

2024-2025  
**Belle Sherman**  
**After School Program**  
Parent Handbook



Belle Sherman After School Program  
Belle Sherman School  
501 Mitchell Street  
Ithaca, NY 14850

**Mailing Address:**  
P.O. Box 3911  
Ithaca, NY 14852

Telephone: 273-1297  
E-mail: [belleshermanasp@gmail.com](mailto:belleshermanasp@gmail.com)

**Belle Sherman A.S.P. Parent Advisory Board:**

Ben Cosgrove	<a href="mailto:bdcosgrove@gmail.com">bdcosgrove@gmail.com</a>
Kendra Bischoff	<a href="mailto:kendrabischoff@gmail.com">kendrabischoff@gmail.com</a>
David Kelley-Widmer	<a href="mailto:davidmichaelwidmer@gmail.com">davidmichaelwidmer@gmail.com</a>
Allen Holt	<a href="mailto:j4holt@gmail.com">j4holt@gmail.com</a>
Kate Reiter	<a href="mailto:kate.m.reiter@gmail.com">kate.m.reiter@gmail.com</a>
Elisa Collins Zinda	<a href="mailto:elisa.terese@gmail.com">elisa.terese@gmail.com</a>

To be elected at the 2024  
Annual Meeting on Tuesday September 3<sup>rd</sup> 5:30pm  
in the cafeteria of the main building

**BSASP**  
**Director:**  
Tara Bricker  
Mobile 607-279-2079

## **Purpose**

The Belle Sherman After School Program (BSASP), sanctioned by the Ithaca City School District, was created to provide safe, responsible childcare for students at Belle Sherman School. The program operates according to the guidelines established by the State of New York for licensed after-school programs, and is supported completely by parent fees.

The BSASP does not discriminate on the basis of race, color, gender, gender identity, religion, creed, or national or ethnic origin. The program provides children the opportunity to develop friendships and social skills, and to explore their interests in a number of areas. Our goals in short are to be safe and have fun!

## **Programs** AFTER SCHOOL: *Provides for:*

Regular school days,  
2:00 pm–5:30 pm

At the beginning of the school year, the staff will ensure all BSASP children are safely escorted to the cafeteria at their building. Once the routine is established, the escort will be discontinued at the big school, but the Annex program children will continue to be escorted to their cafeteria. Kids will start with Sign in and then groups will be split. Half of the kids will start the day with outside play until 3. The other half will start inside with quiet time and snack. Quiet time will be reading, writing, math and homework. The annex reading will be story time. We are required to follow New York State Child and Adult Care Food Programs snack regulations. Snacks will offer 1% or skim milk, a vegetable or fruit at a minimum. A sample menu will be added to the end of the booklet. "Choice time" happens at 4 pm and finishes by 5. This time allows children the choice between activities the staff has organized for them, or free play. The main building kids will be based in the cafeteria. We are going to split them into groups that rotate for outside and quiet times, so that quiet time can go back to having tables so it will be quiet enough for kids to actually concentrate and get their work done.

## **SUPPLEMENTAL PROGRAM: *Provides for:***

School holidays exceptions listed in handbook 8:00 am–5:30 pm

The Supplemental program is open to students already enrolled full time in the After School program. By entering this program you will pay an additional fee (\$78) monthly with your After School tuition (see tuition payments). **Children must be escorted to the program by their parents and signed-in.** It is based in the cafeteria of the main building. The Supplemental program allows us the extra time to take advantage of our community's rich resources for education and entertainment through field trips and special presentations; in addition, individual and group activities are routinely offered. **Lunch is not provided, so you will need to send your child with a lunch; an afternoon snack is provided.** More specific full-day agendas are announced by email, and posted at the sign out.

The Supplemental Program will cover:

October 3 & 25

December 6

January 29

February 18, 19, 20 & 21

March 13, 14 & 31  
April 14, 15, 16, 17, 18

**The Program will be closed:**  
**Indigenous People's Day October 14\***  
**Veterans Day November 11\***  
**Thanksgiving Break Nov. 27-29**  
**Winter Break Dec. 23-January 1**  
**MLK Jr. Day January 20\***  
**Presidents Day February 17\***  
**Memorial Day May 26**  
**Juneteenth June 19**

*\*Days that we may open for supplemental care depending on the availability of ICSD custodial staff. Parents will be updated closer to each date.*

**Transportation:** When transporting children in the program we generally use school busses, and T-CAT on rare occasions we use tour a tour bus. We always maintain the required staff to child ratios.

**Activities:** The After School and Supplemental programs offer a wide variety of planned activities, including sports and games, arts and crafts, and music. The children are given the opportunity to choose their own activities, or to participate in group activities; thus allowing each child to meet his or her individual needs. In the past, activities have included arts and crafts, cooking, detectives, video, cartooning, card collecting, tennis, music, nature, science, and H.E.A.P. (Helping Environment Animals and People).

### **Days and Hours of Operation**

All programs begin on the first day of in person school.

The After School, and Supplemental programs end on the last regular day of school.

Daily closing time for the After School and Supplemental programs is 5:30 pm. If your child is not picked up by 5:30 pm a late fee will be charged (\$10.00 per quarter hour or part thereof). In the event that your child is not picked up as scheduled we will make every attempt to contact you. If we are unable to reach parents or guardians we will call people you have listed as emergency contacts and release children to them. Chronic lateness will be cause for dropping a child from the program.

The Belle Sherman After School Program will be closed if the school is closed to in person learning.

**Departure:** You must check in with staff and sign your child out when you pick them up. If you plan to have another adult pick up your child, we must have prior written authorization. In case of emergency, you may text, email, message on ProCare or call to give verbal authorization. We will not release a child to another child less than 12 years old. The sign out tablet will be in the cafeteria or playground of your child's building. Our license and other pertinent information is posted in the cafeteria's which you may always have access to during program hours of operation.

**Snow Days:**

**The program will NOT be open on snow days.**

**ICSD often cancels “all after school activities”. That does NOT include us. If the kids are in school at the end of the day our plan is to open.** We certainly appreciate when parents that have the flexibility to pick up early on these days, so we can let the staff who come from a distance out earlier.

**Early Dismissal:** In the event of early school closing due to bad weather, we are not allowed to open.

**Emergency Evacuation:** In the case of an emergency requiring the evacuation of either building the program will move to the other building (If evacuating the annex we will move all children to the main building. If evacuating the main building we will move to the annex building.) If we must evacuate both buildings we will walk to Bryant Park on Mitchell St. and Bryant Ave. If we have to leave the school you will be notified first by ProCare message or email.

**Enrollment:** A child is officially enrolled when registration paperwork is completed online, and your deposit has been received. The deposit is equal to a one-month tuition payment \$310 for after school, or \$388 if enrolled in both after school and supplemental). The deposit will be returned in full when the child withdraws from the program at the **end** of the school year as long as there are no outstanding fees. If a child is withdrawn from the program during the school year, the deposit will only be returned if the child's space in the program is filled immediately. Deposits will not be returned if children are withdrawn for the coming year after August 1st. The registration forms must be completed online for each child before they may attend the program. If you need a paper copy please email.

**Provisional Acceptance:** All children enrolled are accepted for care with the understanding that if the program teachers feel they cannot meet the child's needs, the staff and parents will explore alternatives together. While every effort will be made to resolve behavioral problems, a child may be removed from the program if the problems persist and disrupt operation of the program. Inappropriate behavior of parents or guardians may also result in a child's removal from the program.

**Parent Orientation:** All parents must attend a parent orientation as part of the enrollment agreement. A group session is scheduled for September 3rs 5:30PM in the cafeteria of the main building. This meeting is also the Annual Meeting of the Belle Sherman After School Program. Parents who are unable to attend the group sessions must schedule individual orientations with the Director.

### **Wait List**

The BSASP has two separate wait lists:

- 1) After School program
- 2) Supplemental Program

Priorities for acceptance into the program are:

- 1) Siblings of currently enrolled children
- 2) Children returning from pre-arranged leaves of absence
- 3) Children who attend Belle Sherman School and whose parent/legal guardian is a teacher or staff member in the Belle Sherman School

4) Children on the wait lists, with placement determined by the date the application fee is received.

### **Tuition Payments**

Tuition is paid in 10 equal monthly payments, with the first payment due September 1. Any request to modify this payment schedule must be submitted in writing to and approved by the Parent Advisory Board.

Payments are made through ProCare. If you pay through electronic check we cover the fee. If you choose to pay by credit/debit card ProCare will charge you an additional fee. You may pay by check at the program if you prefer.

If tuition payments become 15 days overdue, a \$5.00 late fee will be charged. **If tuition becomes 30 days overdue, the child's enrollment may be terminated.** In this case, the deposit is forfeited and the space will be offered to someone on the waiting list. A \$20.00 processing fee will be charged for any returned checks.

Tuition for the After School program is \$310, monthly.  
Tuition for the Supplemental program is \$78 monthly.

Our Tax ID # is 16-1583942 Our License # is 44682SACC

### **Tuition for sliding fee applicants:**

The BSASP has a limited number of full time spaces in each of the programs offered on a sliding fee for children whose families are eligible for free or reduced school lunch. For families accepted for the sliding fee tuition will be reduced by 75% as long as spaces are available. You will be asked to verify by sharing a copy of your finding letter from the ICSD. If tuition rates are causing a hardship for your family please get in touch with us, so we can help make a plan that works for your family.

**Tuition Credits:** There is no credit given for absence due to illness or family vacations at times when the program is in session. There are no tuition credits for school closings. We will do our best to keep the program open, but may not have control of our access to the building. We ask that your tuition payments are made at the beginning of each month. If we are open for the start of the month or a portion of it your tuition for the month is required. We have committed to the staff and they will need to be paid. Special circumstances should be brought before the Parent Advisory Board for discussion. We would like the program to accessible to the Belle Sherman community.

**Withdrawal:** Two week notice in writing is required for withdraw at any time. If your child is withdrawn before the end of the school year, your deposit will be returned only if your child's space is filled immediately. If you need to remove your child for a leave of absence (which must be approved by the Parent Advisory Group), your child will be added to the wait list (see Wait List), however, if your child's space is not filled immediately your space deposit will be forfeited as mentioned previously.

**Health:** Our concern is for the welfare of all the children in the program. Please help prevent the spread of contagious diseases by keeping your child at home if s/he has any of the following:

1. Runny nose, watery eyes, cough, or other symptoms of a fresh cold.
2. A fever, vomiting, or diarrhea in the previous 24 hours.
3. A positive throat culture, or on antibiotics for less than 24 hours.
4. Behavior that may signal an illness, such as lack of energy, sleepiness, loss of appetite, or severe congestion.
5. If they were home from school.

If your child is not well enough to play outside, s/he is not well enough to participate in the program, children will be outside for a large portion of each day. It is in everyone's best interest to keep a child with questionable health at home.

### **Medicine**

We can store and administer medication (inhalers/auto injectors) and other oral and topical medication that are prescribed for your child and are in their **original container and label** at the program. We do need all the appropriate paperwork from your physician. The school nurse is often willing to send us a copy if asked by parents to do so. We do not have access to meds you leave with the school nurse.

### **Absences**

If you know in advance that your child will be absent, you are required to message us on ProCare. In the case of illness or other unexpected absence, please message us on ProCare or text 607-279-2079. If your child is absent from school and you have notified the school office, it is still necessary to notify the BSASP.

### **Extra Clothing**

If your child has occasional accidents, or likes to play in the mud or snow, please bring a complete change of clothes to leave at the program for your child. Extra clothes should be well marked, appropriate for the season, and big enough to fit.

### **Items From Home**

Children may bring toys other than projectile-launching toys (e.g., guns, missile launchers, sling shots) to the program with the understanding that toys are to be shared. If a child does not wish to share a toy, s/he should leave it at home, or keep it put away in their basket while it is at the program.

### **Regulations and Resources**

Parents and guardians can access School Aged Child Care regulations at: [http://ocfs.ny.gov/main/childcare/daycare\\_regulations.asp](http://ocfs.ny.gov/main/childcare/daycare_regulations.asp) The school age regulations are the second line (part 414).

<http://ocfs.ny.gov/main/childcare/infoforparents.asp> Is a great place for parents to find information on nutrition, health, safety, health insurance and many other resources available to parents who may need help paying for child care and other issues common to families with children.

If you believe your child may have been abused or neglected the child abuse hot line number is 1-800-342-3720

## **COVID 19**

Things continue to get closer to normal each year, but will again be following CDC, State and County Health Department regulations. Communication and flexibility are going to be important. We will be following the same protocols as the school as much as possible.

We will continue to spend lots of time outside. It would be a very big help if kids had **well labeled** water bottles with them to take outside. Second through 5<sup>th</sup> grade kids need to have a good book with them. We will be doing quiet time a good book is a must for kids who don't have homework. We have found that is important to break up the after school time into sections, so the kids don't get "bored". They will also need weather appropriate clothes every day. "There is no bad weather, just bad cloths" We will spend time outside unless it is a thunder storm, or pouring rain on a cold day.

## **Pick up/Sign out**

When picking up your child(ren) this year we are going to use ProCare. You may sign out from your mobile device or the program's tablet that will either be in the cafeteria or the playground of the building your child is based in. You may get a message when you are in very close proximity to the school asking if you would like to sign your child out. If you click on the sign out button that should sign your child out. Please do take time to say hello to the staff and confirm with them that you are there for your child. At the main building, if your kids are not outside there will normally be staff outside with other children that can call inside to have your child to get ready for pickup and let you into the building. The kindergarten and first grade kids will be based in the annex gym. Please go to the playground doors that leads to the gym/cafeteria to pick up. The 2<sup>nd</sup>-5<sup>th</sup> grade kids should have access through the playground doors by the kickball field (porch).

## **A Final Note**

We are pleased that you have chosen the Belle Sherman A.S.P. for your child's care. We encourage on-going communication among children, staff, Parent Advisory Group, and parents. We hope you will always feel free to talk to the teachers in the program whenever you have a question, concern or praise. If a counselor is not free, please leave a note or call later. If you have an administrative concern, please get in touch with Tara or a member of The Parent Advisory Board. Your child is important to us, and so are you.

NYS Office of Children & Family Services  
Bureau of Early Childhood Services  
Syracuse Regional Office  
The Atrium, 100 S. Salina Street, Suite 350  
Syracuse, NY13202  
Telephone:(315) 423-1200  
FAX: (315) 423-3960  
Complaints:  
1-800-732-5207

## SAMPLE MENU

### **Monday, Tuesday and Thursday snacks rotate through:**

Milk/water, Veggie/Fruit, and Goldfish crackers/Cheese Nips  
Milk/water, Veggie/Fruit, and pretzels, peanut butter pretzels  
Milk/water, Veggie/Fruit, and cheese and crackers  
Milk/water, Veggie/Fruit, and cinnamon grahams  
Milk/water, Veggie/Fruit, and peanut butter crackers  
Milk/water, Veggie/Fruit, and popcorn  
Milk/water, Veggie/Fruit, and Chex Mix  
Milk/water, Veggie/Fruit, and granola bars  
Milk/water, Veggie/Fruit, and animal crackers

### **Wednesday and Friday (big snack days) rotate through**

Milk/water, Veggie/Fruit, and spaghetti  
Milk/water, Veggie/Fruit, and sandwiches  
Milk/water, Veggie/Fruit, and mac and cheese  
Milk/water, and baked potato bar  
Milk/water and salad bar  
Milk/water, Veggie/Fruit, rice beans and cheese  
Milk/water, Veggie/Fruit, and waffles  
Milk/water, Veggie/Fruit, and tater tots  
Milk/water and tacos  
Milk/water, Veggie/Fruit, and cereal  
Milk/water, fruit and yogurt  
Milk/water, veggies, hummus and pita  
Milk/water, Veggie/Fruit, and pizza bagels  
Milk/water, Veggie/Fruit, and hot dogs

### **Days Supplemental Does Cover:**

September 25<sup>th</sup>  
October 9 and 20  
November 10  
December 8  
January 15  
February 19,20,21,22,23  
March 14,15  
April 1,2,3,4,5 & 10