

HAWK'S NEST

Parent Handbook



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This handbook is intended to familiarize parents with current Hawk’s Nest policy, practices and standards. Hawk’s Nest reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Parents will be notified of updates to the handbook as they occur.

MISSION STATEMENT

Hawk's Nest afterschool program provides a safe, secure and comprehensive quality program to HCES students grades K-6. Our program is designed to accommodate working parents, the physical and emotional needs of each individual child while promoting social interactions, physical development and intellectual growth.

After School Activities

Hawk's Nest is the HCES After-School program. It is designed to facilitate the growth and development of students in an environment that fosters academic, creative, physical and social progress through hands-on activities and peer interaction. Utilizing the experience and talents of Hunter teachers and qualified specialists, Hawk's Nest is designed to accommodate and enhance the intellectual needs of Hunter students while offering them a safe learning environment after school hours.

The Hawk's Nest program is available to HCES students from September through June. The program is divided into two sessions; one held in the fall and one in the spring. A typical day begins at 2:40pm when students convene for snack time and a social period. Afterwards, students will engage in their selected course activity from 3:00 – 4:25 p.m. Following the course period, students in grades 1-6 can begin the Hawk Hall II homework period. This lasts until 5:45pm. During this time students have access to Hawk's Nest staff for homework help. This is also a quiet time for reading and small-group interaction. Younger students in Kindergarten are not generally assigned regular homework, so Hawk Hall is not offered for this grade. They can attend Indoor/Outdoor Play, which is another option for all grades that starts at 4:45pm and ends promptly at 5:45pm.

Payments

Payments for the entire session and refunds will not be issued for those days on which your child is absent. This price includes one enrichment course and either the Hawk Hall homework period or the activity hour for younger children. You may enroll your child for classes up to five days per week. No refunds will be made after the second week of classes. Financial assistance for these programs is available at the discretion of the Principal and is based on need.

Hawk's Nest Fall CANCELLATION & REFUND POLICY	
FRIDAY September 25, 2015	Last day to Cancel Any Hawk' Nest Class
	Last Day to Receive a Prorated Refund

Aftercare

When the school has a half day, we will have Aftercare Program for a charge of \$36.00. Aftercare is conducted between 11:45am-5:45pm. An email blast will go out to all parents of Hunter a week in advanced to confirm their child(ren)'s space.

Aftercare Schedule:

- * **12pm-12:45pm** - Board Games
- * **12:45pm-1:30pm** – Pizza Lunch
- * **1:30pm-3pm** - Activities
- * **3pm-4:30pm** - Activities
- * **4:45pm-5:45pm**- In/Outdoor Play & Dismissal

Protecting Your Child's Property In School

Label all of personal items with the child's name (bookbags, jackets, hats, gloves, supplies for activities, etc.).

Keep items of special value (expensive electronics) at home.

Electronic Devices

The use of electronic devices (iPods, tablets, DS, Kindle, Nook, cell phones, etc.) is prohibited during the school day. While students are permitted to use such devices on their way to and from school, the school discourages bringing any valuable personal property to school and that rule applies to the afterschool program as well.

Hawk's Nest Late Pick Up Policy

We are happy to provide extended care service to Hawk's Nest students and non-Hawk's Nest students. We understand that emergencies arise and that traffic or public transportation can be challenging or hectic on any given day. These transportation issues do not excuse the late fee that will be charged for late pick up. When your child is picked up late after regular school hours, our administrative office staff is required to supervise them separately in the Hawk's Nest office since we are unable to place them in a class.

We expect all students to be picked on time once they are dismissed from regular school. As a courtesy, we are providing you with 30 minutes grace period (**2:45pm-3:15pm**). If your child is still at school after 3pm he or she will be brought to the Hawk's Nest office. Please be advised that a \$10 late fee will be added per 15 minutes if your child remains with Hawk's Nest after 3:15 pm.

We would appreciate you honoring our policy. Thank you for your cooperation regarding this matter and your commitment to pick up your child at the mandated time.

Hawk's Nest Dismissal Procedures

- **Parents/caregivers will enter the building on the 95th Street entrance** for the 4:30pm dismissal.
- At 4:25pm students will enter the cafeteria with their Teachers/Instructors.
- Students will walk to their designated area and wait to be dismissed.
- Please allow students to enter the cafeteria and go to their designated area before picking them up.
- Students are instructed to sit with their group until parents/caregivers sign them out.
- **Parents/caregivers may enter and wait at the 95th Street entrance beginning at 4:15pm until 4:45pm.**

- **Parents/caregivers will only be allowed to enter the cafeteria at 4:30pm to pick up their child(ren).**
- **Parents/caregivers must show their Hunter School ID in order to enter the building.**
- If you do not have your Hunter ID, you must wait for a Hawk's Nest staff to assist you.
- Failure to present your Hunter ID at the time of entry will result with your child(ren) not being dismissed from Hawk's Nest on time.
- **Parents/caregivers must sign their child(ren) out before leaving the cafeteria.**
- **If you arrive after 4:45pm, please use the main entrance on 94th Street.**
- To control the flow of traffic in the building, parents/caregivers must leave only through the 95th Street exit door.
- Students who are not picked up during the 4:30pm dismissal will remain for Indoor/Outdoor Play or Hawk Hall 2.
- Hawk Hall 2 and Indoor/Outdoor Play ends promptly at 5:45pm. If students are not picked up by 5:45pm they will be escorted to the Hawk's Nest office (room B14 or room B15) and wait for their parents/caregivers to pick them up.
- **A late fee of \$10 per fifteen minutes will be charged for any child picked up after 5:45pm.**

The safety of your child(ren) is very important to us. We appreciate your patience and support as we implement these procedures.

Sign Out Policy & Procedure

Please make sure you sign your child (ren) out when you pick him or her up from Hawk's Nest. It is a requirement of our program.

We understand that during dismissal our sign out area is quite busy. We ask that you do not take offense when you are asked to do so as we have no other choice when it comes to our student's safety. Our sign out sheets are one of the most used documents that communicate vital information between yourself and Hawk's Nest. It is important that you print your name clearly and the time of departure.

Our sole purpose for any and all procedures is to ensure, as best we can, the safety of our students. We are making the extra effort to ensure that our policies and procedures are followed during program hours.

Hawk's Nest Outdoor Play Policy & Procedures

For the safety and enjoyment of the students, please adhere to the following playground policy during Hawk's Nest Outdoor Play.

- Hawk's Nest Outdoor Play period is from 4:30 pm – 5:45pm
- With the assistance of Public Safety, parents, caregivers and the public will be asked to leave the playground prior to the start of outdoor play.
- From 4:30pm – 5:45pm, only registered Hawk's Nest students who have not been signed out are allowed to use the playground.
- To maintain proper supervision of students during outdoor play, parents, caregivers, siblings and the public will not be allowed on the playground.
- Once your child is signed out of Hawk's Nest, the playground will no longer be accessible to him/her.
- If you would like your child to continue playing on the playground with his/her peers, we ask that you pick him/her up at a later time.
- As soon as the child is signed out, parents/caregivers must exit the playground.

Your cooperation in this matter is greatly appreciated.

Hawk's Nest Student Rights and Responsibilities Policy

The Rights and Responsibilities Policy helps to create an environment that encourages optimal learning experiences for all children. Every class has guidelines for acceptable behavior, which support the Afterschool's policy. If a student does not adhere to these rights and responsibilities, enrollment in the after school program may be jeopardize and the student may be removed from the program.

Compassion

I have the right to be happy and to be treated thoughtfully in all situations in Hawk's Nest Afterschool.

This means that no one will intentionally hurt my feelings.

Also, I have the responsibility to treat others with compassion in all situations. This means that I will not hurt the feelings of others.

Tolerance

I have the right to be myself in Hawk's Nest Afterschool. This means no one will treat me unfairly because of my:

- Age
- Size
- Gender
- Skin color

- Learning needs
- Physical needs
- Religious beliefs

I have the responsibility to respect others as individuals and not to treat others unfairly because of their:

- Age
- Size
- Gender
- Skin color
- Learning needs
- Physical needs
- Religious beliefs

Adult Support and Interaction

I have the right to be assisted by any staff member, when my rights are not being respected.

I have the responsibility to follow the directions of any staff member who assists me in carrying out my responsibilities.

Property Rights

I have the right to expect my property to be safe in Hawk's Nest Afterschool.

I have the responsibility not to take or destroy the property of others.

Physical Safety

I have the right to be safe in Hawk's Nest Afterschool. This means no one will:

- bite • pinch
- hit • push
- hurt • spit
- kick • threaten me verbally or with objects

I have the responsibility to make this school safe by not:

- biting • pinching

- hitting • pushing
- hurting • spitting
- kicking • threatening others verbally or with objects

Environmental Awareness

I have the right to go to a school that is clean and safe.

I have the responsibility to help maintain a clean and safe school.

Atmosphere

I have the right to learn in a calm and quiet environment.

I have the responsibility to help maintain a calm atmosphere and quiet environment.

Free Expression

I have the right to be heard in this Hawk's Nest Afterschool. This means I will be free to express my feelings and opinions in an environment that supports respect.

I have the responsibility to listen to the opinions and feelings of others with an attitude of respect.

Snack

I have the right to eat and play in a quiet, clean and safe environment.

I have the responsibility to maintain a clean and safe cafeteria, hallway, and playground.

We are asking parents to please send your child(ren) to school daily with a healthy nutritious snack to eat during Hawk's Nest. Please keep in mind that our snack time is only 15 minutes long, so snack should be small enough to eat during that time period.

Hallways

I have the right to safe passage to all parts of the school

I have the responsibility to behave quietly in the hallways.

Playground

I have the right to play and socialize on a playground area that is safe and supervised.

I have the responsibility to make sure that the playground environment is safe and clean by using playground equipment properly and respecting others.

Summary

I have the right to participate in Afterschool activities.

I have the responsibility to continue to follow the regular school days' expectations of rights and responsibilities.

I have the right to expect that all these rights will be mine in all circumstances.

I have the responsibility to make sure that my rights and the rights of others are respected by the entire school community.

Updated October 2015