



*Spring Creek Elementary After School Academy*  
**PARENT HANDBOOK**  
**2022- 2023**

*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  
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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 via teacher recommendation. 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).

**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.

**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. The 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 canceled. 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 / permission form for any activity requiring students to

leave the school campus. Any student who does not turn in their release / permission form **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*

Good attendance in the After School Program is crucial 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 parents have designated on the enrollment form.** Any change to how the parent has designated dismissal on the form, must be communicated to the 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 the 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:

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

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 the after school program after their first offense, under the advice of school administration, if the student poses a safety risk to self or other students.

If the student is not in immediate danger, to self or others, or 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 a student is argumentative or disruptive to class, Site Coordinator or Principal will be contacted for immediate removal from class / activity - parents will be contacted to pick up the 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.

**GRIEVANCE PROCESS:**

If you have any questions or concerns about the After School Program and / or staff members of the after school program, please bring your concerns to the attention of the Site Director / Extended Day Coordinator. If you are not satisfied with the outcomes or continue to have concerns, you may then contact the Principal. District guidelines - Provo School District Policy 7315 P1: Complaints Regarding Staff or Programs.

We care about you and your student's 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 / Extended Day Coordinator.

*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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