

HELPFUL HINTS for ENROLLED AFTER SCHOOL FAMILIES

DOES KIDS ORBIT REQUIRE A MEDICAL FORM? WHEN IS THE MEDICAL FORM DUE?

- We require a form on file prior to your child's first day of attendance. NO EXCEPTIONS. YOU WILL BE CHARGED A \$50 ADMINISTRATIVE FEE IF YOUR CHILD'S MEDICAL FORM IS LATE.
- The form must be completed based on a physical exam conducted within a year of your child's first day with us.
- Forms may be uploaded to your account or faxed to our office.

COVID-19 SCREENING

- Staff, children, and adults dropping off children will have their temperature taken with a quick contactless thermometer.
- Parents and guardians will be required to complete a digital screening form daily with a series of questions related to possible exposure to COVID-19 and/or symptoms of illness. This is also where you will report an absence.
- Kids Orbit will comply with all mandatory guidelines put forth by the New York State Department of Health and will comply with recommended best practices whenever possible.

WHAT IF IT RAINS?

We factored in the likelihood that we will have to cancel for weather when set our prices, and will issue pro-rated credits for future use if cancellations exceed the following:

- 1 cancellation for a once a week enrollment
- 2 cancellations for twice a week enrollments
- 3 cancellations for three times a week enrollments

We will communicate closings by email to parents and guardians and by a posting on our [Parents' Page](#).

WHAT WILL YOU DO WHEN THE WEATHER LOOKS "IFFY" FOR OUTDOOR AFTERSCHOOL AND HOW WILL YOU LET ME KNOW?

- It is going to be a little bit tricky, but we will monitor the conditions and do our best to keep your children outdoors. This may mean that there are occasions, we hope rare to none, when we may have to ask you to pick-up your child on short notice. That is why we ask you to make sure that you have someone on your child's dismissal list who will be available to come quickly, if necessary.
- We will send timely email updates no later than 12 noon, the day of, with this information. Please keep your eye on your inbox when the weather is iffy.

SCHOOL HOLIDAYS

We will issue a pro-rated credit for enrollments that include the following public school holidays: *Yom Kippur - Monday, September 28 and Columbus Day/Indigenous People's Day - Monday, October 12. We will be open on Election Day - Tuesday, November 3 and Veteran's Day - Wednesday, November 11.*

WHAT WILL A TYPICAL DAY BE LIKE?

Snack from home upon arrival.

After a fun walk to our park destination, we will break for snack and launch into rotations of camp games, arts and crafts, and the enrichment activity of the day. Activities will be conducted within your child's pod or together with a similar-aged pod, provided distancing can be maintained. We will explore the natural environment in our lovely parks as the seasons change. Our goal is for your children to have a safe, engaging, nurturing, fun, and socially rewarding three hours after school, every time they attend.

HOW WILL I REPORT AN ABSENCE?

- Absences will be reported on the daily COVID-19 screening form.

HOW WILL YOU ENSURE MY CHILD'S SAFETY AT DISMISSAL?

Safety doesn't have to equal complicated if we're all on the same page.

- People who come to pick your child up will be required to show ID until the staff comes to recognize them. Please make sure everyone on your dismissal list knows this.
- To minimize the passing of paper, whoever picks up your child will be required to make visual and verbal contact with their pod leader when they arrive. The pod leader will sign your child out and record who has come to pick up. Please explain this to the people on your child's dismissal list and instruct them to be patient and compliant.
- *If you make a private arrangement with a pod leader to sign-out your child, you must also add the pod leader to your child's dismissal list AND log in to your account and complete a waiver.*

WILL I BE ABLE TO PICK UP EARLY?

- You will be able to pick your child up early, but arrangements will have to be made with our office in advance. Please do not expect your child's pod to be in its dismissal location until the scheduled dismissal time.
- If you find it difficult to pick up on time, consider making a private arrangement with your child's pod leader. If you do, please add them to your dismissal list AND log in to your account and sign a waiver.

WHAT IF I'M RUNNING LATE?

- We understand that people occasionally run late but ask you to please keep in mind that the members of our staff have commitments of their own when they leave Kids Orbit. Should the person picking up your child run late, you will incur a penalty of \$10 for the first 15 minutes or \$30 for the first 30 minutes payable in cash directly to the counselor who stays with your child. If the individual who picks-up late does not make this payment, Kids Orbit will charge the payment method on file, plus a \$5.00 surcharge. **Please do not think of this as an additional service.**

CAN I CHANGE WHICH DAYS OR THE NUMBER OF DAYS A WEEK MY CHILD ATTENDS? CAN MY CHILD MAKE UP AN ABSENCE?

- Given the recommendation that we maintain the integrity of our pods, we are unable to accommodate any of these requests while operating under COVID-19 guidelines.

CAN I TAKE CARE OF KO BUSINESS ONLINE?

- We are always happy to help, but many things can be taken care of in [your account](#), including billing and payment.
- Your account also gives you access to forms that allow you to manage dismissal names and give permission for a staff member to pick-up your child from Kids Orbit.

WHAT IS SONIC SOCCER?

- It is a Kids Orbit program that offers a variety of soccer classes and competitive teams. For more information [click here](#).