



September 9, 2014

Dear Parents/Guardians,

Welcome to the 2014-2015 FDC afterschool program! FDC after school program at I.S.62 commits to make every effort to provide a program schedule that meets both the children's and families needs. In order to ensure quality after school programming, please take the time to read the following information to become familiar with our program policies.

Arrival/Dismissal Procedures and Late pick up:

All participants are required to attend our after school program, Tuesday through Friday, 2:20-6:00pm. They will be **no early dismissal**, unless parent/guardian gives consent for child to leave program early. All FDC participants, who do not have consent, must be picked up on time each day between **5:35 and 5:50pm**.

Arrival: Upon arrival, all FDC participants will be greeted by our FDC staff in the auditorium, located on the 1st floor of I.S.62.

Dismissal: Participants will be dismissed from the 1st floor entry: located near the security desk.

In every instance, FDC will attempt to work with a family that is having difficulty with lateness; however, if a parent or guardian is late, and no alternative is available, FDC staff will accompany your child to the *local police precinct*.

Discipline Plan

When a child follows the rules, our after school program operates smoothly and enables all of us to have great days together. If a child continually disrupts procedures, the following steps will be taken:

1st Time Counselor(s) will speak to the child

2nd Time A written warning and phone call will be made to the guardian; any other behavioral issues found detrimental to the program, will end in same day suspension.

3rd Time A meeting will be scheduled with the child, guardian and Director. A written contract will be made between parent and child. Depending on the severity of the offense, your child could face suspension from the program.

If the situation cannot be resolved, the child may be dismissed from the program. This is a last resort, and one which we do not like to take. However, the safety of all the children is our priority and our goal is to provide children with a safe, healthy, learning environment.

Personal Property

Radios, I-Pods, Gameboys, CD players, video games, and other personal items CANNOT be brought to our after school program. If your child brings one of the above items, his/her counselor will remove the toy from him/her and give it to the parent at dismissal. FDC is not responsible for any lost items including swimsuits, backpacks, clothing or any other personal items

I would like to take this opportunity to thank each one of you in advance for both your support and partnership for the upcoming after school year. If you should have any questions, concerns, or comments, feel free to call Gerard Sargent, Program Director Monday through Friday from 10:00-2:00pm at (718) 859-3800 ext. 206.

Warm Regards,

Gerard Sargent
FDC Program Director
OST @ I.S.62

I will review the policies and procedures with my child. If I have any questions or concerns, I will discuss them with Gerard Sargent, FDC Program Director.
I have received, read, and understood this manual and will adhere to the procedures and policies of Flatbush Development Corporation.
Please return this slip to your child's after school counselors during dismissal no later than Friday, September 12, 2014.

Child's Name (print) _____ Grade _____

Date: _____

Parent/Guardian's Signature _____