



Care Program Protocols & Frequently Asked Questions

Philosophy

The Care Program is designed to meet the needs of working parents of Junior and Middle School students who want their children to do their homework and be engaged in relaxing and activities after school hours. It provides a dependable daily program in a warm and safe environment. The Care Program also provides an opportunity for children to socialize with other students of the same or different grades. It is offered every school day from 3:00 PM to 6:00 PM.

- For the safety of the children and insurance policy, prior registration is required. Please note that space is limited.
- Please make sure to indicate any allergies or restrictions your child may have.

Program Schedule

3:00 - 3:30 PM Students have snacks in the Cafeteria

3:30 - 4:30 PM Homework Time / Students are escorted to their assigned classroom to do homework. If they do not have homework, they may read books, do puzzles or play outside.

Middle School students' homework time will be in accordance to their needs.

4:30 - 5:45 PM Play Time (During inclement weather, indoor activities will be arranged.)

5:45 - 6:00 PM Dismissal in the lobby

Registration & Fees Options

*** \$30 Registration Fee ** Late pick up \$1/ minute**

There are two options:

1. Full time/ flat fee discounted rate of **\$3000/Semester – No Adjustment**
(Approximately **\$12 per Hour**)
2. Part-time is on an hourly basic. You will be billed for the hours when your child is in attendance in the Care Program. **Rate \$18 per Hour**
3. Non-Registered Drop offs **\$25 per Hour**

Space: The MS Care Program meets on 5th Floor #500.

The JS Care meets in classrooms in the Junior School.

Snack Menu (Menu sample - subject to change - May offer another fruit in season.)

Beverage: Water – Parents may send their own snack.

- **Monday:** Cheese with crackers & Red Apples
- **Tuesday:** Vegetables with Hummus & Banana
- **Wednesday:** Fig bar & Oranges or Clementine
- **Thursday:** Yogurt with Granola & Strawberries
- **Friday:** Bagels with Cream Cheese & Grapes

▪ Health & Safety

- The Care Program follows the safety guidelines in place as well as the safety guidelines concerning food and allergies to view UNIS' Allergy and Anaphylaxis Policy.
- No personal toys and games are allowed.

Homework

- The Care Program provides appropriate time and space for students to complete their homework. To view the JS philosophies and procedures for homework, please to review the UNIS Student Parent Handbook. The Care Program will have laptop carts available for JS students to use for their homework.
- During the Care Program, students begin homework at 3:30 starting with reading (a key component of homework). Following reading, students complete other assigned homework. A quiet environment is provided for students during this time.
- Parents will be made aware at pick-up from aftercare if their child has not been able to finish their homework or had difficulty completing it. Teachers and parents should be mindful that if a student attends an after school activity before joining aftercare they may not be able to do the homework on that particular day.
- The following is the Junior School recommended time allocation for homework per grade level:
 - **Junior A** - approximately 20 minutes daily
 - **Junior 1** - approximately 20 minutes daily, including 7-10 minutes French / Spanish for mother tongue students only
 - **Junior 2** - approximately 30 minutes daily, including 10-15 minutes French / Spanish for mother tongue students only
 - **Junior 3** - approximately 45 minutes daily, including 10-15 minutes French / Spanish/ ELL / ACS
 - **Junior 4** - approximately 1 hour daily, including 10-15 minutes French / Spanish/ ELL / ACS
 - **Middle School students' homework time will be in accordance to their needs.**

FREQUENTLY ASKED QUESTIONS

- **Who can pick-up my child?** Parents are required to list the caregivers/babysitters on the portal. The security guards will not allow entrance to undocumented/not listed caregivers/babysitters. To avoid delay and complications at the pick-up, please make sure to update the list on the portal. In case of emergency, please email the office the name of the individual who is picking up your child.
- **Where do I pick up my child?** Between 3:00 to 5:45pm: You can pick up your child in the classroom in the Junior School or the playground unless otherwise instructed by the security guards.
After 5:45pm: students are picked up in the lobby near the reception desk.
- **What do I do if I am running late after 5:45PM?** If you are running late please inform the front desk security guard at 212-684-7400. You may also send an email. But please be reminded that after 2:30PM you may not be able to find us in the office as we will be in and out, taking care of the students.
- **How does my child get to the Care Program?** Please make sure to notify your child's homeroom teacher. The homeroom teacher hands over to the Care Leaders those students registered in the Care Program.
- **How does my child get from an Afterschool Activity to the Care Program and Vice Versa?**
 1. If a student is registered in the After School Program, we escort him/her from the Care to the activity and vice versa. Students are not allowed to go roam the school by themselves.
 2. Private tutors and music teachers are responsible for the pick-up and drop-off of their students.
- **Who do I call for information or in case of emergency?**

Office of Special Programs

Tel #: 212-584-3081 or 3083

Email: Ktase@unis.org / ljalilvand@unis.org / careprogram@unis.org