



# bitty city

## PLAYERS

# ABC's Bitty City Players

## PS 307 & PS 46 Afterschool

### Family Handbook

### 2022-2023

To notify Bitty City Players of absences, change in schedule, change in authorized caregivers, or other updates:

Contact us promptly at [afterschool@bittycityplayers.com](mailto:afterschool@bittycityplayers.com)

Thank you!

## FAMILY HANDBOOK SECTIONS

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## INTRODUCTION

The staff and leadership of ABC's Bitty City Players are honored by the trust you place in us by putting your children in our care. Our aim is to help guide children to become more socially and emotionally aware, curious and creative thinkers through "hands-on, brains-on" learning and play, in an emotionally and physically safe environment that is also convenient and accessible to student families.

In our program, families and staff establish a mutually supportive partnership, and **every member of our community does their part to create a safe and respectful environment**. The goal of our policies is to create and protect that environment and that community.

This includes showing kindness and respect towards:

- Students
- Families and caregivers
- ABC's Bitty City Players teachers and staff
- School site faculty and staff
- The school facility and the learning materials.

It is important that each parent and caregiver read the BCP Family Handbook. Please keep the Handbook to refer to throughout the year. We will also keep a copy of the Handbook in the Afterschool room.

**Thank you** very much for your attention to this document! We believe it is important for our whole program community to start from a place of mutual understanding and support, and clearly defined expectations.

# 1. SCHEDULE AND REGISTRATION

## A. School Year Schedule

Bitty City Players Afterschool follows the NYC DOE 2022-2023 School Calendar. Programming will operate on the following schedule, starting the first Monday of the school year:

<b>Fall Term</b>	<b>Sept 12, 2022 - Dec 23, 2022</b>
<b>Winter Term</b>	<b>Jan 3, 2023 - April 5, 2023</b>
<b>Spring Term</b>	<b>Apr 17, 2023 - June 27, 2023</b>

## B. Registration Information

Families will be asked to create an account with Sawyer (our registration portal) which includes information about the family and child(ren)

You **MUST** register directly from our website, by clicking the link on a page on [www.bittycityplayers.com](http://www.bittycityplayers.com)!

*Complete Registration Information & Medical Form Is Required for Participation.* Please note **if your child's registration or health information is incomplete, we cannot allow your child to participate in the program** or be released into the care of our staff until this information is complete. For example:

- You will fill out most of this information during registration
- **An up to date [Medical Health Exam Form](#)** must be submitted to Bitty City. This can be the same form you submit to the school, but you must submit a copy directly to us, we cannot get it from the school.
- Please ensure you have alerted us to all Health and Services information including any allergies, restrictions, or behavioral issues, so we can prepare and provide the best experience for your child.

## C. Registration Options & Changes

You can sign up for Afterschool for 1, 2, 3, 4, or 5 days per week, or for a Class Pack of classes to use when you wish, or for a single day Drop-in available in the Afterschool listing.

The program is designed to be a long-term consistent experience for children, in which they can learn routines, build relationships, and participate in special planned educational activities every day. *We are **always** happy to have new friends join us, but the program is **not** intended as a last-minute daycare.*



*To this end, we do **not** offer signups by the hour, by the week, or by the month.* If you'd like to start with just one Term (Fall, Winter, Spring), please contact us and we can arrange this.

If you wish to sign up for a short period, we recommend you purchase a class pack or single classes. Feel free to reach out with questions.

Prices are available on our website in the Comprehensive Afterschool FAQ. They are calculated to give “bulk discounts” to families, so the more days you sign up for at once, the lower your price per day. But we welcome all schedules and are happy to work with yours!

### Class Packs

You may opt to purchase a pack of 10 classes to use within a single term, or 20 classes to use within the school year. The same registration information and fee is required. You may use these classes at any time, as long as there is room in the class and we have received advance notice of your child’s attendance.

To use afternoons in your class pack:

Choose a single class for the day you want (add to your cart) on our registration portal, and if the class is available, choose the option to use a class pack credit (rather than paying a dollar amount)

OR

Email us at least 24 hours in advance. If we do not receive sufficient advance notice of your child’s attendance, the program may not be able to accommodate him/her that day.

Once you have committed via registration or via email that your child will attend a specific day using a class pack credit, standard absence and makeup policies apply.

### **Enrolling Later in the Year**

If you enroll your child after the program start date, we will happily pro-rate the program tuition, but we cannot guarantee program availability on your preferred day(s) of the week.

### **Changing Enrolled Days**

We try to be as flexible as we can for our families. If you need to switch days after enrolling, either occasionally or permanently, we will do our best to accommodate you. However, we cannot guarantee availability on any specific day(s) of the week. If you need to change days, please contact us as soon as possible to make the request.



You may increase your child’s number of enrolled days at any time, if there is room on your chosen day(s). Should you wish to decrease the number of enrolled days, we will happily accommodate you, but if the program has already begun, will only be able to refund part of the tuition difference.

If your desired day (to add or switch) is full at the time you make the request, we will put your child on a waitlist. If another family changes their schedule, or we are able to safely add capacity for that day, we will open up spots and notify families on the waitlist in the order of enrollment and inquiry. See more below.

### **Waitlist**

Please note **enrollment may be capped** in order to maintain our staff to child ratio and fit comfortably in the program space – and comply with social distancing regulations and health authorities. If we are at capacity, you may join the Waitlist and we will be in touch with you.

We will admit children off the waitlist at the rate we are able to expand our staff and program, so that we can maintain the quality of programming for all involved.

Please note Waitlist priority will be given to families who have completed the registration process and are ready to join the program immediately.

## **D. Payment**

### **Registration Fee/"Membership"**

In order to enroll in afterschool, you must purchase a family Membership called "Afterschool Registration Fee", which is \$75. We call this a "membership" because it ensures that participants are only asked to pay once per family (not per child), once per school year. This fee is non-refundable

### **Financial Aid**

As part of our journey towards nonprofit status, we are excited to offer financial aid for afterschool tuition this year! If your family has paperwork on file with your school indicating that your child meets the qualifications for free or reduced lunch, you also qualify for financial assistance with afterschool.

You MUST APPLY for financial aid using [this form](#), also found at <https://tinyurl.com/bittycityaid>. This is a short form that will authorize the school to share your information with us.

Please note, the assistance comes in the form of a 50% discount on tuition, *families will still be responsible for part of the tuition.*

Also note that though we are continuing to fundraise, our pool of financial aid is limited and so will be given FIRST COME FIRST SERVE in order of application.

### **Deposit**

You may pay in full upon enrolling your child.

If you choose an installment plan, we require a deposit upon enrollment, equal to one month's tuition. This is applied at the end of the year – so your deposit covers June, and there is no additional payment due in June (payments end in May)

Deposit upon enrollment is 10% of the tuition, if you enroll BEFORE the month the program begins, such as August enrollment for a September start.

If you enroll in the SAME month the term begins, such as enrolling after September 1<sup>st</sup> for a September start, your deposit will increase. The overall amount will stay the same, but you will be paying it over fewer payments.

You may either pay two months' tuition - the regular one month deposit plus payment for the current month - and then pay the listed installment price for future payments. Or the tuition will be split into NINE payments instead of ten, so each payment will be more than the listed installment price because it is a larger portion of the total tuition.

Contact us if the deposit is not financially feasible and we can break it into smaller payments.

This amount (10% of the year's tuition) is non-refundable except as noted below.



## Payment Methods

Payment can be made via credit or debit card, or e-check (bank account transfer). Details are kept encrypted by a secure payment processor, and ABC/Bitty City does not have access to full card or account information (only the last 4 digits).

Occasionally, we will accept payment by paper check, but the payment due date will be several days earlier than that for electronic payments. Checks that bounce are subject to a fee. Contact us for information.

We do not accept payment in cash for amounts over \$20. We are able to accept Venmo and PayPal payments for small incidental charges (such as late pickup fees, not regular program tuition) but will not be able to provide itemized receipts or tax documents for payments with Cash, PayPal, or Venmo.

## Installments

AutoPay installment plans are available at no charge. Installments are automatically charged monthly, on the 1<sup>st</sup> or 15<sup>th</sup> of the month (see your booking for details). You must have a valid payment method on file with us to pay in installments.

Please make note of your installment payment amounts and due dates so the charge will not be declined. If your card expires or changes, please **add or update your payment method** in your account in the Sawyer software before your billing date, so your payment goes through successfully.

## Responsibility for Payment

Once children are enrolled, the parent or guardian is responsible for the full tuition for the day(s) in which they are enrolled. Families may pay in full upon enrollment, or use the AutoPay installment billing.

If an issue with billing arises, we ask that the parent or guardian work with us to resolve that issue promptly. Significant or repeated late payments jeopardize the program's ability to serve the child, and the child's participation may be suspended until the issue is resolved and payment is made.

## Cancellation & Refunds

If you cancel your child's enrollment...      You will receive...

More than 2 weeks before your child is scheduled to begin the program (Aug 29 <sup>th</sup> 2022 for Sept 2022 start)	Full refund of your deposit.
2 weeks or less before your child is scheduled to begin the program (1-14 days)	Full refund for the current month. Deposit is partially refundable; remainder of deposit may be applied as credits towards school holiday programs or other Bitty City programs. <i>Exception: deposit is refundable if child changes schools before start of school year – please provide proof of school change</i>
During your child's first 2 weeks of the program	Pro-rated refund of current month's tuition. Deposit is non-refundable but may be applied to Bitty City school holiday or other programs

After your child's first 2 weeks of the program

Deposit and current month's tuition are non-refundable but may be applied to Bitty City school holiday or other programs.

Upon cancellation at any time you are entitled to cancellation of all upcoming installment payments or equivalent refund of pre-paid tuition minus processing fee.

Please note the \$75 registration fee/"membership" is non-refundable in all cases.

See Section 2C for COVID-related cancellation info.

## 2. ABSENCES, MAKEUP CLASSES, AND OTHER PROGRAMMING

### A. Notifying Bitty City

We are thrilled to have your child with us, and we hope they can be with us every day as planned. However, if your child will be absent, or if you plan to have them attend the program on a different day, we ask that you **notify us IN ADVANCE - no later than 10AM - IN WRITING (email) of any change in schedule. If we do not receive advance notice in writing of an absence, we cannot offer a makeup day for that absence.** (see below)



Advance notification ensures there are enough meals and materials available, acknowledges the effort our staff puts into preparing each day for each child's individual participation, helps our pickup flow more smoothly, and is mindful of families on the waitlist who may be waiting for an open spot in the program that day.

The school does not have a protocol to let Bitty City know about an absence before afterschool starts; **it is the caregiver's responsibility to notify Bitty City Players directly about absences.**

**To notify Bitty City Players of your child's absence or illness for a makeup credit:**

**Please notify us no later than 10:00 AM on day of absence**

**By email at [afterschool@bittycityplayers.com](mailto:afterschool@bittycityplayers.com)**

**If unable to email by 10AM, notify us by 10AM by call or text at 212-757-2780, and email later to confirm if possible.**

**Thank you!**

### B. Makeups – Eligibility and Procedure

#### **Days that ARE Eligible for Makeup Class Credit**

Your child will be credited for a makeup class if they are enrolled in the program on a specific day or days, and you have paid for that day, but the child is unable to attend that scheduled day due to illness or a planned absence - **and you have notified us per above** by 10am on the day of the absence at the latest.



See next page for how to redeem/schedule the makeup class.

Please note families may redeem a MAXIMUM of four (4) credits per term.

### Days NOT Eligible for Makeup Class Credit

Absences under the following circumstances are not eligible for a makeup class:

1. Absences we have NOT been notified of in writing by 10AM
2. If your child is picked up or sent home early during the school day (without advance notification)
3. If your child is picked up or sent home early from the Afterschool program. **Program attendance is by the day**, not by the hour. For example, a 3pm pickup one day does not equal a “makeup half-day” the next day.
4. Scheduled school closures, early closures, & vacation days
  - a. We invite children to join our School Holiday Programming (see Section D) nearby
5. Unexpected school closures, such as snow days. If the school site is closed, the Afterschool program will be closed too. This applies to COVID or other government-mandated closures too (short term only!) though please note we will make every effort to offer alternative programming on those days (*see next page*)
6. Days missed due to incomplete enrollment information. Complete Registration Information & Medical Form Is Required for Participation (see Section 1)
7. If you have committed your child to attending a specific day by signing up for a Single Class or by using a Class Pack credit, but do not show up and do not give advance notice.
8. Planned future absences that have not happened yet. For example, if you plan to be out of town and miss afterschool for 2 days in October, you cannot apply those future absences to attend 2 makeup days in September
9. More than 4 absences per term per student.

### How to Apply your Credit/Make up a Missed Day

You may redeem your child’s makeup day credits in these ways:

1. Your child may attend Afterschool on a day on which s/he is not normally scheduled to attend. Please notify us at least 24 HOURS in advance of the day your child will attend as a makeup, or we may not be able to accommodate your child that day.
2. If your child is enrolled in afterschool 5 days a week, and thus has no other school days to redeem makeup days, you may redeem a makeup class credit in the form of a discount on School Holiday Programming or Half Day.
  - a. Please notify us at least 48 HOURS in advance of the School Holiday if you want your child to attend the School Holiday Programming, and please note that if there is a balance due after applying the discount from your makeup credits, your child is **not** enrolled in that day until any remaining balance of the School Holiday Program fee has been paid.
  - b. *To apply makeup credits towards a School Holiday Program, you must **contact us prior to paying**.* If you pay for a holiday program on our registration site, we cannot refund you or retroactively apply your credits. We can only apply makeup credits manually and in advance.





- c. Please note families can redeem a MAXIMUM OF 4 MAKEUP CREDITS PER TERM (12 per year total).

If you want your child to attend a makeup day, please check with us to confirm availability

Email [afterschool@bittycityplayers.com](mailto:afterschool@bittycityplayers.com)

or Call 212-757-2780

Thank you for your attention and adherence to these policies!

If you have any questions, feel free to reach out.

### C. **COVID-related closures & Alternative Programming**

If school is closed temporarily due to a COVID exposure, and we deem it unlikely our students or staff have been exposed, we will offer masked in person programming outdoors in a playground near the school, likely Fort Greene Park Playground (near Myrtle & St Edwards St), from 2:45pm – 5:45pm.

This will be open to all children regularly enrolled on that day, as well as to any family who wishes to sign up a child ages 3-7 for that day (standard afterschool class fee applies)

**Caregivers are responsible for transporting children** to and from outdoor programming.

If it is not safe to provide in person programming, or most families would prefer virtual, we will provide virtual programming from 2:45pm – 5:45pm.

For virtual programming, we will send a list of necessary supplies by email before class. Please have those ready (they will be minimal and common items)

Please set your child up on a Zoom-capable device in an area free of distraction, and encourage your child to participate as independently as possible.

Virtual programming can be found in the **Bitty City Zoom Meeting Room**

<https://us02web.zoom.us/j/5481768415> (Meeting ID: 548 176 8415)

### **COVID-Related Refunds**

Please note again, for short term COVID-related school closures, we will provide alternative programming, but in order to continue paying our staff and other costs, we are unable to offer refunds even if you cannot attend the alternative programming provided.

If the NYC DOE declares another long term closure, we plan to offer virtual and/or outdoor programming as we are able, but standard cancellation and refund eligibility will apply to regular afterschool tuition.



## **D. School Holiday Programming**

We plan to offer programming in the neighborhood of the school on several student non-attendance days. Please note all this programming, though offering similar activities with similar staff, is NOT officially part of the Afterschool program and is NOT included in Afterschool tuition.

**Holiday Programs require a separate enrollment and payment for all families.**

In certain cases, a limited number of afterschool makeup days may be applied towards the cost of these programs – see above for which days can be made up. See our website for schedule, information, and enrollment.

**We are planning Holiday programs in Fort Greene Park on the following dates:**

- September 26 and 27th (Rosh Hashanah)
- October 5th and 10th (Yom Kippur and Indigenous Peoples' Day)
- November 8th and 11th (Election Day and Veterans Day)
- April 21st (Eid al-Fitr)
- June 8th, 9th and 19th (Anniversary Day, Clerical Day, and Juneteenth)

If you are interested in a spring break program (April 6th through 14th) please let us know through our afterschool email.

You may purchase these programs individually or in bulk (6 Fall programs for the price of 5!) via our website. See section above. Subject to change.

**Half days** for parent teacher conferences (November 3rd and March 9th- 11:20 dismissal) are INCLUDED in afterschool tuition this year - IF your child is regularly scheduled to attend on Thursdays. If your child would not regularly attend afterschool on those Thursdays, you will be required to purchase afterschool on that date separately.

## **3. DISMISSAL & PICKUP**

### **A. Dismissal only to Authorized Caregivers**

Please note that for the safety of your child, we will only dismiss your child to the adults you listed as an authorized caregiver in your child's registration information online. If you wish to add caregivers or change the list during the school year, you must notify us in advance, in writing (email [afterschool@bittycityplayers.com](mailto:afterschool@bittycityplayers.com)).

Caregiver must sign children out with our staff before leaving on the designated sign out sheet. Caregivers may be asked show ID until the staff comes to recognize them.



## **B. Daily Schedule, Dismissal Times and Procedures**

Our Afterschool rooms at PS 307 and PS 46 will be assigned at the beginning of the school year and are subject to change at the discretion of school administration. Bitty City cannot control this.

The final dismissal time for children enrolled in BCP Afterschool is at the end of the program **5:45pm-6pm**. You are welcome to pick up your child at any time (see our recommendation below), but if you plan to pick up earlier or later than you usually do one day, it is helpful to notify us so we can prepare your child.

In order to make the program flow as smoothly as possible, we have different procedures for different times of day. We very much appreciate your attention and adherence to these procedures! *The schedule below is subject to change.*

2:30 – 3:30pm	The children and staff will be in the large playground or having their meal (cafeteria or room), please find us there. Remember to sign your child out.
3:40 – 4:30pm	<i>We strongly encourage caregivers NOT to pick up during our 3:40-4:30pm enrichment lesson, as we want every child to get the benefit of the full lesson. If it is necessary, pickup will be at the door of the program room (see procedure below)</i>
4:30 – 5:45	Choice time and Story time. Dismissal will be at the door of the afterschool classroom <b>we ask that caregivers DO NOT go inside the afterschool classroom before 5:45pm for the first few weeks</b> , in order to avoid disruption, and avoid upsetting other children waiting for caregivers.  Please knock or poke your head quietly into the room to let a staff member know you are here, and wait in the hallway outside the classroom; a member of our staff will help your child gather belongings and bring your child out to meet you.
5:45 – 6:00pm	End of program - caregivers are welcome to come into the afterschool room for pick up at this time! <b>Pickups after 6:00pm will incur a fee</b> (see below)

## **C. LATE PICKUP**

We recommend you **arrive for pickup by 5:45pm at the latest**. Dismissal may take time, especially at the beginning of the year.

(see below)



**Late pickups will incur a fee.** We understand things happen out of your control, but regardless of the reason, our DOE permit to be in the school (and the security guard shift) ends at 6:00pm. It requires Bitty City staff and often the school security officer to stay beyond their paid work hours, and may disrupt the schools' cleaning schedule. In addition, repeated late pickup creates a sense of instability and insecurity for your child.

*If a caregiver arrives for pickup later than 6:00PM, an **additional charge of \$10.00 until 6:15PM or \$15.00 until 6:30PM** (increasing \$5 every 15 minutes) will be owed directly to the staff member who waits with your child.*

☑ The caregiver picking up may make this payment in cash directly to the staff member, or we can charge it to your payment method on file, plus a \$5.00 administrative surcharge.

If your child is not picked up by 6:00pm, we will call the parent on the registration, and if we do not reach this person we will proceed through the child's emergency contact list until we reach an authorized caregiver who can pick them up.

☑ If you are late but on your way, please let us know as soon as you can. *Do not depend on the school office to reach us during afterschool hours - please contact us directly* via email at **afterschool@bittycityplayers.com** or text or Call us at **212-757-2780**.

Please share this information with any other adults who may pick up your child.

Late pickups will be in the afterschool room or the school lobby when the building is open.

Once the school is closed, your child and our staff member will not be permitted to wait inside the building. If the building is closed and it is inclement weather, or if no staff members are available to stay with your child until you arrive, required procedure is that we take the child to the nearest police precinct: the 84<sup>th</sup> Precinct at 301 Gold Street.

## D. COMMUNICATION & WORKING WITH STAFF

Communication, other than standard in person pickup chat, should go through a Director.

***Families are asked not to call, text or email individual teachers directly. Please do not ask for their personal contact information,*** general policy is that they are NOT permitted to give it out. If there is a specific reason you need an individual teacher's direct contact information, please send a request to the Director. Both the family and the staff member must get the OK from the Director to share their info.



Likewise, occasionally families bond with a particular afterschool teacher and want to hire them for private childcare outside afterschool hours. We are thrilled that you love our teachers. However, outside work with program families is only allowed with the express advance permission of the Director - both the family and the staff member must request this in writing.

The staff member's Bitty City commitment MUST remain the priority. Director has the right to refuse or disallow private work with program families at any time.

This is to ensure transparency and collaboration, prevent conflicts of interest or unforeseen situations which might affect the smooth functioning of the program, and to ensure that the program remains stable and well-served for all enrolled children.

## 4. ITEMS FROM HOME

- **Change of Clothes**

Please send a seasonally appropriate **full change of clothes** (shirt/dress, pants/skirt/tights, underwear, and socks) to keep in the afterschool room. **Please label all items with the child's name.** Please send these items with your child on your child's first day of Afterschool, in a plastic bag to keep the items together, LABELED with child's name.



Please change or replace the spare clothing as necessary, such as when they use their change of clothes, or when the weather changes.

- **Food**

You are welcome to send food with your child for afterschool, but please make sure you are familiar with the ingredients, and *please do not send food containing nuts*. For allergy reasons, children are asked not to share food.

The afternoon meal is graciously provided through the school, therefore the menu is not under our control, and we do not know it in advance.

Because children receive a meal, we do not make any additional snacks a regular part of the afternoon, but children are welcome to eat snacks from home at appropriate times in the afternoon. We keep emergency snacks on hand, but please do not depend on these.

- **Toys/Comfort items**

Children are welcome to bring a photo, toy or object from home if it makes them feel more comfortable at the program, but please keep it small, avoid toys that have batteries (light up or make noise), and remind children that if they play with a toy in sight of other children they may be asked to share that toy.

**PLEASE LABEL ALL YOUR CHILD'S BELONGINGS. BAGS, SWEATERS, HATS....**

**IF YOU DON'T, WE MIGHT.**

## **5. BATHROOM**

**Afterschool students must be potty-trained.** Program staff do not change diapers.

We are sensitive to the challenges of the toilet training process, and we understand children transition on different schedules. However, for health and safety reasons, as well as a lack of equipment, space, and time, we do ask that all program participants to be able to use the toilet as diapers changes are not part of the afterschool program. If you have any questions or concerns about this, please contact us.

There is a bathroom in or right next to our rooms. We also make routine scheduled group stops at the bathroom and we remind children to use the bathroom regularly during the afternoon.



Students are generally expected and encouraged to handle the toileting process independently. Our staff will provide support if necessary, with minimal physical contact and an open door.

If your child needs more than minor assistance using the toilet, or has any issues in this area, please let us know so we can anticipate this.

## 6. BEHAVIOR MANAGEMENT POLICY

We follow the principles of Positive Discipline, including setting out clear and consistent expectations, encouraging discussion of emotions and the reasons behind what we do, engagement and redirection, and non-punitive separation/quiet time.

- We emphasize the importance of understanding feelings (ours and our friends'), the power and value of taking responsibility for our behavioral choices, and the understanding that our choices have natural consequences.
- We encourage students to participate, and whenever possible to lead the way, in finding solutions to their problems and conflicts.

Student behavior that puts the safety or well-being of the class or any individual at risk, or significantly disrupts the functioning of the program, is not acceptable.

- We may consult and coordinate with your child's classroom teacher or other school staff, so that we can implement strategies consistent with the feedback they receive during the school day.
- Parents/caregivers will be notified of any behavioral issues, and as necessary our staff will discuss the issue with parents, including strategies we have used with the child, and possible solutions.
- We ask for your support in ways such as following our staff recommendations, discussing the problem with the child, and reinforcing appropriate behavioral choices at home.

If a child repeatedly exhibits behavior that is not acceptable, despite staff support and parent support, the child may be suspended from the program. This is noted in the Waiver/Terms of Service (*see Section 9*), which parents agree to upon submitting payment in registration portal. In these situations, we ask for your support in sending a parent or authorized adult to pick up the child as soon as you are notified.

If you have questions or concerns about your child's behavior or well-being at any time, please contact us at [afterschool@bittycityplayers.com](mailto:afterschool@bittycityplayers.com) or 212-757-2780.

## 7. COVID SAFETY

We follow school and city policy.

- All afterschool teachers are vaccinated.
- All afterschool teachers wear masks.
- We ask that children wear masks except when eating or drinking
- Procedure includes regular thorough handwashing and sanitizing.
- Materials and surfaces are disinfected at the end of each day and during the day as needed
- Children spend lots of time outdoors
- Air purifiers provided by the school are kept running during afterschool and when possible windows are kept open
- We control the number of people in the program and in the room.
- We encourage caregivers and children when eligible to be vaccinated as well.

### *Illness...*

- If your child has been recently exposed to COVID, please do not send them to the afterschool program, and please alert Bitty City.
- If your child has recently displayed symptoms of illness, particularly coughing or shortness of breath, achiness, fatigue, rash, fever, or nausea, **please do not send your child to the afterschool program**, and please alert Bitty City so we can be especially cautious.
- The same applies to our staff – they will not come into school if they have been exposed or feel symptomatic.

Please note that as with everything pandemic-related, procedures and policies are subject to change per guidance from authorities.

If you have any questions or concerns, do not hesitate to reach out to us.

## 8. EMERGENCY PLAN

We follow school policy in emergencies.

In case of a lockdown, we will lock the classroom door and shelter in place.

In case of evacuation, if we are not directed somewhere by the school or authorities, we will proceed to the corner of **Front St & Gold St (PS 307)** or **Adelphi St between Park & Myrtle Aves (PS 46)** and wait until we receive the OK from first responders to re-enter the building.

If we need to/are asked by authorities to move to a second location, and are not directed to a specific location, we will proceed to the lobby of **Empire Stores, at 53 Water Street (PS 307)** or to **Fort Greene Playground at St Edwards & Willoughby Sts (PS 46)** The safety of the children is our priority, and once the children are safely relocated, we will notify parents.



## 9. WAIVER/TERMS OF SERVICE

Please note, upon enrollment in a class on our registration site, you check a box during the payment process indicating that **you agree to our Waiver/Terms of Service**. The full text of this statement is available on the registration site, and is also printed below. If you have any questions, please contact us.

### *General Liability*

I hereby certify that the enrollee [child] has no condition, of any kind, that prohibits full participation in the activities led by Bitty City Players [BCP]. I assume all ordinary risks when my child participates in said activities in the school facilities and BCP rooms, and I hereby release BCP and any of its staff members from liability for any injury or damage suffered in the course of participating in said activities.

### *Conditions of Participation*

I assume liability for any damage caused by my child to the facility or equipment/materials used by BCP.

I understand that if my child does not or becomes unable to follow instructions from Bitty City Staff, and/or poses a safety risk to themselves, staff, or other program participants, he/she may be asked to leave the afterschool program, and that in this case I will forfeit my deposit, and any partial refund on any other payments made will be at the discretion of BCP.

### *Payment Liability*

I understand my child's enrollment in the program is contingent upon payment of tuition determined by Bitty City, and I am responsible for the full and timely payment of all fees.

I agree to keep my payment information in my registration account up to date (credit card, debit card, or bank account), and I authorize Bitty City to charge fees and installment payments to this method of payment. I understand if my payment is late or incomplete, I may be charged a fee and my child's participation in the program may be suspended.

I understand refunds and changes are at the discretion of BCP.

### *Medical Authorization and Waiver*

I have provided BCP with complete and accurate information on any of my child's vaccinations, allergies, and any challenges which might be relevant when planning program activities or choosing materials.

In the case of in-person activities, I have submitted - or will submit before my child's first day of BCP activities - a complete and truthful medical form signed by my child's physician.

In case of emergency, if I and my child's emergency contacts cannot be reached, I authorize BCP, its representatives, and employees, to provide first-aid for my child, and if it is necessary, in their best judgment, to contact and secure further medical attention for my child.

### *Assumption of COVID-19 Risk and Waiver of Liability*

I understand that BCP is taking precautions per the guidance of authorities to keep my child safe and healthy. I certify that likewise, all members of my household follow all reasonable COVID



safety measures, and I will continue to take all necessary precautions to help safeguard the health of my child's afterschool community.

My child will wear a mask or face covering when asked, as will all adults who may enter the school building to pick my child up from afterschool.

I assume responsibility for monitoring the health of my children and household members, and I will promptly notify BCP if I detect any fever, respiratory difficulties, symptoms of MIS-C, or other health concerns in my children, or in anyone with whom they have been in contact recently. If my child is at all symptomatic or has potentially been exposed to Covid-19, I will keep them home from the program

I understand and voluntarily assume the risks inherent to my child engaging in activities outside my household. I release from liability, indemnify and hold harmless Bitty City Players, and any of its representatives and employees, and waive any and all claims, for any illness, injury, damage or loss of any kind that my children or household may experience in connection with my child's participation in BCP program activities. I understand and agree that this release includes any claims made, by myself or on my behalf, based on exposure to COVID-19 or other illness resulting from the actions, omissions, or negligence of myself and others, including, but not limited to, BCP, its employees, agents, and representatives, and fellow program participants and their families.

#### *Photo/Image Release*

I hereby grant to BCP and its legal representatives, the irrevocable, absolute, and unrestricted right to use and publish the likeness, photograph, or film of my child, or in which my child may be included, for editorial, trade, advertising, website, social media, and any other purpose, in any manner or medium, and to copyright same. I hereby release BCP and its representatives from all claims, royalties, and liability related to the use of said likeness.

Bitty City Players appreciates the trust our clients place in us and place a high value on the privacy of children and families. We always use photos with great care and minimal identifying details. If you do not want your child's photograph used, or used in specific ways, simply contact BCP and we will do our best to accommodate your preferences.

Thank you again for being our partner in this program!