

Welcome!

Welcome to the Scotia Union Elementary District Expanded Learning After School Program. This booklet will provide you with information about our program describe policies and suggest ways that we can work together to bring your child the best possible experience. This program is operated under the supervision of the Site Coordinator. The program will provide a quality after school experience which parents can rely on throughout the school year. A variety of enriching activities including arts & crafts, games, sports, a quiet study time, homework assistance, intervention and "free time" for the children to pursue their own interests are provided in a fun, safe, friendly environment. The Scotia Expanded Learning After School Program is funded and operated under guidelines set up by the State Department of Education After School Education and Safety program (ASES).



Mission Statement

The Scotia Expanded Learning After School Program will provide quality, affordable services that allow for input from staff, parents and children in order to consistently improve and create an evermore dynamic program. A caring, nurturing, stimulating environment that promotes physical, social and academic growth will be provided to all participants. We recognize the uniqueness of the individual child, family and community in which we reside. We provide a safe place to broaden horizons, whereby we can all learn to better understand ourselves and one another.

Policies & Procedures

Enrollment in the Scotia Expanded Learning After School Program constitutes an understanding that you will abide by the policies listed below:

Section I: Everyone's Expectations of the Program

Parents/Guardians may expect that:

- χ Their children are cared for in a safe and supportive environment.
- χ They will be notified promptly if their child does not arrive or is not accounted for at the program according to his/her schedule.
- χ They may visit the program at any time.
- χ They may meet with the Principal or Site Coordinator about any concerns relating to the child or the program.
- χ They will be informed about program activities.

The Program expects that Parents/Guardians will:

- χ Adhere to all program policies and procedures.
- χ Keep the child's records up to date as explained in Section II: Registration and Enrollment.
- χ Pick up children on time as explained in Section XI: Pick up Time.
- χ Contact the Principal or Site Coordinator in the event that your child(ren) will not be attending.
- χ Pay attention to communications from staff concerning your child or the program.
- χ Give a two week notice before withdrawing your child from a program as explained in Section IX: Hours of Operation.

Children may expect:

- χ To have a fun, safe, and caring environment.
- χ To use all age-appropriate program equipment, materials and facilities on an equal basis.
- χ To receive respectful treatment from program personnel.
- χ To receive nurturing care from staff members who are actively involved with them.
- χ To have discipline that is fair.
- χ To have quiet time to complete homework.
- χ To have assistance in completing homework.

The Program will expect that the children will:

- χ Be responsible for their actions.
- χ Respect the school rules that guide them during the day.
- χ Remain with the group and childcare staff at all times.
- χ Take proper care of equipment and materials.
- χ Arrive at the program in a timely fashion.
- χ Respect the rights of others to complete assignments and homework.

Section II: Registration and Enrollment

The Program encourages any child enrolled in the school to apply for admission. The program does not discriminate on the basis of sex, race, color, creed, national origin, ethnic background, disability, handicap or socioeconomic status.

Eligibility: Enrollment is open to any child attending Scotia Union School District. Priority will be given to free or reduced lunch students, academically at-risk students, followed by parents with work-related needs. Students in grades 1st-8th will get first priority followed by students in grades K, K¹, 4th-8th.

Enrollment: Parents or guardians may enroll a child at any time there is space available. When the program is full, the child can be placed on our waiting list. Pupils attending are expected to attend five days a week unless they are attending a district sponsored activity such as basketball or they leave early to attend a parent sponsored enrichment activity such as soccer (see Section VI: Early Dismissal Policy). In either case the child needs to check into the program and then be signed out by the parent/guardian or designee. Children will be allowed to start only after all of the following forms are completed and turned in:

Registration Form

Parent Agreement Form

Early Release Policy

Parents/Guardians agree to keep all these forms current and inform the Principal or Site coordinator of any changes.

Section III: Family Conferences

Family conferences are available anytime it is deemed necessary by either the family or program staff. These can be informal or formal discussions depending on the nature of the conference and the desire of the participants.

Section IV: Discipline Policy

The Scotia Union School District Expanded Learning After School Program believes that both children and staff have three basic rights:

1. Everyone has the right to be free from verbal and physical abuse.
2. Everyone has the right to learn, grow, and have fun.
3. Everyone has the right to the safety of themselves and their personal property.

The goal of discipline for children is to help them learn acceptable limits of behavior and to help them develop self control of their behavior. This is done by providing an environment that allows for independence yet sets clear limits and expectations of the child. Limits are maintained by adults who have realistic expectations of the child based on the child's developmental level.

Discipline may take many forms and will be geared to the child's age and the severity of the problem. When possible, the program will allow the child to experience the logical consequences of their actions.

In no instances will any form of corporal punishment, humiliation, ridicule, threat or other similar action be used or condoned with children. The program also prohibits parents, guardians, and others from using any of the aforementioned while at the school site. Children will be encouraged to work out problems constructively, and develop respect for self, others, and their environment.

If a child exhibits behavior that infringes on another person's rights or property, one or more of the following actions may occur. These actions may not occur in this order. Program staff will match an action appropriate with the misbehavior.

- χ The child may experience the logical consequences of their actions.
- χ The child may be redirected to an appropriate activity.
- χ The child may be reminded of the program/school's rules.
- χ The child may be given time out to reflect about their behavior.
- χ The child may be put "off limits" from a piece of equipment or area of the site.
- χ The parent/guardian may be contacted and a conference arranged to discuss ways of solving the problem.
- χ The parent/guardian may be called and required to pick up the child.

In cases where a child does not follow the rules, an **Expanded Learning Program Discipline Slip** will be filled out and a copy will be given to the parent/guardian. Please note that some discipline slips require a meeting with the parents and staff. This meeting is an opportunity for the family and staff to work together to help solve the problem in a constructive way. If the behavior continues after this conference the child can be terminated from the program. It is our desire to help all children grow into exemplary students, however, we cannot tolerate willful disregard for program goals and objectives. In extreme cases, with the approval of both the Site Coordinator and the Site Principal, a student may be terminated from the program without going through the above steps. The following are the rules of our Expanded Learning program and the reasons a student may receive an **Expanded Learning After School Program Discipline Slip**:

Expanded Learning After School Program Discipline Slip

Pupil's name: _____ Date: _____

***Rule that was broken:**

- _____ 1. Respect my school community by following directions.
- _____ 2. Respect my school community by keeping it clean and safe.
- _____ 3. Be responsible for using an appropriate voice level and language.
- _____ 4. Stay in designated areas.
- _____ 5. Keep my hands, feet, and objects to myself.
- _____ 6. Treat others the way I wish to be treated.
- _____ 7. I will do my homework and not disrupt study hall

Consequence:

- 1st Discipline Slip Pupil will have a loss of a privilege such as computers, cooking, or activity time. Parent contact will be made.
- 2nd Discipline Slip Pupil will not be able to attend the program for one (1) day. A parent conference will be required.
- 3rd Discipline Slip Pupil will not be able to attend the program for three (3) days. A parent conference will be required.
- 4th Discipline Slip Pupil will be removed from the After School Program and his/her place will be filled by a student on the waiting list.

PHYSICAL ALTERCATIONS WILL RESULT IN IMMEDIATE REMOVAL FROM THE PROGRAM

Section V: Early Release

A child may be released early from the after school program prior to the end of program time at 6:00 PM based on the following conditions:

- When attending a parallel program (programs in the school or community centers such as soccer, basketball, etc.) as long as an agreement or partnership with the program exists making this parallel program the child's enrichment component.
- Family Emergencies (such as death in the family, catastrophic incidents, etc.)
- Medical appointments and/or illness
- Weather conditions
- Child accidents that occur during program time (program staff should call parent or guardian)
- Other conditions regarding safety as prescribed by the school
- In the best interest of the child as determined by teachers, parents, and the After School Program staff.
- Safe transportation from site to home

Section VI: Sign Out Procedures:

- In the best interest of the child, early release sign out will be done on a student-by-student basis.
- When early release occurs, program staff should record the date and time of the early release departure of the child.
- Necessary forms should be implemented for recording those eligible to sign out the child and assure the safe and orderly early release of students. Identification of the adult signing out the child will be verified.

- Parent, guardian or program staff should sign the child out. The parent or guardian may give written instructions regarding other individuals eligible to sign the child out (other specific adults, siblings or the student himself/herself).
- All persons signing out a child must sign with their full legal signature.

Section VII: Withdrawal from Program

Parents/guardians wishing to withdraw their child(ren) from the program must give two weeks notice to the Site coordinator.

Section VIII: Hours of Operation

After-School Program: Mon. Tues. Wed. Thur.

After-School Program: Fridays

Grades K-3rd	Grades 4 th -8 th
1:30 PM to 6:00 PM	3:05 PM to 6:00 PM
1:00 PM to 6:00 PM	1:00 PM to 6:00 PM

Section IX: Pick-Up Time

The program closes at 6:00 PM. Please pick your child up by the stated closing time. Your cooperation is greatly appreciated! If this becomes a reoccurring issue we will be forced to impose a late fee.

Section X: Absences

If your child(ren) will not be attending on a scheduled day please notify the school office during school hours at 764-2212. After-school hours, contact Lisa Broadstock (After School Coordinator) at: 764-4070 from 3:30PM-6:00PM M-F.

Absences without prior notification may be mistaken for a missing child and may result in unnecessary concern and time spent in searching for the child. If a child does not arrive, the staff will contact the school to see if the child went home early or was absent and will then contact the parent. **Please let program staff know of all absences.** Children who are ill and do not attend during the school day will not be allowed to attend the After School Program.

Section XI: Release of Children

Children will be released to persons other than the parent/guardian only if written permission has been granted in advance by the parent. In the event of an emergency and the parents or guardians are unavailable, the staff may contact persons identified on the child's emergency card to take the child from the program. It is important to keep your child's emergency cards up to date. Unless the program has a restraining order covering a parent, both parents will be allowed to take their child(ren) from the premises. Check-out is located on Murphy Mountain. In the event of an emergency, all efforts will be made to reach the parents/guardians. If that fails, we will try to reach the person(s) listed on the emergency card.

Section XII: Court Orders

If pursuant to court order, one parent has been given the legal right to child custody or visitation which determines who is to pick up a child who participates in the Scotia Union School District Expanded Learning Program, or if one parent has been restrained by court order from visiting or has been ordered to stay away from a child the program requires the following:

1. A certified copy of the current court order which states the rights or restraints ordered.
2. If a later order supercedes the first, it will not be honored until the program has a copy of the most recent order.
3. The law requires that we follow valid court orders and only certified orders are deemed valid.

Section XII: Health and Safety Policy

Whenever a child is to be given prescription or over the counter medicine, the parent or guardian must provide program staff with a completed, signed medication authorization form. The medication **must be provided in the original container**. If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), let program staff know what to do if a problem should occur during program hours.

If the child has any of the following conditions, the parent or guardian will be notified to pick the child up immediately: **Contagious Disease, Fever over 100° F, Head Lice, Vomiting or Diarrhea, Accident Requiring Medical Attention.**

In case of accident or illness, parents or guardians of the child will be called immediately. In serious cases, after attempting to reach the parents/guardians, the child will be taken to a local hospital for treatment and the child's parents/guardians will be notified as soon as possible.

Section XIII: Snack

Our snack program receives reimbursement from the child nutrition programs offered by the United States Department of Agriculture (USDA). With this assistance, we are able to provide nutritious snacks. The Food Program is available without charge to everyone regardless of race, color, national origin, age, sex or disability. If you have concerns regarding the snack program, please contact the Site Coordinator.

<u>Expanded Learning After School Program</u>	We serve a nutritious snack each afternoon. Once a month, the cooking club will provide a Harvest of the Month snack.
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Please make sure that program personnel are aware of any known allergies. If your child has any special dietary needs please discuss them with the Principal or Site Coordinator.

Section XIV: Child's Personal Property

Children's personal property such as coats, backpacks, etc., must be taken from the designated backpack area at the end of each session. Any personal property that remains at the end of a session may be placed in the lost and found located in the library. This is emptied from time to time after giving notification in advance. Although the staff attempts to help the children stay organized; the program cannot take responsibility for lost personal property. Please mark jackets, clothing, etc., with your child's full name (for safety, make sure strangers are not able to read the name from the outside of the clothing article). Each year we donate many items to local charities simply because the owner could not be identified.

Closing

Thank you for participating in the Scotia School Expanded Learning After School Program. It is our hope that this handbook will answer any questions you may have.
