

# **82<sup>nd</sup> Street Academics**

81-10 35<sup>th</sup> Avenue Jackson Heights, NY 11372  
(718) 457-0429 [www.82ndst.com](http://www.82ndst.com)

P.S. 69  
77-02 37<sup>th</sup> Avenue  
Jackson Heights, NY 11372

## **SUMMER SCHOOL**

**PARENT POLICY GUIDELINES**

**“Early Steps to College”**

Los Primeros Pasos Para la Universidad

Welcome to  
Summer School at 82<sup>nd</sup> Street Academics !

**OUR MISSION:** 82<sup>nd</sup> Street Academics complements public education so that students, regardless of home language, will have access to quality higher education.

**OUR VALUES:**

- We offer highest quality, affordable programs.
- We maintain a healthy, clean, safe environment.
- We provide exemplary customer services and family relations.
- We take an interest in all of the student needs in our area.
- We believe that each child is created with unique and needed gifts for this society.

**ABOUT ADMISSION:** Admission to the Summer School is on a first-come, first-serve basis. 82<sup>nd</sup> Street Academics is committed to the principle of equal opportunity in education. 82<sup>nd</sup> Street Academics does not discriminate on the basis of race, color, creed, disability or gender. All spaces are filled on a first-come, first-serve basis. Students may not begin to attend the Summer School until all required forms are completed and submitted. For more information, please refer to page 4.

**OUR PHILOSOPHY:** The 82<sup>nd</sup> Street Academics Summer School is a student-oriented program that focuses on the "whole" child. We look at the child's physical, emotional, social and intellectual developmental needs. The corner stone of our program is respect. The children see the respectful way the teachers interact with each other. They learn respect for the environment, each other and themselves. We offer developmentally appropriate activities for the children, as well as an environment that focuses on the individual child. Our teachers are trained to work with the individuality of each child, focusing on where each child is developmentally, as well as what their interests are. Our teachers act as guides in the learning process.

## The School Day

**HOURS AND DAYS:** Our program offers a flexible schedule to serve your family. You may pick the parts of the day that you would like your child to attend and sign up for them at the Front Desk at our main site. Registration is open throughout the summer however; there are a limited amount of seats available. Please see page 3 for more information.

**TUITION:** Tuition for the entire summer due the by the first day of school. However, if you'd like to use our payment plan you can break down your tuition into payments through the program. Please see the Front Desk for more information.

**SCHOOL CALENDAR:** Each family is provided with a calendar of the summer. This will highlight key dates of school programs; events; and closings. Please note that these dates may be subject to change.

### DISCIPLINE:

\* **In Class:** We discipline children so that they can learn to discipline themselves. In order to achieve this goal, we set up an environment that has boundaries, rules, and routines so that children know exactly what is acceptable. When a child does not follow the rules, we use techniques that are respectful to the children, such as redirection. At *no* time is a child isolated or humiliated. Yelling or raising of voices is not acceptable. The only time a teacher will raise their voice is in an emergency situation where a child may be hurt without this kind of warning. Parents will be informed of any disciplinary incidents.

\* **Our Families:** We ask that parents and visitors show this same respect while in our school. Please do not raise your voice or discipline physically.

# Curriculum

## CURRICULUM:

The morning session of the Summer School at 82<sup>nd</sup> Street Academics (9am - 12pm) offers children the opportunity to get a head start on the grade level that they will be attending in the fall. Students work with trained group leaders to practice math and language arts skills. Lesson plans are developed around the Common Core Learning Standards. Homework is given every day for students to practice their newly learned skills at home. Students work together to complete reading goals to earn pizza parties, and there are inter-class academic competitions. Children look forward to our annual activities such as the "Class Colors Contest!" and "Multi-Cultural Day." Monthly progress reports keep you up to date with your child's learning. School ends with a special closing ceremony created by the students!

The afternoon session of the school (1pm-4pm) offers students a broadened perspective of the material learned in the morning. Students explore subjects such as Drama, Science, Health and Recreation. Students have activities centering around weekly themes. In this way, children learn to be "life-long learners".

Students participating in the Summer Experience (8am-6:30) receive academic attention in small groups during the 4pm-6:30 session. Students work on any homework assignments they receive from the morning session as well as literacy activities. Daily planned activities include arts and crafts, board games, and outside fun!

There is a lunch break in the middle of our day from 12pm-1pm. This portion of the day may be added to your child's schedule if they are taking advantage of our full day service. During this break, students spend 30 minutes in physical activity and 30 minutes eating their lunch. We are able to provide lunch for our students through the Child and Adult Care Food Program.

We also offer an Early Bird drop-off which is from 8am-9am. This program offers children an early start to their day if their parents need it. Students joining us for this optional section of the day participate in physical activities, play board games, draw, or participate in group activities.

## What Is Needed?

**EMERGENCY CONTACT FORM:** Parents are required to complete a contact form for their child that includes emergency treatment, any allergies, as well as emergency contact people. Be sure that there are at least 2-3 *different* phone numbers by which you may be contacted in case of emergency. Should phone numbers change, please inform the school as soon as possible. These people may be contacted in case of an emergency where you cannot be reached. Anyone who is not on this list will not be allowed to pick up your child unless we are informed in advance. Please inform anyone picking up your child that they will be asked to show identification if no one at the school can recognize them. No one under the age of 16 will be allowed to pick up a child.

**MEDICAL FORMS / IMMUNIZATION RECORDS:** Upon entering the program, each child must have an updated medical form which has been completed within the last year. Blank forms are available at the Front Desk.

**INCOME VERIFICATION FORM:** All families will be asked to complete a CACFP form for their child. The information on this form is not shared with anyone at anytime however we are required to have it completed by all families. CACFP allows our program to offer a free lunch to all students.

### WHAT TO BRING:

\* **Change of Clothes:** Each child should have an extra set of clothes in her/his bag if you see it as necessary. The school does not have spare clothing in case of an accident.

\* Teachers will hand out a supply list on the first day of school. Please make every effort to have these supplies for your child by the end of the first week.

\* Please label everything with your child's name in case of a lost item. 82<sup>nd</sup> Street Academics reserves the right at anytime to check a child's bag or belongings if there is concern for the safety/security of any child and/or staff member.

**TOYS AT SCHOOL:** Please do not send toys to school. It sometimes causes hard feelings when toys are broken, lost, or not shared.

# Participation

**PARENT/TEACHER COMMUNICATION:** Daily communication with your child's teacher is the best way to keep informed on your child's progress. There will be a progress report handed out at the end of every month and weekly newsletters sent out by email. You may request a meeting with your child's teacher before or after class. Please make sure your child's teacher has your email address to ensure you receive all information.

**ACTIVITIES, MEETINGS, & EVENTS:** Throughout the summer the school will host a variety of activities, meetings, and events. It is important for families to attend as often as possible. It helps your child to feel a part of the school and community when his/her family is involved.

Calendars listing all special events and activities are available on our website at [www.82ndst.com](http://www.82ndst.com) and will also be distributed on the first day of school. Calendars list all theme related activities, trips, and special visitors. Dates are subject to change.

## More On Participation

### ATTENDANCE:

\* **On Time:** Please have your child here on time each day so they can feel like a part of the school community. When children arrive late, the flow of the class is interrupted. Morning classes begin promptly at 9am.

\* **Absences:** Please call the school or inform your child's teacher in advance if you know your child will be absent. If we do not hear from you, we may call your home.

\* Please refer to page 8 for information regarding absences due to illness.

\* **Excess absences:** We ask that children be in attendance at school as much as possible. When students miss school, they miss out on valuable material as well as important class time.

**HOMEWORK:** Homework assignments are given daily. Please make every effort to complete these with your child as they are important part of the learning process. Children who attend the Extended Day Program complete their homework with trained teachers who are equipped with different strategies of teaching. Please see page 3 for more information.

**READING:** The most important thing that you can do to help your child do well in school is to read to them! Throughout the summer the school will be holding a reading contest. Students who complete the reading list given out win a party! Please ask your teacher for more information.

# Daily Arrival and Departure

## ARRIVAL:

- \* Upon arrival students' attendance is taken and they begin their activities depending on which program they are attending. Teachers are available if you have any quick questions but please feel free to call if you have any questions or concerns that may need a few minutes to discuss. Teachers are available by appointment before and after class.
- \* First Day: On the first day of school, we will be holding an opening ceremony to welcome parents and students. We will be making a few important announcements and introducing our teachers.

## DISMISSAL:

- \* Students in the Morning Accelerated Academic (9am - 12pm) program are picked up from their classrooms. The security doors are opened at 11:55 am for all parents. Please pick up your child on time, there is a late pick up fee charged to families who do not come on time.
- \* Students in the Summer Connection (9am - 4pm) program are picked up from their classrooms. The security doors are opened at 3:55pm for all parents. Please pick up your child on time, there is a late pick up fee charged to families who do not come on time.
- \* Students attending the Summer School Experience are picked up from their classrooms. Please be sure to pick up your child by 6:30pm, there is a late pick up fee charged to families who do not come on time..

Please do not take your child without letting your teacher know first. The safety of our children is of the utmost importance to us.



# Illness or Emergency

## ILLNESS:

\* **When to Stay Home:** If your child has one or more of the following symptoms, please keep him/her home: LICE, FEVER, DIARRHEA, HEAVY NASAL DISCHARGE, SEVERE COUGH, UNEXPLAINED RASH, COMMUNICABLE DISEASE, ETC. Children must be fever-free for 24 hours before they may return to school. Please inform the school if your child has contacted a communicable disease or has any of the symptoms listed above so that other parents can be informed. Your child may not return to school without a signed note from the doctor that states that the child is free from infection. If your child is sick for three days or more a doctor's note is required for him/her to return to school.

\* **Illness at School:** The teachers will be conducting daily, informal health checks of each child in attendance. When your child is sick, we will call the parent and ask you to come as soon as possible. If a parent can not be reached, we will call a designated emergency contact. We will make him/her as comfortable as possible until you arrive. You will be notified to take your child home if she/he has one or more of the symptoms listed above. Should an illness/emergency arise that is deemed by our staff to be potentially life-threatening, we will call 911 and your child will be transported to Elmhurst Hospital Center.

**MEDICATION:** We do not distribute or store any medications.

**EMERGENCY SITUATIONS:** Fire drills, as well as intruder drills are held monthly. The children practice leaving the building in an orderly fashion. There is never a time that the children are made to be fearful of these situations. The atmosphere is calm and the children practice following directions. In the event of an emergency where we cannot re-enter the building, the children will be escorted to our other campus. A staff member will remain on site to inform parents where to pick up their children.

## Other Important Information

**SNACK:** All students should bring snack each day as there is a break time during each session. Please bring snacks of relative nutritional value. Fruits, juices, crackers, etc... are good choices.

**LUNCH:** Children attending the afternoon session will be having lunch with us.

\* Please inform your child's teacher of any food allergies that we should be aware of or any foods your child may not eat for personal, religious, or other reasons.

The lunch we serve is provided by the Child and Adult Food Care Program, menus will be distributed at the beginning of each month. If your child has severe allergies or restrictions, you may be encouraged to send lunch with your child. Please make sure that you have informed us of any allergies.

**TRIPS:** Each grade will be going on a few neighborhood trips. All trips will be announced well in advance. Students must return a signed permission slip by their parent or guardian to attend. Parents are encouraged to join their children on these trips. These are important and exciting days for you to share with your child.

**GRIEVANCES:** At 82<sup>nd</sup> Street Academics, we work very hard to make sure all of our children and families have a positive experience. If a parent has a concern, please feel free to speak to the Site Supervisors, Mr. Julio (PS69), Ms. Jessica (PS69) or Ms. Nancy (main campus) and Ms. Robin (main campus) to schedule a parent/teacher meeting.

## Other Programs at 82<sup>nd</sup> Street Academics

**Pre-School:** Our private PreSchool program is available for children that are ages 2.6 - 4 years old. PreSchool offers preparation for the UPK program and introduces children to basic skills and showing them that they can succeed in school. Many scheduling options are offered.

**Chess and Piano:** Students participating in these programs are guided by our instructors to find new skills and interests. Students complete each semester with more advanced knowledge and greater appreciation for music and sportsmanship. These programs are offered throughout the year and are taught by experienced musicians and chess masters. There are regular recitals and tournaments so students are able to exhibit their skills.

**Universal PreK:** UPK expands upon the skills a child will learn in PreSchool. Students prepare for Kindergarten working on their self awareness and social and emotional skills. The learning process is expanded through practical experiences and exploration in the classroom. UPK is a tuition-free program provided by New York City Board of Education.

**After School Achievement Club:** The After School Achievement Club is available for students in Kindergarten through 5<sup>th</sup> grade. We are open Monday through Friday from 2:30-6:30 pm. Trained staff help the children complete their daily homework with accuracy and efficiency. Upon completion of all school assignments, students participate in enrichment activities such as drama, art, and science. We also hold special assemblies where students participate in theme based activities that promote school unity.

More information about all of our programs is available at [www.82ndst.com](http://www.82ndst.com) or by phone at (718)457-0429.

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This camp is licensed by the New York City  
Department of Health and Mental Hygiene and is  
inspected twice yearly.