

Providers PS6 AFTER SCHOOL CODE OF CONDUCT

From: After School Coordination, After School at PS6 Coordinator

What are we Trying to Achieve: Our after-school program offers a wide range of extracurricular activities designed to support the diverse interests of our students and foster their development through engaging classes.

Safety First: We prioritize the safety and well-being of your children. Our program ensures a secure environment where kids can thrive after the school day ends.

Educational Growth: Our classes provide a holistic learning experience, covering academic, social, and physical pursuits. These group-based classes not only make learning more affordable but also enhance educational growth through collaborative learning experiences.

Social Wellness: By participating in our after-school program, your child will build meaningful relationships with peers from various backgrounds and ages. This interaction promotes social growth, boosts self-esteem, and broadens their understanding of the world.

Our after-school program is designed to meet the needs of working families, offering high-quality, affordable care and an enriching experience for your children. Join us to ensure your child's afternoons are safe, educational, fun, and socially rewarding.

The Participant/Family Code of Conduct is found below and should be read, understood, and agreed upon by parents and/or guardians and students. We want all students and families to thrive in our after school classes, therefore we ask families to assume accountability and ownership of both their and their child's behavior.

Any participant and/or their family and/or their caregivers found in consistent violation of this conduct code may be removed from a specific class or all on site after school as a whole.

As a valued participant of PS6 on site after school, my family, caregiver, and child will adhere to the following rules:

All programs are nut aware and we encourage families to provide snacks that are nut free for the safety of all students attending.

Show Respect to our instructors and individuals within our programs and use appropriate and courteous language at all times.

Refrain from disparaging comments or remarks, especially regarding race, social status, nationality, and/or orientation.

Handling disagreements properly by trusting and interacting with staff members and asking for their help prior to issues arising.

Participants will keep their hands to themselves. If an issue of handsy behavior arises staff on site should handle such issues, if the issue persists please inform on hand staff for the program in which the issue has arisen.

Participants will not be disruptive in class and will behave in a manner that is respectful and conducive to learning/participation.

Participants of PS6 on site after school, families, and caregivers, will listen to constructive criticism or issues of class disruptions brought to their attention in hopes to smooth these issues out in future classes.

Dismissal is the most crucial and busy time of the day. To ensure a safe dismissal process all parents and/or caregivers are expected to sign out and circle their relation to the child being picked up on the sign out sheet. Patience is critical at this time of the day especially at the beginning of each semester. Safety is more important than urgency.

Parents/Guardians cannot sign a child out and then leave them to play in the school yard unattended.

Families must provide prior signed authorization to a provider if a student is to dismiss themselves at the end of after school. Dismissal begins at 5pm.

Dismissal is anytime between 5 and 5:45pm, parents/guardians should make a consistent and conscious effort to pick up between these times. Exceptional and Consistent lateness (pick up after 5:45pm) can lead to revocation of in-house after school services.

If I, my caregiver, and/or my child consistently do not follow the rules above, I understand that we may give up the opportunity to participate in any or all programs offered on site via PS6 after school

Epipens- A medical administration form (MAF) is needed to have an epi pen onsite. After School Providers cannot administer medications unless there is an emergency after school are not allowed to administer medications to students and will only perform general first aid. Our school Nurse, Sarah Krauss can be contacted at **SKrauss2@schools.nyc.gov**

PS6 Rules for After School 2025 In-House

All on-site instructors must be first aid/AED certified in accordance with DOH/DOE rules and regulations. Providers will be taken around the building to see where AED's are located and where storage is also located. An in person orientation for providers will be run in early September prior to the start of the school year (Sept 4th, 2025).

Provider staff on class days should report to the PS6 Auditorium at 2:10pm each day to prepare for class and confer regarding attendance with on site coordination staff.

Encourage families to email providers if a student is missing after school but will be present during the school day (playdate/family event). If a provider has not received notice the provider MUST inform coordination during snack who will contact families regarding a student's absence and relay the information to the provider.

Attendance/calls home should happen at the beginning of snack. Snack is 35 mins from 2:25 pm to 3 pm

All students with nut allergies must eat separately from their counterparts during snack to secure safety (separate row in auditorium).

Providers clean up the auditorium area used after snack making sure to throw out trash prior to leaving the auditorium at 3PM.

All students must use the bathroom and wash hands before class.

It is mandatory for all providers to have their own first aid kits complete with ice packs, band aids, gauze, and other general first aid equipment and that this is replenished and checked monthly.

Outdoor Initial Dismissal is via the PS6 Yard in a designated area from 5pm to 5:10pm and is handled by the individual providers. Make sure all students are signed out.

At 5:10 After school coordination staff will confer with the onsite providers handling sign out making sure to note students that are still awaiting pick up. After the number and names of the remaining kids are confirmed these students are transferred to After school coordination staff members in the cafeteria for extended day dismissal from 5:10pm to 5:45pm

Provider staff are free to leave at 5:10pm each day provided they have completed cleaning the class room they used. If cleaning is not complete at 5:10 providers can return to the classroom to finish cleaning. Providers must clean up the classrooms they use each day.

After school providers must use the room assigned to them by the school. Request of rooms is fine but is not a guarantee that a provider will get the room they desire. This will be checked daily.

As directed by the PS6 administration, After school coordination will check all classrooms each day starting at 5:30pm for class room order and cleanliness.

Staff is to treat families and students with respect and provide courteous and helpful service to PS6 families.

During dismissal make sure all children attending your program are signed out or accounted for at the time of extended dismissal.

All providers will have the same calendar, meaning the same start and end dates and same dismissal times.

All providers must carry their own insurance and place NY Dept of Education and ASMNY as Certificate Holders on their insurance. Coordination would need a copy for its records. There is no cost for this.

All providers must keep an updated binder for incident reports. Incident Reports are for behavioral issues or injuries during after school class time.

Incident Reports should include the child's name, age, time of accident or event, and a description of the incident or event and action taken (call home etc. done by provider.). Keep all incident reports in an on site file for future reference.

Materials and equipment used by children should be free of rough or sharp edges to limit injuries.

Consumption of or being under the influence of alcohol or any controlled substance is strictly prohibited for any staff member regardless of programs. Vapes or cigarettes are not to be smoked indoors, in the proximity of the school or while working with children.

All programs must provide a complete first aid kit that is easily accessible during class time (must include ice packs)..

All onsite staff must have background checks done and we strongly suggest fingerprinting for all staff members. This is the responsibility of each individual provider, not afterschool coordination. This is to ensure safety regarding staff members on site.

All parents/guardians must sign out during dismissal regardless of program. This is how we confirm when a child has been dismissed and with whom. Please keep your signout/attendance sheets for the length of the school year.

Providers are in charge of keeping order in their own classrooms. After School Coordination is not there to settle disputes within classes.

When necessary, providers must take disciplinary actions and when needed speak to parents about in class issues-After School Coordination should also be informed of these issues as well. Further information on behavior policies below:

Disruptive Behavior Policy

PS6 After School follows a **progressive discipline model** that supports students in making positive choices. Our approach includes:

1. Teacher redirection and conversation with the student.
2. Coordination support and a walk to release energy and reflect.
3. Guardian communication and early pickup if necessary.
4. Formal family meetings after repeated incidents.
5. Temporary class suspension if behavior continues.
6. Removal from the program, if all prior interventions are unsuccessful.

[Click here to view the full Progressive Discipline Policy](#)

Issues dealing with daily extended day dismissal will be handled by After School Coordination

Contact After School Coordination via phone should only be done during work hours, otherwise email.

Dismissal Process

Initial Dismissal (5pm-5:10pm)- Providers walk their kids to a specific labelled location in the yard at 5PM. The labelled sign will have the program name on it. Parents come up to their designated provider and sign out their child, via the sign out sheet, making sure to signify the time of pick up. This initial dismissal runs from 5pm to 5:10pm

At 5:10pm initial dismissal ends and the remaining kids are consolidated into one group that is collected by After School Coordination staff. These students are checked off on our universal attendance list as still present for extended dismissal and the students are then brought to the cafeteria and/or library for board games and HW help.

Extended Dismissal(5:10pm-5:45pm) is always indoors.

At 5:10 the students still awaiting pickup are consolidated into one group that is collected by After School Coordination staff for **Extended Dismissal**. These students are checked off on

our universal attendance list as still present for extended dismissal and the students are then brought to the cafeteria and library for board games and HW help that is offered during extended dismissal (5:10 pm-5:45 pm).

During Extended Dismissal (5:10-5:45 PM) After school Coordination staff will meet the parents/guardians at the entrance to the cafeteria and have them sign out and then their child will meet them at the cafeteria entrance. All students are to be picked up at the latest by 5:45pm. All parents must sign their kids out regardless of the program they attended.

Parents and guardians are not allowed in the building during dismissal as is the PS6/DOE rule.

Inclement Weather Dismissal- Inclement weather pickup is only during truly severe weather, not simply rain.

In severe weather conditions initial dismissal will happen via the three exits to the school yard.

- 1) the K room (102/104) that leads to the yard
- 2) The cafeteria entrance via the yard
- 3) Entrance that leads to the lobby (next to the alley). Providers will be informed of which area to dismiss from making these areas consistent throughout the semester.

During mildly rainy weather we will dismiss normally via the yard.

The decision on dismissal each day will be the After Coordinators to make.