

# YMCA

# Before & After

# School Care

## Parent

## Handbook

## 2011-2012



**AMSTERDAM FAMILY YMCA**

58 N. Pawling Street  
P.O. Box 280  
Hagaman, NY 12086  
Phone: 518-842-2130  
Fax: 518-842-2131  
[www.amsterdamymca.com](http://www.amsterdamymca.com)

**FOR YOUTH DEVELOPMENT**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

# **Welcome to Amsterdam Family YMCA Before and After School Care 2011-2012**

Dear Parents/Guardians,

Thank you for enrolling your child in the YMCA Before and After School Care Program. We welcome you and your family and we look forward to providing an experience for your child that is safe, fun and educational. Collectively, YMCAs are the country's largest provider of child care and are committed to developing and operating the highest quality child care programs possible.

In partnership with the Greater Amsterdam School District, the YMCA school age child care program supplements the school day with a broad curriculum designed to help kids grow physically, mentally and spiritually, while emphasizing and modeling character development values such as caring, honesty, respect and responsibility. These same character development traits serve as the cornerstone of activity for our programs.

At the YMCA your child will learn to build lasting relationships, engage in stimulating learning activities, and have safe fun! The Before and After School Care Program will be a place in which each child will be admired and respected for being an individual, as well as part of our Before and After School Care family.

We provide a well trained caring staff, safe supervised activities, and structured daily schedules. The Amsterdam Family YMCA Before and After School Care Program maintains a staff to child ratio of 1:10 and is licensed by NYS Office of Children and Family Services. Financial assistance is available for those who qualify. For more information, contact the Y at (518) 842-2130.

Please take some time to familiarize yourself with the information in this Handbook. It will provide you with helpful and necessary information regarding policies, practices and procedures related to our program. Familiarity with this Handbook will assist you, your child and our Y staff in gaining the greatest benefit possible for the program. Please feel free to contact us regarding any questions and/or concerns you may have.

Thank you again for joining our program, we look forward to serving your family!

Nancy S. Carr  
Executive Director/CEO

Lisa Zarrelli  
Director, School Age Child Care

## **Mission Statement:**

The Amsterdam Family YMCA builds strong kids, strong families, and strong communities by enriching the lives of all people in spirit, mind, and body.

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## PROGRAM GOALS

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The goal of the Amsterdam Family YMCA Before and After School Care Program is to help school age children in grades K-5 grow spiritually, physically, and mentally. The program also strives to provide educational, recreational and leisure activities in both small and large group settings under the guidance of caring, well-trained staff members. YMCA Before and After School Care Program gives children an experience that lasts a lifetime!

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## PROGRAM OBJECTIVES

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The YMCA Before and After School Care Program seeks to help participants do the following:

- **Grow Personally**  
Through activities children can grow and discover their own self-worth, setting their own goals and working toward them.
- **Develop Specific Skills**  
Children develop skills related to the activities through content in our curriculum that will stimulate their minds.
- **Improve Personal and Family Relationships**  
We place special emphasis on this objective, as it helps participants grow in their relationships with peers and family members.
- **Become Better Leaders and Supporters**  
Everyone participates in a variety of roles, and everyone is encouraged to both lead and support. Principles of leading and of supporting are taught, practiced, and encouraged.
- **Appreciate Diversity**  
Through equal access for all members of the community, the YMCA seeks to lift barriers associated with race, creed, sex, ethnic background, or the physically handicapped and to appreciate the rewards gained in this endeavor.
- **Have Fun!**

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## PROGRAM DESCRIPTION

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In partnership with the Greater Amsterdam School District (GASD), the YMCA offers both before and after school care on site in several elementary schools throughout the system for children in grades K-5. The state-licensed program is designed to provide a safe, nurturing environment with activities that promote a sense of physical, intellectual, emotional and social well-being. Children are encouraged to challenge their creative selves and develop new and lasting friendships.

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## CURRICULUM ACTIVITIES

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- Homework support
- Large and small group games
- Character development
- Arts 'n' Crafts
- Social Skill Building
- Health and Fitness

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## SITE LOCATIONS

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### **Before School, After School and Half Days**

William H. **Barkley** Elementary School  
William B. **Tecler** Elementary School

### **Before School and Half Days**

Raphael J. **McNulty** Academy for International Studies and Literacy  
Marie **Curie** Institute of Engineering & Communications

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## HOURS, HOLIDAYS & SPECIAL DAYS

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### ***Hours of Operation***

The YMCA Before and After School Care Program operates Monday through Friday in accordance with the Greater Amsterdam School District calendar.

Care will be available at the following times for our programs:

- Our Before School Program begins at 7:00 a.m. and concludes at the beginning of school.
- Our After School Program begins at the end of the school day and concludes at 6:00 p.m.
- Our Half Day Program begins when school lets out and concludes at 6:00 p.m.
- An after hour late fee will be assessed for children who are picked up late. The late fee is \$5.00 for the first five minutes plus \$1.00 per minute thereafter.

### ***Holidays***

To allow staff time with their families, we will be closed on the following holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve – child care ends at 2:00 p.m.  
Christmas Day  
New Year's Eve - child care ends at 2:00 p.m.

### ***Delay in Start of School***

If school is delayed in the morning hours our Before School program is also delayed for the same amount of time. For example, if school is delayed for two hours our Before School program will begin two hours later.

### ***Inclement Weather/Snow Days***

If school is closed due to snow or other inclement weather, the YMCA offers an optional Fun Club program. You may bring your child to the Amsterdam Family YMCA in Hagaman for care from 7:00 a.m. until 6:00 p.m. Please call the Y to confirm the program will be held on a given day.

Children enrolled in any of the Before and After School Care programs run by the Y are automatically enrolled in the Fun Club, however, the Fun Club cost is **NOT** included in your program fees. Fun Club is a separate program requiring you to sign-up your child for days when care is needed and additional fees apply. Refer to the Fun Club Parent Handbook for more details.

### ***Half Days/Conference Days***

The Y provides programming for children in grades K-5 on half days and conference days at the elementary schools. Half day/conference day care is **free** for "Before & After" and "After Only" program participants (Barkley and Tecler). **There is an additional fee for children who participate only in the Before School Program.**

Refer to the attached Greater Amsterdam School District 2011-2012 School Calendar for dates.

### ***Recess Days***

The Y offers an optional Fun Club program for children in grades K-8 which operates on designated school recess days (according to the GASD school calendar) from 7:00 a.m. until 6:00 p.m. at the Amsterdam Family YMCA in Hagaman. Children enrolled in any of the Before and After School Care programs run by the Y are automatically enrolled in the Fun Club, however, the Fun Club cost is **NOT** included in your program fees. Fun Club is a separate program requiring you to sign-up your child for days when care is needed and additional fees apply. Refer to the Fun Club Parent Handbook for more details.

Refer to the attached Greater Amsterdam School District 2011-2012 School Calendar for recess dates.

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## **ARRIVALS, DEPARTURES, ABSENCES & PARTICIPATION**

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### ***Arrival and Departure Procedures***

To ensure your child's safety, please escort them to a YMCA Child Care Staff Member and sign them in and out daily. The Y cannot assume responsibility for children dropped off prior to program opening. Children will not be allowed to leave the program alone.

Only authorized people will be allowed to pick your child up. If someone other than you will be picking up your child, they must be listed on your Authorization List (located on the Registration Form).

An after hour late fee will be assessed for children who are picked up late. The late fee is \$5.00 for the first five minutes plus \$1.00 per minute thereafter.

### ***Absences***

When you enroll your child, we will guarantee his or her space for as long as you need care. However, regardless of the absence of your child (e.g., vacation or illness), our fees are constant to ensure your child's space in the program. **The Y does not credit for missed days.** Your fee pays for direct operating costs, such as: staff, snack, crafts, and other program supplies. All of these must be available for the number of children we have in the program. When you enroll we reserve the time, space, staff, and provisions for your child whether he or she attends.

If your child is going to be absent from the program for any reason, please notify Lisa Zarrelli, YMCA School Age Child Care Director at 842-2130 before that start of the program of the absent day.

### ***Participation***

The YMCA's Child Care Programs are designed for group participation; therefore, we strongly encourage all children to participate in group activities. If you request that your child not participate in certain activities, he/she will need to remain with their assigned group while observing the activity.

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## **SNACKS & THINGS TO BRING**

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Nutritious snacks are provided after school each day. During Half Days, please provide your child with a bag lunch. The Y will provide a nutritious snack(s).

Please make certain all your children's belongings are labeled as we cannot assume responsibility for lost items. In an effort to be fair to all the children in the program, please do not bring additional toys, sports equipment, radios, computer games or other items from home unless specifically requested.

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## PARENT VISITS & EVALUATIONS

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Parents are invited and encouraged to visit our program sites at any time. We welcome your comments or suggestions and encourage you to talk with our staff. Each of our program sites are visited and evaluated on a regular basis to ensure consistent, quality delivery in the following areas: Safety (first aid, staff ratios, emergency procedures, sign-in and sign-out procedures), Program Management (cleanliness/appearance of staff and communication with parents), and Program Content (goals, schedules, enrichment and character development activities). A key factor in our observations is to ensure that all children are engaged and enjoying the program.

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## REGISTRATION, RATES, PAYMENT & FINANCIAL ASSISTANCE

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### **Registration**

All registration forms must be completed and the registration fee brought to the Amsterdam Family YMCA **5 DAYS PRIOR TO** your child's start date in the program. The Y requires the following for registration in our Before and After School Care Program:

- YMCA Before and After School Care Program Registration Form
- Signed Parent Statement of Understanding (YMCA Form)
- Payment of Registration Fee

### **Rates**

Refer to the attached information sheet for program rates.

### **Payment**

Payments are accepted at the YMCA Member Services Desk and via mail or by phone for credit card charges. All payments are to be made by cash, check, money order or credit card (Visa or Master Card). Checks are to be made payable to: AMSTERDAM FAMILY YMCA.

The annual registration fee of \$10.00 for the first child and \$5.00 each per sibling must accompany the registration form. The registration fee is non-refundable.

**Tuition is due prior to the 1<sup>st</sup> of the month. A late fee of \$10.00 will be assessed for all payments received and postmarked after the first of the month. In the event tuition and late fees are not obtained by the 9th of the month, child care services may be suspended until payment is made.**

**If you wish to terminate child care, you must give the Y written notice 15 days prior to child's last day in the program. If proper notice is not received, you will be held responsible for tuition regardless of whether your child attends or not.**

DSS is accepted. Parents must have all DSS paperwork completed and processed before child is allowed to start. Families receiving assistance from DSS are responsible for paying their co-pay and any remaining difference between the total tuition cost and the amount DSS pays.

### **Financial Assistance**

The Y strives to ensure that families of all income levels are able to participate in our programs. Our "Open Doors" financial assistance program allows parents the opportunity to receive quality care for their children without causing undue financial difficulties. Please contact the Y office for additional information regarding assistance or download the application at [www.amsterdamymca.com](http://www.amsterdamymca.com).

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## MEDICAL INFORMATION

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### **Accident Insurance**

The Y does not provide accident insurance for your child. Participants are responsible for their own accident insurance when using the Y and when participating in Y programs off-site.

### ***Illness***

If a child becomes ill at the program, Y Staff will notify the parent or guardian. Children who are ill must be picked up immediately and be kept at home until they have recovered. A child must be fever free for twenty-four hours before returning back to the program. If a child develops a contagious disease, please inform us immediately.

### ***Medical Emergency***

If a child is injured while in Y care, staff will administer basic first aid and contact the parent or guardian as well as the YMCA School Age Child Care Director. If necessary, 9-1-1 will be called to transport the child to the nearest hospital. If any accident is deemed to be of minor nature, you will be told of the accident when you arrive to pick up your child.

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## **DISCIPLINE POLICY AND RULES**

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### ***Discipline Policy***

It is our intent that each child enjoys the activities planned by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. We are here to assist him/her and to know that we expect him/her to succeed. Character development is an important part of our program. We also use positive reinforcement by consistently acknowledging good behavior.

Please review these Character Guidelines with your child.

1. Take charge of yourself – “I am responsible for MY actions and MY belongings.”
2. Speak for yourself – “I will only say nice things about other people.”
3. Listen to others – “I will listen as intently as I wish to be heard.”
4. Show respect – “I will follow the instructions of staff at all times. I will leave my group only with permission. I will touch only my belongings.”
5. Take care – “I will keep the building and equipment neat, clean and safe.”

### ***Rules***

Our utmost concern is the safety and welfare of the children in our care. Please be sure that your child is aware of the rules and abides by them. Violation of these rules may result in a child being dismissed. If a child willfully and repeatedly disregards the behavioral expectations, or endangers the safety of him/herself or others, the School Age Child Care Director may see fit to dismiss the child. All dismissals are without refund.

Behaviors which are not tolerated in the Before and After School Child Care Program and could result in suspension from 1-5 days or immediate dismissal from our program are as follows:

1. Lack of respect to staff or to other children (talking back, verbal and/or physical abuse)
2. Fighting or harming another person. (punching, slapping, pushing, kicking, biting, etc.)
3. Damage to property
4. Stealing
5. Using foul language
6. Behavior poses a danger or threat to themselves, other children, or Y staff

### ***Consequence Plan***

Should behavior problems arise, we will initiate the following steps:

#### ***FIRST Offense***

Reasoning & Redirection: Staff will implement redirection and/or one-on-one communication. Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.

*SECOND Offense*

Removal from Specific Activity: When reasoning has been pursued and has not changed behavior, staff will remove child from the activity for a brief time out or loss of privilege. Parent will be notified of the behavior at pick up.

*THIRD Offense*

Parent Conference: If the behavior persists and the staff has attempted a variety of disciplinary measures, the YMCA staff will notify the YMCA School Age Child Care Director to decide upon a disciplinary plan which may include a discipline report. A discussion between the School Age Child Care Director and parent will occur. At this time, the child may be eligible for suspension or dismissal from the program. Our goal is to define what specific changes in behavior need to be made to help the child be successful in the program.

START DATE: \_\_\_\_\_

# Amsterdam Family YMCA

## Before and After School Care Registration Form 2011-2012

### Check the school and program you are registering your child for:

**Barkley**

- Before School Only
- After School Only
- Before and After School
- Half Days Only

**Tecler**

- Before School Only
- After School Only
- Before and After School
- Half Days Only

**Marie Curie**

- Before School Only
- Half Days Only

**McNulty**

- Before School Only
- Half Days Only

### Check the days your child will attend:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

**CHILD**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

**1st PARENT/GUARDIAN**

Name: \_\_\_\_\_ Authorized to Pick Up: Yes No

Address: \_\_\_\_\_ Emergency Contact: Yes No

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

Email: \_\_\_\_\_

Company/Employer Name: \_\_\_\_\_ Work Phone#: \_\_\_\_\_

**2nd PARENT/GUARDIAN**

Name: \_\_\_\_\_ Authorized to Pick Up: Yes No

Address: \_\_\_\_\_ Emergency Contact: Yes No

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

Email: \_\_\_\_\_

Company/Employer Name: \_\_\_\_\_ Work Phone#: \_\_\_\_\_

**AUTHORIZED PICK-UP/EMERGENCY CONTACTS**

Please list anyone allowed to pick-up your child. Identification by photo ID may be required at any time.

Name 1: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone#: \_\_\_\_\_ 2<sup>nd</sup> Phone#: \_\_\_\_\_

Authorized to Pick Up: Yes No Emergency Contact: Yes No

Name 2: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone#: \_\_\_\_\_ 2<sup>nd</sup> Phone#: \_\_\_\_\_

Authorized to Pick Up: Yes No Emergency Contact: Yes No

**MEDICAL INFORMATION**

Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Family or Child's medical insurance company: \_\_\_\_\_

Policy/Group #: \_\_\_\_\_ Name of Policy Holder: \_\_\_\_\_

Please indicate any disabilities or illness which your child currently has: \_\_\_\_\_

Please list any allergies or dietary restrictions your child has: \_\_\_\_\_

Please list any medications (Oral, Inhalants, Injections) your child routinely uses: \_\_\_\_\_

My child may participate in all YMCA activities except: \_\_\_\_\_

**PARENT/GUARDIAN AUTHORIZATION:** I understand that the YMCA does not provide accident insurance or health insurance for my child. Participants are responsible for their own accident insurance when using the YMCA and when participating in YMCA programs off-site. This health history is correct so far as I know and the person herein described has permission to engage in all prescribed child care activities except as noted above. The undersigned hereby agree to hold harmless and indemnify the Amsterdam Family YMCA of and/or any of its employees and/or volunteers from and against any claims, demands, liability, costs of suit, damages, loss, and/or judgments in connection with any use of the YMCA properties.

**EMERGENCY AUTHORIZATION:** I hereby give permission to the medical personnel selected by the YMCA staff to order x-rays, routine tests, and treatment for my child, and in the event I cannot be reached in an emergency, I hereby give permission to transport, to hospitalize, to secure proper treatment for, and to order injection and/or anesthesia and/or surgery for my child as named above. I accept financial responsibility if such treatment is necessary. I understand that this consent does not waive or diminish my rights.

**SUNSCREEN RELEASE:** I hereby give permission for the staff of the Amsterdam Family YMCA to apply sunscreen to my child while participating in the YMCA programs.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**OFFICE USE      REGISTRATION FEE: Annual \$10.00, 2<sup>nd</sup> child \$5.00 (non-refundable)**

Check/Money Order    Check # \_\_\_\_\_     Cash     VISA/Master Card    Amount: \$ \_\_\_\_\_

Staff Initials \_\_\_\_\_    Date Recvd \_\_\_\_\_    Receipt # \_\_\_\_\_

Private    OR    Agency \_\_\_\_\_    PC entry date \_\_\_\_\_    Billing Box date \_\_\_\_\_

# Amsterdam Family YMCA

## Before and After School Care Programs 2011-2012

### Parent Statement of Understanding

Child(ren) Name(s): \_\_\_\_\_

Please read the following information carefully. You and/or your child will be held accountable for the following policies:

1. I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff member is there to receive and supervise my child.
2. I understand that my child will not be allowed to leave the program with an unauthorized person or staff. Any person authorized to pick up my child must be listed with the YMCA Child Care Office.
3. Should I, or another authorized person, arrive to pick up my child with the appearance of being under the influence of alcohol or drugs; I am aware that YMCA staff, for the child's safety, may contact the proper authorities.
4. I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
5. I understand that I will be charged late fees as detailed in the parent handbook should I fail to pick up my child by the scheduled end of the program.
6. I understand that YMCA staff is not allowed to babysit or transport children at any time outside of YMCA programs.
7. I understand that tuition is due **PRIOR** to the 1<sup>st</sup> of the month. A late fee of \$10.00 will be assessed for all payments received after the 1st.
8. I understand that in the event tuition and late fees are not obtained by the 9th of the month, child care services may be suspended until payment is made.
9. I understand that my child's photograph may be used for promotional purposes.
10. I understand that participation in the program may be terminated for verbal abuse to any YMCA staff member by me or my child and that a refund will not be granted for involuntary termination.
- 11. It is to my complete understanding that if I wish to terminate or change my child care in any way, I must give the Amsterdam Family YMCA Child Care Office WRITTEN NOTICE 15 days prior to my child's last day in the program. If proper notice is not received, I will be held responsible for tuition regardless of whether my child attends or not.**
12. The Amsterdam Family YMCA Board of Directors may, at their discretion, adjust the monthly rate plan applicable to child care. I understand that I will receive at least a four week notice prior to any such change.
13. Should any payment not be honored by my bank or credit card company for any reason, I understand that I am still responsible for that payment and an additional \$20.00 service charge applied by the YMCA. This is in addition to any service fee my credit card company or bank may require.
14. I have received, read, and agree to follow the rules, guidelines, procedures, and policies described in the Parent Handbook.

I have read, understand, and agree to all of the statements above.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Return original to YMCA with registration form. Keep a copy for your files.**

Rev 7/2011

**Amsterdam Family YMCA** • 58 N. Pawling Street • P.O. Box 280 • Haganan, New York 12086  
518-842-2130 • 518-842-2131 (fax) • [www.amsterdamyymca.com](http://www.amsterdamyymca.com)

**GREATER AMSTERDAM SCHOOL DISTRICT  
2011-2012 SCHOOL CALENDAR**

**ADOPTED 2/23/11**

**September 2011**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**October 2011**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**November 2011**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**December 2011**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**January 2012**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**Instructional Days**

September	18	February	16
October	20	March	21
November	17	April	15
December	17	May	22
January	20	June	16
<b>Total</b>	<b>182</b>		
Conference Days		3	
Checklist Day +		1	
<b>Total</b>	<b>186</b>		

**February 2012**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

**March 2012**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**April 2012**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**May 2012**






M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**June 2012**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<25>	26	27	28	29

**Conference and Recess Days**

Sept. 6	Superintendent's Conference Day
Sept. 7	First Day of Classes Pre-K, K - 6, 9 & BOCES
Sept. 8	First Day of Classes 7, 8, 10, 11, 12
Oct. 5	Staff Development Day (Half Day)
Oct. 10	Columbus Day
Nov. 10	Parent/Teacher Conf. (Whole Day) El. Only
Nov. 10	Superintendent's Conference Day - Sec. Only
Nov. 11	Veterans' Day
Nov. 15, 16	Parent/Teacher Conf. (Half Days) El. Only
Nov. 23-25	Thanksgiving Recess
Dec. 26-Jan. 2	Christmas Recess
Jan. 13	Superintendent's Conf. Day (Whole Day) El. Only
Jan. 13	Staff Development Day (Half Day) Sec. Only
Jan. 16	Martin Luther King Day
Jan. 24-27	Regents Examinations
Feb. 20-24	Winter Recess
March 8	Staff Development Day (Half Day)
March 9	Superintendent's Conference Day
April 6-13	Spring Recess
April 17, 18	Parent/Teacher Conf. (Half Days) El. Only
May 22	Staff Development Day (Half Day)
May 28	Memorial Day
June 15-22	Regents Examinations
June 15 & 22	Half Day - El. Only
June 25	Teacher Checklist Day

-  Supt. Conference Day
-  Parent/Teacher and or Staff Conf. (Half Days) El. Only
-  Recess Days
-  Staff Development Day (Half day-all students)
-  Regents Exams

**1st QUARTER**

**Elem. - Sept. 7-Nov. 4**  
Grades Due Nov. 1

**Sec. - Sept. 7-Nov. 4**  
Interims Due Oct. 4  
Grades Due Nov. 7

**2nd QUARTER**

**Elem. - Nov. 7-Jan. 27**  
Grades Due Feb. 3

**Sec. - Nov. 7-Jan. 27**  
Interims Due Dec. 12  
Grades Due Jan. 30

**3rd QUARTER**

**Elem. - Jan. 30-March 30**  
Grades Due April 5

**Sec. - Jan. 30-April 5**  
Interims Due March 2  
Grades Due April 16

**4th QUARTER**

**Elem. - June 22**  
Grades Due June 15

**Sec. - April 6-June 22**  
Interims Due May 11  
Grades Due June 25