

**After School Program**

@ PS 51

***Celebrating 31 Years***

***of After School Service***

***1993 - 2024***

**Parent & Student**

**Policies and Guidelines Handbook**

Program Hours: Monday through Friday from 2:30pm – 5:30pm

[abundantwaters51@gmail.com](mailto:abundantwaters51@gmail.com)

Executive Director: Marlyn Buehler

Program Coordinator: Yolanda Colón-Espinal

Admin: Wendy Javier-Turner

**Emergency Cancellations:** Please be advised that AW is subject to cancellations without notice. In case of a weather emergency or other emergency, AW may be canceled. In that event, along with PS 51 administration, we make every effort to contact parents as early

as possible.

We follow the same emergency readiness as PS 51. We train and practice drill all staff and students in general response protocol, Fire drill evacuations, Shelter-in place and Lockdown.

**1. Abundant Waters** **(AW)** is a not-for-profit organization that has served the midtown Manhattan (Hell’s Kitchen community) since 1993. We are licensed by the Department of Health and Mental Hygiene (DOH), as a School Aged Child Care Center. You can get more information about our program on our website: [www.abundantwaterskids.org](http://www.abundantwaterskids.org)

**2. AW seeks to help children** reach their full potential by focusing on the uniqueness of each child; creating programming that nurtures children’s academic, social and emotional growth in a safe and supportive environment and developing in children a lifelong love of learning.

**3. Attendance:** Children are expected to attend the after-school program on a consistent

basis. Children should be present in AW every day they attend school, unless they

become sick, have an appointment outside of the school, or if there is a family

emergency/urgent matter. Your child is taking up a spot that could be used by another

child, **if he/she is repeatedly absent or attending other activities elsewhere**. A child who

misses too many days for whatever reason may lose their place at AW.

If a child is absent from day school due to sickness, suspension or for other reasons, he/she may not attend after school.

If your child is sick and will be out for several days, please email us.

**Supper** is provided from 3:10-4:10 pm. There will be a time allocated for the groups to eat in the cafeteria for 30 mins. They are given a choice of a hot meal or a cold meal. If you are giving your child a snack from home, no junk food, soda, and candy.

**4. Pick Up / Dismissals:**

**Pick-up is from 5:15 pm-5:30 pm in the backyard, rain or shine**

Parents/Guardians will enter through the West gate into the backyard.

It is the parents’ responsibility to ensure their children are picked up on time every day.

On time is at 5:30pm and the **latest is 5:45pm**. More than one late pick-up will result in a

warning, after that your child may be dropped from the program. We understand

extenuating circumstances, however, please be mindful of AW needing to close and for staff to go home.

**A person authorized to pick up your child/ren must be listed on the application.** That person must sign your child out. We will ask that person to show identification at the first pick-up. To ensure your child’s safety, we will not release him/her to anyone whose name is not listed on your child’s application. Any changes to your pickup list must be written on your child’s application or a signed letter issued to AW.

**Reminder**: Bicycles and scooters must be walked in and out. Dogs and pets are not

allowed in the yard due to safety and allergies. No Smoking anywhere near school.

**Contact Information**: It is extremely important to keep the afterschool informed of any changes to your home address, phone numbers, employment or the phone numbers of your emergency contact list. Please communicate with us through email: abundantwaters51@gmail.com, and/or texting. Failure to do so can result in you not being contacted in case of an emergency.

Children may not go home alone from AW without written permission from the parent/guardian. AW will decide whether it is appropriate and safe for your child to go alone depending on the age of the child, the distance away from the school and the time of year.

**5: Behavior Management – Helping children manage themselves**

* All children have the right to learn and to feel safe.
* All children will respect each other’s person. There is no fighting, bullying, teasing, name calling, or other negative behavior allowed at AW.
* All children will respect each other’s work. There is no destruction of school or student property.
* All children are expected to participate in program activities, unless there is a medical reason that prohibits a child from participating.

AW is committed to working together with children, parents and the staff at PS 51 to provide support to families and to address any behavior, social or emotional challenges that children experience. If persistent, serious behavior problems occur, we will contact

parents immediately. A meeting will be scheduled to discuss what is best for the child

and the after-school program. If the child persists in behavior that is dangerous to themselves, to others, and/or destructive to school property, then a decision may be made for the child to no longer attend the program.

**6: Early pick-up. There will be only one early pick up time, 4pm.**

This will occur at the front desk space where the child must be signed out, only by an

authorized person. Please inform AW in advance, 24 hrs, and please be on time. We will have your child available for pick-up, but will not wait past 4:10pm, when your child then will be returned to his/her age group. If your child needs to be picked up before 4pm, then you will need to pick-up at 2:30pm, regular PS 51 dismissal. In that event, please

let us know 24hrs in advance, and we will have your child remain with her/his PS 51 class.

Call/text Ms. Wendy Javier-Turner, Admin 646-626-9029, and Ms. Yoli 718-666-2608.

Email at abundantwaters51@gmail.com

**7: Program Activities:** Weekly activities include, but are not limited to, music, arts &

crafts, physical education games, dance, chess, gardening and other activities depending

on teacher availability.

**8: Cell Phones / Electronic Gadgets / Toys**:It is Abundant Waters’ policy that **no** electronic items (game devices, Cell Phones, IPads, IPods, Kindles, etc.) are allowed at the after-school program. However, we recognize children do bring these items to school. AW **will not** be responsible for any electronic items lost, stolen or broken. If you must call your child during the hours of the after-school program, please call or text Ms. Wendy (646-626-9029 or Ms. Buehler (917-991-2050). We will gladly pass on the message to your child.

The AW office phone is 212-315-7160 ext. 6213, 6212 it is only answered when someone is in the office.

**9: Homework Assistance**: We are not a “homework only” after school program.

Generally, 40 minutes are set aside Mondays through Thursdays for homework**.** Possibly,

children will not finish all their homework during AW.

**Homework is not done on Fridays.**

**10: Special Events/Activities**: if there are any field trips to museums, parks, or other

destinations, parents will be given permission slips in advance. A signed permission will

be required for your child to participate.

**11: Performances:** There will be annual performances of dance and theater to be

announced in advance. You will be informed of scheduled rehearsals and performance

dates.

**12: Partnership with Orchestra of Saint Luke’s (YOSL)**: Our partnership with YOSL

continues and all information will come through Tylor Thomas, Manager of Youth

Programs of YOSL. He can be reached at [tthomas@oslmusic.org](mailto:tthomas@oslmusic.org). Students receive

instruction in violin, cello and viola.

**13: Lost and Found:** Everyday, children’s personal items such as; hats, scarves, gloves, coats, sweaters, hoodies and jackets are left at AW. Please check with the staff if your child loses any personal items. Parents may not enter the lost and found without a staff member. Staff can go in with the child to check the lost and found area. We are not allowed to go back to classrooms at the end of the day due to doors being closed and custodians cleaning the rooms. All items will be placed in PS 51 lost and found and may be donated to a goodwill organization.

**14. Accidents and Injuries**: If your child incurs a mild injury and is not in pain and wants to continue in the program, we will inform you, upon pick-up, of the details. If the injury is beyond mild but not serious, we will call you and discuss the details and determine further action. If the injury is serious, a medical emergency under the guidelines of DOH we will call you, and 911. The program will obtain emergency medical treatment without delay by calling 911. If you can’t be reached, we will accompany your child to the ER.

When your child is sick with fever, vomiting or diarrhea the parent will be contacted to pick up. The child may not return till the fever, vomiting or diarrhea has ceased for 24hrs.

**15. Asthma/Allergies** & **Medical forms**: The medical form must be completed, signed and

dated by your child’s doctor. Your child’s medical form must have been completed within

12 months preceding the date of last medical form. Medical forms must be up to date and

additional forms submitted. If your child has Asthma or/and Allergies there is an

additional form that needs to be filled out by the child's physician. The epi-pen/inhaler

must be handed in to Ms. Yoli, Ms. Buehler or Ms. Wendy before the **start date,** **or your**

**child may not attend AW.** AW will need an EpiPen and/or inhaler to store.

Group Leaders will carry the EpiPen and/or inhaler with them during AW hours. AW does

not administer medication, only EpiPen in an emergency.

**16. Birthdays:** Birthday parties will not be allowed at AW, since they are allowed during PS

51 school daytime. However, our tradition is to acknowledge every child’s birthday (and

some AW staff) and to sing to them during supper time. All the children through the years

have enjoyed this form of recognition for their birthday.

**17. Parent Behavior:** Any conflicts/concerns need to be brought to the AW teacher or the Director. **No parent may confront a child of another** **AW parent**. Neither will AW tolerate any aggressive adult behavior, including loud yelling, cursing, profanity, at pick up or during any AW time. That may result in the child having to leave the program.

We hope that all parents understand that AW always seeks to keep their children safe, comfortable and enjoying after-school. Please let us know at any point any concerns you have for your child.

**18: Questions and Concerns:** At AW, we value parents’ input in the program. We strive to work with families to address all questions and concerns. You can always schedule an appointment to meet privately with Ms.Buehler, and/or Ms Yoli. Their phone numbers are listed on the title page of this document.

**Email addresses are**:

Marlyn Buehler: marliebuehler@rcn.com

Yolanda Colon-Espinal: [abundantwaters51@gmail.com](mailto:abundantwaters51@gmail.com)

[ycolonespinal@gmail.com](mailto:ycolonespinal@gmail.com)

Wendy Javier-Turner: [wtj971@gmail.com](mailto:wtj971@gmail.com)

We are looking forward to a wonderful year with you and your children.

M Buehler