



After School Program Policies and Guidelines

1. **General Information:**

The after school program starts at 1:50 P.M. and operates until 5:30 P.M. for students in grades K-6. The program is available whenever school is in session except the two half days before Thanksgiving and Christmas vacation.

- **Business transactions** regarding attendance, absenteeism, enrollment, or payment should be made through the school office. Any child may join the program on any given day, provided payment and a written note for the day's enrollment, as well as the name of the person picking up the child that day, are sent to the office in the morning. All necessary information will be related to the after school director from the principal's office.
- **Milk** is available to students in the after school program and should be purchased using the monthly Milk forms. All students should come to school with an **extra snack** for the after school program. By the end of the school day, the students are often hungry. Assuring that your child has the necessary food and drink to sustain them through the afternoon eliminates begging others for food and drinks.
- **Play Clothes:** Your child may bring a **change of clothes** for the after school program. Appropriate shoes for play, decent attire, and in the colder season, boots are recommended, as well as warm clothes for outdoor activities. Please **LABEL** all clothing and possessions.

2. **Behavior and Discipline Procedures:**

The same policies and discipline procedures that apply to the students during the regular school day, also apply to the students during the after school hours. Parents, please review these rules with you children. The policies are found in the PARENT/STUDENT POLICY HANDBOOK.

- The two major rules of our program are **HONESTY AND RESPECT**. Good behavior is required at all times. All children are expected to be cooperative in whatever is required of them. Poor attitude, bad language, and inappropriate behavior will not be tolerated. When children **misbehave** during After School, a staff member will notify the parents at pick up time. If the behavior does not improve, this matter will be brought to the attention of the principal. Continuous misbehavior may result in dismissal from the After School Program.



Inside Rules:

- All students **gather** in the gymnasium for roll call. At that time, the children will change into appropriate clothing for play. Snack time will be provided indoors or outdoors depending on the weather.
- Students are not allowed to return to their **classroom** after their teacher has dismissed them. Students are responsible for taking all their belongings including homework assignments and books with them to the after school program. Students will not be allowed to return to the classroom to pick up “forgotten items”.
- All students must **respect** the adults and one another, as well as school property including toys and games used in the after school program.

Outdoor Rules:

Students are to remain in the designated play area in the schoolyard. At no time are students allowed to leave the premise or run into the street after a ball or toys. It is the responsibility of the After School Teachers to obtain balls or toys that roll into the street. Students are not allowed to bring electronic games, C.D’S. or walkmans to school.

Homework:

Approximately 45 minutes will be set aside for **homework**. It is the student’s responsibility to make good use of that time. When possible, a staff member will be available to help with homework. Students without homework assignments will use the time as a study period – reading, writing, or working independently on a project. The study period is spent in silence allowing for an atmosphere conducive to homework and study. It is recommended that all students bring a book to read or some coloring or puzzle books.

Illness:

In the event that your child becomes ill or claims ill health while attending the After School, the parent/guardian will be notified to pick up the child as soon as possible.

Dismissal:

No child is dismissed to anyone other than his/her parent or guardian without prior written notice from the parent or guardian. In the event that someone else is picking up your child, they will be required to show identification. Without this, the child will not be dismissed. All parents and guardians are required to SIGN the dismissal form, and to log the time the child/ren were picked up from the After School program.

Parking:

Parents are not allowed to park in the schoolyard between 7:00 A.M. and 6:00 P.M. Please park your vehicle on the street and use the schoolyard entrance to pick up your child/ren in the After School program. The THIRD STREET entrance will be locked after 2:30 P.M.