

# ASES AFTER SCHOOL PROGRAM PARENT HANDBOOK

*The After School Program provides a safe and enriching environment after school. Students experience a balanced program that includes academic enrichment and recreation curriculum.*

## ASES After-School Program Goals

- ◆ To enable students to perform at or above grade level as measured by state standardized tests and State Content Standards.

### Activities and Interventions

Homework Academy  
Small Group Tutoring  
Learning Games  
Computer Activities

- ◆ To provide recreational enrichment opportunities that will promote lifelong learning, community service, and personal growth.

### Activities and Interventions

Arts and Cultural Activities  
Photography  
Recreational  
Cooking

Computer Technology  
Sports  
Gardening



## *Parent Handbook*

# *Program Policies*

## **Administration and Funding**

ASES - After School Program is funded by the California Department of Education After School Education and Safety Grant.

## **Staffing**

The program hires and trains staff that meet program requirements. The staff is trained to meet children's social, academic, and emotional needs. The after school staff follow strict guidelines to ensure children's health and safety as well as provide a high quality program.

## **Hours and Days of Operation**

ASES operates each school day on the following basis:

- School release time (grades 4-8) until 6:00 p.m.
- Minimum school days from school release time until 6:00 p.m.

## **Attendance/Early Release Policy**

The goal of ASES - After School Program is to have all enrollees attend every day. Students will be excused to attend school functions, doctor and dentist appointments, and other established programs as pre-arranged. Parents need to sign an Early Release Policy form and inform ASES staff prior to an absence or early release whenever possible.

When a child does not attend on a scheduled day, a specific reason must be listed in "remarks" column (i.e., has the flu, went to practice, etc.). Children leaving and/or returning to the program for extracurricular activities must be signed in and out each time.

When after school sports teams have home games, ASES staff will supervise students who wish to attend, at the discretion of the staff. Attending a sporting event as a spectator is not an acceptable reason for early release without prior notification. There is no supervision provided at sporting events, therefore it is a safety concern, especially for younger students. If a student is signed out by a parent, that student is expected to stay off campus and remain at the gym or field. They are not the responsibility of ASES.

### **Sign-in/Sign-out**

An "Attendance Sheet" must be kept on all children who attend the program. Each child is required to be signed in and out each day. Children must be signed out by the parent or authorized person with a FULL SIGNATURE. A student that has permissions to walk home, must sign-out, on the sign-out sheet, before leaving with the knowledge of the staff.

### **Reporting Absences**

If your child will not be attending on a scheduled day, please call 530-432-1118, ext. 2238.

If your child is scheduled to attend and has not signed in at the beginning of the program, staff must locate the child for his or her safety. That may mean telephone calls to you at your work and to other emergency numbers.

### **Registration and Enrollment**

Enrollment in the program shall be granted without regard to race, sex, religion, color, medical condition, disability or national origin. Enrollment is open to any child in grades fourth through eighth, providing the program can meet the needs of the child.

All children must be registered before they can attend the program. A completed registration packet must be received before the first day of attendance.

Enrollment is on a first come first serve basis.

### **Pick-up Procedures**

#### ***THE PROGRAM IS CLOSED AT 6:00 P.M.***

Parents whose children remain past 6:00 p.m. will receive three warnings in this order:  
**LATE POLICY:**

***I understand and agree that:***

- 1. If my child is left after 6:00p.m. I will receive a warning.**
- 2. Second time, my child will receive a 3 day suspension.**
- 3. Third time, Nevada County Sheriff may be called.**

***LATE PICK-UP THREE TIMES WILL BE CAUSE FOR DISMISSAL FROM PROGRAM***

### **Abandoned Child at Close of Program**

If your child has not been picked up by 6:00 p.m. the following steps will be taken:

- Parent's home, work and cell numbers will be called.
- All other telephone numbers listed on the child's emergency card will be called.
- Staff will try all numbers again. Remember, staff may not release a child to **ANYONE** except those listed on the child's emergency card.
- At 6:30 p.m. the child is considered an "abandoned" child and the local Police Department, Sheriff's Office, or DSS Child Protective Services will be called.
- The child will be released to the responding agency and staff will share with them what steps they have taken to locate the parents and all persons they have called or left messages with.
- Staff will post a note on the door advising the parent who the children were released to.

### **Medical and Health Information**

ASES is sensitive to the health and physical needs of children and, therefore, the following policies have been established:

- The program must have current emergency information and a "Medical Treatment Form" on file for each child.
- It is the parents' responsibility to keep the program informed of any change in the information regarding their child's emergency, medical, or physical condition.
- In case of serious illness or injury, the staff will follow parental instructions on the "Medical Treatment Form" whenever possible.
- The program will not transport children to a medical treatment facility or physician. If staff members are unable to locate the parents of an "emergency" contact, staff may secure transportation by local emergency services for appropriate treatment at the nearest medical facility, if warranted. If major injury or illness is involved, the child will be transported by ambulance to a hospital.
- In all cases of injury or illness, attempts will be made to contact parents immediately and to involve them in the decision regarding treatment.
- Parents are responsible for all costs incurred when a medical emergency arises.

### **Health Requirements**

It is the parent's responsibility to monitor the daily health and physical conditions of their child to determine their child's ability to actively participate in the program.

When a child shows signs of illness or an infectious, contagious condition, the parent will be contacted and must pick up the child immediately. The child will be isolated and made comfortable until the parent or designee can pick up the child.

### **Discipline**

Discipline will be administered and maintained in a positive manner, which is child-centered and contributes to the child's development. The ASES, After School Program students will be required to follow established school rules.

This discipline policy applies to all children in order to ensure a fun, safe, and wholesome environment. We appreciate your support and communication in this area. If discipline is required, the following process will occur:

<b>OCCURRENCE</b>	<b>ACTION</b>
<b><i>First</i></b>	ASES will discuss the unacceptable behavior with the child and explain why it is unacceptable.
<b><i>Second</i></b>	ASES staff will discuss the unacceptable behavior with the child and provide a time out and/or "student responsibility form". They will discuss how the behavior can be changed.
<b><i>Third</i></b>	Should inappropriate behavior continue, the situation will be documented and a disciplinary incident report given to the parent. The form will outline the behavior problem, the steps that will be taken if the problem persists, and may include a specific "Behavior Contract". Steps will range from suspension to dismissal from the program.

If a child's behavior created an unsafe environment for others, ASES Program reserves the right to dismiss the child from the program immediately.

### **Snacks**

Afternoon snack will be provided through the USDA/School Snack Program. It is the responsibility of the parent to inform the staff if their child has any food allergies. If the child has other food preferences that cannot be accommodated by the program, the parent will be asked to provide the child's snack.

### **Dress Code**

The appropriate dress for attendance at ASES will be the **SAME** as the school. Children must wear shoes at all times unless during a special activity as instructed by staff.

### **Use of Personal Property or Equipment**

ASES will follow school rules regarding possession and use of cell phones and all smart devices. Cell phones/smart devices must be turned off and left in backpacks during after school hours. Students will be able to use the telephone in case of emergency; in other instances written teacher/parent permission is necessary. Students shall not bring any personal property such as but not limited to, iPod, MP3 Players, Computer games, balls, and toys to school except for program approved special activities/events. The program does not accept responsibility for the loss, theft, repair, or damage of articles brought to the program.

### **Internet Use**

On occasion there may be computer use with Internet access. The Internet provides vast, diverse, and unique resources to students. Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancelation of those privileges. Before access is granted, students must have their computer use agreement in at the Ready Springs office. Parents have the option of denying child individual access to the Internet.

### **Parent and Family Involvement**

Parents are important people! Although parents are not required to participate in ASES, parental involvement is strongly encouraged. Please talk with Jennifer Jargick, Community Schools Coordinator, (530) 432-1118, Ex. 2238, regarding upcoming events and clubs.