



After School, Inc.

**PARENT HANDBOOK**



Tel: 718-956-5945  
Fax: 646-349-3559

**OUR MISSION:** The mission of Serious Fun After School, Inc. is to serve the needs of families by providing a safe and supportive environment in which school-age children can learn skills, develop positive self-concepts, and learn to get along with others. Serious Fun is dedicated to providing arts enrichment in partnership with the best teaching artists in New York. Our purpose is to:

- provide our community with the best quality child care for school-age children during out of school time;
- provide the children in our care with comprehensive enrichment opportunities in the visual and performing arts; and
- provide these services at minimal or no cost to the families.

**OUR GOALS:** Our priorities are the highest quality content and the safety and security of our students.

High quality content means we will only partner with professional artists and arts organizations that provide age appropriate experiences for our children to bring the best that New York has to offer. Class sizes are limited for more individualized attention.

Most importantly, we want to assure parents that your children are safe and secure in our care. Serious Fun is registered with New York State as a licensed School Age Child Care (SACC) center. Registration requires that all our staff (and teaching artists) undergo a thorough background and fingerprint check through the New York State Central Register, and participate in ongoing child care training, including child abuse recognition and reporting. Registration certifies that Serious Fun has met all the conditions set by New York State and the City of New York to qualify as a child care center. What that means to you is that your children will be enrolled in a child care center, not just recreational classes.



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### ***Welcome Families!***

***Please review the following policies of Serious Fun, designed for your child's safety and protection. We look forward to serving your family.***

### **Licensing Information**

Each Serious Fun site is licensed by the New York State Office of Children and Family Services as a School Age Child Care (SACC), and overseen by the New York City Department of Health and Mental Hygiene, Bureau of Day Care.

### **Enrollment and Admission**

All children must have a medical record form completed by a licensed health care provider, in compliance with the New York Department of Health and Mental Hygiene regulations. This includes a complete physical, age-appropriate immunizations, and lead screening test.

Enrollment is contingent upon the completion of the registration materials and parent payment agreements and payment authorization, registration fee and tuition, recent medical record, and an online acknowledgement of understanding and/or signed receipt of Parent Handbook.

The registration application is not meant to serve as a contract guaranteeing service for any duration. Serious Fun reserves the right to dismiss any parent/child with or without cause.

Continued enrollment at Serious Fun is contingent upon the parents', guardians', emergency contacts', and the child's adherence to Serious Fun's policies and procedures as outlined in this handbook.

Parents are required to notify Serious Fun IMMEDIATELY of any changes in any of the information that we have on file: i.e., home or work telephone numbers, cell phone numbers, emergency contacts, address, credit card information, ACH information, etc.

### **Confidentiality**

Within Serious Fun, confidential and sensitive information will only be shared with employees on a "need to know" basis to care for your child most appropriately and safely.



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Confidential and sensitive information about faculty, other parents, and/or children will not be shared with parents, as Serious Fun strives to protect everyone's right of privacy.

Confidential information includes, but is not limited to, names, addresses, phone numbers, custody agreements, and health-related information of anyone associated with Serious Fun.

### **Mandated Reporting of Suspected Child Abuse and/or Neglect**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Serious Fun are not required to discuss their feelings or suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Serious Fun take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Service Act is designed to protect the welfare and best interest of all children.

As Child Abuse Mandated Reporters, any suspicious injury such as pattern bruising or injuries occurring on both sides of the body will be noted and reported. Serious Fun does not tolerate or in any manner condone an act of abuse or maltreatment by an employee, contract teaching artist, volunteer or any other person working for Serious Fun. A report of child abuse or maltreatment involving a child while in attendance at Serious Fun will result in the immediate dismissal of the employee, volunteer or other person who is the subject of the child abuse or maltreatment report and a full investigation of the report.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Children who exhibit behavior consistent with an abusive situation.

### ***Daily Health Checks***

Staff will conduct a daily well child health check when taking attendance at the beginning of each day's class. The teacher will include in each child's health check log notes for each



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child of any visible scratches, bruising or other injuries, as well as note the child's overall demeanor if the child seems lethargic or otherwise "under the weather." Using age appropriate language and demeanor, the teacher will ask each child to explain as best they can the origin of any injuries, if known. For any minor injuries of unknown origin, the staff will interview the parent at pick up to either determine if the parent knows of the injury or to inform the parent of the minor injury. Any minor injuries that occur at the Serious Fun site will be noted in the child's health log and the parent will be informed at pick up. Daily health logs will be kept in a locked file with the children's confidential records.

Parents should let Serious Fun know of any serious injuries, especially those that might require activity adjustments for the child in class.

#### **Parents' Right to Immediate Access**

Parents of children in our care are entitled to immediate access, without prior notice, to their children whenever they are in care at Serious Fun, as provided by the law.

In cases where a child is the subject of a court order (e.g., Custody Order, Restraining Order, Protection from Abuse Order) Serious Fun must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Serious Fun, both parents shall be afforded equal access to their child as stipulated by law. Serious Fun cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Serious Fun suggests that the parent keep the child out of classes until a court order is issued, since our rights to retain a child are secondary to the other parent's right to immediate access. Serious Fun staff will contact the local police should a conflict arise.

Visitors are allowed in the child care facility during Open Classes, Mid-Year, and End of Year Performances. All visitors must sign in the attendance sheet on file for the class. An employee of Serious Fun will accompany visitors at all times, throughout the facility.



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## **Attendance**

If a child will not attend class on a particular day, parents are asked to notify Serious Fun either ahead of time by email or text or by calling/texting the site cell number on the day of classes. If the child was ill during the night or did not attend school during the day, parents are encouraged to keep their child home. It is the responsibility of the parent to see that the child is well before sending him/her to class. The child should be free of fever for 24 hours before returning to school after an illness.

## **Health Policies and Medical Records**

### **Medical Records**

Each child is required by the NYC DOHMH to have a Confidential Medical Record filled out by a licensed medical professional, which includes a complete up-to-date immunization record. This form must be uploaded to your Serious Fun Online Profile, and a copy provided to the Director at the time of registration appointment.

Failure to hand in this medical or to update expired medical forms later in the program year may make it necessary for Serious Fun to deny your child access to the program until the forms are updated.

### **Well Child Health Policy**

Serious Fun will accommodate well children only. Each child will be required to complete an Authorization for Release of Child and Emergency Medical form at the time of registration.

At no time will Serious Fun administer medication to children. The only exceptions are epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers. If a child may require the administration of an epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers, a New York State OCFS Medication Consent Form will need to be completed and signed by a licensed provider and by the parent/guardian, and submitted to the Director. A separate form is required per each medication. Serious Fun will not administer epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers, without having the completed New York State OCFS Medication Consent Form on file. Parents/Guardians are responsible for



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providing Serious Fun with epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers labeled and its original package. Parents are required to update all New York State OCFS Medication Consent Forms, and provide all epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers as they expire, each registered year. These medications will be kept in a secure location by the Serious Fun Site Director.

The health and safety of each child is of paramount importance to Serious Fun. Therefore, students will not be allowed to carry any medication with them while participating in Serious Fun.

In consideration of other families, we do not permit sick children to attend class. We will contact the parent/guardian if the child becomes ill and will keep the child comfortable in a quiet area until the parent/guardian can arrive to take the child home. Children may occasionally seem ill without any clear cause. We ask parents not to bring the child to a Serious Fun class if the child seems "under the weather." Any student that arrives to the program that has had a fever or vomited during the school day will not be admitted to the program.

### ***Well Child Exclusion Criteria***

Any child exhibiting the following exclusion criteria will be asked to sit comfortably with a Serious Fun staff member while the staff locates the parent/guardian and the parent/guardian arrives to take the child home.

Children with the following symptoms may not attend class:

- **Temperature:** An auxiliary temperature of 100 degrees or more. The child must be fever free for at least 24 hours before returning to class.
- **Respiratory Infections/Severe Colds:** Respiratory infections, such as colds and bronchitis, are usually caused by viruses. A persistent "loose" cough and/or a runny nose is considered a severe cold. The parents will be directed not to bring the child to class until he or she is symptom free.
- **Vomiting or Diarrhea:** The child cannot return to class until at least 24 hours after vomiting or diarrhea has stopped.



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- **Other Contagious Diseases:** The child must be symptom free or have verification from a health provider that he or she is no longer contagious. Communicable diseases include, but are not limited to: chicken pox, Coxsackie's virus, German measles, haemophilus influenza, measles, meningococcus, mumps, strep throat, conjunctivitis, impetigo, tuberculosis, whooping cough, giardia lambilia, hepatitis A, salmonella, shigella, impetigo, lice, and scabies. Serious Fun reserves the right to require verification from a doctor that the child is not contagious before allowing him or her to return to the class. If the child has recently visited Serious Fun and becomes ill with a contagious disease, parents are required to inform the Serious Fun staff so that we can notify other parents whose children may have been exposed. Serious Fun staff will provide information regarding the type of communicable disease, symptoms, and precautionary measures that may be taken, in addition to information about when an infected child may return to class.

### **Staff Health Policy**

All Serious Fun staff have current immunization records on file.

Staff exhibiting any of the following criteria will not be allowed to come to work:

- **Temperature:** An auxiliary temperature of 100 degrees or more. Staff must be fever free for at least 24 hours before returning to class.
- **Respiratory Infections/Severe Colds:** Respiratory infections, such as colds and bronchitis, are usually caused by viruses. A persistent "loose" cough and/or a runny nose is considered a severe cold. Staff will not return to class until he or she is symptom free.
- **Vomiting or Diarrhea:** Staff cannot return to class until at least 24 hours after vomiting or diarrhea has stopped.
- **Other Contagious Diseases:** All staff will be required to submit proof of up to date vaccinations prior to beginning work with children. If the staff member develops symptoms of a contagious disease, the staff is required to submit verification from a health provider that he or she is no longer contagious.

Communicable diseases include, but are not limited to: chicken pox, Coxsackie's virus, German measles, haemophilus influenza, measles, meningococcus, mumps, strep throat, conjunctivitis, impetigo, tuberculosis, whooping cough, giardia lambilia, hepatitis A,





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salmonella, shigella, impetigo, lice, and scabies. Serious Fun reserves the right to require verification from a doctor that the staff member is not contagious before allowing him or her to return to work. If the staff member has been working at Serious Fun and becomes ill with a contagious disease, Serious Fun will notify parents whose children may have been exposed. Serious Fun staff will provide information regarding the type of communicable disease, symptoms, and precautionary measures that may be taken, in addition to information about when an infected staff member may return to class.

### **Arrival Procedures**

Children enrolled in the full after school program may arrive any time after school dismissal; those children enrolled will be brought to Serious Fun by the classroom teacher or aide. If you, or another guardian, bring your child to the program, please make every effort to bring your child to the program or enrichment class on time, as lateness disrupts programming.

PLEASE NOTE THAT THERE IS NO BUS SERVICE AT THE CONCLUSION OF THE SERIOUS FUN PROGRAM. ALL CHILDREN MUST BE PICKED UP AND SIGNED OUT AT THE END OF THE PROGRAM.

If children are escorted by their parent, or another person dropping them off, they must continue to the sign in area of the school site. State law requires children to be supervised while in the child care facility. Parents are responsible for their child until their child has been properly signed into the program by a Serious Fun staff member.

As mentioned under the "Daily Health Checks" section of this document, Serious Fun staff are required to conduct a health check during sign-in. They will ask the child and the parent/guardian, if available, if there are any major injuries or strains that will affect the child's participation in the class, and if the child has any bruises or scrapes from school that day. The Serious Fun staff will note the child's demeanor and if there any signs of illness.

If a parent or guardian is dropping off a child, please note that some children exhibit separation anxiety when it is time for their parent to leave. After the parent has signed the child in, Serious Fun believes it is best for parents to tell the anxious child that the parent will say goodbye and will be back after class. The longer the parent of an anxious child prolongs the departure, the more anxiety the child is likely to feel.

Once students are signed into Serious Fun, children will put away their outerwear and backpacks, and be escorted to the bathroom to wash their hands before a light snack.



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Parents are asked to notify the Director of any special instructions or needs for the child's day. The parent should present the special instructions in written form: a letter, note, or email is sufficient. These special instructions include but are not limited to: early pickup, health issues that need to be observed, or general issues that the child care providers should be aware of to best meet the needs of the child throughout the program.

### **Pickup/Dismissal**

Serious Fun will NOT release a child to any person who is not listed on your signed Authorization for Release of Child form. Please make sure to keep your list of authorized adults up to date within your online Serious Fun profile, as well as notifying the Serious Fun Site Director by email when the update is completed. Children can be picked up at any time before 5:45 PM.

Our program ends at 5:45 PM. Late pickups after 5:45 PM incur a late fee of \$25 (twenty-five dollars), which, as a courtesy, is waived through 5:59 PM. After 5:59 PM, however, late fees are no longer waived. Please make your travel plans to arrive no later than 5:45 PM. This will provide you surplus time that will enable you to accommodate unforeseen circumstances such as street traffic, interruptions in public transportation services, and departures from your routine.

The following policy applies to all late pickups:

- The first pick-up after 5:59 PM will incur a late fee of \$25 (twenty-five dollars) plus an additional \$25 (twenty-five dollars) for every 15 minutes after 6:15 PM, and a verbal warning will be given.
- The second pick-up after 5:59 PM will result in a late fee of \$25 (twenty-five dollars) plus an additional \$25 (twenty-five dollars) for every 15 minutes after 6:15 PM. Additionally, at the discretion of the director, you may be asked to withdraw your child(ren) from the program.
- Exceptions will not be made for first-time infractions.

Please note that the school building closes at 6:00pm. For your child's safety, the Site Director and another Serious Fun staff member will walk any child who has not been picked up by 6:00pm to the nearest police precinct.



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Please do not leave your car unattended in the “no parking” area in front of the doors of the school—you WILL get a ticket. Neither Serious Fun nor the school site is responsible for parking tickets.

### **Emergency Pickups**

In an emergency situation the child’s parents will be called first. If they cannot be reached, staff will call the persons listed on the emergency form until someone can be reached. The person contacted is expected to pick up the child within 45 minutes of the telephone call. All changes and/or additions to emergency/alternate pickup form must be made within your Serious Fun online profile, as well as your child’s on-site documentation to be dated and signed. Only custodial parents have the right to make changes or additions to the form. Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent for their child to be picked up by an alternate on the emergency list.

### **Right to Refuse Admission**

Serious Fun reserves the right to refuse admission to any child at any time with or without cause. Possible reasons for the refusal of admission include, but are not limited to:

- Staff deems the child too ill to attend.
- Domestic situations that present a safety risk to the child, staff or other children enrolled at Serious Fun if the child were to be present at class.
- Abusive or dangerous behavior on the part of the parent/guardian or child during the program or on the school premises.

### **Emergency Closings**

In the event of an emergency closing or closing due to inclement weather, parents will be notified by phone or text and/or email if time allows. In general, Serious Fun closes when the NYC Public Schools close.

Should the program need to close in the middle of the class, Serious Fun will attempt to reach each child’s parents to arrange for pickup. Should the staff be unable to reach a parent, the persons listed on the emergency contact form will be called until pickup arrangements can be made. At the time of the call, staff will notify the parents or the emergency contact persons of the pickup location if the children need to be evacuated from the school. A Safety Plan that includes the location of emergency shelters and



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further details of procedures in the case of emergency is kept on file in the Serious Fun office.

Should the program need to be closed for any reason, tuition will not be refunded or reduced for closures less than 5 program days. All efforts will be made to make up the classes missed.

Serious Fun follows the directives of the Chancellor in regards to cancellation of school, and/or after school activities. In the event of unscheduled school closures (ie. snow days), Serious Fun will send both text and email notifications through a service called Remind. By using this service, Serious Fun is able to send notifications to all our families with the click of a mouse, thereby giving you as much advance notice as possible to make alternate plans for the pick-up and care of your children in case of unscheduled closures.

**To receive messages via text, please text your site code (ex. @sf85) to 81010.** Standard text message rates will apply.

**To receive messages via email, please send an email to [sitecode@mail.remind.com](mailto:sitecode@mail.remind.com) (ex [sf85@mail.remind.com](mailto:sf85@mail.remind.com)).**

Each program has a specific code, please find them listed below:

- Serious Fun at PS 17: **@sf017**
- Serious Fun at PS 33 Chelsea Prep: **@sf033**
- Serious Fun at PS 78: **@sfps78**
- Serious Fun at IS 78: **@sfis78**
- Serious Fun at PS 85: **@sf85**
- Serious Fun at PS 150: **@sf150**
- Serious Fun at PS 166: **@sf166**

### **Serious Fun Child Supervision Policy**

The Serious Fun supervisory staff is primarily responsible for maintaining the safety and security of the children while they are in the Serious Fun arts program, and support the specialist teachers if needed. The supervisory staff report to the Site Director and Site Supervisor. Daily responsibilities include:

- Monitoring arrivals and departures, including:



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- Daily attendance of each child upon arrival and notes of absentees and late arrivals.
  - Daily health check of each child upon arrival.
  - Monitors and notes when each children arrives, when they leave, and with whom they leave.
  - Documents the child's departure time and companion.
  - Ensures that only authorized people pick up a child at the program.
- Monitors where children are and what they are doing at all times during the program, including:
    - Actively observing the classes and moving around an area so they can see all the children they are supervising.
    - Positioning them in a way that allows them to watch as many children as possible.
    - Knowing where children are during transitions (e.g., moving from outdoors to indoors, room to room, and using rest rooms).
    - Observing and supporting the specialist teachers as needed.

### **Serious Fun Behavior Management Policy**

Serious Fun believes in a positive approach to discipline and is committed to providing an environment where children feel safe, comfortable and have a great time. Children and staff will be expected to treat each other with respect and dignity at all times. Behavior management policies shall be followed in order to protect the safety of all children and staff persons. Staff shall ensure that each child is provided with a positive model of acceptable behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behaviors. Serious Fun understands that children need to:

1. Know the rules of the program.
2. Know what happens if they choose not follow the rules.
3. Understand their choices: talk about their feelings and use their words.
4. Be encouraged to cooperate.
5. Learn from mistakes and be encouraged to try again.

Serious Fun believes the best behavior management policy is positive and proactive reinforcement, rather than punishment. We are mindful of two components that greatly impact student behavior: physical space and caregiver approach.



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## **Physical Space**

Serious Fun approaches each learning space with the goal of encouraging positive behavior. In open play areas, we provide a variety of games and activities and help the children find something else to do when they get frustrated with an activity. In enrichment classes, children are given ample personal space to encourage full expression. In homework and story times, tables and chairs are slightly closer so that children have a physical sense of support.

## **Caregiver approach**

Caregivers use even tones and clear instructions and refrain from agitated voices when speaking to children. Children are encouraged to get along with others and given gentle reminders when they do not. We use the child's name as much as we can, and praise them by name when they are modeling positive behavior. Gentle reminders start by calling the child by name, looking at him at eye level (so the child knows we are speaking to him/her) and saying,

- "Emma, sit in your chair."  
(Instead of, "Emma, if you stand in the chair you might fall and hurt yourself.")
- "Max, touch John's back gently."  
(Instead of, "Max, if you hit John hard on his back, that might hurt him.")

Serious Fun caregivers help children talk about their feelings and encourage children to use their words.

## **Challenging Behaviors**

Serious Fun believes that children's behavior is a form of communication, and we are conscious that a child exhibits challenging behavior because she is communicating a need that she has not learned an appropriate way to express. Many challenging behaviors happen during transitions, or from boredom, especially when children are not engaged in an activity. Again, we believe the best course of action is prevention. Serious Fun caregivers will provide advance notice of transitions to allow children time to adjust and prepare. Children will be given simple, clear instructions of what behavior is expected. Activities will be varied and engaging. When situations occur which require intervention, Serious Fun caregivers will:



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1. Address the child by name and make a clear statement of the expected behavior with a reference to past positive behavior, "Lilly, we're lining up now. Show me how you stood so still in Statues again!"
2. If at any time in the moment the child is too disruptive for instruction to continue, a caregiver will move the child from the group to another part of the room while determining an appropriate response. At no time will a child be left alone and a caregiver will keep the child in view at all times.

In keeping with the Serious Fun policy for respect and dignity for staff and children, the following behavior on the part of the CHILD will be considered unacceptable:

- Using language that threatens, humiliates, or frightens another child or staff member.
- Physical handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching or hitting another child or staff member.
- Any behavior that threatens his own and the safety of others in class, and/or the smooth operation of the program.

If a child is displaying persistent, unacceptable behavior, the Serious Fun caregivers will first work together to determine what the child is communicating and try to address the need.

We start by reviewing the circumstances surrounding the behavior: What is the child experiencing? What is the child's perspective on the situation? What, when, where, how, and with whom is the behavior occurring? What does the child achieve from the behavior?

1. Direct attention (even if it's negative) from the caregiver.
2. Release from an activity.

Once we determine what the child achieves from the behavior, we can determine if there is a course of positive action that would achieve the same result for the child.

If Serious Fun is not able to re-direct or re-engage the child and the child persistently engages in behavior that threatens his safety and the safety of others in class, and/or the smooth operation of the program; the parent will then be called and asked to pick the child up from the program. If the problem persists, the Director will contact the child's



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parent and the parent will be informed that the measures have not worked and the child will have to be removed from the program.

In keeping with the Serious Fun policy of respect and dignity for staff and children, STAFF MEMBERS must adhere to the following policies:

- No child shall be subjected to emotional abuse, which includes but is not limited to name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.
- No child shall be subjected to cruel discipline. Physical restraint is prohibited, unless necessary to protect the health and safety of the child or other people.
- No child shall be subjected to the use of mechanical restraints, such as tying.
- No child shall be subjected to corporal punishment, which includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- No child shall be denied light, warmth, clothing or medical care as a punishment for unacceptable behavior.
- No child shall be separated from the group as a means of behavior management, unless necessary to protect the health and safety of the child or staff. If a child must be separated from the group, two Serious Fun staff members will remain with the child at all times.

### **Food Preparation**

Serious Fun staff will not prepare food or share personal food with children. A light snack will be offered each day of the program. To avoid possible emergency medical reactions, staff will not bring any nuts or nut products into the Serious Fun program area, we ask that all parents and guardians observe the same policy.

### **Infection Control Procedure**

Prior to each day's program, staff will wipe down all table surfaces with disinfectant wipes. Staff must thoroughly wash their hands with soap and running water at the beginning of each day, when they are dirty, after toileting, after contact with any bodily secretion or fluid and after coming in from outdoors.





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Children will be instructed in personal hygiene practices, including coughing and sneezing into the elbow, as well as washing their hands with soap and running water at the beginning of each day, when they are dirty, after toileting, after contact with any bodily secretion or fluid and after coming in from outdoors. Tissues, hand disinfectant and wipes will be available and accessible in all classrooms.

### **Injuries**

For injuries requiring first aid only, staff will administer first aid. The Director or Assistant Director will inform the child's parent/guardian of the nature of the injury when the parent/guardian picks up the child at the end of class. For injuries requiring medical attention, please see **"Emergency Procedures."**

### **Emergency Procedures**

#### **Fire/Emergency Drills**

Serious Fun conducts monthly fire and emergency/evacuation drills as required by the NYC DOHMH and the Fire Department. Parents, staff, and children will not be made aware of fire or emergency/evacuation drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans. Parents will be notified of Shelter in Place drills two weeks prior to the completion of drill.

In the event of a real fire/emergency, the Director or designee will inform the teacher and supervisor that the program will be closing. At this time, any parent waiting to drop off their child will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation.

As with the sick child pickup policy, children must be picked up within 45 minutes of the telephone call.

It is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and school administration during these important and critical situations.

#### **Alternate Safe Location**

Should the administration of Serious Fun or any emergency services personnel determine the school building to be too dangerous to be occupied, the staff and children will be



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taken to one of the alternate locations on file in the Serious Fun Office. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pickup. As stated before, the children must be picked up within 45 minutes of the telephone call.

### **Medical Emergencies**

For injuries that require medical attention, the staff will call the parent/guardian as soon as possible. If the parent/guardian cannot be reached, the staff will call the emergency medical contact person specified on the Authorization for Release of Child Form and Emergency Medical Treatment Form. Staff will also continue to try to contact the parent/guardian. If the parent/guardian is not immediately reachable and the staff feels that medical attention is imperative, they will contact the child's physician, and the Site Director or the Site Supervisor will accompany the child to a local hospital while the teachers stay at the site with the other children. An ambulance will be called to transport the child. The cost of any emergency medical treatment and related transportation for the child will be the parent's/guardian's responsibility. It is the Site Directors responsibility and discretion to call 911 for the child in the event of a medical emergency.

### **Missing Child Policy**

Again, if a child will not attend class on a particular day, it is very important that parents notify Serious Fun as soon as possible by texting or calling the site cell number on the day of classes. Otherwise, if a child is enrolled for the day and has not arrived within 10 minutes of their expected arrival time, the Serious Fun staff will:

1. Contact the child's teacher, school office, and school transportation coordinator to determine if the family has made alternative plans.
2. Serious Fun will call the child's parent/guardian to confirm the whereabouts of the child.
3. If we still have not determined the whereabouts of the child, and the child normally travels by bus, Serious Fun will contact the bus company to have the child returned to Serious Fun.
4. If the whereabouts of the child are still undetermined, the Site Supervisor will call 911 to report a missing child, and will initiate a search of the school and immediate vicinity while ensuring proper supervision ratios for the other children in the program.
5. Steps 1-4 will take place in no longer than 20 minutes, so that all steps are completed within 30 minutes of the child's expected arrival time.



After School, Inc.

Tel: 718-956-5945

Fax: 646-349-3559

Child Name(s): \_\_\_\_\_

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

I certify that I have received and reviewed a copy of the Serious Fun Parent Handbook and agree to adhere to the policies and procedures as described herein in compliance with the New York State Office of Child and Family Services Regulation 414.

**I certify that I am aware of and agree to the policy regarding late pickups as described on page 11 of this Handbook.**

Parent/Guardian Signature: \_\_\_\_\_

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