be removed from the program with no refund.
- Healthy Kids Extended Day Program reserves the right to immediately dismiss any child from the program for extremely disruptive behavior, for behavior placing a student/staff safety in jeopardy or any violence. Examples include but are not limited to: (1) intentionally hurting another child (2) stealing (3) refusing to comply with a safety directive (4) inappropriate language (5) violence, etc.
- Any child who harms another can be expelled, WITH NO REFUND of tuition. This includes pushing, biting, and kicking, etc.

Parent Handbook

You will find lots more information in the parent handbook. You can find a printable version of the Parent Handbook on our website, www.HealthyKidsPrograms.com and you will receive a copy via e-mail as part of your registration confirmation correspondence.