Eastern Suffolk BOCES
Educational Services That Transform Lives

2018-2019

ESBOCES
Extended Day Enrichment Program at South Country
Dear Parents and Guardians,

Eastern Suffolk BOCES is pleased that the South Country Central School District has decided to continue to offer an Extended Day Enrichment Program at Brookhaven Elementary School, Frank P. Long Intermediate School, Kreamer Street Elementary School, and Verne W. Critz Elementary School. **Starting the first day of school, September 5, 2018**, each location will offer morning and afternoon programs to students enrolled in those schools. All programs will provide interest-driven clubs and educational performances, demonstrations and shows. After-school programs will also offer a homework room staffed by New York State certified teachers, which makes this such a unique educational opportunity for South Country students.

Please note the following highlights for our 2018-2019 program:

1. Each location will offer a morning program from 7:00 a.m. until the start of the school day and an afternoon program from the end of the school day until 6:00 p.m.
2. The cost of the program will be $10.00 per session, per day, which must be purchased **two SCHOOL days in advance** via MySchoolBucks®.
3. There will be a one-time registration fee of $10.00 per child which must be submitted by check or money order made payable to the South Country Central School District (CASH WILL NOT BE ACCEPTED).
4. Registrations will be accepted at the main office of your child’s school between 8:00 a.m. and 12:00 p.m. until August 17th, at which point registration will be closed until September 12, 2018.
5. There will be a Parent Informational Meeting at the Family Engagement Center, located at 189 North Duton Avenue, E. Patchogue, NY, on Wednesday, July 18th at 7:00 p.m. and registrations will be accepted at that time. Parents needing to register during evening hours will also be able to do so on July 23rd and July 26th between the hours of 4:00 p.m. and 6:00 p.m. at designated locations.
6. Registration forms and the fee must be submitted to the main office of your child’s school before you will be able to purchase dates for attendance. Therefore, if you do not register by August 17, 2018, **you will not be able** to schedule sessions for the first or second week of school.
7. Parents/guardians will be responsible for transportation to and from the Extended Day Programs.
8. Children who receive free or reduced-price lunches will be offered a free breakfast each morning.
9. A nutritious snack will be provided to each child in the afternoon sessions.
10. The program will not be conducted on days that school is closed.

Thank you for your support.

**Danielle M. Hudek**
Administrative Coordinator for Curriculum and Assessment
Education and Information Support Services
Eastern Suffolk BOCES
15 Andrea Road, Holbrook, NY 11741
Phone: 631-244-4250 • Fax: 631-244-4039
Email: dhudek@esboces.org
Introduction

Eastern Suffolk BOCES is proud to sponsor the Extended Day Enrichment Program in the South Country Central School District. ESBOCES has been a leader in providing enhanced educational activities for students of all ages and grades for many years and looks forward to providing a safe, secure and economically affordable program to the children and parents of the South Country community.

The first and most important concern is the safety of the students enrolled in the program. However, since this is an enrichment program rather than merely a day care program, a variety of educational opportunities such as the homework room, various clubs and interactive presentations will be offered.

Students Eligible

This program will be available for all students in Kindergarten through fifth grade who are enrolled in the South Country Central School District attending Brookhaven, Kreamer Street, and Verne W. Critz Elementary schools, as well as Frank P. Long Intermediate School. In order to attend, a child must be registered with the ESBOCES Extended Day Enrichment Program and have completed ESBOCES medical and emergency contact forms.

Hours of Program

In the morning, the program will be conducted from 7:00 a.m. until the start of school. The after-school program will be conducted from dismissal until 6:00 p.m. Students must be signed in and out at each school by those parents, guardians or other adults listed on their emergency contact card. No child will be dismissed to an adult who is without proper picture identification.

Payment Information

Please submit the $10.00 registration fee using a check or money order payable to the South Country Central School District (CASH WILL NOT BE ACCEPTED) along with the registration paperwork to the main office of the school where the child is enrolled. Once registered, families will need to enroll in MySchoolBucks®, the district’s online payment portal, in order to access the convenience, efficiency and flexibility of making payments and scheduling attendance dates online. The system will accept payment by checking account or by credit/debit card. Payments for sessions will only be accepted via www.MySchoolBucks.com. Beginning August 20, 2018, enrolled parents will be able to access the website via the internet to purchase sessions as far in advance as one month ahead or as soon as two days before the needed sessions. You will not be able to purchase dates less than 2 school days in advance so please plan carefully to ensure that all needed purchases are completed in a timely fashion. The cost will be $10 per morning and $10 per afternoon for each child. To purchase sessions for the first two weeks of school, students must be registered by August 17, 2018. Registration will be closed from August 18, 2018 through September 11, 2018. Those interested in claiming childcare expense deductions on their income tax will be provided with the school’s tax identification number upon request and will be able to print a report of all purchases directly from the MySchoolBucks® website.

Last-minute Additions and Cancellations

Maintaining an accurate up-to-date list of students attending the Extended Day Enrichment Program is an important task for our staff. For this reason, any purchases less than two (2) school days in advance will not be accepted. Children will not be permitted to attend sessions that have not been previously purchased. There will be no refunds for absences on scheduled days.

Health Services-Employees and Participants

No student or staff member may attend the ESBOCES Extended Day Enrichment Program while he or she has acute symptoms of any infection or communicable disease. If a participating child becomes sick or is injured during his/her stay in the program, the child will be separated from the group and given individual attention. The child's parent, guardian or emergency contact person will be notified immediately and directed to pick up
the child as soon as possible. In an emergency, the parent will be contacted and 911 will be called for ambulance assistance. No medication of any type, including but not limited to, any prescription drugs, cough drops, vitamins, aspirins, or ear drops may be administered, and no medical procedure will be carried out, except upon the written consent of the parent/guardian and physician, when applicable. All medications must be in the original prescription containers with the child’s name on it. Appropriate paperwork must be completed and submitted to the school nurse, who will in turn, update the program nurse. Medications will not be made accessible to the children and will be returned to the parent or guardian when no longer needed. Spray sunscreen can be applied by the school or program nurse with written permission from the parent or guardian. It is the responsibility of the parent/guardian to alert the program staff of any known allergies, relevant medical issues, or change in medical status, including new injuries requiring a limitation of activity, pertaining to their child.

**Refreshments**

During the morning program, students may purchase breakfast from the breakfast program at each school. In the after-school portion of the program, refreshments consisting of a nutritious snack and milk or juice will be available for every student. Parents of students with food allergies will be provided with a list of ingredients of all snacks so that they may be reviewed and approved. If it is necessary for you to provide alternate snack items for your child, please keep in mind that there may be children with a severe food allergy to peanuts that can be potentially life threatening. Your cooperation is greatly appreciated.

**Communication with Program**

Parents are encouraged to use the email addresses, Dr. Raymond (Rraymond@southcountry.org) for Brookhaven Elementary School, Mr. Clark (Sclark9@southcountry.org) for Kreamer Street Elementary School, Mrs. Brennan (Abrennan@southcountry.org) for Verne W. Critz Elementary School, and Mrs. Ulberg (Aulberg@southcountry.org) for Frank P. Long Intermediate School, to communicate with the program. In the event that a phone conversation is necessary, please call Dr. Raymond (631-730-1723) for Brookhaven Elementary School, Mr. Clark (631-730-1673) for Kreamer Street Elementary School, Mrs. Brennan (631-730-1525) for Verne W. Critz, and Mrs. Ulberg (631-730-1725) for Frank P. Long Intermediate School. During program hours, you can reach the responder at the front desk by calling 631-730-3482 for Brookhaven Elementary School, 631-730-3480 for Frank P. Long Intermediate School, 631-730-3481 for Kreamer Street Elementary School, and 631-730-1658 for Verne W. Critz Elementary School. In the event of an emergency, you may call Dr. Gergis at 631-730-1551 or 516-383-8085.

**Activities of Program**

**Morning Program** — Children are provided a variety of options for activities, including games, blocks, Legos, toys, arts and crafts, and much more. Children may engage in physical recreation in the gymnasium or outdoors, weather permitting. Special shows and courses will be offered throughout the year.

**After School Program** — Students will be provided time for snack and recreational activities, including use of the gymnasium, activity room, computer lab, and outdoor playgrounds. All staff members are instructed to maintain a constant line of vision of all students.

Students will utilize the homework room for approximately 30 minutes each day, Mondays through Thursdays, to complete their homework or read quietly. During this time, a certified teacher and counselors will be available to provide assistance as needed. Parents are encouraged to communicate with their children about their progress in the homework room and may communicate special requests to staff regarding homework priorities. Staff members in the homework room will be trained in techniques to assist students with homework, but the responsibility to complete all assignments rests entirely with the student. Please inform your children that they will be required to attend the homework room every day to complete their homework or read quietly.
During the course of the year, certain clubs will be made available for students to join. Clubs will be organized into appropriate groups of students according to grade. If space is limited, students will be accommodated on a first come, first served basis. Any students closed out of a club will get the first opportunity to join the club the next time it is offered.

**Staffing of Program**

Each elementary school has a director who will manage the ESBOCES Extended Day Enrichment Program. At Brookhaven Elementary School, the director is Dr. Rebecca Raymond. At Kreamer Street Elementary School, the director is Mr. Sean F. Clark. Mrs. Amy Brennan is the director at Verne W. Critz Elementary School and Mrs. Alicia Ulberg is the director at Frank P. Long Intermediate School.

**The Director** will be responsible to:
1. oversee the instruction provided in the program
2. manage all staff
3. ensure that all students are properly transported to and from the program every day
4. communicate information to the parents regarding the needs and concerns of their children
5. confirm all educational programs scheduled prior to the presentations
6. obtain the necessary snacks and supplies
7. oversee the homework room to ensure that the instruction is provided in accordance with the training provided
8. ensure proper supervision of students is maintained during the program
9. address any other issues that would have an effect on the decorum of the program

**Counselors** will be responsible to:
1. provide supervision by maintaining a direct line of sight of every student
2. ensure students are escorted to their classroom teacher each morning or to the program each scheduled afternoon
3. understand the methods of communication used between parents and the program staff
4. ensure students are dismissed according to ESBOCES guidelines and provide behavior management techniques when appropriate according to the ESBOCES guidelines
5. maintain all policy and procedures as put forth by program directors and ESBOCES

**Teachers** may be added to:
1. assist in the homework room
2. oversee specific clubs or activities
3. provide enrichment instruction to the students in the program

*Teachers must possess a valid and current NY State teaching certification.*

**DISCIPLINARY ACTION**

The Extended Day Enrichment Program is a service provided by the South Country Central School District for children who are enrolled in South Country elementary schools. There is an established Code of Conduct that each participant and their parent or guardian will be expected to review and agree to. If a participant or individuals responsible for a participant do not comply with the Code of Conduct, a progressive discipline plan will be established to assist the participant in meeting the expectations of the program. Failure to respond to the interventions set forth in the progressive discipline plan may result in the dismissal of the participant. Such dismissal may be for a day, several days or indefinitely. Any disciplinary action taken will be first discussed with the participant's parent or guardian. The following disciplinary actions are prohibited: room isolation, corporal punishment, deprivation of snacks, and methods of discipline which frighten, demean, or humiliate a child. Discipline will be prescribed, administered and supervised only by the staff. The ESBOCES Director will fully document actions taken and the reasons for taking such action when deemed necessary. This includes a conference between the Director and the parent/guardian followed by written communications when necessary. An appeal may be brought to the ESBOCES Director for review and
final determination. If a child is having difficulty adjusting to the program, a conference will be arranged between the parent/guardian and the staff. Appropriate behavior is a requirement for continued enrollment, and determination of appropriate behavior shall be at the discretion of the Director.

**Snow Days/School Cancellations**

When the South Country Central School District declares a snow day or closes school for any other reason, the Extended Day Enrichment Program will be cancelled for that day.

On days where inclement weather causes a two-hour delayed opening for schools, the before-school session for the extended day enrichment program will be cancelled, and your child's regular school day will begin two-hours later than the normal start time. The after-school programs will run as scheduled.

On days where inclement weather causes an early dismissal for schools, the after-school session for the extended day enrichment program will be cancelled. Children will be sent home on their regularly scheduled bus, and those who are walkers will be expected to be picked up at the early dismissal time.

**Note:** In the event that a session does not run due to inclement weather, pre-paid days will be credited for future use.

**Registration Procedure, Payment Procedure and Scheduling Days**

Complete the forms enclosed and deliver them (please do not fax or mail) to the main office of your child’s elementary school with a $10.00 registration fee paid by check or money order to the South Country Central School District (CASH WILL NOT BE ACCEPTED).

1. Registration will open at the Parent Information Meeting offered on July 18, 2018 at 7:00 p.m. which will take place at the Family Engagement Center location at 189 N. Dunton Avenue, East Patchogue, NY. There will be clerical staff available to accept registration packets and answer your questions.
2. Additional evening hours have been scheduled for those families who prefer to discuss the registration process with our clerical staff and are unable to do so during the day. These hours will be offered on July 23, 2018 and July 26, 2018 from 4:00 p.m. to 6:00 p.m. at Brookhaven Elementary School and at Kreamer Street Elementary for students at those respective schools. Staff will be located at the Family Engagement Center to assist parents/guardians of students enrolled at Frank P. Long Intermediate School and Verne W. Critz Elementary Schools with registration for these two evenings only. Otherwise, students from these elementary schools can be registered during the day at their home school.
3. Registration will be closed from August 18, 2018 through September 11, 2018.
4. **Children must be registered by August 17, 2018 in order to attend the program during the first two weeks of school.**
6. Beginning on August 20, 2018, sessions may be purchased using a checking account or credit/debit card at [www.MySchoolBucks.com](http://www.MySchoolBucks.com) as much as a month in advance, but **no later than two school days prior to the needed session**. Therefore, a Monday session must be purchased the previous Thursday, and Tuesday sessions must be purchased the previous Friday, on typical school weeks. Please plan accordingly when there are scheduled holidays and school breaks (see schedule on page 8).
7. There are no second or third child discounts.
8. There will not be any refund for unused days.
9. All programs close at 6:00 p.m. Late pick-ups will incur a $5.00 penalty per child from 6:01 p.m. until 6:15 p.m. and cumulative additional $5.00 charges for each 15 minutes thereafter.
10. There will be no charge for the special programs and clubs sponsored by the ESBOCES Extended Day Enrichment Program.

**If your child is not on the attendance sheet for the given day due to lack of payment, the counselor is not permitted to accept your child for the session.**
You can find the location and contact information for our different programs below*:

<table>
<thead>
<tr>
<th>Brookhaven Elementary School</th>
<th>Kreamer Street Elementary School</th>
<th>Verne W. Critz Elementary School</th>
<th>Frank P. Long Intermediate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 Fireplace Neck Road</td>
<td>37 Kreamer Street</td>
<td>185 North Dunton Avenue</td>
<td>599 Brookhaven Avenue</td>
</tr>
<tr>
<td>Brookhaven, NY 11719</td>
<td>Bellport, NY 11713</td>
<td>East Patchogue, NY 11772</td>
<td>Bellport, NY 11713</td>
</tr>
<tr>
<td>Phone: (631) 730-1700</td>
<td>Phone: (631) 730-1650</td>
<td>Phone: (631) 730-1698</td>
<td>Phone: (631) 730-1748</td>
</tr>
<tr>
<td>Fax: (631) 286-6210</td>
<td>Fax: (631) 776-0903</td>
<td>Fax: (631) 286-2918</td>
<td>Fax: (631) 286-0276</td>
</tr>
<tr>
<td>Director: Dr. Rebecca Raymond</td>
<td>Director: Mr. Sean F. Clark</td>
<td>Director: Amy Brennan</td>
<td>Director: Mrs. Alicia Ulberg</td>
</tr>
</tbody>
</table>

*Note: The South Country School District and ESBOCES reserve the right to close a program location due to low enrollment.

ESBOCES Extended Day Enrichment Pricing 2018-19

List of Program Fees

1. Registration  $10 fee per child per year
2. A.M. Session  $10 per morning, if purchased by deadline
3. P.M. Session  $10 per afternoon, if purchased by deadline
4. Monthly Costs for Full Time:
   
<table>
<thead>
<tr>
<th>Month</th>
<th>Number of Days</th>
<th>A.M.</th>
<th>P.M.</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>15</td>
<td>$150</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>October</td>
<td>22</td>
<td>$220</td>
<td>$220</td>
<td>$440</td>
</tr>
<tr>
<td>November</td>
<td>16</td>
<td>$160</td>
<td>$160</td>
<td>$320</td>
</tr>
<tr>
<td>December</td>
<td>15</td>
<td>$150</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>January</td>
<td>21</td>
<td>$210</td>
<td>$210</td>
<td>$420</td>
</tr>
<tr>
<td>February</td>
<td>15</td>
<td>$150</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>March</td>
<td>20</td>
<td>$200</td>
<td>$200</td>
<td>$400</td>
</tr>
<tr>
<td>April</td>
<td>16*</td>
<td>$160</td>
<td>$160</td>
<td>$320</td>
</tr>
<tr>
<td>May</td>
<td>20*</td>
<td>$200</td>
<td>$200</td>
<td>$400</td>
</tr>
<tr>
<td>June A.M.</td>
<td>18</td>
<td>$180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June P.M.</td>
<td>15</td>
<td></td>
<td>$150</td>
<td>$330</td>
</tr>
</tbody>
</table>

5. Late pick-up fee at 6:01 p.m. of $5.00, and $5.00 for each 15 minutes thereafter.

*Indicates that there are scheduled days off that may be used as snow day make-up days. Prices may increase by $10.00 per session per day for each day that is reinstated as a school day.

Cancellations and Re-scheduling

Maintaining an accurate up-to-date list of students attending the Extended Day Enrichment Program is an important task for our staff, especially in the afternoon session. In order to assist with this, all parents must use the following procedures when cancelling a scheduled session date.

1. In the event a child will not be able to attend a session and must go home on their regular bus, a parent must call the main office of the school the child attends no later than 11:00 a.m. and there is no refund for cancelation of pre-paid days when the program is in session.

2. While it is understood that unforeseen events occur and changes are necessary, changes should be kept to a minimum so that schedule change fees are avoided.
HOLIDAYS AND NON-SCHOOL DAYS

On the following dates, there will be no school and therefore, the Extended Day Program will not be available. Parents/guardians are advised to make other provisions for their children on these days. **Please be sure to purchase sessions for any dates following these scheduled days off at least two school days ahead of the holiday.**

<table>
<thead>
<tr>
<th>Monday</th>
<th>9/3/18</th>
<th>Labor Day</th>
<th>Purchase sessions for Sept. 5 by Aug. 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Tuesday</td>
<td>9/10/18-9/11/18</td>
<td>Rosh Hashanah</td>
<td>Purchase sessions for Sept. 12 by Sept. 6</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/19/18</td>
<td>Yom Kippur</td>
<td>Purchase sessions for Sept. 20 by Sept. 17</td>
</tr>
<tr>
<td>Monday</td>
<td>10/8/18</td>
<td>Columbus Day</td>
<td>Purchase sessions for Oct. 9 by Oct. 4</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11/6/18</td>
<td>Election Day</td>
<td>Purchase sessions for Nov. 7 by Nov. 2</td>
</tr>
<tr>
<td>Monday</td>
<td>11/12/18</td>
<td>Veteran’s Day</td>
<td>Purchase sessions for Nov. 13 by Nov. 8</td>
</tr>
<tr>
<td>Thursday-Friday</td>
<td>11/22/18-11/23/18</td>
<td>Thanksgiving Recess</td>
<td>Purchase sessions for Nov. 26 by Nov. 20</td>
</tr>
<tr>
<td>Thursday-Friday</td>
<td>11/29/18-11/30/18</td>
<td>Parent/Teacher Conferences</td>
<td>Purchase sessions for Dec. 3 by Nov. 27</td>
</tr>
<tr>
<td>Monday-Tuesday</td>
<td>12/24/18-1/1/19</td>
<td>Winter Recess</td>
<td>Purchase sessions for Jan. 2 by Dec. 20</td>
</tr>
<tr>
<td>Monday</td>
<td>1/21/19</td>
<td>Martin Luther King, Jr. Day</td>
<td>Purchase sessions for Jan. 22 by Jan. 17</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>2/18/19-2/22/19</td>
<td>Mid-Winter Recess</td>
<td>Purchase sessions for Feb. 25 by Feb. 14</td>
</tr>
<tr>
<td>Friday</td>
<td>3/22/19</td>
<td>Parent/Teacher Conferences</td>
<td>Purchase sessions for March 25 by March 20</td>
</tr>
<tr>
<td>Friday</td>
<td>4/19/19</td>
<td>Good Friday</td>
<td>Purchase sessions for April 29 by April 17</td>
</tr>
<tr>
<td>Monday-Friday*</td>
<td>4/22/19-4/26/19</td>
<td>Spring Recess</td>
<td>Purchase sessions for April 30 by April 18</td>
</tr>
<tr>
<td>Friday- Tuesday*</td>
<td>5/24/19-5/28/19</td>
<td>Memorial Day Holiday</td>
<td>Purchase sessions for May 29 by May 22</td>
</tr>
</tbody>
</table>

*Indicates that the day may be used as a snow day make-up day, in which case, school may be in session and therefore, the Extended Day Program will run as usual.

Please plan your purchases accordingly.

**PLEASE NOTE:** There will be no afternoon sessions on the following half-days:

Monday, June 24, 2019, Tuesday, June 25, 2019 and Wednesday, June 26, 2019
Eastern Suffolk BOCES Board and Administration

President
Lisa Israel

Vice President
William K. Miller

Member and Clerk
Fred Langstaff

Members
Arlene Barresi
Walter Wm. Denzler Jr.
Stephen L. Gessner, Ph.D.
Linda S. Goldsmith

William Hsiang
Susan Lipman
Joseph LoSchiavo
Anne Mackesey

James F. McKenna
Brian O. Mealy
Catherine M. Romano
John Wyche

District Superintendent
David Wicks

Chief Operating Officer
Julie Davis Lutz, Ph.D.

Associate Superintendent
Ryan J. Ruf – Management Services

Associate Superintendent
Peggie Staib, Ed.D. – Educational Services

Assistant Superintendent
R. Terri McSweeney, Ed.D. – Human Resources

Directors/Managers
Keith Anderson – Building Services
Leah Arnold – Career, Technical and Adult Education
Kate Davern – Education and Information Support Services
Colleen Lipponer – Business Services
Susan Maddi – Administrative Services
Grant Nelsen – Technology Integration
Gina Reilly – Special Education
Darlene Roces – Regional Information Center

www.esboces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056. 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.
MEDICAL INFORMATION FORM

Student’s Name __________________________ Date of Birth ____________ Male ( ) Female ( )

Home Address ____________________________________________

Home Phone ___________________________ Cell Phone ___________________________

E-mail address ____________________________________________

B. Health History: (List Month and Year if student had illness)

Ear Infection _______ Mumps _______ Rheumatic Fever _______ Asthma _______

Poison Ivy _______ Hay Fever _______ Measles _______ Convulsions _______

Insect Stings _______ Chicken Pox _______ Diabetes _______ German Measles _______

Any Allergies (foods, drugs, plants, insects, other?) ____________________________________________

Please Explain ____________________________________________

Operations or serious injuries (type and date) ____________________________________________

Chronic or recurring illness: ____________________________________________ Other diseases: ____________________________________________

Does your child wear glasses? _______ Does he/she wear them all the time? _______ Contact lenses? _______ Hearing Aid? _______

Are there any specific activities to be restricted? ____________________________________________

Can your child participate in water activities at camp (sprinklers)? ____________________________________________

C. Please describe any conditions that our staff should have knowledge of in order to assure a safe environment for your child.

________________________________________________________________________________________

________________________________________________________________________________________

D. Parent Authorization: (required)

This health history is correct as far as I know, and the person herein described has permission to engage in all prescribed program activities, except as noted above. In the event that my emergency contact person or I cannot be reached in an EMERGENCY, I hereby give permission to the physician selected by the program director to hospitalize, secure proper treatment for and to order injection, anesthesia or surgery for my child as named above. I, the undersigned, hereby acknowledge my child’s voluntary participation in the recreational and educational activities of the Eastern Suffolk BOCES Extended Day Enrichment Program. I accept that my child’s participation in these activities and events is made with full knowledge of the risks and perils, after the nature of the same was duly explained to me prior to my child’s engagement in it.

Legal Guardian Signature ____________________________________________ Date ___________________
Eastern Suffolk BOCES
Extended Day Enrichment Program
Education and Information Support Services

EMERGENCY CONTACT FORM

Location of Program ________________

<table>
<thead>
<tr>
<th>Student’s Name: (Please print)</th>
<th>Last</th>
<th>First</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Attended and District:</td>
<td></td>
<td></td>
<td>Home Phone:</td>
</tr>
<tr>
<td>Name of Parent(s)/Guardian(s):</td>
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<tr>
<td>Home Address: Street City State Zip</td>
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<td>Email Address:</td>
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<td>Parent/Guardian Place of Employment:</td>
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<td>Father/Guardian: Work Phone: Cell Phone:</td>
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<tr>
<td>Mother/Guardian: Work Phone: Cell Phone:</td>
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<tr>
<td>Student’s Physician: Phone:</td>
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I GIVE PERMISSION FOR MY CHILD TO BE PICKED UP BY ANY OF THE PEOPLE LISTED BELOW:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relation to Student:</th>
<th>Phone:</th>
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Signature: ___________________________ Date signed: ___________________________
If the student named below is 18 years of age or older, the student may complete and sign this form and return it to his/her teacher.

If the student named below is under 18 years of age, this form must be completed and signed by the student's parent/guardian and returned to the student's teacher.

Current School Year 2018 - 2019 Name of Student _____________________________

Building _____________________________

Summary: Eastern Suffolk BOCES takes photographic, audio, and video footage of students for the purpose of informing various constituents about the activities, programs, and objectives of ESBOCES, as well as for promoting the achievements of students and staff.

ESBOCES may use this footage in both print and electronic media, including, but not limited to, newsletters, bulletin board displays, the ESBOCES website, and ESBOCES social media sites, as well as any and all media used for educational student and staff training and related purposes, and to inform the public via news media outlets.

☐ I give consent for photographic, audio, and video footage of the above-named student to be obtained and utilized as indicated above. This consent will remain valid for all perpetuity unless ESBOCES receives written instructions advising otherwise from the parent/guardian or student 18 years of age or older.

☐ I do not give consent.

__________ ____________ ____________
Authorized Signature Print Name Date

Indicate relationship to student: ☐ Parent/Guardian ☐ Self (if over age 18)
ESBOCES Extended Day Enrichment Participation Policies & Code of Conduct

I have reviewed the Extended Day Enrichment Handbook for 2017-18 with my child(ren) and we acknowledge and agree to the following:

ESBOCES EXTENDED DAY ENRICHMENT CODE OF CONDUCT

It is our philosophy that rules are made to keep you safe. We have three basic rules:

1. Take care of yourself.
2. Take care of others.
3. Take care of your environment.

The Code of Conduct is intended to be a guide for general behavior for the members of our community and includes the following expectations. Each person:

a. values and respects others in our community.
b. is responsible for the appropriate use of the facility and property belonging to others.
c. is expected to choose appropriate behaviors and language, and encourage others to do so.
d. is expected to think about the results of one’s actions and how they impact others.
e. is expected to solve disagreements by talking, listening and compromising.
f. is responsible for helping to make ESBOCES Extended Day Enrichment a safe and positive learning environment for everyone.

Consequences for Inappropriate Behavior

If the program staff is unable to solve the problem through discussions, redirections, and reviewed expectations, they will proceed with the following stages:

1. Give a verbal warning and help the student identify the misbehavior through a discussion about expectations and some alternative behaviors that could be used in the future. Age appropriate re-direction or an alternate activity may be provided.
2. Give a second warning with a discussion about expectations and arrange for the teacher or director to communicate with parents/guardians regarding the concern.
3. Schedule a conference with the student, parents/guardians, and program director to discuss a plan of action for resolution of the concern.
4. Prohibit the student from participating in a future activity for a pre-determined amount of time.

By signing below we indicate that we have read, reviewed, and understand all of the above statements.

Student(s) Name(s):

Student(s) Signatures:

Parent or Guardian Name: __________________________ Date: __________________________

Parent or Guardian Signature: __________________________

This form must be signed and returned in order to complete your registration.