



2022-2023

ESBOCES

School Year Extended Day  
Enrichment Program  
at Comsewogue



Dear Parents,

August 2022

Eastern Suffolk BOCES (ESBOCES) is pleased to inform you that we have been selected once again by the Comsewogue School District to coordinate the School Year Extended Day Enrichment Program in each K-5 school building. Our enrichment program will continue to make this an engaging educational opportunity for all participating Comsewogue students.

The safety, health and well-being of our students and staff is our top priority. The staff will take extreme precautions to prevent the onset and spread of viruses and other germs by following recommended cleaning protocols. If your child does not feel well, they should remain home. You will be contacted immediately to pick up your child if they become ill. We will be following the guidance from the New York State and Suffolk County Department of Health for the guidelines for returning to school.

Please note the following changes and highlights for the 2022-23 program:

1. The cost of the program has gone up slightly.
2. All programming will continue to take place in each of the K – 5 buildings. JFK 6th graders will be placed at their previously attended 3 – 5 home school building (Boyle or Terryville). Students will be housed in the cafeterias. The gymnasium will be used only when adequate space cannot be provided in the cafeteria. Students will be provided with snack, homework assistance, use of the gymnasium, daily enrichment activities, Choose Love social and emotional learning (SEL) activities, STEAM (Science, Technology, Engineering, Arts, Mathematics and Science) enrichment lessons based around student interest, virtual field trips and virtual GoNoodle! movement and thinking activities, cultural arts presentations, as well as outdoor recreation (weather permitting).
3. Drop off and pick-up locations will be as follows:
  - a. Boyle Road: The drop off and pick-up is located at the Main Entrance of the building.
  - b. Clinton Avenue: The drop off and pick-up is located at the Main Entrance of the building
  - c. Norwood Avenue: The drop off and pick-up is located at the Main Entrance of the building.
  - d. Terryville Road: The drop off is located at the North side of the building by the mural. The pick-up is located at the Main Entrance of the building.





**Ryan Ruf**  
Chief Operating Officer

**Kate Davern**  
Director, Educational Support Services

**Danielle Hudek**  
Program Administrator, Enrichment Services

**Nancy Dowdy-Adams**  
Assistant Administrative Coordinator, Curriculum and Assessment Services

4. All refunds will be applied to any unpaid balances first.
5. The deadline for purchasing weekly sessions is Thursday at 10:00 p.m. of the week PRIOR to the days your child is attending. Monthly Sessions deadlines vary according to when the first day of the month begins, usually the Thursday the week before. This means that days can be purchased on the website as late as Thursday at 10:00 p.m. for a child attending the program the following week. It is the hope that this extended registration time will allow parents with flexible schedules to avoid the additional fees of registering late.  
*Please note that unpurchased drop-offs or add-ons are no longer accepted into the program on a rolling, daily basis. This must be adhered to in order to ensure the health and safety of all staff and students to maintain adequate social distancing guidelines with proper supervision.*
6. The program will still be conducted on *SOME* days that school is “not in session”. These days will be listed in the following pages. However, the district will continue to close during all of the full-week school recesses.
7. The program will be fully staffed with a nurse and security guard during program hours.

Thank you for entrusting us with the honor of providing your child with an enriching experience.

Sincerely,

*Nancy Dowdy-Adams*

Asst. Admin of Curriculum & Assessment, Educational Support Services  
Eastern Suffolk BOCES  
750 Waverly Avenue, Holtsville, NY 11742  
[schoolyearenrichment@esboces.org](mailto:schoolyearenrichment@esboces.org)  
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Middle States Accredited

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Dear Families and Caregivers:

As we begin this new school year, Social Emotional Learning (SEL) is needed now, more than ever, to address the needs of the whole child. SEL is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. SEL lays the groundwork for a lifetime of healthy relationships, responsible citizenship and flourishing.

SEL has been proven to increase grades, attendance, and focus, while reducing aggression, anxiety, substance abuse, and other issues. The program we have adopted, Choose Love for Schools, plays an important role in promoting students' social and emotional wellbeing and academic and personal success. It also enhances our classroom and school climate, making it a place where students are safe, compassionate, connected and able to thrive.

The Choose Love for Schools Program is the most comprehensive curriculum that supports, nurtures, and fosters the whole child. Students will learn skills and tools they will use throughout their lives to be honest, trustworthy, caring and compassionate, self-disciplined, intellectually curious, fair, and respectful.

Students learn how to thoughtfully respond by choosing love. The program's foundation is a formula: Courage + Gratitude + Forgiveness + Compassion in Action = Choosing Love. We use courage daily to choose love over fear. Practicing gratitude helps us focus on what we have. Forgiveness is the key to healthy relationships and compassion in action help us connect with and help others.

I hope you will share in this journey with your children, asking questions about what they have learned and enjoying the benefits of the program as well. Please check out the Choose Love At Home Program for families and caregivers. You can learn alongside your children and incorporate these skills and tools to promote Social and Emotional Learning in your home, and even within yourself! Visit [www.chooselovemovement.org](http://www.chooselovemovement.org) for more information.

If you have any questions or concerns, please contact me for more information. Thank you for your continued support in helping promote your child's academic, social, emotional, and personal well-being through our Year-Round Extended Day Enrichment Programs. I'm looking forward to working together with you as we help our children grow into healthy, happy, successful individuals with the tools and skills to make their positive mark on the world!

Choosing love,

*Nancy Dowdy-Adams*

©2020 Jesse Lewis Choose Love Movement Choose Love for Schools **CAREGIVER LETTER**

\*Please register for free access to updates, support and more at [www.ChooseLoveMovement.org](http://www.ChooseLoveMovement.org)\*



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## DEAR FAMILIES,

The Eastern Suffolk BOCES Year-Round Extended Day Enrichment Program uses GoNoodle to stay active and engaged in the morning and afternoon programs with dance-alongs, yoga videos, mindfulness activities, and other awesome ways to move while reinforcing educational topics. Great news! Your family can make screen time active and play GoNoodle at home for FREE!

### 2 Great Ways to GoNoodle at home:

#### GONOODLE VIDEO APP

- Dance with fun videos that focus on fine and gross motor skills, cross-lateral movements, and coordination.
- Move with GoNoodle mixes of favorite videos, packaged up for use at different times - bedtime, family time, and more.
- Practice mindfulness with videos that teach kids how to de-stress, manage their emotions, and resolve conflict.

#### GONOODLE GAMES APP

- The new gonoodle games app gets kids moving, ducking, dodging and holding a pose with fast-paced mini-games. Download the free app on iPhone or iPad today! (Android coming soon)
- You can pop bubbles with Flo Yo!
  - Race through space with Zapp Von Doubler!
  - Do yoga poses with Om Petalhead!
  - Make rockin' music with Squatchy Berger!



## Play for free at GoNoodle.com

#### GoNoodle video On Mobile apps



#### GoNoodle video on streaming devices



## Introduction

Eastern Suffolk BOCES (ESBOCES) is proud to sponsor the School Year Extended Day Enrichment Program in the Comsewogue School District. ESBOCES has been a leader in providing enhanced educational activities for students of all ages and grades for many years and looks forward to providing a safe, secure program to the children of the Comsewogue community.

The first and most important concern is the safety of the students enrolled in the program. The monitoring of the students as they are released to their parents or guardians in the afternoon must be given special attention and shall always be the most important priority of the employees.

Since this is an enrichment program rather than merely a day care program, a variety of educational opportunities are included such as homework assistance, use of the gymnasium, daily enrichment activities, Choose Love social and emotional learning activities, STEAM (Science, Technology, Engineering, Arts, Mathematics and Science) enrichment lessons based around student interest, virtual field trips and cultural arts presentations, as well as outdoor recreation (weather permitting).

## Students Eligible

This program will be available for all students enrolled in the Comsewogue School District attending grades kindergarten through sixth. ***In order to attend, the child must be registered with the ESBOCES Extended Day Enrichment Program by going online to MySchoolBucks and purchasing the registration and completing the required fields. Registration is not completed until you hear from the program for approval. Unregistered students will not be admitted into the program.***

***\*\*Registered students who do not have completed medical and emergency contact forms will not be admitted into the program.\*\****

## Hours of the Extended Day Programs

The ESBOCES Extended Day Enrichment Program will be conducted from 7:00 a.m. until the start of school in each elementary school building and from the end of school until 6:00 p.m. at your child's home school. Students from John F. Kennedy Middle School will be transported to their intermediate school at dismissal. Proper picture identification is required to pick up children. Only parents, guardians or other adults listed on a child's emergency contact card may pick up that child.

## Cost of Program

- |  |   |
|--|---|
| 1. A.M. Session when using weekly payment schedule | \$10 if purchased by Thurs, 10:00 p.m., \$13 if late                    |
| 2. P.M. Session when using weekly payment schedule | \$12 if purchased by Thurs, 10:00 p.m., \$15 if late                    |
| 3. Monthly Payments: A.M. and P.M.                 | 20% discount. See page 11 for monthly fee schedule                      |
| 4. Monthly Rates for 2, 3 or 4 days per week       | 20% discount*   |
|  | *Calculated on individual basis for A.M. and P.M.                       |
| 5. Non-School full-days                            | \$34 per day if purchased in advance; \$45 if not purchased in advance. |
| 6. Non-School half-days                            | \$24 per day if purchased in advance; \$28 if not purchased in advance. |
| 7. Late pick-up fee at 6:01 p.m.                   | \$8, and \$8 for every 15 minutes, thereafter                           |

## Cancellations and Re-scheduling

Maintaining an accurate up-to-date list of students attending the ESBOCES Extended Day Enrichment Program is an important task for our staff. In order to assist with this, **all parents must use the following procedures** when adding a day, cancelling a day or making changes to the dates purchased.

1. For parents using the “weekly” payment schedule, days must be purchased by **THURSDAY at 10:00 p.m.** prior to the beginning of each week. Failure to do so will result in schedule change fees.
2. In the event a child will not be able to attend a session, a parent must **call the main office of the school** the child attends and **email the Extended Day Enrichment Program** at [enrichment@comsewogue.k12.ny.us](mailto:enrichment@comsewogue.k12.ny.us) as soon as possible. This applies to students on the weekly payment schedule, as well as students on the monthly payment schedule.
3. While it is understood that unforeseen events occur and changes are necessary, it is hoped that changes are kept to a minimum and change fees are avoided.

**Note:** 50% of the purchase price will be refunded for days purchased using a weekly payment schedule (rather than on a monthly basis) if the program is notified of the absence ahead of time. Refunds will first be applied to any outstanding balances. No refunds will be offered to dates purchased with a monthly discount.

## Busing

This year, only sixth grade students will be transported to and from their previous elementary school for the ESBOCES Extended Day Enrichment Program. The bus route number to transport the students in sixth grade will be designated by Comsewogue School District's Transportation office. Students will be directed to the appropriate bus for the Enrichment Program at dismissal. While the middle school staff will assist the Extended Day Enrichment participants, it will be the parent's responsibility to ensure that their children know which days they will be attending.

## Health Services-Employees and Participants

No student or staff member may attend the ESBOCES Extended Day Enrichment Program while he or she has acute symptoms of any infection or communicable disease. If a participating child becomes sick or is injured during his/her stay in the program, the child will be separated from the group and given individual attention. The child's parent, guardian or emergency contact person will be notified immediately and directed to pick up the child as soon as possible. In an emergency, the parent will be contacted and 911 will be called for ambulance assistance. No medication of any type including, but not limited to, any prescription drugs, cough drops, vitamins, aspirins or ear drops may be administered and no medical procedure will be carried out except upon the written consent of the parent/guardian and in original prescription containers with the child's name on it. Medications will be returned to the parent or guardian when no longer needed. Medications will not be made accessible to the children. All necessary program forms must be completed by the parent/guardian for medication administration. Spray sunscreen can be applied with written permission from the parent or guardian.

## Refreshments

Refreshments consisting of a nutritious snack and milk or juice will be available each afternoon for each student. Note – if a child has any type of special dietary restrictions and/or needs (for example - diabetes, lactose intolerance, food allergies, celiac disease, etc.), the parents must inform the staff and provide a Food Safety Kit. If there are any concerns or questions regarding the contents of the Food Safety Kit, the parents should discuss the issue with the school nurse, Teacher Coordinator and the Extended Day Enrichment Executive Director.

## Communication with Program

Parents are encouraged to use the email address [enrichment@comsewogue.k12.ny.us](mailto:enrichment@comsewogue.k12.ny.us) to communicate with the program. In the event that a phone conversation is necessary, please call (631) 474-8263. A message can also be left during the day at (631) 474-8263. If you need to reach the nurse, the phone number is (631) 642-4336.



## Activities of Program

Students will be assigned to a counselor for the entire program. They will be provided time for snack, homework and enrichment activities. As the space in each location is limited, students will be provided time in the gymnasium and on the playground whenever possible. Enrichment activities will be coordinated by the program counselors daily.

Students will also be provided assistance with their homework by a certified teacher, if they should request it. Parents are encouraged to communicate with their children about their homework and may make special requests to staff by email regarding homework priorities. Teachers will be prepared with content-area knowledge to assist students with homework, **but the responsibility to complete all assignments rests entirely with the student**. Please inform your children that approximately thirty minutes has been designated for them to complete homework or to read quietly every day.

## Staffing of Program

The ESBOCES Extended Day Enrichment Program will be supervised by an Executive Director, who must possess a valid and current NY State administrative certification.

*The Director will be responsible to:*

1. oversee the instruction provided in the program
2. supervise all staff
3. communicate information to the parents regarding the needs and concerns of their children
4. address all behavioral concerns
5. ensure that all staff and students are adhering to health and safety protocols

*Counselors will be responsible to:*

1. ensure that all students are properly and safely transported to and from the program every day
2. provide supervision by maintaining a direct line of sight of every student
3. facilitate daily enrichment activities
4. ensure students are admitted to and dismissed from the program according to ESBOCES guidelines
5. provide behavior management techniques when appropriate according to the ESBOCES guidelines

*Teachers\* will be responsible to:*

1. provide academic assistance in the homework room
2. facilitate STEAM (Science, Technology, Engineering, Art, Mathematics) lessons
3. facilitate Social and Emotional Learning (SEL) lessons and activities
4. communicate information to the parents regarding the needs and concerns of their children
5. address all behavioral concerns
6. maintain all policy and procedures as put forth by program directors and ESBOCES

*\*Teachers must possess a valid and current New York State teaching certification.*

## Code of Conduct and Behavioral Interventions

It is our philosophy that rules are made to keep everyone safe and healthy. We have three basic rules:

1. Take care of yourself.
2. Take care of others.
3. Take care of your environment.



It is the expectation that each participant and their parent or guardian review and agree to the ESBOCES School Year Extended Day Enrichment established Code of Conduct prior to the start of the program. The Code of Conduct is intended to be a guide for general behavior for all program participants and includes the expectation that each participant:

- a. values and respects all students and staff in the programs.
- b. is responsible for the appropriate use of the facility and the property belonging to others.
- c. is expected to choose appropriate behaviors and language, and encourage others to do so.
- d. is expected to think about the results of one's actions and how they impact others.
- e. is expected to solve disagreements by talking, listening and compromising.
- f. is expected to help make the enrichment program a safe and positive learning environment for everyone.

Please send in all completed Code of Conduct contracts on the first day. If a participant does not comply with the Code of Conduct, a progressive discipline plan will be established to assist the participant in meeting the behavioral expectations of the program. Failure to respond to the interventions set forth in the progressive discipline plan may result in the dismissal of the participant. Such dismissal may be for a day, several days or indefinitely.

Any disciplinary action taken will be first discussed with the participant's parent or guardian. Behavioral intervention techniques will be prescribed, administered and supervised only by the staff. The ESBOCES Director will fully document actions taken and the reasons for taking such action when deemed necessary. This includes a conference between the Director and the parent/guardian followed by written communications when necessary. Appropriate behavior is a requirement for continued enrollment, and determination of appropriate behavior shall be at the discretion of the Director.

## **Snow Days/School Cancellations**

When the Comsewogue School District declares a snow day or closes school for any other reason, the ESBOCES School Year Extended Day Enrichment Program will be cancelled for that day.

When a two-hour delay is called, the School Year Extended Day Enrichment Program will be delayed 2 hours and begin at 9:00 a.m.

On days that school is shortened, School Year Extended Day Enrichment will be conducted at the close of school; however, parents are urged to pick up their children as soon as possible. Only students who are enrolled in the 2022-23 ESBOCES School Year Extended Day Enrichment Program will be accepted into the program on shortened school days.

## Registration Procedure, Payment Procedure and Scheduling Days

1. All registrations are to be purchased and completed online at MySchoolBucks.com for each family every school year. For families with more than one student, complete the registration with your oldest child. List the names of your other children in the additional student field. The program will provide you a link for the additional students at no additional charge.
2. Special Needs Students  
The School-Year Extended Day Enrichment Program is a general education enrichment program with a staff to student ratio of one staff member per 20 - 25 students. However, enrollment for students with special needs will be reviewed on a case by case basis. Parents/caregivers will be required to meet to discuss their child's needs with the Executive Director of the program and the administrative team from ESBOCES *prior to being enrolled into the program*. This will ensure that an informed decision can be made whether or not the current structure and supervision that is in place can provide a safe learning environment for all students who enter our program.
3. Please send **all printed and completed forms** to ESBOCES School Year Extended Day Enrichment, 290 Norwood Avenue, Port Jefferson Station, NY 11776 or email them to [enrichment@comsewogue.k12.ny.us](mailto:enrichment@comsewogue.k12.ny.us) or via fax 631-474-8399 prior to the first day of school.
4. Visit the My School Bucks website at [www.myschoolbucks.com](http://www.myschoolbucks.com) and press the link for "Registration 22-23 - Extended Day Enrichment". All users will need to log in first or create an account.
5. There will be an annual registration fee of \$28 per family to be paid at registration.
6. Payments may be made by credit card, debit card or check through MSB.
7. Payments made at the school site are discouraged.
8. There are no second or third child discounts.
9. Parents/Guardians who have not selected the monthly payment procedure will select and purchase the days their child will attend Extended Day Enrichment on a **weekly basis by 10:00 p.m. on the Thursday of the week before** their child is attending Extended Day Enrichment.
10. For persons who purchase weekly, 50% of the purchase price will be refunded on days your child cannot attend, **provided the program is notified**. Refunds will first be applied to any outstanding balances.
11. **People paying monthly, who receive a discounted rate, will not receive any refund for unused days.**
12. There will be a \$8.00 late charge per child from 6:01 p.m. until 6:15 p.m. and cumulative additional \$8.00 charges for each 15 minutes thereafter.
13. There will be no charge for the special programs and clubs sponsored by the ESBOCES Extended Day Enrichment Program.
14. **Failure to keep your account current could be reason for dismissal from the program.**

**Eastern Suffolk BOCES School Year Extended Day Enrichment Program**  
**Rates and Schedule: 2022-2023**

**Daily Rates and Purchasing Guidelines**

The deadline for purchasing weekly sessions is Thursday at 10:00 p.m. of the week PRIOR to the days your child is attending. Monthly sessions deadlines vary according to when the first day of the month begins, usually the Thursday of the week before. This means that days can be purchased on the website as late as Thursday at 10:00 p.m. for a child attending the program the following week. Any sessions purchased after the deadline must be purchased no later than 24 hours in advance of the day you are purchasing.

**PLEASE NOTE** *unpurchased drop-offs or add-ons are no longer accepted into the program on a rolling, daily basis. This must be adhered to in order to ensure the health and safety of all staff and students to maintain adequate social distancing guidelines with proper supervision. In addition, students who do not have completed medical forms will also not be admitted into the program until completed paperwork is received.*

A.M. Session Pre-purchase price \$10

A.M. Session Purchase after deadline \$13

P.M. Session Pre-purchase price \$12

P.M. Session Purchase after deadline \$15

**Monthly Rates**

<b>Month</b>	<b># School Days</b>	<b>Purchasing Deadline</b>	<b>AM Rate</b>	<b>PM Rate</b>	<b>Both AM/PM</b>
August/September	19	8/25/2022	\$ 152.00	\$ 190.00	\$ 342.00
October	19	9/29/2022	\$ 152.00	\$ 190.00	\$ 342.00
November	17	10/27/2022	\$ 136.00	\$ 170.00	\$ 306.00
December	16	11/24/2022	\$ 128.00	\$ 160.00	\$ 288.00
January	20	12/29/2022	\$ 160.00	\$ 200.00	\$ 360.00
February	15	1/26/2023	\$ 120.00	\$ 150.00	\$ 270.00
March	23	2/23/2023	\$ 184.00	\$ 230.00	\$ 414.00
April	13	3/30/2023	\$ 104.00	\$ 130.00	\$ 234.00
May	22	4/27/2023	\$ 176.00	\$ 220.00	\$ 396.00
June	17	5/25/2023	\$ 136.00	\$ 170.00	\$ 306.00

Monthly payment schedules for 2, 3, and 4-day options are calculated on an individual basis.

Non-School Full Days Pre-purchase \$34

After deadline \$45

Non-School Half Days Pre-purchase \$24

After deadline \$28

***Late pick-up fee as of 6:01 p.m. of \$8, and \$8 for each 15-minute interval thereafter.***

## Cancellations and Re-Scheduling

Maintaining an accurate up-to-date list of students attending the School Year Extended Day Enrichment Program is an important task for our staff, especially in the afternoon session. In order to assist with this, all parents must use the following procedures when adding a day, cancelling a day or making changes to the dates purchased.

1. In the event a child will not be able to attend a session, a parent must call the main office of the school the child attends and then email the School Year Extended Day Enrichment Program at [enrichment@comsewogue.k12.ny.us](mailto:enrichment@comsewogue.k12.ny.us) as soon as possible. This applies to students on the daily pay schedule as well as students on the monthly payment schedule.
2. For persons who purchase by the daily rate, 50% of the purchase price will be refunded on days that your child cannot attend provided the program is notified. **Refunds will first be applied to unpaid balances.**
3. While it is understood that unforeseen events occur and changes are necessary, changes should be kept to a minimum so that schedule change fees are avoided.

## Full Day Program Dates 2022-2023

The full day schedule of days below is in addition to the School Year Extended Day Enrichment Program before and after school. Any parent using the full day option must register for these days in advance on their weekly sessions by the purchasing deadline, including those who have paid monthly. The monthly sessions do not include these full days. *Days purchased after the deadline will be charged \$45.00.* The full day program will take place at Boyle Road Elementary School.

Day of the Week	Date	Holiday	Rate
Monday	9/26/2022	Rosh Hashanah	\$34.00
Tuesday	9/27/2022	Rosh Hashanah	\$34.00
Tuesday	11/8/2022	Superintendent's Conference	\$34.00
Wednesday	11/23/2022	Superintendent's Conference	\$34.00
Thursday	4/6/2023	PJSTA Union Conference Day	\$34.00

\*Snow day add-ons will be made available on an as-needed basis as per the published district calendar.

\*3 Unused Snow Days: 4/17/23, 5/26/23, 5/30/23

\*2 Unused Snow Days: 4/17/23 and 5/26/23

\*1 Unused Snow Day: 4/17/23



## **Eastern Suffolk BOCES Board and Administration**

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[www.esboces.org](http://www.esboces.org)



**Eastern Suffolk BOCES**  
**Extended Day Enrichment Program**  
**Educational Support Services**  
**EMERGENCY CONTACT FORM**

**Location of Program** \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Please print) Last First

School Attended and District: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

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

Parent/Guardian Place of Employment:

Father/Guardian: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Student's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

**I GIVE PERMISSION FOR MY CHILD TO BE PICKED UP BY ANY OF THE PEOPLE LISTED BELOW:**

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_



Eastern Suffolk BOCES
Extended Day Enrichment Program
Educational Support Services
MEDICAL INFORMATION FORM

A. Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male ( ) Female ( )

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

B. Health History: (List Month and Year if student had illness)

Ear Infection \_\_\_\_\_ Mumps \_\_\_\_\_ Rheumatic Fever \_\_\_\_\_ Asthma \_\_\_\_\_
Poison Ivy \_\_\_\_\_ Hay Fever \_\_\_\_\_ Measles \_\_\_\_\_ Convulsions \_\_\_\_\_
Insect Stings \_\_\_\_\_ Chicken Pox \_\_\_\_\_ Diabetes \_\_\_\_\_ German Measles \_\_\_\_\_

Any Allergies (foods, drugs, plants, insects, other?) \_\_\_\_\_

Please Explain \_\_\_\_\_

Operations or serious injuries (type and date) \_\_\_\_\_

Chronic or recurring illness: \_\_\_\_\_ Other diseases: \_\_\_\_\_

Does your child wear glasses? \_\_\_\_\_ Does he/she wear them all the time? \_\_\_\_\_ Contact lenses? \_\_\_\_\_ Hearing Aid? \_\_\_\_\_

Are there any specific activities to be restricted? \_\_\_\_\_

Can your child participate in water activities (sprinklers)? \_\_\_\_\_

C. Please describe any conditions that our staff should have knowledge of in order to assure a safe environment for your child.

D. Parent Authorization: (signature required) \_\_\_\_\_

This health history is correct as far as I know, and the person herein described has permission to engage in all prescribed program activities, except as noted above. In the event that my emergency contact person or I cannot be reached in an EMERGENCY, I hereby give permission to the physician selected by the program director to hospitalize, secure proper treatment for and to order injection, anesthesia or surgery for my child as named above. I, the undersigned, hereby acknowledge my child's voluntary participation in the recreational and educational activities of the Eastern Suffolk BOCES Extended Day Enrichment Program. I accept that my child's participation in these activities and events is made with full knowledge of the risks and perils, after the nature of the same was duly explained to me prior to my child's engagement in it.

Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





**Eastern Suffolk BOCES**  
**Extended Day Enrichment Program**  
**Educational Support Services**  
**MEDICATION AT THE PROGRAM**

**A. To be completed by the parent or guardian:**

I request that my child \_\_\_\_\_ DOB \_\_\_\_\_ receive the medication as prescribed below by our physician. The medication is to be furnished by me in the properly labeled original container from the pharmacy.

Signature (Parent or Guardian): \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Date \_\_\_\_\_

**B. To be completed by physician:**

I request that my patient, as listed below, receive the following medication:

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_

Diagnosis: \_\_\_\_\_

MEDICATION	DOSAGE	FREQUENCY/TIME TO BE TAKEN	ROUTE OF ADMINISTRATION

Duration of Treatment: \_\_\_\_\_

Possible Side Effects and Adverse Reactions (if any): \_\_\_\_\_

**PLEASE CHECK ONE:**

- I deem this child to be **self-directed** and understand that the school nurse, or other designated person in the case of the absence of the school nurse, will dispense the medication, including field trips.
- Student **may self-carry and administer** his or her own inhaler and/or Epi-Pen **only**.
- I deem this child to be **non self-directed** and understand that administration of oral, topical, inhalant and injectable medications must remain the responsibility of the school nurse, licensed practical nurse under the direction of a school nurse, physician, or parent.

Physician's Signature/Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

Physician's Phone: \_\_\_\_\_

- \* Medication must be in original pharmacy labeled container with specific orders and name of medication.
- \* Medication and refills must be brought to school by parent, guardian or responsible adult.



**Consent for Use of Student Photograph, Audio, and Video in ESBOCES Print and Electronic Media**

Board of Cooperative Educational Services  
First Supervisory District of Suffolk County  
201 Sunrise Highway  
Patchogue, NY 11772

**If the student named below is 18 years of age or older, the student may complete and sign this form and return it to his/her teacher.**

**If the student named below is under 18 years of age, this form must be completed and signed by the student's parent/person in parental relation and returned to the student's teacher.**

Current School Year 2022 - 2023 Name of Student \_\_\_\_\_  
 Building \_\_\_\_\_

**Summary:** Eastern Suffolk BOCES takes photographic, audio, and video footage of students for the purpose of informing various constituents about the activities, programs, and objectives of ESBOCES, as well as for promoting the achievements of students and staff.

ESBOCES may use this footage in both print and electronic media, including, but not limited to, newsletters, bulletin board displays, the ESBOCES website, and ESBOCES social media sites, as well as any and all media used for educational student and staff training and related purposes, and to inform the public via news media outlets.

- I give consent for photographic, audio, and video footage of the above-named student to be obtained and utilized as indicated above. This consent will remain valid for all perpetuity unless ESBOCES receives written instructions advising otherwise from the parent/person in parental relation or student 18 years of age or older.
- I do not give consent.

\_\_\_\_\_/\_\_\_\_\_/20  
 Authorized Signature Print Name Date

**Indicate relationship to student:**  Parent/Person in Parental Relation  Self (if over age 18)

## ESBOCES School Year Extended Day Enrichment Participation Policies & Code of Conduct

I have reviewed the School Year Extended Day Enrichment Handbook for 2022-23 with my child(ren) and we acknowledge and agree to the following:

### ESBOCES SCHOOL YEAR EXTENDED DAY ENRICHMENT CODE OF CONDUCT

It is our philosophy that rules are made to keep you safe and healthy. We have three basic rules:

1. Take care of yourself.
2. Take care of others.
3. Take care of your environment.

The Code of Conduct is intended to be a guide for general behavior for the members of our community and includes the following expectations. Each person:

- a. values and respects others in our community.
- b. is responsible for the appropriate use of the facility and the property belonging to others.
- c. is expected to choose appropriate behaviors and language, and encourage others to do so.
- d. is expected to think about the results of one's actions and how they impact others.
- e. is expected to solve disagreements by talking, listening and compromising.
- f. is expected to help make ESBOCES Extended Day Enrichment a safe and positive learning environment for everyone.

### Consequences for Inappropriate Behavior

If a program staff member is unable to solve the problem through discussions, redirections, and reviewed expectations, they will proceed with the following stages:

1. Give a verbal warning and help the student identify the misbehavior through a discussion about expectations and some alternative behaviors that could be used in the future. Age appropriate re-direction or an alternate activity may be provided.
2. Give a second warning with a discussion about expectations and arrange for the teacher or director to communicate with parent(s)/guardian(s) regarding the concern.
3. Schedule a conference with the student, parent(s)/guardian(s) and program director to discuss a plan of action for resolution of the concern.
4. Prohibit the student from participating in a future activity for a pre-determined amount of time.

**By signing below we indicate that we have read, reviewed, and understand all of the above statements.**

**Student(s) Name(s):**

**Student(s) Signatures:**

**Parent or Guardian Name:**

**Date:**

**Parent or Guardian Signature:**

**This form must be signed and returned in order to complete your registration.**