

**AFTERSCHOOL PROGRAM POLICY**  
First Grade to Eight Grade: 9/7/2017 – 6/22/18  
Pre-K and Kindergarten: 9/11/17-6/22/18



Welcome to SWAN!

- **SWAN Main Office & Contact Information** – Monday to Friday 10am to 6pm. 90 Bowery, 2<sup>ND</sup> Floor, New York, NY, 10013 telephone at 646.998.5786 or email at [info@swan-nyc.org](mailto:info@swan-nyc.org).
- **Day School Information** – Please provide day school classroom number and teacher's name before 9/5/17(Tuesday) or first day of after-school.
- **Early Pick-Up** – Early pick-up is not encouraged but permitted at all locations before 5:10pm.
  - 195 Worth Street**  
For safety precaution, front door will be closed during afterschool program. If you plan for early pick-up, please call 646.998.5786 and we will open the door for you.
  - PS124**  
Early pick up inside the classroom. Please let teacher know one or two days in advance.
- **Dismissal** – Dismissal is 5:30pm at all on-site locations
  - Dismissal at 195 Worth Street**  
True Light dismissal is on first floor, inside the chapel. *Sixth to Eight grade* participants are allowed to leave True Light at 5:30pm on their own *unless* specified in writing by parents. **Unless of rain and snow, we ask all parents to wait “outside” of True Light until 5:30pm.**
  - Bus Dismissal at PS184**  
If your child has registered busing to return to PS184, the bus departs True Light at 5:30pm, estimated arrival time at PS184 is 5:45pm. Students will be kept on the bus to wait for parents until 6pm. Please come no later than 6pm. If for transit reason, you are late, contact our office at 646.998.5786 immediately.
  - Dismissal at PS124**  
Dismissal is inside the classroom. If you come early, please wait outside the classroom. Assigned classroom TBA by PS124.
- **Snack** - Snack is not provided, please prepare healthy snacks such as fruits and crackers for your child.
- **Absence** – In the absence of your child, parents are required to notify the SWAN office at 646.998.5786 as soon as possible.
- **Illness** – If your child exhibits symptom of sickness and may possess the possible risk of spreading infection to other children, your child will be removed from the classroom and remain with an appropriate staff. Parent/guardian will be notified immediately and is important that you arrive promptly to pick up your child.
- **Late Pick-Up Fee** – After-School program ends at 5:30pm. SWAN staff works very hard each and every day, and is important for the staff to be able to leave at 5:30pm. The *late pick-up fee* applies to parent who arrives on and after 6:00pm, \$5 for every 10 minutes per child (example, if a parent arrives at 6:01pm for their 2 children, \$10 fee will be collected).
- **Academic Concern** - If you have any academic question, please contact Dr. Fang, Educational Director at [jet.fang@swan-nyc.org](mailto:jet.fang@swan-nyc.org) or dial 646.998.5786.
- **Textbook Replacement** – The afterschool office does not hold additional textbook in stock. If you need to replace a textbook, a fee of \$25 (includes shipping and handling) is required by the publication company.
- **Telephone / Address Change** - **If you changed any contact informant, please let us know immediately via email at [info@swan-nyc.org](mailto:info@swan-nyc.org)**

*THANK YOU FOR CHOOSING SWAN*

展望中美國際學校課後班規則  
一至八年級：9/7/2017 - 6/22/2018  
預幼班及幼稚班：9/11/2017 - 6/22/2018



歡迎來到展望中美國際學校!

- **展望中美國際學校辦公室和聯絡方式** - 週一至週五上午十點至下午六點。地點為紐約市包厘街 90 號二樓。電話為 646. 998. 5786，電郵為 info@swan-nyc.org。
- **白天學校信息** - 若您選擇由展望中美國際學校接您的學生，請您在 9 月 5 日前提供學生白天所在的教室號碼以及老師姓名。
- **早接** - 我們不鼓勵早接，但若您需要早接，必須在五點十分前。  
**沃斯街 195 號**  
為了確保安全，沃斯街 195 號的前門會關閉。若您需要早接，請撥打 646. 998. 5786，我們會為您開門。  
**PS124**  
請您直接到學生教室早接。請您提前一兩天知會老師。
- **放學** - 各個上課地點放學時間均為五點半  
**沃斯街 195 號**  
地點為一樓禮拜堂。六至八年級學生放學可以自己離開，除非有家長手寫說明。除非下雨和下雪，否則請家長在靈光堂外等至五點半再進入接學生。  
**坐巴士回 PS184**  
若您報名乘坐巴士返回到 PS184，巴士會在五點半離開路德會靈光堂，約在五點四十五分到達 PS184。學生將在巴士上等候家長直到六點。六點過後，學生需同我們的員工在 PS184 學校外等候。請及時接您的孩子，若您會遲到，請通過電話 646. 998. 5786 通知辦公室。  
**PS124**  
在教室放學，若您提前到，請在教室外面等候。教室房間號稍後通知。
- **點心** - 家長需幫學生準備一份營養健康的點心，例如水果，餅乾等。
- **請假** - 若您的孩子將請假，家長必須儘快通過電話 646. 998. 5786 通知展望中美國際學校辦公室。
- **生病** - 若您的孩子有任何生病的症狀並且有可能傳染給別的學生，您的孩子將會從教室帶出並且由我們的員工照看。我們會立即聯繫家長或監護人並請您儘快接您的孩子。
- **晚接** - 課後班會在下午五點半結束。展望中美國際學校教職員每天辛勤工作，需要在 5:30 準時下班。家長若在下午 6:00 來接孩子，必須繳交遲到費用，每位學生每十分鐘罰款五元。(例如，若家長在下午 6:01 來接兩個孩子，必須繳交十元的遲到費用。)
- **學業方面的問題** - 若您由任何學業方面的問題，請通過 jet.fang@swan-nyc.org 或者 646. 998. 5786 聯繫教育主任方主任。
- **課本更換** - 課後班辦公室沒有多餘的課本存量，若您需要購買課本，需要支付 25 元書本費 (包括運費)
- **改電話/地址** - 如果你的聯繫方式有任何改變，請儘快和我們聯繫，可通過電郵 info@swan-nyc.org 與我們聯繫。我們需要更新緊急联系人信息。

感謝您選擇展望中美國際學校