



**Bellevue Elementary School
After School Program**

**Parent Handbook
2017-2018**



Administration ~

Principal/Superintendent: **Carla Haakma**

After School Program Staff and Facilities ~

Site Coordinator: **Kyla Hatler**

ASP Staff: **Jennifer Abila, DeeDee Hobbins, Frances Vega and Shannon Martin.**

Sign Out~

The SIGN-OUT sheets will be located in ROOM 1 or ON THE PLAYGROUND. Please sign your student out in ROOM 1 or ON THE PLAYGROUND and we will send the student to you, as they may be in a different area of campus. You are welcome to park in the gravel lot and enter through the GATE if ROOM 1 is unoccupied.

TEMPORARY Homeroom Assignments (Students report here immediately after school lets out):

K-1 st	Room 5	Miss Shannon and Miss DeeDee
2 nd	Portable 3	Miss Frances
3 rd -5 th	Room 6	Miss Jen
6 th – 8 th	Room 1	Miss Kyla

**Homeroom assignments may shift depending on enrollment.

Student/staff ratio: The program will maintain a 20 to 1 student to staff ratio.

Bellevue's After School Program is funded by the After School Education and Safety (ASES) Grant through the State of California.

Program Goals ~

1. One hour of instructional time is required each day for every student in the program (examples are helping students with homework, remedial instruction or instructor-initiated academic activities)
2. Work closely with the regular school day teachers to ensure each student is receiving help with their homework assignments and meeting grade level standards.
3. Improve health and fitness of each student by providing them with structured physical and sports activities.



4. Provide enrichment activities for the students including visual/performing arts, crafts, guided activities and projects ranging over a variety of subjects.

Admission ~

1. Students K-8th may attend the program. Services are free and open to all students.
2. Children with serious behavior problems will be enrolled on a trial basis. Any child who **disrupts** the program or threatens another child's safety may be immediately terminated.
3. Daily attendance: Every day school is in session until 6:00pm.

Registration ~

1. We have room for **80** students in the program. There are certain criteria students must meet to be in the program, which will be enforced. A waiting list will be established if needed.
2. **A completed, signed enrollment packet must be on file at the site before the student may participate.** If a child is left without these completed documents, the child will be sent to the office and all phone numbers will be called until someone comes and picks the child up. If we are unable to find anyone, we then contact the sheriff and report the child "abandoned."
3. The After School Program is **not** designed to meet sporadic or drop in needs.

Attendance ~

1. Parents must notify the site if the child will not attend for any reason or if there is a change in time. Please call the Program's office directly at (209) 586-5510 ext 301.
2. If your child attends school but does not come to the After School Program we will:
 - A. Call the office to see if the child left school
 - B. Call the teacher
 - C. Call the parent
 - D. Radio the bus driver to see if the child got on the bus
 - E. Call emergency contacts
 - F. Call the sheriff and report the child missing
3. If your child has **more than two unexcused** absences in a month it will result in your child being dropped from the program.
4. If your child is to attend another after school activity (scouts, sports, band, etc.) we must have a signed release on file for each day the child is released.(see early release policy)
5. You **must** sign out your child with the Program Assistant. A full signature is required **each day**. If you fail to sign out your child three (3) times it is grounds for termination. Children riding the bus will be signed out by their Program Assistant.
6. Children must be signed out and picked up no later than 6:00 PM. **If you sign your child out at 6:01 or later you will receive one warning. The next time you sign your child out late they will be dropped from the program.** If someone has not arrived by 6:10 we will call emergency numbers. If we cannot reach someone by 6:20 we will call the sheriff and report the child "abandoned".



Absences ~

1. If you know in advance your child will be absent you **must** fill out a request for absence form one week in advance. These will be approved by the Site Coordinator as either excused or unexcused absences. The after school program absence policy is the same as the school absence policy.
2. **You must contact the Site Coordinator at 586-5510 ext 301(leave a message if needed) or email within 48 hours (2 days) of an absence.** If the Site Coordinator does not receive notification of your child's absence within 48 hours it will be recorded as an unexcused absence.
3. Just a reminder you are only allowed **two unexcused absences per month**; the third unexcused absence your child will be dropped from the program.
 - Unexcused Absence #1 = warning
 - Unexcused Absence #2 = 2nd warning
 - Unexcused Absence #3 = Student dropped from the program

Early Release ~

1. The academic hour ends one full hour after school lets out. This is the earliest you can pick up your child and you **must** use one of the reasons on the Early Release Policy. On a minimum day schedule, the earliest you can pick up your child is 2:00 PM.

Parent Information ~

1. The site has a *Parent Information Area* in Room 1, check it daily. We welcome suggestions and comments from parents and children who attend the program. Concerns should be addressed to the Site Coordinator.
2. Parents may call at any time. If no one answers please leave a message and you will be contacted as soon as possible. Please be aware that the busy time for staff is between 2:30 and 4:30 pm. Children are not permitted to use the phone except in emergency.

Health ~

1. Even though we take a great deal of care to make sure the children are supervised at all times and activities are planned with safety in mind, accidents happen. Injuries are required to be reported on an accident form. The parent will be given a copy and asked to sign it. Minor scrapes or bumps will be treated by staff with antiseptic, bandage or cold pack. Staff is trained in first-aid. Parents will be called immediately if the injury is more serious.
2. If your child has a fever or displays other symptoms of being ill, you **must** come to pick up your child. We realize this can present a hardship at work, but your child needs to be in the comfort of home when they are sick. If your child becomes ill with a contagious disease notify the Program Assistant or Site Coordinator immediately. Keep the child home until the contagious period has lapsed or the illness is no longer present.



3. Inform staff of any allergies or special medical conditions your child may have.
4. If your child needs medication administered while attending the program we will follow the school procedures. Medication, permission forms and instructions will be kept in the school office. Medication will be administered in the school office.
5. If there is a fire or other disaster, we will respond according to the Belleview School Emergency Plan. Staff will attempt to reach parents or emergency contacts as soon as possible after the children's safety is secured.

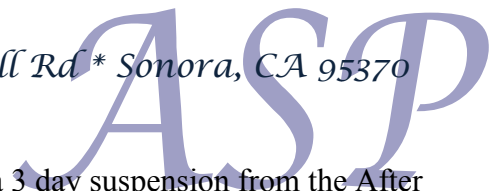
Program Content ~

1. There are two components to our ASES After School Program:
 - A. Academic Assistance
 - Remedial education activities and supplemental instruction
 - Reading and language arts activities
 - Technology education
 - Mathematics
 - Homework monitoring
 - B. Educational Enrichment
 - Youth development and service learning
 - Art and music activities
 - Recreation activities
2. One hour of educational activity is required each day, followed by structured enrichment activity and/or structured physical activity.
3. Students will receive homework assistance each day during the academic hour. Please see the attached Homework Policy for more information.

Discipline Policy ~

1. We use positive methods of discipline when possible. We set reasonable goals and limits and encourage the whole group to work out problems.
2. Belleview Elementary School rules are used for this program and always enforced. Students may participate in the development of rules. Basic rules include, but are not limited to:
 - A. Show respect for people and the center.
 - B. Hurting of any kind is not allowed. (Verbal or physical abuse, bullying or harassment will not be tolerated)
 - C. Inside activities require walking and inside behavior
 - D. Compliance with staff direction is required
3. Basic consequences are:
 - A. Time out. (Appropriate for child's age)
 - B. Restricted play/write in discipline log.
 - C. If behavior continues, child will be sent home.





- D. Three (3) entries in the discipline log will result in a 3 day suspension from the After School Program. This gives the parent an opportunity to work with the child.
 - E. If behavior problems persist after the 3 day suspension the child will be dropped from the After School Program.
4. If we are experiencing a problem with a child's behavior, it may be necessary to use different steps, including termination from the program, possibly in an accelerated manner. Parents will be notified in writing of any such change.

Snacks ~

A nutritious snack will be served at the beginning of the program each school day.

Parental Involvement ~

Parents who would like to be involved in the After School Program may sign up for numerous activities. Please see the Site Coordinator if you are interested.

Donations~ If you would like to help the after school program and provide donations please see the Site Coordinator. Donation examples include but are not limited to small healthy sealed snacks, books, art supplies, etc.



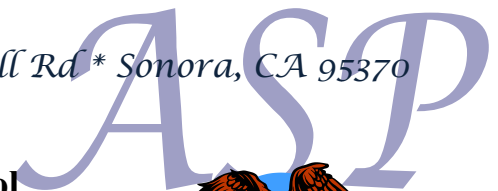
**BELLEVIEW ELEMENTARY SCHOOL
AFTER SCHOOL PROGRAM HOMEWORK POLICY**

During our homework support time, we will be encouraging students to be as independent as possible and responsible for getting their work done. After school staff will assume the role of homework coaches and help students assume this responsibility by clearly communicating what is expected of them during homework support time and reinforcing the implementation of the homework policy.

- All students enrolled in the program will attend homework support every day. Grades K-2nd will attend 45 minutes of homework support and grades 3rd -8th will attend one hour of homework support. Due to other scheduling and staff/student ratios, no other homework support time will be provided for students (if needed students will have the option to complete their homework in the room where the Site Coordinator is working). If students do not complete their homework during this time period, then they will be expected to complete their homework at home.
- Program Assistant's will not look in backpacks for homework. If students do not have homework, or if they complete their homework before homework support time ends, then students will have the following options to do until homework support time ends: read a book, complete a newspaper reading/writing assignment, complete practice worksheets, etc. These will be the ONLY alternative options provided for students. Students will be expected to select one of the alternative options and begin working on them independently.
- Program Assistant's will not check or correct homework. They will assist students with problems when the student raises their hand silently. If a student has continuous problems understanding how to complete their homework assignments, a parent/teacher conference will be scheduled.
- The homework support room will be silent for the benefit of all students.
- The homework room will be stocked with standard supplies students will need to complete regular assignments. Students must provide supplies needed for special assignments.

***We appreciate your support in helping us implement
the homework policy.***





**Bellevue Elementary School
After School Program
Enrollment Application 2016-2017**



The Bellevue Elementary School After School Program is funded by an After School Education and Safety grant (ASES).

The program will operate every day school is in session from the time school ends until 6:00 p.m. Students may only be picked up early if they have completed the academic enrichment time and if the reason is listed on the early release sign-out form. Excessive unexcused early pick-ups, late pick-ups or absences will result in your child being dropped from the program. Call for more information.

Child and parent must sign the following contract in order to enroll in the After School Program. Students will not be allowed to attend the After School Program unless the signed contract has been turned in and approved.

STUDENT INFORMATION

1. **Name:** _____ **Birth Date:** _____ **Grade:** _____ **Teacher:** _____ M F

2. **Name:** _____ **Birth Date:** _____ **Grade:** _____ **Teacher:** _____ M F

3. **Name:** _____ **Birth Date:** _____ **Grade:** _____ **Teacher:** _____ M F

4. **Name:** _____ **Birth Date:** _____ **Grade:** _____ **Teacher:** _____ M F

Physical Address: _____ **Phone:** _____

Mailing Address: _____ **Student lives with:** _____

PARENT/GUARDIAN INFORMATION

Mother's Name: _____ **Phone No.:** _____

Address: _____ **Cell Phone No.:** _____

Employer: _____ **Work Phone:** _____

Father's Name: _____ **Phone No.:** _____

Address: _____ **Cell Phone No.:** _____

Employer: _____ **Work Phone:** _____





EMERGENCY CONTACTS

1. **Name:** _____ **Phone No.:** _____
 Address: _____ **Cell Phone No.:** _____
 Employer: _____ **Work Phone:** _____

2. **Name:** _____ **Phone No.:** _____
 Address: _____ **Cell Phone No.:** _____
 Employer: _____ **Work Phone:** _____

3. **Name:** _____ **Phone No.:** _____
 Address: _____ **Cell Phone No.:** _____
 Employer: _____ **Work Phone:** _____

4. **Name:** _____ **Phone No.:** _____
 Address: _____ **Cell Phone No.:** _____
 Employer: _____ **Work Phone:** _____

PERMISSION FOR OTHERS TO PICK UP MY CHILD

Persons approved to pick up child other than parents/guardians. Children will only be released to parents/guardians and people on this list.

- Name:** _____ **Phone No.:** _____
- Name:** _____ **Phone No.:** _____
- Name:** _____ **Phone No.:** _____

PERMISSION FOR MY CHILD TO SIGN THEMSELVES OUT FOR SPORTS/ACTIVITIES

By signing below, I grant permission for my child (4th-8th graders only) to sign themselves out for sports or other approved activities after school. Students must be under the supervision of an adult after school. If participating in a sport students should sign in the After School Program. When the sport event is over, the student must be picked up by a parent or report to the After School Program until picked up by a designated adult.

Parent/Guardian's Signature: _____





TRANSPORTATION INFORMATION

My Child will ride the END OF SCHOOL bus _____ My Child Will ride the LATE Bus _____

I will pick my Child up from the After School Program _____

If transportation information changes, Parents are required to call 586-5510 ext.301, or write a note . Children should have arrangements made before school begins each day. Students will not be allowed to call parents after school to make alternate plans. All information about attendance and transportation from the After School Program should be made by calling 586-5510 Ext 301.

MEDICAL INFORMATION

Family Physician: _____ Phone No.: _____

Please list any medical conditions/allergies that we should be aware of: _____

STUDENT AGREES TO:

- Quietly work on their homework assignments (K-3rd for 45 minutes and 4th-8th for one hour) each day;
- Attend each school day with no more than two unexcused absences per month;
- Check in upon arrival and stay until parent/guardian picks up or rides bus home at the end of the program day;
- Follow all school rules and the rules of the After School program;
- Respect all property, equipment and staff.

Student's Signature: _____ Date: _____

PARENT/GUARDIAN AGREES TO:

- Review this contract with my child and explain that if my child does not follow the rules, he/she will be dropped from the After School Program;
- Pick my child up **no later than 6:00 p.m.** and sign them out or have my child ride the bus home at the end of the program day;
- Have my child attend the After School Program each school day for the full amount of time unless an early release reason applies.

If your child does not comply with the above requirements, is continuously picked up early or picked up after 6 p.m.; he/she may be dropped from the After School Program.

By my signature below, I agree to hold the Bellevue Union School District, its agents and/or employees harmless from any liability, injury, or other cause arising from my child participating in the After School Program at his/her own risk.

Parent/Guardian's Signature: _____ Date: _____

