



*Funding provided by
The NYC Department of Youth and Community Development*

Dear Parents/Guardians,

The New York Center Summer 2013 OST Middle School program @SISCL will begin July 8, 2013. Please read the following program guidelines and program agreement.

Program Schedule

The NY Center OST Middle School Summer Program will operate Monday through Friday from 8:30 am – 1:30 pm beginning July 8th and continuing until August 16th for six weeks. Trips will take place once a week and the return time will extend beyond the normal 1:30 dismissal time. Parents/guardians will be informed of the trip schedules and the anticipated return time for pick up. Breakfast and lunch will be provided through the DOE Office of School Food every day. If your child has any food restrictions or allergies please indicate on the registration form.

Dismissal Procedures

The NY Center OST Middle School Summer Program ends promptly at 1:30. Only persons indicated on the students registration forms are authorized to pick them up. Please send in written notification signed by a parent/guardian to the program director if you wish for someone without proper authorization to sign out your child. Any student that remains after 1:30 will be put on late pick-up alert. If late pick-up occurs 3 times the student will be suspended from the program for one day and if late pick-up continues the student risks termination from the program.

Discipline Procedures

Students are entitled to a pleasant and harmonious environment at the NY Center OST Middle School Summer Program. The program cannot serve students who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other students, abuses staff, ignores or disobeys the rules which guide behavior. If a student cannot adjust to the program setting and behave appropriately, than the child may be discharged.

Reasonable efforts will be made to assist students to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

1. Students exhibiting disruptive behavior are given a verbal warning as a first attempt to redirect their behavior
2. If the student continues to be disruptive he/she will be removed from the activity for a cooling off period.
3. If a second removal from activity is needed a phone call home and a written incident will be given to the parent and kept in the student's file.
4. If a student receives three written behavior-related incident reports the student will be suspended from the program. A meeting with the program director and the student's caregiver will be set to discuss terms of reinstatement.
5. If the student is reinstated to the program and receives a fourth behavior-related incident report, the director may suspend the student immediately and the student may be discharged.
6. If the severity of a problem is great enough that it could endanger the safety of the student or other students in the program, discharge will be effective immediately.

Health and Safety

As per the NYC Dept. of Youth and Community Development, the Emergency Medical Care form must be completed as part of the intake package. No student will be admitted into the NY Center OST Middle School Summer Program.

The NY Center OST Middle School Summer Program is not authorized to administer medication by the DOH. If the DOE provides a nurse for the summer program and your child has a medical problem that requires medication administration or other services, your child will be sent to the nurse. If there is no nurse available and your child needs an Epi-Pen or nebulizer treatment only a trained staff member will provide these services for your child.

In case of an accident or illness, the parents/guardian of the student will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents/guardian will be called as soon as possible.

Program agreement

I understand that students are expected to be active participant in the Out of School Time (OST) program. I understand that attendance will be closely monitored and that students must attend at least 80% of the scheduled program days in order to maintain a placement in the program.

Additionally, I understand that parents and students are required to attend an orientation meeting for information and feedback.

I understand that the rules of dismissal, discipline and health and safety must be followed to assure a safe environment for the students to learn and have fun.

I understand that non-compliance with the above rules and guidelines can result in removal from the program.

I, parent/guardian of _____ grade _____

Agree with the above rules and guidelines for the program and give permission for my child to participate in the NY Center OST Middle School Summer Program @SISCL.

Parent/Guardian Signature

Date

I, _____ agree to abide by the rules and guidelines of this agreement in order to retain my placement in the NY Center OST Middle School Summer Program.

Student Signature

Date