

## Add Water and Stir Ink Introduction

### Introduction

Add Water and Stir Ink is a unique, creative arts-based childcare program, created to serve the after-school needs of our community's children. Our second through sixth grade groups spend their after school hours in designated classrooms at Hillside Elementary School. The staff at Add Water and Stir Ink is committed to your child's growth on many levels and will engage your children in activities that enhance their social, creative and intellectual growth.

When the Add Water and Stir Ink group come together at Hillside School, weather permitting, we play outside for 30-50 minutes. Middle school children will be met by a staff member at 3:15 in front of Farragut Middle School and driven to Hillside, which we provide as a courtesy not for an extra fee. After playing outside children will wash up and prepare for their home provided snack. Directly after snack, children will engage in a daily workshop followed by homework. Children who do not have homework participate in "quiet play" (board games, drawing, reading, etc). Our "workshop classes" begin at 3:45 PM and include Sew Crafty, Funk-tional Fashion, Cranial Conundrum, Earth Enthusiasts and Growing Galileo's.

Pickup takes place between 5:45 and 6:00 PM. Pickup between 6:00 and 6:30 is also available by arrangement.

### Mission Statement

The philosophy of Add Water and Stir Ink is that all children are unique individuals who benefit most from a warm, nurturing environment, rich with adult role models who share the responsibility of the children's ongoing progress with the parents. We believe self-esteem is built within children by establishing realistic, age-appropriate, individualized goals that are acknowledged by adult role models. Partnership and trust between our staff and parents is a key element in each child's success. We think of our program as an extension of your family and we welcome family involvement.

### Discipline Policy Statement

1. Our goal is to help build self-discipline in the children in our care so that they will develop the self-control needed to make appropriate decisions. We will provide an atmosphere where children learn from adult models. Consideration for one another, civility and the importance of sharing are but a few models our staff will demonstrate. Staff members will receive ongoing training in conflict resolution during the course of their employment. Preventive discipline will be a major strategy, as our experience tells us that attention to both children and their environment can prevent many potential issues. We believe that building competence is an important element in developing self-esteem and feel it is

- critical that we provide opportunities for children to learn and build their individual skills.
2. Staff will encourage conversation, reinforcing positive behavior, and point out and suggest corrections for negative behavior. They will be alert to the well being of quieter children and will model the correct use of materials and equipment for children to observe. Key for us is the use of respectful language and demonstrations of kindness on the part of staff. We encourage all to find the best in each other and in the children in our care.
  3. Staff will be trained to keep their antennae out to sense trouble about to happen. It is our goal that staff will be able to defuse quarrels before they escalate. Children who are unable to comply with the group's activity or are disruptive will be separated and spoken to until they feel able to return to the group productively. Corporal punishment of any kind is prohibited. There will be no isolation or withholding of food or program activities used as punishment.
  4. Staff will use examples from children's books and circle-time to help children discuss and understand problem solving at times when there is not a problem. In addition to looking at the need for finding solutions in problem areas, we believe that helping children learn problem-solving skills by active participation in the life of the group also helps to build that ability.

### Health Plan

This plan is designed to assure careful attention to the health of both the staff and children. Every staff member and child will submit a statement prior to employment or admission that she/he is in good health and free of communicable disease. Employees are also required to submit the results of a tuberculin test taken within the past 12 months. Children's records must contain documentation of up-to-date immunizations.

Upon enrollment, parents/guardians will provide written permission for Add Water and Stir Ink to obtain emergency health care in the event that it becomes necessary. In the case of an illness or accident, the director will notify the parent immediately, keeping a written record of the illness/accident. If emergency treatment is needed, the Hastings Ambulance will transport the child to the hospital and a staff member will accompany them, taking the child's medical record and permission for treatment with them.

If a child becomes ill during the day but does not require emergency health care, a parent or guardian will be called to pick up the child and he/she will receive individual attention until a parent arrives.

The staff will be responsible for daily health checks of the children. Universal blood precautions will be observed and staff will receive training in preventive health practices. Parental cooperation is vital to keeping the spread of infections to a minimum. If your child is ill, please make arrangements for care outside the program.

For additional information regarding administration of emergency medications to an allergic child, please contact Katie Reigner by phone as there are strict NYS guidelines we must follow.

- We do have snack time for your children. Because of the rise of allergies we ask that you keep all snacks NUT-FREE. We are not a nut-free facility but try our best to make sure all snacks are safe for all students present.
- If we provide or plan to provide a food or drink to the students for a party situation or a cooking class, we do make sure they are allergen free so as not to leave any students out. We will also email you before any events like that to confirm that you know your child will be eating something that was not brought from home.
- All beverages we provide must be either milk, water or a real fruit juice.

#### Parent Access Policy

Add Water and Stir Ink operates on the belief that we are partners with the parents in the care of their children. We like to think of ourselves as an extension of your families. Therefore, it is the policy of our program that parents have access to their children at any time during the hours of operation. There is no need for a parent to make an appointment to see his/her child. Upon enrollment, each family will receive a Parent Information Packet that contains important program and policy information

#### Pickup

In the event that you are not able to pick up your child from our program, you must notify the Director/owner in writing. A list of alternative pick-up adults must be given to our Director upon enrollment in our programs. We will only release your child to an adult on your alternative pick-up list and photo identification must be supplied. An email or note sent with your child is an acceptable alternative pick up release in the event of a change or emergency.

## Add Water and Stir Ink Policies

Hello to all and welcome!!

We're all looking forward to the new school year and wanted to take this opportunity to fill you in on our daily rates, snacks, absence and other policies.

We want to make sure we can offer your family the best childcare possible, so please do pay close attention to the information below regarding school closings, snow days and vacation days, as some of our policies have changed, effective immediately. Please do make sure that we have an email address for your family on record as that will be the way we will contact you regarding schedule changes, closings etc.

**Our goal at Add Water and Stir Ink** is to provide a warm, safe, and healthy environment for your children, rich with age-appropriate stimuli.

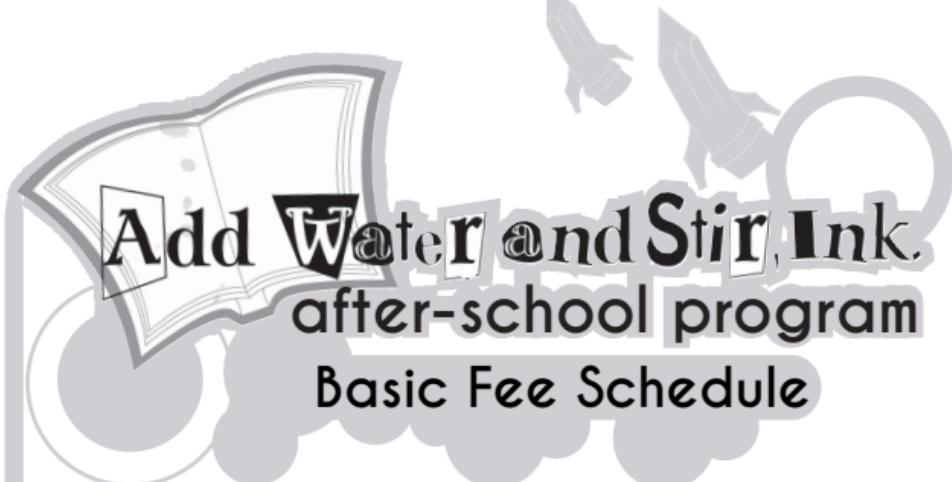
- **Admission** Add Water and Stir Ink is open to all Hastings 2nd – 7th graders. A one-time non-refundable registration fee of \$100 is required with each new application for admission to Add Water and Stir Ink.
- **Daily Rate** \$30 per each 3-hour day (\$10/hr) with a 2-day minimum for the program.
- **Full day:** \$75.00 9:00 AM – 5:00 PM. Early morning Drop off for full day childcare 8:30-9:00 AM. \$5.00 per day.
- **After 6 PM** Add Water and Stir Ink has an extended half hour: 6-6:30, the fee is \$10.
- **Weekly Billing Procedure** Please note that Add Water and Stir Ink is a 3-hour minimum program, and full payment is expected for all days your child is scheduled to attend. Invoices are issued weekly, so please come prepared to make your payment. Invoices will be issued in the beginning of the week. Some families prefer to pay monthly, and that is surely welcome. If you'd like to make monthly payments, we ask that you pay a month in advance, and you will receive a weekly invoice noting that you are paid in full. Please remember to file and save your invoices for your end of year tax return. Our tax ID number is on the invoices. We are also able to accept ACH payment plans if you provide your banking information, or for a fee we can accept payment in the form of a credit card.
- **Calendar** Add Water and Stir Ink follows the Hastings-on-Hudson School District's calendar. The program is open from 3 PM-6:30 PM. Add Water and Stir Ink also offers an after camp summer program, information upon request. We are open for half days, but must be notified of your child's planned attendance. It is a 3-hour minimum, plus \$10 per each additional hour. We do have options for school closings, but they will depend upon the attendance and enrollment on those days. We will notify you in advance to let you know what options are available. **All paperwork needs to be on site at Add Water and Stir Ink before your child can begin our program.**
- **Alternate Pick-up** In the event that you are unable to pick up your child from Add Water and Stir Ink, and we are unable to reach you, we will start calling the people you have listed on your Alternative Pick-Up List. Please remind these people that they must provide us with photo identification and sign your child out of Add Water and Stir Ink. If we are unable to reach anyone on your list, and the program is closing, we will remain on the premises until you or your alternate arrive.

- If at any time, someone other than a parent or designated alternate will be picking up your child, you must notify us in writing. Please call and arrange to email written permission to us, allowing us to release your child. Again, remind them a photo ID is mandatory, and we will not release your child unless this person provides proper identification.
- **Absences** Please note that you are responsible for payment on the days your child is scheduled to attend Add Water and Stir Ink, including school closing for snow days. We will be open for full day childcare on snow days if we have a minimum of 10 children attending and if conditions are safe enough for staff to come to the program. If we are open and you do send your child for FULL DAY CARE only, you will be charged accordingly. Full fee is expected for any missed Add Water and Stir Ink days (excluding school holidays) including sports activities, illness, field trips, play dates, etc., as well as vacations planned during a non-school vacation closing.
- **Add Water and Stir Ink policy regarding dropping of days** Upon registration, we schedule your child to attend our program on specific days of the week and these days are reserved for your child (days you have chosen). We expect your family to be committed to those days for the entire school year. Unfortunately, we are unable to accommodate the dropping of days once the school year begins...staff has been secured, budgets made for the year, and most families have made childcare plans for the year, making replacement of your dropped days nearly impossible. If you are choosing to drop out of our program, and will no longer be attending, we ask you to give us a minimum of two weeks notice.
- **Withdrawal** Add Water and Stir Ink reserves the right to request the withdrawal of any child if our director believes the child has a behavioral issue that interferes with the safety of the program.
- **Note to Teachers** Be sure to give your child's teacher a note on the first day of school with the days your child will be attending Add Water and Stir Ink. Please direct your teacher to dismiss your child to the Hillside café, if you are an H-O-H family, where your child will be met by a Add Water and Stir Ink staff member.
- **Snack** Please send your child with a healthy, **nut-free** daily snack. Add Water and Stir Ink will provide a reusable snack bag the first week of school for you to use. Food allergies have become a big concern, and we have been advised that it is best for all children to bring in their own snack. **Please do not send any peanut butter or any nuts of any kind.**
- **Extra set of clothes** Accidents happen, of all kinds. So if you feel it's necessary, please send your child with an extra set of bottoms in a labeled Ziplock bag to be kept in their backpack at all times.
- **Discipline** We believe in positive reinforcement and praise for a job well done. We aim at making sure to not have issues with discipline as we try our best to have an open and understanding program. Should we have an issue with discipline, it will be handled in a manner appropriate for each individual. We will communicate with you, the parent, so that you understand the situations at hand and how we have handled it, or how we plan to handle it. We do NOT withhold food, or use any sort of corporal punishment. We will

try our best to make sure that the situation is handled fairly on all levels. Every child is different and no one situation is identical, that said, we use only honesty and fairness in each and every circumstance to display the way we expect the students to behave.

**Medical Policies and Forms** Up-to-date medical information, no older than 90 days, must be on file at Add Water and Stir Ink before your child can attend our program. Please call to arrange delivery before your child attends our program: 912-655-9701.

- **Health Plan/Doctors Instructions for allergy medications:** Please contact Eryn Reigner at 914- 588-0005 or Katie Reigner at 912-655-9701 if your child has an allergy that requires emergency medication on-site at Add Water and Stir Ink. Forms (we will provide you with state-regulated forms) must be filled out and completed by your doctor before we can admit your child to Add Water and Stir Ink. Upon completion of these forms, you must make an appointment with Eryn Reigner at 914-588-0005 or Katie Reigner at 912-655-9701, to hand-deliver both forms and medications. For full details, please do contact us before August 2 to discuss. Please note that your doctor's forms and all new medications must be renewed after six months (March 2014). It is the responsibility of you and your doctor to do so, so please mark your calendar, as we cannot be responsible for a reminder.
- **Lead Screening** Please be advised that the Department of Social Services, Early Childhood Division requests and recommends that all children be screened for lead toxicity. This can be done during a routine yearly medical exam. Please discuss this with your family doctor, and if you do have a screening done, please provide us with documentation.
- **State Regulations Pertaining to Immunizations** Please be advised that the DSS, Early Childhood Division requests and recommends that all children have a current medical report, with a current immunization record, on file at Add Water and Stir Ink. Please do let us know if you have any questions. You can contact, Eryn Reigner at 914-588-0005 or Katie Reigner at 912-655-9701 or via email at [addwaterandstirink@gmail.com](mailto:addwaterandstirink@gmail.com)



# Add Water and Stir Ink after-school program

## Basic Fee Schedule

3 Hour Day \_\_\_\_\_ \$30

Extended Day (6-6:30) \_\_\_\_\_ \$10

Full Day (8:30-6:00 pm) \_\_\_\_\_ \$85