



INTERNATIONAL SCHOOL OF BROOKLYN  
**ENRICHMENT PROGRAMS**  
After School Care - After School Classes - Student Clubs - Athletics

**After School & Enrichment Programs**

ISB's After School & Enrichment Programs create new opportunities for our Preschool and Lower School students to connect, share, and grow beyond the classroom. We aim to give all of our students an opportunity to participate in afternoon programming that is age-appropriate, engaging, and, of course, fun!

After School & Enrichment is divided into two types of programming: After School Care and Enrichment Classes.

**After School Care**

ISB After School Care runs from 3:00-6:00 pm (Pre-K 3 and Pre-K 4) and 3:30-6:00 pm (K-5th Grade) on every full day of school. Under the watchful and nurturing guidance of ISB's After School instructors, children enjoy a variety of structured activities, as well as free play.

After School Care is divided into three age groups:

**Red Group:** Pre-K 3 and Pre-K 4

**Orange Group:** Kindergarten and 1st Grade

**Yellow Group:** 2nd-5th Grade

During After School, children explore a monthly theme through arts, crafts, movement, and games. They participate in activities focusing on teamwork, problem solving, imagination, and storytelling. ISB's After School Care program is a wonderful way to enrich the classroom experience!

Homework time is available to 1st-5th Graders each day. This time is supervised by an After School instructor and students are expected to work on homework independently and quietly. Parents can notify us if they do not want their children to participate in homework time.

**Sample Schedule**

**Preschool**

3:00pm-3:30pm: Welcome activity and snack

3:30pm-4:00pm: Story time

4:00pm-4:45pm: Outdoor play (weather permitting) or indoor activities

4:45pm-5:50pm: Stations, crafts, group activities, and free play

5:50 pm-6:00 pm: Clean up and get ready for dismissal

## Lower School

3:30pm-4:00pm: Welcome activity and snack

4:00pm-4:45pm: Homework time, group activities, and free play

4:45pm-5:50pm: Outdoor play (weather permitting) or indoor activities

5:50pm-6:00pm: Clean up and get ready for dismissal

**After School Care Session Fees:** The cost of After School Care is \$25 per day when signed up for regular attendance for the session. Fees cover the entire session of After School Care on the given day and time. Students in Pre-K 3 and Pre-K 4 receive a 50% discount on After School Care fees when signed up for regular attendance.

**Ad Hoc After School Care:** Ad hoc After School Care is available for \$35/day when requested ahead of time, up to 2:00 pm the day of. To request ad hoc care, please contact Kristen ([kmoreland@isbrooklyn.org](mailto:kmoreland@isbrooklyn.org)) and/or Chavelly ([cpayero@isbrooklyn.org](mailto:cpayero@isbrooklyn.org)).

## Enrichment Classes

Enrichment classes at ISB provide children with enjoyable and educational experiences in areas such as the creative and performing arts, STEM, athletics, and many more.

Children enrolled in an enrichment class join After School Care during the period preceding the enrichment class. A light snack is served prior to the beginning of the enrichment class, and children are escorted to and from the specialty class by an After School instructor. After class, students are welcome to rejoin After School Care and may be picked up anytime until 6:00pm.

All enrichment classes are contingent upon enrollment. Classes may be cancelled prior to the first session if minimum enrollment is not reached.

**Enrichment Class Fees:** For information regarding times and fees for particular Enrichment classes, please consult the Enrichment class list. **New for Fall 2019, students enrolled in Enrichment classes do not need to sign up for After School Care in addition to the class.**

## Fall Session After School Schedule

**Monday:** September 9, 16, 23 (ISB Closed 9/30)  
October 7, 21, 28 (ISB Closed 10/14)  
November 4, 11, 18, 25  
December 2, 9, 16 (ISB Closed 12/23, 12/30)

**Tuesday:** September 10, 17, 24  
October 1, 8, 22, 29 (ISB 10/15)  
November 12, 19, 26 (No After School 11/5)  
December 3, 10, 17 (ISB Closed 12/24, 12/31)

**Wednesday:** September 11, 18, 25  
October 2, 16, 23, 30 (ISB Closed 10/9)  
November 6, 13, 20 (ISB Closed 11/27)  
December 4, 11, 18 (ISB Closed 12/25)

**Thursday:** September 12, 19, 26  
October 3, 10, 17, 24 (No Enrichment Classes 10/31)  
November 7, 14, 21 (ISB Closed 11/28)  
December 5, 12, 19 (ISB Closed 12/26)

**Friday:** September 13, 20, 27  
October 4, 11, 18, 25  
November 1, 8, 15, 22 (ISB Closed 11/29)  
December 6, 20 (No After School 12/13, ISB Closed 12/27)

### **Tuition Assistance and Discounts**

#### **Tuition Assistance:**

A financial aid package is available for After School Care and enrichment classes for families who receive tuition assistance from ISB. If you receive tuition assistance, please contact Kristen ([kmoreland@isbrooklyn.org](mailto:kmoreland@isbrooklyn.org)) before registering for After School programming to receive a unique discount code to use at checkout. ISB will match the tuition assistance percentage for one enrichment class per term (of lesser value if more than one is selected) and will match 50% of the tuition assistance percentage for a second enrichment class. Any additional enrichment classes will be at full price. Tuition Assistance does not apply for ad-hoc After School Care. For students receiving the 50% Pre-K 3/Pre-K 4 discount, ISB will match the difference between a student's tuition assistance percentage and the Pre-K 3/Pre-K 4 discount.

#### **After School Discounts:**

*Pre-K 3/Pre-K 4 Discount:* Students in Pre-K 3 and Pre-K 4 benefit from a 50% reduction in After School Care fees if signed up on a trimester basis.

*Sibling Discount:* A 10% discount applies for each additional child registered for the same day of After School Care.

*Multiple Day Discount:* Families registering for 3 days or more of After School Care will receive 10% off their total After School Care and/or enrichment class balance.

#### **After School Arrival & Dismissal Procedures:**

Students will be escorted from their classroom to an After School Care room by their teacher. Children can be picked up any time before 6:00 pm. Parents are expected to have their child picked up at dismissal time. All After School programs end promptly at 6:00pm. There is a \$1 per minute late fee charged after 6:00pm for every minute after the 15-minute grace period.

All authorized pick-ups must enter and sign the child out through the entrance on 192 Luquer Street. Students in the Red Group are dismissed from their After School classroom. Once a child has been signed out of After School by their authorized pick-up, they are considered dismissed for the day and may not rejoin the group.

**REMINDER:** Please note that the 477 Court Street entrance to the West Building shall be used as an emergency entrance/exit only. It shall not be used as an entry or exit by students, staff, or parents/caregivers under any other circumstances.\*\*

Children may only leave with a parent, guardian, or person listed as “authorized pick ups” on Veracross. Please make sure to keep this information updated.

Individuals unknown to the staff will be asked to show identification (even if they are on the list). No child will be released to an unknown or unauthorized adult. We appreciate your patience as we ensure a safe dismissal process for all of our students. Please notify the Enrichment Programs Director and/or Front Desk staff regarding any changes in pickup information.

### **Changes and Cancellations**

You may change, add, or cancel After School Care at any time during the session and you will be charged a prorated fee which reflects the sessions your child attended. Any additional credit will be refunded or kept as a balance for any future ASC needs.

All enrichment classes are contingent upon enrollment and may be canceled prior to the first day if we do not reach the minimum enrollment. An enrichment class may be dropped after the first class meeting and 100% of the class fee will be refunded. **There are no refunds after the second class meeting.**

The After School Program will be closed whenever ISB is closed due to inclement weather. Credits will not be issued for days when school is closed due to snow. The school will notify families in the event of an early dismissal due to inclement weather.

### **Absences:**

If your child is not planning to attend their regularly scheduled After School program on a particular day, please notify Kristen Moreland ([kmoreland@isbrooklyn.org](mailto:kmoreland@isbrooklyn.org)) and/or Chavelly Payero ([cpayero@isbrooklyn.org](mailto:cpayero@isbrooklyn.org)) by 2:00pm to indicate a change in your child’s dismissal for the day. If your child should become sick or mildly ill during After School, we will call home to have the child picked up from school. If a child misses After School Care or an enrichment class due to illness or schedule conflict, we cannot offer a refund or a makeup class.

### **Conditions of Continuing After School Enrollment:**

No student may register or begin after school classes until all outstanding fees are paid in full in accordance with the selected payment plan. ISB reserves the right to deny registration to the after school and summer programs for students whose accounts include overdue balances.

Appropriate conduct are conditions of continued enrollment. All students must abide by the policies and rules of ISB.

**Behavior Policy:**

The ISB behavior policy highlights our school's beliefs about discipline and outline a procedure for the ISB community to teach students about expected behaviors.

Our behavior standards expect our students to become: caring, respectful, and responsible in all contexts of school life. By implementing the principles of our policy, students will develop: communication skills, reflection skills, integrity, empathy, tolerance. In order to reach that goal, we rely on the support and cooperation from the entire ISB community. Students, staff, parents, and caregivers must all be aware of our beliefs and values regarding discipline and how we handle social situations that present challenges. Please refer to the Parent Handbook for more detailed information regarding our behavior policy and procedures.

**Communication:**

At ISB, we believe that an open line of communication between parents and the After School instructors is important so that parents can be aware of how their child is doing during the extended learning hours. Each group will use monthly communication newsletters as a means of communicating about learning in the extended care programs. Teachers welcome the opportunity to communicate with parents at pick-up times for quick matters. In order to meet the needs of the children, we ask that parents limit their conversation with After School Program staff members to subjects involving their child. Email is the best mode of communication to share information with teachers or to pose questions. After School teachers will respond to emails within 24 hours during the work week.