

Bellevue Elementary School After School Program

Parent Handbook 2018-2019



Administration ~

Superintendent/Principal: **Carla Haakma**

After School Program Staff and Facilities ~

Site Coordinator: **Shannon Martin**

ASP Staff: **Jennifer Hatler, DeeDee Hobbins, Frances Vega and Fantasia Baker.**

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

Room 5 Mrs. Baker

Room 3 Mrs. Vega

Room 6 Mrs. Hobbins

Room 1 Ms. H.

****Homeroom Assignments will be assigned after enrollment/application deadline****

Program Goals ~

1. Provide instructional time 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 arts, crafts, guided activities and projects ranging over a variety of subjects.
5. Practice and reinforce Bellevue Core Values in all activities to help students develop positive skills in citizenship.

Admission ~

1. ACES funding requires students attend the program for a minimum of one full hour after school lets out. Regular dismissal, the earliest you can pick up your child is 3:35 PM; on minimum days, the earliest you can pick up your child is 2:00 PM. ASP is open day school is in session until 6:00pm.
2. Daily attendance: Attendance is required 5 days per week.
3. Students K-8th grade may attend the program. Services are free and open to all students.
4. We are not serving T.K. children at this time due to developmental needs which often require one on one nurturing.
5. Kindergarten students are enrolled on a trial basis. Enrollment is based on student's ability to participate successfully in all aspects of the program.



6. Children with serious behavior problems or previous ASP behavior violations will be enrolled on a trial basis. Any child who disrupts the program or threatens another child's safety may be immediately terminated.

Registration ~

1. Our funding allows for an enrollment of **80** students. There are certain criteria which may qualify students for priority enrollment. 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 for sporadic or drop in care.

Attendance ~

1. Parents must notify the site if the child will not attend for any reason or if there is a pick up arrangements. Please call the Program's office directly at (209) 586-5510 ext 305.
2. If your child has **more than two unexcused** absences in a month it will result in your child being dropped from the program.
3. 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)
4. You **must** sign out your child with a Program Leader.. 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 a Program Leader.
5. 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."
6. Sign Out~ The following procedures are designed to ensure the safety of all students:

The SIGN-OUT sheets will be located in ROOM 5 or ON THE PLAYGROUND. Please sign your student out in ROOM 5 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.

- A. All persons signing students out MUST BE 18 Years or older and listed on the application as a designated pick up person.
- B. If your student participates in an afterschool activity/sport, they are required to "check in and out" with their ASP Teacher.
- C. When the activity/sport begins, the adult/coach is required to sign students out on a Alternative Activity/Sport Sign Out Sheet.

- D. When the activity/sport ends, the adult/coach is then required to sign student back in on a Alternative Activity/Sport Sign Out Sheet. .
 - E. Parents then sign students out to go home on the normal ASP daily sign out sheet. (If parent arrives during the sport/activity they are required to sign their student out on the ASP daily sign out sheet.)
 - F. If the Activity/Sport is off campus, the adult/coach will sign the child out on daily ASP sign out sheet.
7. Early Pick Up: If a students are picked before 3:35 parents must note reason on the sign in sheet.
8. Absences ~ If you know in advance your child will be absent you must notify the Program Director in advance. Each absence will be recorded as either excused or unexcused. The after school program absence policy is the same as the school absence policy.
- A. Each student is allowed two unexcused absences per month; the third unexcused absence your child will be dropped from the program.
 - B. ~Unexcused Absence #1 = warning
~Unexcused Absence #2 = 2nd warning
~Unexcused Absence #3 = Student dropped from the program
 - C. You must contact the Site Coordinator at 586-5510 ext 305 (leave a message if needed) or email within 24 hours (1 day) of an absence. If the Site Coordinator does not receive notification of your child's absence within 24 hours it will be recorded as an unexcused absence.

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.

Parent Information ~

- 1. The site has a *Parent Information Area* in Room 5. We welcome suggestions and comments from parents and children who attend the program. Concerns should be addressed to the Program Director.
- 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. Minor scrapes or bumps will be treated by staff with 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 Director immediately. Keep the child home until the contagious period has lapsed or the illness is no longer present and your child feels well enough to attend.
3. Inform staff of any allergies or special medical conditions your child may have. Also inform the staff of any medications the school may have for your child.
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. Educational activities are offered each day, as well as structured enrichment activity and/or structured physical activity.
3. Students will be offered homework assistance each day during from 3-4pm. Please see the attached Homework Policy for more information.

Discipline Policy ~

1. Belleview Elementary School rules are used for this program and always enforced. Students may participate in the development of additional ASP rules. We use positive methods of discipline, setting reasonable goals and limits and encourage students to work out problems and ensure safety.
2. Basic rules include, but are not limited to:
 - A. Show respect to others.
 - B. NO verbal or physical abuse. (Bullying or harassment behaviors will not be tolerated)
 - C. Inside activities require walking and inside behavior.

- D. Compliance with staff direction.
- 3. When students violate discipline policies, parents will receive a “communication log” listing concerns so the situation can be discussed at home.
- 4. Strategies staff will use include, but aren’t limited to:
 - A. Positive redirection.
 - B. Direction to another activity.
 - C. Direction to take a break for a “cool down” period.
 - D. If behavior continues, the child may be sent home.
 - E. Three (3) discipline incidents will result in a referral and 3 day suspension from the After School Program. This gives the parent an opportunity to work with the child.
 - F. If behavior problems persist after the 3 day suspension, the child will be dropped from the After School Program.
- 5. 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 Program Director if you are interested.

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

BELLEVUE ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM HOMEWORK POLICY

During our homework support time, we will be encouraging students to be as independent as possible 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 have access to homework support every day. In addition to working in their homeroom, the students can access the **Homework Club** which is located in a dedicated classroom.
- To sign your student up for **Homework Club** please note this on the attached application.
- Upon request, ASP can note time spent and assignments worked on in ASP for parents or teachers. (This is typically done in homework ininders)
- Students enrolled in **Homework Club** who do not have homework will be required to have a Teacher signature confirming this. The child will then be excused for the day. Students who do not have a teacher signature, will be required to read a book, complete practice worksheets, etc. Students will be expected to select one of the alternative options and begin working on them independently.
- ASP Staff will not 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, ASP staff will notify parents so arrangements can be made for alternative support.
- The **Homework Club** classroom will be silent for the benefit of all students.
- The **Homework Club** classroom will be stocked with standard supplies. Students must provide supplies needed for special assignments.

As we work to support our students academically, changes to how homework support is offered may be made to better meet the needs of student and familestand teachers.

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



**Bellevue Elementary School
After School Program
Enrollment Application 2018-2019**



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 for early release is listed by parent on sign-out sheets. 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 - 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.

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:** _____

TRANSPORTATION INFORMATION

My Child will ride the will ride the LATE Bus _____

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

If regular transportation option changes, parents are required to write a note to notify Program Director. In case of emergency changes, please call 586-5510 ext. 305, before the end of school to ensure we are able to accomodate the changes. 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 305.**

MEDICAL INFORMATION

Family Physician: _____ Phone No.: _____

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

ENROLLMENT CONTRACT

STUDENT AGREES TO:

- Quietly work on their homework assignments.
- 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 bus departure at the end of the program day.
- Follow all school rules and the rules of the After School Program.
- Respect all property, equipment, students, 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 a minimum of 1 hour each day, and provide a reason for all absences and early pick ups.

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

By my signature below, I agree to hold the Bellevue Elementary 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:** _____