



# Salida Union School District

## After-School Programs

(209) 543-3118

### ***Student / Parent Information Copy***

- Schedule:** The After-School Program is open every day school is in session. The hours of operation are from the time school is dismissed for the day until 6:00 PM. This includes days with early dismissal. The center is closed during all school holidays and on weekends.
- Enrollment:** Any student enrolled in 1<sup>st</sup>-8<sup>th</sup> grade at Salida Union School District may attend the After-School Program. Parents must complete enrollment forms before a student may participate in the After School Program. The center does not offer a program for preschool or kindergarten students.
- Attendance:** Students who enroll in the After-School Program are expected to attend regularly. Parents need to inform the After-School Program staff if their children will be absent. A student may be dropped from the program due to continual/excessive absences. Students who enroll at the After-School Program are **required to stay for a minimum of one academic session**. In most cases, this will be a homework session but, may also include a tutoring session. Participation in recreational activities after the academic session is voluntary. **Students will only be dismissed from the After-School Program at designated times. Consult the site schedule for allowed pick-up times.**
- Fee:** There is a \$10.00 or \$20.00 fee per student per month to attend the After-School Program. Payment is due at the first of each month. A late fee of \$10.00 will be charged if no payment is received by the 5<sup>th</sup> of the month. **Monthly fees do not apply for the Salida Middle School's After-School Program. Students must be picked up by 6:00 PM. Any student picked up after 6:00 PM will be charged \$1.00 per minute, per child.** (Accounts that are seven days or more past due will be notified of our intention to discontinue child care services in ten (10) calendar days if the account is not brought current. Cash, checks and money orders are accepted. **Make checks payable to Salida Union School District.** Returned checks may incur a \$35.00 fee.)
- Check In/Out:** All students will be required to sign in upon arrival. Upon leaving the student **OR** the parent must sign out. A student will only be released to adults listed on his or her registration card, picture ID may be requested. A student will be allowed to check him or herself out if the parent has given permission for self check-out on the registration card. In the case of extreme emergency, a student may be released to an adult not listed on his or her registration card if the parent grants permission by phone. Picture ID is required of any individual not listed on the registration card.
- Staff:** All staff members at the After-School Program are employees of the Salida Union School District.
- Program:**
- Homework Room:* As per the ASES grant each child is required to do 60 minutes of academic work. Students must provide homework assignments or read a book quietly. There will be no exceptions to this policy. Please see homework policy & tracking form.
  - Intervention:* Intensive academic instruction is provided to students who are struggling in school. This supplemental instruction will be over and above regular school work and will be supervised by a teacher. We also offer the Los Arcos programs for English Language Learners.
  - Recreational Activities:* Students who complete their homework and supplemental instruction will be allowed to participate in structured or free time recreational activities. The activities may include crafts, games, and hobbies or supervised play.
  - Community Agency Services:* Contracting community agencies provide special programs on a daily or weekly basis. These programs may include mentors, clubs, scouts and special classes. Student participation is voluntary.
  - Fee-Based Services:* The After-School Program may approve the offering of some community activities during program hours. These activities may have associated fees. Such activities could include: Color Me Mine, martial arts, gymnastics, golf, tennis, music and dance lessons. Parents are responsible for paying applicable fees if they choose to have their children participate in these activities. Activity field trips have been scheduled this year. Some examples include: McHenry Bowl, Great Valley Museum, and athletic competitions with other schools.

## Early Release

**Policy:** A child may be released early from the After-School Program prior to the end of program time at 6:00 p.m. based on the following conditions; attending a parallel program (school or community center programs), attending a parallel academic program (Los Arcos or Accelerated Reader), family emergencies, medical appointments, weather conditions or transportation, child accident that occurred during program time or any safety conditions as prescribed by the school.

**Snacks:** Nutritious snacks will be provided in the afternoon. Let the After-School Program site supervisor know if your child is unable to eat certain food. An alternate snack will be provided, if your child has a doctor's note on file. Gum, soda, and candy are not allowed at the center.

**Lost & Found:** Lost & found items are turned into the school office. The After-School Program is not responsible for items that are lost, stolen or broken. No expensive personal items or toys should be brought to the center.

**Telephone:** Students can only use the After-School Program phone for emergencies. The After-School Program students must follow the school cellular phone policy.

**Dress Code:** Students participating in the After-School Program will follow regular school dress code. Parents will be notified in the case of special events if alternate apparel is allowed.

**Discipline:**

*Rules:* There are five basic rules at the After-School Program:

- Be courteous and respect the rights of others
- Behave in a safe manner
- Respect all property
- Be prepared and on time
- Follow all regular school rules

*Consequences:* The After-School Program staff members will handle minor infractions according to the consequences posted at the center. Parents will be contacted for more serious problems and a conference may be necessary. Students with ongoing serious and unresolved discipline problems will not be allowed to continue attending the After-School Program.

*School Suspension:* Students suspended from the regular school day may not attend the After-School Program until the day after the suspension is served.

**Health:**

*Medication:* The After-School Program staff members do not have access to medications stored in the nurse's office. Parents and their physician must complete a "Request for Administration of Medication" form and provide the medication in the original prescription container. Students may not carry medication unless parents have presented a request for self administration of medication signed by their doctor.

*Special Issues:* Parents are to inform the After-School Program staff of any special health issues that may affect the participation of their children in center activities.

*Illness:* Parents must make arrangements to have their children picked up immediately should they become ill while attending the After-School Program. Students may not attend the center on days they have been absent from school due to illness.

*Emergency:* In the event of an accident or emergency, the After-School Program staff members may call for emergency medical response and authorize transportation of a student to the nearest emergency hospital for his or her protection and treatment. Parents are responsible for expenses incurred for the transportation or treatment of their child.

**Emergency:** In the case of a national or local emergency that affects the operation of the After-School Program, parents should contact the Salida Union School District Emergency Hotline (545-7017) for information on the operation of the center.

**Concerns:** Parents who have concerns related to their children's participation at the After-School Program should contact the Site Supervisor. Parents who do not feel their concerns have been satisfactorily addressed should contact the district representative at 543-3121.

This ASP complies with all federal statutes relating to nondiscrimination, including (a) Title VI of the Civil Rights Act of 1964 (45 USC) sections 2000d through 2000d-4) prohibiting discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (20 USC sections 1681-1683) prohibiting discrimination on the basis sex; Section 504 of the Rehabilitation Act of 1973 (20 USC Section 794) prohibiting discrimination on the basis of handicap; and the Age Discrimination Act (42 USC Section 6101, et seq.) prohibiting discrimination on the basis of age.

**Any questions or concerns please call your selected site:**

<b>Dena Boer-SOAR</b>	<b>(209) 652-0250</b>	<b>SES-Victory Center</b>	<b>(209) 652-4603</b>
<b>Perkins-Round Up</b>	<b>(209) 652-5651</b>	<b>SMS-ASPIRE</b>	<b>(209) 652-0756</b>
<b>Sisk-All Stars</b>	<b>(209) 456-4509</b>		