King Elementary

ASK Extended Day Program

Parent Handbook

Policies and Procedures



2020-2021

Mission Statement:

ASK Extended Day Program at King Elementary will strive to provide a safe and nurturing environment where students will have the opportunity to experience exciting activities while learning new skills that will enrich their lives.

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Welcome

We would like to take this opportunity to welcome your family to the King Elementary After School Program (ASK). We pride ourselves in creating an environment where students are encouraged to pursue their own interests, develop lasting friendships, and grow in self-confidence, independence and respect for themselves and others. This parent handbook outlines what you can expect from our After-School Program, and what the program expects from you in return. We hope that it will be helpful. Please feel free to give us your suggestions and feedback to help us improve the program.

Responsibilities and Expectations

As ASK Teachers we agree to:

* Provide a consistent, quality and respectful program
* Provide a safe, wholesome and challenging environment
* Listen to students concerns and answer all questions and address all concerns
* Treat each student with equal respect and dignity
* Respect each students and families’ confidentiality
* Be sensitive to all cultures
* Encourage creativity, growth and foster self-esteem in each student
* Assist each student in educational and recreational development
* Provide positive reinforcement and mild consequences for negative conduct

As a student I agree to:

* Listen to and follow all directions of staff, teachers and volunteers
* Be on time
* Practice respect to all other students and teachers
* Practice respect of program property and supplies
* Stay with my group
* Try to resolve conflicts or problems in a productive manner
* Leave personal belongings at home
* Remain drug, tobacco, and alcohol free
* Display a positive attitude, be kind and show appreciation
* Have the right to feel safe
* Not disrupt the program or jeopardize the health and well-being of students and staff members
* Have a choice of how I behave, with the full understanding of the consequences of my choices
* If a student chooses to bring games, toys puzzles, books or other personal items, parents and students must recognize that the staff WILL NOT be responsible for any loss or damage of those belongings

General Information

**Our Staff:**

ASK strives to hire and train the best qualified staff possible. All staff must be highly qualified according to Davis School District Guidelines. All Staff will be committed to providing opportunities for growth to all youth participating in our problem.

**Communication:**

ASK utilizes several different ways to communicate and pass information on to our families. We use phone trees, emails newsletters, bulletins and flyers to communicate all important information, due dates, calendars and reminders throughout the school year.

**Dress Code:**

As students participate in activities, it is important for them to have proper attire for the activities offered. Please be sure to provide weather appropriate attire, especially during the colder months. Students and staff are both expected to follow the district’s dress code policy. Should providing the necessary attire be a problem please talk with a teacher to see how we can help.

**Parent Involvement**

Parent concerns, opinions, and suggestions are encouraged at any time. Communication with the director and your child’s homework teacher is encouraged. The ASK program is continually building community partnerships. Parent involvement in building community awareness in afterschool programs is always appreciated. *Parents are encouraged to participate and volunteer in the program at any time!* We will have a parents table available each day containing sign out sheets, calendars and newsletters, and other opportunities the program might provide. The table will also contain information on upcoming community events, school events and parenting resources as well.

**Volunteer Information:**

The ASK Program operates with the help of many volunteers in the community. These volunteers are required to sign in and out as well as review all program goals. We do not allow our volunteers to be alone with the students. There is always a paid staff member present to provide supervision.

**Enrollment:**

Enrollment in the ASK program will be granted without regards to race, sex, religion, color, national origin, or the ability to pay. Enrollment is open and available for any student who has a need for extended care. Students K-6 are eligible to participate in the ASK program and are enrolled on a first come first serve basis or by referral from a teacher or the principal. Children with special considerations (Physical, emotional, social, or mental) are eligible to participate in the ASK program so long as the existing staff are able to adequately provide for your student in our extended day setting. We are not able to accommodate students who do not have age appropriate hygiene skills. We also cannot accommodate students who are unable to follow the guidelines set in the *Roles and Responsibilities* section of this handbook. Parents of students with special considerations should make an appointment with the director to discuss the best way to care for your student. All applications are subject to approval as a wait list is often implemented when the program reaches capacity.

**Registration:**

Before your student can participate in ASK a registration packet must be completed. The packet includes

* Youth information
* Parent/ Guardian information
* Emergency contacts
* Special health needs
* Authorized pick up persons
* Field trip releases (if applicable)
* Emergency medical treatment release
* Computer usage agreement (on file with the school)

A current emergency information file will be kept for each student. It will be taken on all field trips as well. It is the responsibility of the parents to keep the program updated and informed of any changes in their child’s medical or emergency contact information. In case of serious illness or injury the staff will follow parental instructions written on the medical release form. However, in all cases staff will call for emergency assistance in situations deemed to be serious enough in nature to cause harm to your child’s life.

**Homework Policy:**

Students are required per our grant requirements to work on homework for 30 minutes each day during program. This may include classroom reading or other homework provided by a classroom teacher. If homework is not completed in this time students will need to work on it at home with a parent. Each staff member is assigned a specific group of students to assist with homework and answer questions. Please feel free to communicate directly with your student’s homework teacher about tutoring concerns, missing assignments, and behavioral questions. If all homework is completed supplemental activities will be provided for your student.

**Program Information:**

The following procedures will be followed when students arrive or leave the program.

* Each child must be signed in and or out of the program by an authorized person listed on the registration form. When signing a child in or out you must indicate the date and time the student arrives or leaves.
* Persons signing youth in or out of the program shall use identifiers such as a signature or initials and have photo ID if they are unknown to the staff.
* Only parents or persons with prior written authorization from parents will be allowed to take students from the program. In emergency situations parents my give authorization via a note or over the phone. The staff will question anyone unfamiliar to them and check ID prior to releasing the student into their care.
* Parents are required to provide transportation for their student to and from the ASK and BSP programs.
* All students must be escorted into the building (BSP) and out of the building (ASK) by an authorized person listed on their registration form.

*The police and fire departments work with school officials to set up safe walking paths (including crossing guards) to and from the school during normal school operating times. This is not the case with Before and After school Programs. If it is not possible to sign your child in and out from the ASK and BSP programs you will need to find alternative care for your child.*

**Arrival to program:**

Youth in grades K-6 will arrive on their own to the program site (Gym or Library) from their school day classrooms. They will walk directly to ASK immediately following the school bell. The staff will take attendance within the first 15 mins of program. Any child unaccounted for will be searched for in the school and on school grounds. An “All Call” for the student will be issued from the school office. If the student cannot be located a call will be placed to the student’s parent or legal guardian. If they cannot be reached, we will proceed down the emergency contact list until the child is located. If a responsible adult cannot be located, we will contact the local police department.

**If a student is going to be absent from program a parent or guardian MUST let the director know by way of note, call, email or text message before program begins at 3:25.**

**Departure from Program:**

Each student’s registration form indicates that the only available departure from the program will be with an authorized person signing them out. Students are NOT allowed to walk home unless they are accompanied by an authorized person on their contact sheet. A friend of the family, or other siblings (authorized siblings must be in Jr High or older) may have permission to sign your child out. This is for the safety of your child and the program.

**Daily Schedule:**

# Gym Group

* *3:30-3:40- Hive Time/ Check in*
* *3:40-4:00- Handwashing and Snack*
* *4:00-4:30 Outside/ Hand Washing*
* *4:30-5:00 Homework Time*
* *5:00-5:30- Activity*
* *5:30-6:00 Pickup/ Cleaning of supplies*

# Library Group

* *3:30-3:40- Hive time/ Check in*
* *3:40-4:00 Outside/ Hand Washing*
* *4:00-4:30 Snack*
* *4:30-5:00 Homework time*
* *5:00-5:30 Activity*
* *5:30-6:00 Pickup and Cleaning of Supplies*

**Snack:**

ASK will provide a daily nutritious snack. It is the responsibility of the parents to inform the program of any food allergies (See the health form). The program will provide an appropriate snack for those with special dietary needs. Snacks are provided by USOE and we must comply with their regulations. USOE mandates that we must provide a drink and a snack each day to every child enrolled in the program.

**Healthy Practices:**

Staff and students will wash their hands with liquid soap and warm running water at the following times:

* After using the restroom
* Before eating
* Before and after food preparation
* After playing outside

We also encourage hand washing at the following times:

* Upon returning from outdoor activities
* After wiping noses
* Handing animals
* Before and after handing food during clubs

Hand washing procedures will be posed around program areas. All areas utilized for food preparation or eating will be sanitized prior to use. Hand sanitizer will always be available.

Policies

**Child abuse/ Neglect Reporting Requirements:**

Utah law requires any person who has reason to believe that a child has been subject to abuse, neglect or dependency to immediately notify the nearest office of Child and Family Services, a peace officer, or law enforcement agency. Abuse, neglect or dependency of a child can be physical or sexual.

**Communicable Diseases:**

If a student has a communicable disease, the student must be removed from the program until the proper treatment has been completed and/ or the doctor releases the student. Students with any of but not limited to the following symptoms should not attend the ASK program.

* Fever
* Diarrhea
* Vomiting
* Undiagnosed Rash
* Inflamed or Matted Eyes
* Sever Cough, cold, or sore throat
* Any COVID-19 Symptoms

We do not care for sick children. If a student shows signs of illness after arriving at the ASK program, we will separate him/her from the other students. If a student becomes ill during program time, the director will contact a parent/guardian and require that they or another authorized individual to pick the student up from ASK. Please follow the guidelines put on by the “should I sent my child to school” pamphlet provided in the school’s office as a guide.

**Medications:**

We prefer not to give ANY medication to any students. If a student must receive ANY medication during the hours of ASK or BSP the site director will administer the medication only after receiving a completed *authorization for school personnel to administer medication* form signed by a physician. If you child needs medication during ASK hours you can get a copy of this form from the site director or school office.

**Attendance Policy:**

For the safety of your student please notify your director if your student will not be attending ASK. Parents are required to notify the director of illness, vacation, or other activities that will require a student not to attend ASK on a regular school day. The director will need to be notified via email, text, call or in person prior to the absence. Messages may also be left with the school secretaries if your student checks out early. If the student has attended school during regular school hours and has not arrived at the ASK program, staff will attempt to notify a parent, guardian, and emergency contact. If parents, guardians, and emergency contacts cannot be reached AND the child is not located, local law enforcement will be called. If your student is absent for more than 5 consecutive days from the program with no explanation, your student will be dropped from the program to make space for a student on our waiting list.

**Transportation/ Field Trips:**

The ASK program does not transport children to and from the program. Our policies apply to transportation of youth to and from offsite activities through the school district. For any students attending any field trips, a transportation release will be signed by the parent/ guardian. A flied trip permission clipboard will also be available 5 days in advance with information pertaining to the field trip. Parents must give permission on the clipboard indicating whether their student may attend a particular field trip. If there are any delays on the return of a field trip, a staff member will notify a designated parent who will be at the school to notify all other parents. The site director will have a phone with her on all field trips

**Accident/ Injury**

If a minor accident or injury (scrape, cut bump etc.) occurs with a student during the program time the staff person attending the student will administer minimal first aid. If a more severe incident occurs (hitting head, deep wound, broken bone) a parent or guardian will be notified. An incident report will be filled out. A copy of the report including how the incident occurred as well as steps taken will be given to the parents upon pick up on the child. In case of life-threatening emergencies 911 will be called.

**Computers and Internet Safety:**

The policy of the ASK program to permit students to have internet access, An Acceptable use Contract must be signed by the student and their parent or guardian. This contract will be maintained in the school office.

**Grievance Process:**

The ASK program is and equal opportunity Employer and holds that all employees, parents and youth shall be free from all forms of discrimination and conduct which can be considered harassing, coercive, disruptive or in violation of any civil rights.

* Employees, parents and youth wishing to appeal decisions and or actions made by the ASK Program shall first discuss the complaint with the Site Director. The Site director shall conduct an investigation into the complaint as necessary
* The site director may also include the school principal, counselor, or your child’s school day teacher if needed to help resolve the issue
* You may also make suggestions to address any problems or concerns or ideas for the program

**Behavioral Expectations:**

The goal of the ASK program is the guide children in becoming happy, responsible, cooperative participants through positive, non- threatening teaching techniques. We want to increase the children’s respect for themselves by guiding them to become responsible for their own actions, and to help them grown in their respect for the rights and feelings of other people. It is our policy to avoid forms of discipline that will impair the child’s self-respect. The staff role is one of a strong leader and role model in helping children grow towards self-discipline and self-direction. Every effort will be made to obtain information that will help us understand your child. This may include conferences with parents, classroom teachers, site directors, staff assistants and principals. When behavior problems arise, students will be given options. We will find a solution that works best for each individual child. The program uses discipline to encourage the student’s self-control and reduce risk of injury and adverse health effects to self or others. The program will use the following positive discipline measures

* Listen to youth concerns and questions
* Respect each youths point of view
* Encourage creativity, growth and foster self esteem
* Provide positive reinforcement and mild consequences to the youth for negative conduct
* Redirection
* Encourage problem solving and critical thinking

Our rules are as follows:

* I will be respectful
* I will be responsible
* I will follow directions the first time given
* I will keep my hands, feet, mouth, and other objects to myself
* I will follow the rules of the school day

Consequences:

We operate on a 3 strikes you’re out process. A student will be given a warning for a first offense. Second offense will result in 5-minute break from the activity. Third offense will result in being done for the day with all activities. Any further issues parents will be notified to pick their student up.

**Safe school violations will not be tolerated! Students who commit safe school violations will be terminated from the program without further notice.**

**Emergency and Disaster Preparedness:**

The ASK program has an emergency and disaster plan which follows school procedures for reporting emergencies and evacuating the facility. This written plan is at the school and immediately accessible to all staff, substitutes and volunteers. Evacuation plans are posted in prominent locations of each room the ASK program operates in. The program holds monthly emergency drills which are documented. The program is inspected annually by local fire authority an maintains fire extinguishers with a current tag.

**Evacuation Site:** If there is an emergency or disaster which requires us to leave our site we will evacuate to If that location does not work out our back up evacuation site. We will transport the youth to the evacuation site by walking.

Primary evacuation site: Buddhist temple across the street

Secondary Evacuation site: LDS Church Parking Lot : 1402 N Fort Ln, Layton, UT 84041

The program and emergency disaster plan is as follows:

* Person in charge is the site director – Miss Lizzie
* Peron with decision making authority- Mr. Hanson
* People notified in an emergency are the program manager and parents/guardians

**Emergency Telephone numbers**:

EMS: 911

- Fire: 911

- Ambulance: 911

- Police: 911

- Poison Control : 1-800-222-1222

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Fee Schedule:

Full Fare Lunch: $60.00 Per month

Reduced Lunch (must provide a copy of the district letter) $35.00 Per Month

Free Lunch (must provide a copy of the district letter) $20.00 Per Month