

Scottsbluff Public Schools After School Program

Handbook

SCOTTSBLUFF PUBLIC SCHOOLS
AFTER SCHOOL PROGRAM

HANDBOOK

The following information should help answer most questions about the program. Please read through this handbook carefully and keep it for future reference. If you have any further questions, please contact the building principal.

APPLICATION/REGISTRATION:

- A. Forms are available at each of the elementary schools. Pay close attention to the medical information and emergency contacts. We must be able to reach a parent or parent-designated person in case of an emergency.
- B. All paperwork must be completed before a child may attend.
- C. A brief information sheet will be provided at the time of registration. This will give details about payment, times, etc.
- D. The attendance requirements of the program are set forth by the 21st Century Community Learning Center Grant from which the program receives funding. In order to secure an enrollment spot, we ask that your child participate regularly in the program a minimum of three of five days per week. Extenuating circumstances should be communicated with the After School site director and will be reviewed on an individual basis.

LOCATION:

- A. The location of the program will be at Westmoor for students attending Westmoor, Lincoln Heights, and Longfellow.
- B. Students will be bussed from Lincoln Heights and Longfellow to Westmoor. Parents will need to pick their child(ren) up at Westmoor.

DROP-OFF and PICK-UP PROCEDURES:

- A. Children should come to the designated location immediately upon dismissal. Attendance will then be taken by the After School Program staff.
This area is:
 Westmoor: Commons Area
- B. Any child scheduled to walk home from the After School Program must have a written, dated and signed (by parent or legal guardian) note stating the days and times that child is to be released from the program. This will be kept on file with the child's After School Program enrollment form and will be followed until the program director receives a written change.
- C. The ASP begins when school is dismissed and ends promptly at 5:50 pm. Please arrange to pick up your child no later than 5:50 pm. If your child is not picked up, law enforcement will be called.
- D. The ASP follows the school calendar and will be open on all the regular full school days. It is not open on early dismissal days, half days or vacation days. If school is closed due to weather the ASP will be canceled.

PAYMENT POLICY:

Fee Schedule:

Full Pay: \$3.00/hour for each child and

Reduced/Free Lunch students: \$2.00/hour for each child. You will be billed on the quarter hour.

Bills will be sent out on or about the 5th of the month after services and will be due on the 15th of that month. Any payment not received by the 15th will be considered late. A late fee of \$10.00 plus 1.5% will be assessed to any past due account. If the account becomes delinquent, Scottsbluff Public Schools may remove the student from the program.

- A. Payment will be made at the Administration Building at 1722 First Avenue, Scottsbluff, 69361.

- B. Payment issues must be directed to the Administration Office at 635-6200.
- C. If payment is overdue, Scottsbluff Public Schools may remove the student from the program.
- D. Any check written that is returned as non-sufficient funds will automatically be sent to the collection agency.
- E. A two week notice, in writing addressed to the program director, is required before withdrawing a student from the program. Failure to provide notice will result in ongoing billings to hold the seat for the student.

PROGRAM ACTIVITIES:

- A. Each day will include unstructured outdoor play, a snack, a structured activity, free time and homework time. These activities will be planned according to the age and number of participants.

STAFF AND PERSONNEL:

- A. The building principal is the building administrator for the program at each site. Problems should first be directed to the After School Program site director who is directly responsible for the program. If a problem persists, contact the building principal.
- B. At least one staff member of the After School Program is required to have current CPR and First Aid training.

WHAT NOT TO BRING:

- A. Any weapons whether real or a toy will not be tolerated. Please do not send money or valuables. Any items the child brings need to be marked with his/her name.
- B. The program and/or staff will not be responsible for the damage or loss of any items.

RULES OF CONDUCT

- A. **Be responsible**
 - Be a good listener

- Set a good example for others
- Be on time
- Work hard and do your best

B. Be safe

- Be kind with words and actions
- Use furniture and equipment properly
- Walk in the building
- Use playground equipment properly
- Keep hands and feet to self

C. Be respectful

- Take care of school property and equipment
- Respect and care for the personal property of yourself and others
- Borrow things only after receiving permission
- If you break someone's property, fix or replace it
- Cooperate with others
- Work and play without disrupting others
- Use positive words and actions
- Show courtesy towards others

DISCIPLINE PROCEDURES:

- A. Infraction of the above rules will result in a referral and parent will be notified in writing.
- B. Once 3 referrals are received, the site director will meet with the parent. The student will be suspended for 1 day.
- C. The next suspension following 3 additional referrals will be for 3 days.
- D. After two suspensions, if continued infractions occur, student may be excluded from the program for the safety of others. A meeting will occur with the site director, parent, and building principal.

**** Serious infraction will result in an automatic suspension or exclusion pending meeting with parent, site director, and a building principal.

- a. Serious infraction may include - harming another child or staff member, stealing, damaging property, using foul language, and being totally disruptive and uncontrollable in the group.

REFERRAL SHEET

Scottsbluff Public Schools After School Program

BE RESPONSIBLE!

BE SAFE!

BE RESPECTFUL!

Student's Name _____

Today's Date ___/___/___ Date of Incident ___/___/___ Time of Incident ___ : ___ a.m./p.m. Referral

Problem Behavior	Staff Intervention Administered
<ul style="list-style-type: none"><input type="checkbox"/> Defiance<input type="checkbox"/> Disrespect<input type="checkbox"/> Disruption<input type="checkbox"/> Inappropriate language<input type="checkbox"/> Lying<input type="checkbox"/> Physical Altercation<input type="checkbox"/> Non-compliance<input type="checkbox"/> Obscene behavior<input type="checkbox"/> Out of bounds<input type="checkbox"/> Physical contact<input type="checkbox"/> Property misuse<input type="checkbox"/> Trash/Littering<input type="checkbox"/> _____	<ul style="list-style-type: none"><input type="checkbox"/> ________________________________________

WHITE – STUDENT'S COPY CANARY AND PINK – PROGRAM

PROBLEM SITUATIONS:

- A. Please let our staff know if your child is having a problem during after school program. We will do our best to help your child get along, but we need to work together.

- B. If your child is witnessed damaging school property you will be asked to pay for the repair or replacement of the item. This is a serious infraction.

SUGGESTIONS:

- A. Please be sure all outerwear is marked with the child's name.
- B. Be sure your child/ren is dressed appropriately for outdoor play.
- C. Put any transportation changes in writing.
- D. Please put into writing any information that needs to be shared with the staff.
- E. If a child is ill, the child will not be allowed in the program.

ACCIDENTS:

In the event of an accident we will call you immediately to seek your advice. If we are in question as to whether or not to call a doctor we will follow your advice. In the event of an emergency appropriate steps will be taken, and we will contact you as soon as possible.

PARENT HANDBOOK RECEIPT FORM

I _____ have received the After School Program Parent Handbook for the school year. This receipt acknowledges that my child and I have read and understand the contents of the handbook. By signing this receipt my child and I agree to follow all After School Program policies and rules of conduct.

Child's Name _____

School _____

Parent/Guardian Signature _____

Date _____

PLEASE RETURN THIS FORM TO YOUR CHILD'S AFTER SCHOOL SITE LOCATION FOR FILING.