



Spring Creek Elementary After School Academy
PARENT HANDBOOK
2019 - 2020

The Spring Creek After School Academy strives to provide an environment that is safe, comfortable, and exciting, where students can feel supported and cared for. It is a place where creativity, fun, learning, new experiences, and friendships are encouraged.

SPRING CREEK ELEMENTARY
1740 S. NEVADA AVE
PROVO, UT 84606

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ABOUT US

The After School Academy & Activities primary focus is to provide academic support, extended learning opportunities, and an engaging learning environment for students to develop positive character traits and interests in different subjects and activities.

ELIGIBILITY

***Academic Interventions:** Current Spring Creek students in grades first through sixth grade are eligible to participate in our academic program. . If you believe your child needs extra academic support in order to meet district standards and day school goals, please talk with your child's teacher. Behavior and /or attendance concerns from day school may impact eligibility to participate in the After School Academy.

***Enrichment Activities:**

Current Spring Creek students in grades first through sixth grade are eligible to participate in our program, however, activities offered to each grade level may vary. Please see enrollment form for which activities are being offered to each grade level. Behavior and /or attendance concerns from day school may impact eligibility to participate in the After School Academy enrichment activities.

*** Kindergarten Extended Day:**

Our 21st CCLC grant provides an extended day for all Kindergarten students each day. Their extended day is 11:45am - 3:30 pm providing students with enrichment activities and extended learning opportunities. Due to the extended day offered to Kindergarten students, they are not eligible for the after school program.

REGISTRATION:

The Registration form **MUST** be filled out completely before the student may enter the after school program. It is very important that we receive all registration materials and information in order to safely serve the needs of your child(ren).

TUITION / FEES:

Most classes / activities have a tuition or materials fee. Tuition and fees are due at the time of enrollment, due no later than the first day of the program. We appreciate your support in paying for programs to help with the sustainability of our after school program and materials. If you are not able to pay the tuition or fees, fees will be waived in accordance with the Utah State Board of Education standards for students whose parents or legal guardians verify evidence of inability to pay. Inability to pay is defined as those who are in state custody, foster care, or receiving public assistance in the form of Aid for Dependent Children, Supplemental Security Income, or are eligible according to Income Eligibility Guidelines July 1, 2019 to June 30, 2020. English and Spanish forms can be found at <https://schools.utah.gov/schoolfees?mid=4340&tid=3>. Case-by-case determinations are made by school administrators for those who do not qualify under one of the foregoing standards, but who, because of extenuating circumstances such as, but not limited to, exceptional financial burdens, loss of substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fee. (The receipt of unemployment compensation and/or reduced price school lunch does not constitute public assistance as defined above.) Applications for free and reduced lunch are a separate application and must be submitted to the Child Nutrition Department. Eligibility for free and reduced lunch does not guarantee a fee waiver."

REFUNDS:

Parents may request a tuition / fees refund up to the end of the first 7 days of the program you student is enrolled. *** Refunds will not be given for students who have been suspended or permanently removed from the program.***

DRESS CODE:

Students will follow the Provo School District and Spring Creek Elementary dress code policy.

PERSONAL BELONGINGS:

Due to health and safety concerns , students **must** keep personal, unrelated to school / class belongings in their own backpacks. **Spring Creek Elementary is not responsible for lost, stolen, or broken personal items brought to the After School Program. No toys are allowed in the After School Program.**

HEALTH/SAFETY:

Parents and / or Emergency contacts will be called to pick up their child(ren) if he/she becomes sick after school. **Please be certain that any emergency numbers we are given are correct and working.** If you have any changes in emergency numbers or those authorized to pick up your child(ren), please provide the updated information to the Site Coordinator.

EMERGENCY CARE:

When staff determines emergency medical attention is necessary, they will call 911 then immediately contact the parent/guardian. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. Provo School District will not be responsible for any costs; the parent will be responsible for any/all medical costs.

SNACK PROGRAM:

Snacks will be provided to every student enrolled in the After School Program. A snack consists of two district child nutrition provided snacks items (i.e. milk & muffin, juice & cheese, yogurt & roll). Please notify the Site Coordinator if your child(ren) has any dietary restrictions.

PROGRAM SCHEDULE:

The After School Program runs Monday -Thursday, from 3:30 - 4:45 pm. Days activities and classes are offered may vary, see enrollment form or school website for details. Your child(ren) may attend any days they have enrolled to attend and may not stay on days they are not enrolled. We will notify you, in advance, of days the program may be cancelled. You may also see the Spring Creek website Calendar for Program days information.

SPECIAL ACTIVITIES:

Throughout the year, we may take field trips or have guests / speakers. These activities are all planned with the goal of further enlightening your student, cultivating unity, and friendship within the program and providing worthwhile education and enrichment . Parents will be notified in advance of these activities and will be asked to sign a release form for any activity requiring students to leave the school campus. Any student who does not turn in their release for **will not** be allowed to participate. Depending on the activity, you may be asked to make a small donation to help cover the cost of special activities or field trips. Students who are unable to make a donation will not be excluded from the activity.

ATTENDANCE/PICK-UP:

**Daily Attendance Policy*

Attendance in the After School Program is very important for your child's success in the program. Please encourage your child(ren) to attend every day they are enrolled. Due to class size limitations, we want to make sure we can serve as many students as possible. Students who do not attend on a regular basis or have **two or more unexcused absences in after school, may be removed from the program for the rest of the semester.**

Students will not be released early without prior written or verbal permission. This means that if a student suddenly remembers that he/she has a sports activity, we will not be able to allow the student to leave before 4:40 pm unless the parent comes into the office to check them out of the program for the day. Please be advised that it is your responsibility to inform us if your child(ren) will be absent for any reason.

**Pick Up Policy*

Students are dismissed from the program each day at 4:45 pm. Students will checkout with their teacher then be released at the North end doorway, near the Kindergarten playground. **All students must leave to walk, be picked up, or on the bus at 4:45 pm, as parent has designated on the enrollment form.** Any change to how parent has designated on the form, must be communicated to Site Coordinator in advance.

For safety reasons, only those authorized individuals listed by the parent on the registration form or as an Emergency Contact in PowerSchool will be allowed to pick-up your child(ren). We will not release a child with any other person unless we have received a note from the parent, prior to pick-up time, giving us permission to release their child(ren). *In the case of a last minute change, a phone call to the Site Coordinator will be accepted.*

If you have marked “**I will come into the building to Sign Out my child each day**” on the Registration form, parents are required to sign the class attendance sheet each day at dismissal at the North end door. Your child will not be released without your signature or the signature of someone you have authorized to pick up your child(ren). If a parent or guardian needs to add an authorized adult to their pick-up list, please contact the Site Coordinator.

If you need to pick up your child prior to the program release time 4:45pm, please check out your child at the front office. If the front office is closed, you may contact the Site Coordinator to assist you. The Site Coordinator # will be posted on the door of the front office if the office is closed.

**LATE PICK-UP Policy*

It is necessary and extremely important that parents pick up at 4:45 p.m. We are paying staff to stay later when students are not picked up on time and this affects our budgets which in turn affects what we can provide in our After School Program. Please let me know if there are extenuating circumstances that prevent you from being able to pick up on time. We will do our best to work with you however we can. However, if there is a pattern of late pick-ups, this may impact your student’s opportunity to participate in the After School program.

We encourage parents to please have an emergency plan when students must be picked up. It is understood that conditions are sometimes beyond one’s control (i.e. inclement weather, traffic, etc.) If these conditions arise, it is imperative that parents notify the staff as soon as possible, and put their emergency plan into effect. Students being picked up on time is a condition of participation in the after school program.

** BUSING*

Students who normally ride the bus to school are eligible to ride the late run bus home after After School program each day. Students must exit the bus at their assigned bus stop. Students are required to follow all bus rules of safety while riding the bus home each day. If the bus driver reports behavior problems, parents will be contacted. If you have questions or concerns regarding bus transportation, please contact the Site Coordinator and / or the Transportation Dept (801) 374 - 4860.

HEALTH & SAFETY:

** What should I do if my child is sick?*

A student may not attend the After School program with any type of communicable disease, including any of the following symptoms:

Fever over 100° Diarrhea Undiagnosed rash Severe Cold
Sore throat Vomiting Discolored nasal discharge Inflamed or watery eyes

Parents and/or emergency contacts will be called to pick up their child if the child comes with or develops any of these symptoms during the day.

** Medication Policy*

Spring Creek After School program does not administer any medications to youth.

** Emergency Pick-up Procedures*

In the event of an emergency or catastrophic event that the school becomes structurally unsafe or destroyed, you will be able to pick up your child from After School staff at the same location as designated by Spring Creek Elementary's Emergency Disaster Plan; The After School Program will follow the School's plan to provide consistency between day school & after school.

BEHAVIOR EXPECTATIONS:

Please review these guidelines with your student(s) prior to their enrollment. Students are expected to follow these guidelines:

Follow all school rules

- **Be Kind** : Nice & Respectful with your words and actions
- **Be Safe** : Follow Directions (Actions) & Use materials appropriately
- **Be Responsible**: Do what is asked, when you are asked (First time)

Use the Spring Creek L.E.A.R.N. tools

- **L** - learn from mistakes
- **E** - everyone contributes
- **A** - accept challenges and ask questions
- **R** - reflect on and respond to feedback
- **N** - never give up

Stay with your group / class

Leave personal belongings (such as toys, cell phones, electronics, etc) in backpack

DISCIPLINE PROCEDURES:

We strive each day to maintain and promote a safe and positive environment where all students feel welcome and comfortable in after school. We strictly follow all Provo School District Policies and Procedures as well as school based policy and procedures regarding behavior management (PBIS) and student safety / Safe Schools. This policy also applies to unexcused absences and bus behavior reports. For most violations, we follow a “3 Strike Rule”:

MINOR OFFENSES:

Any minor offense, not remedied immediately after redirection receives a check mark on the attendance board. This includes behavior at snack, hallways, & classroom;

After three check marks in one day;

First time: behavior report home for parent signature for repetitive minor offense

Second time: parent contact / phone call and behavior report home to be signed

Third time: parent phone call, ODR & removal from After School program / activity

MAJOR OFFENSES:

Students who receive an ODR (Office Discipline Referral) for major offenses may be removed from after school program after their first offense, under the advice of school administration, if student poses a safety risk to self or other students.

If student is not in immediate danger to self or others, or a disruption to the class, Mrs Martinez will be notified and the student will receive an ODR but will stay in class for the remainder of the day.

If student is argumentative or disruptive to class, Site Coordinator or Principal will be contacted for immediate removal from class / activity - parent will be contacted to pick up student.

Certain major offenses / violations may require immediate removal from program participation as advised by our Behavior Interventionist, School and / or District Administration.

Please know that if your student exhibits continued behavior problems permanent removal from the program may be necessary.

We care about you and your students needs and concerns. In order to best meet those needs please call (801) 370 - 4650 ext 2481 to set up an appointment with the Site Director.

Thank you for your interest in the Spring Creek Elementary After School Program. I look forward to getting to know you and your children. I am grateful to be in the position of coordinating and providing children with the opportunity to gain knowledge, new skills, and embrace new challenges. I would like to extend a heartfelt “Thank you” to all parents for your unwavering support for your children and their bright futures. —

Kimmy Martinez

After School Program Site Director

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