

## **Welcome!**

Welcome to the Scotia Union Elementary District Expanded Learning Opportunities and After School Program! (ASES)

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, Lisa Broadstock.

The program will provide a quality experience which parents can rely on outside of school hours and 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 Opportunities and After School Program is funded and operated under guidelines set up by the State Department of Education After School Education and Safety Program (ASES), and Expanded Learning Opportunities Program (ELO-P).

## **Mission Statement**

The Scotia Expanded Learning Opportunities and After School Program is built upon the continuous quality improvement model, and will provide quality services that allow for input from staff, parents, and children in order to consistently improve and create a dynamic program. We recognize the uniqueness of the individual child, family, and community in which we reside, and to that end, the program provides a caring, nurturing, stimulating environment that promotes physical, social and academic growth. We provide a safe place to broaden horizons, so that we can all learn to better understand ourselves and one another.

## **Policies & Procedures**

Enrollment in the Scotia Expanded Learning Opportunities and After School Program constitutes an understanding that parents, students, and staff will abide by the following:

Parents/Guardians may expect that:

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

The Program expects that Parents/Guardians will:

- Adhere to all program policies and procedures.
- Keep the child's records up to date, and notify the site coordinator when information changes

- Pick up children on time
- Contact the school office or Site Coordinator in the event that their child(ren) will not be attending.
- Read communications from staff concerning their child or the program.
- Give a two week notice before withdrawing their child from the program

Children may expect:

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

The Program expects that the children will:

- Be responsible for their actions.
- Follow the school rules that guide them during the day
- Remain with the group and staff at all times.
- Take proper care of equipment and materials.
- Respect the rights of others

## **Registration and Enrollment**

The Expanded Learning Opportunities and After School Program encourages any child enrolled in the school to register for the program. The program does not discriminate on the basis of gender, race, color, creed, national origin, ethnic background, disability, or socioeconomic status.

Enrollment is open to students who attend Scotia School. A complete enrollment package consists of completed registration forms as well as a signed parent agreement and a signed early release policy.

Priority will be given to students in grades TK-6, socio-economically disadvantaged students, academically at risk students, and students whose parents have work-related needs.

Parents or guardians may enroll a child at any time during the school year. Maximum student enrollment is based on mandated child to adult ratios. The program's goal is to serve all students in need, and will actively seek staff members to allow for this. However, when staffing is not available for the number of students who want to enroll, children will be enrolled based on date of enrollment, and following the above priority guidelines. Those who are not able to be enrolled due to lack of capacity will be placed on a waiting list until ample staffing is available.

Students enrolled in the program are expected to attend five days a week unless they are attending a District sponsored activity or a parent sponsored enrichment activity. In either case, the child needs to check into the program and then be signed out by the parent/guardian or designee.

## **Family Conferences**

Family conferences are available any time 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.

## **Behavior Expectations**

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

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

The goal of the program's behavior expectations is to help children learn acceptable limits of behavior, and develop self control of their behavior. The Scotia School's program provides an environment that allows for independence, yet sets clear limits and expectations for every child. Limits are maintained by adults who have realistic expectations of the child's behavior based on the child's developmental level.

Responses to inappropriate behavior may take many forms, and are geared to the child's age and the severity of the problem. Staff members strive to help children realize the logical consequences of their actions. Children will be encouraged to work out problems constructively, and develop respect for self, others, and their environment.

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.

If a child exhibits behavior that infringes on another person's rights or property, one or more of the following actions may occur, depending on the situation.

Possible Actions for Inappropriate Behavior:

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

In cases where a child does not follow the behavior expectations, a "Behavior Slip" will be filled out and a copy will be given to the parent/guardian. If the behavior continues, the child may be removed from the program for a short period of time, or for the remainder of the school year. It is the staff's desire to help all children grow and

develop positive behaviors. However, in certain cases, with the approval of both the Site Coordinator and the Site Principal, a student may be removed from the program without going through the above steps. The following are the behavior expectations of our Expanded Learning program and examples of reasons a student may earn a Behavior Slip:

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

Consequences for not meeting the behavior expectations of the program:

1st Behavior Slip - loss of a privilege, parent contacted

2nd Behavior Slip - suspension from program for one (1) day, parent contacted

3rd Behavior Slip - suspension from program for three (3) days, parent contacted

4th Behavior Slip - removal from program for remainder of school year, parent contacted, student's place filled by student on the waiting list

**\*\*physical altercations will result in immediate removal from the program\*\***

### **Early Release**

A child may be released early from the Expanded Learning Opportunities and After School Program prior to the end of the day's program time based on the following conditions:

- Participation in a parallel program (program in the school or community, with an agreement or partnership with the parallel program organization)
- Family emergency
- Medical appointment and/or illness
- Weather conditions
- Accident/injury that occurs during program time

- Other conditions regarding safety as prescribed by the school
- In the best interest of the child as determined by parents and/or staff
- Safe transportation from site to home

### **Sign Out Procedure**

- student sign out is located on Murphy's Mountain
- In the best interest of the child, early release sign out is permitted on a student- by-student basis.
- When early release occurs, program staff records the date and time of the early release departure of the child.
- A student may only be signed out by an individual who is listed on the necessary documentation, and identification of the adult signing out the child will be verified.
- Parent, guardian or program staff may sign a child out.
- All persons signing out a child must sign with their full legal signature.

### **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 Opportunities and After School 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:

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

### **Withdrawal from Program**

Parents/guardians wishing to withdraw their child(ren) from the program must give notice, in writing, to the Site Coordinator.

### **Hours of Operation**

The After School Program is open from school dismissal time until 6:00 PM daily.

The program closes promptly at 6:00 PM. Students must be picked up by 6:00 PM.

### **Absences**

Parents are to notify the school if their child(ren) will not be attending on a scheduled day, School Office during school hours 764-2212.

After-school hours, please contact Lisa Broadstock, After School Coordinator, at 764-4070.

Children who are ill and do not attend school during the school day are not able to attend the After School Program.

### **Health and Safety Policy**

Parents/guardians are expected to notify program staff of any student health conditions.

Whenever a child is to be given prescription or over the counter medicine, the parent/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, notify program staff.

In case of accident or illness, the parent/guardian of the child is called.

### **Meals**

Our meal programs receive reimbursement from the child nutrition programs offered by the United States Department of Agriculture (USDA). With this assistance, we are able to provide daily nutritious snacks and supper for our students. The Food Program is available without charge to everyone regardless of race, color, national origin, age, sex or disability. For any questions or concerns regarding the snack and/or supper program, please contact the Site Coordinator.

### **Children's Personal Property**

Children's personal property should be taken home daily. Any personal property that remains at the end of a session may be placed in the lost and found located in the library. Lost and Found is regularly emptied.

Although staff attempts to help children stay organized, the program and the school District is not responsible for lost personal property. Jackets, clothing, etc., should be marked with your child's name.

Thank you for participating in our Expanded Learning Opportunities After School Program! (ASES)