



AFTER SCHOOL Program

Bridgeville Elementary School
38717 Kneeland Rd
Bridgeville, CA 95526
(707)777-3266

Bridgeville School's

After School Education and Safety Program (ASES)

Policies & Procedures

Welcome!

Welcome to the Bridgeville School's ASES Program. This booklet will provide you with information about our program, describe policies, and suggest ways that we can work together to bring your child the best possible experience. This program is operated under the supervision of the District's Board of Trustees, the Superintendent, Site Principal and the Site Director of the Afterschool Program. The program will provide a quality post school experience which parents can rely on throughout the school year. A variety of enriching activities which include arts & crafts, games, sports, a quiet study time, homework assistance and "free time" for the children to pursue their own interests are provided in a fun, safe, friendly environment. In addition, tutoring help is available for students who need academic assistance. The ASES (After School Education and Safety Program) is funded and operated under the guidelines set up by the State Department of Education. As an expanded learning program.

Policies & Procedures

Enrollment in the ASES constitutes an understanding that you will abide by the policies listed as follows:

Section 1: Everyone's Expectations of the Program

Parents/Guardians may expect that:

Their children are cared for in a warm, safe and supportive environment.

They may visit the program at any time.

They may meet with the Director/Site Supervisor about any concerns relating to the child or the program.

They will be informed about program activities.

The Program expects that Parents/Guardians will:

Adhere to all program policies and procedures.

Keep the child's records up to date as explained in Section IV. Registration & Enrollment.

Pick up children on time as explained in Section VII. Pick up Time.

Pay attention to communications from staff concerning your child or the program.

Give two weeks notice before withdrawing your child from a program as explained in Section VI.

Children may expect:

To have a fun, safe and caring environment.

To use all the program equipment, materials and facilities on an equal basis.

To receive respectful treatment from program personnel.

To receive nurturing care from staff members who are actively involved with them.

To have discipline that is fair.

To have quiet time to complete homework.

To have assistance in completing homework.

The Program will expect that the children will:

Be responsible for their actions.

Respect the school rules that guide them during the day.

Remain with the group and staff at all times.

Take proper care of equipment and materials.

Arrive at the program in a timely fashion.

Respect the rights of others to complete assignments and homework.

Section 11: Discipline Policy

The Bridgeville ASES Program believes that both children and staff have three basic rights:

Everyone has the right to be free from verbal and physical abuse.

Everyone has the right to learn, grow and have fun.

Everyone has the right to the safety of themselves and their personal property.

The goal of discipline for children is to help them learn acceptable limits of behavior and to help them develop self control of their behavior. This is done by providing an environment that allows for independence, yet sets clear limits and expectations of the child. Limits are maintained by adults who have realistic expectations of the child based on the child's developmental level.

Discipline may take many forms and will be geared to the child's age and the severity of the problem. When possible, the program will allow the child to experience the logical consequences of their actions.

In no instances will any form of corporal punishment, humiliation, ridicule, threat or other similar action be used or condoned with the children. Children will be encouraged to work out problems constructively, and develop respect for self, others and their environment.

If a child exhibits behavior that infringes on another person's rights or property, one or more of the following actions will occur. These are examples only. These actions may not occur in this order. Program staff will match an action appropriate with the misbehavior.

The child may experience the logical consequences of their actions.

The child may be redirected to an appropriate activity.

The child may be reminded of the program/school's rules.

The child may be given time out to reflect about their behavior.

The child may be put "off limits" from a piece of equipment or area of the site.

The parent/guardian may be contacted and a conference arranged to discuss ways of solving the problem.

The parent/guardian may be called and required to pick up the child.

In **extreme** cases, a **Behavior Incident Report** will be made and a copy will be given to the parent/guardian. Two reports within a 30 day period will result in a five (5) day suspension with a required meeting with the family and program staff before being readmitted. This meeting is an opportunity for the family and staff to work together to help solve the problem in a constructive way. If the behavior continues after this conference the child can be terminated from the program. It is our desire to help all children grow into exemplary students, however, we can not tolerate willful disregard for the program's goals and objectives. Four (4) reports in a six month period can result in termination. In extreme cases, with the approval of both the Director and Site Principal, a student may be terminated from the program without going through the above steps. The following is a few of the reasons a student may receive a Behavior Incident Report:

Bullying Behavior (either physical or verbal.)

Refusal to participate or disruption of homework time.

Leaving the program without parental or staff approval.

Assault (either verbal or physical) of a child or staff member.

Destruction of school property.

Stealing.

Any action that impedes the proper operation of our program.

Section III: Family Conferences

Family conferences are available anytime it is deemed necessary by either the family or the program staff. These can be informal or formal discussions depending on the nature of the conference and the desire of the participants.

Section IV: Registration & Enrollment

The Program encourages any child enrolled in the school to apply for admission. The program does not discriminate on the basis of sex, race, color, creed, national origin, ethnic background, disability, handicap or socioeconomic status.

Eligibility: Enrollment is open to any child attending Bridgeville School.

Enrollment: Parents or guardians may enroll a child at any time. When a site is full the child can be placed on a waiting list. Students attending Bridgeville School are expected to attend five days a week unless they are attending a district sponsored activity such as basketball or they leave to attend a parent sponsored enrichment activity such as 4-H (see Section V: Early Dismissal Policy.) In either case the child needs to check into the program and then be signed out by the parent/guardian or designee. Children will be allowed to start only after all of the following forms are completed and turned in:

Registration/Contract
Early Release Policy
Expanded Learning Parent Agreement Form
Family Handbook Acknowledgement
Field Trip Permission Form

Parents/Guardians agree to keep all these forms current and inform the Director/Site Supervisor of any changes.

Section V: Early Release

A child may be released early from the program prior to the end of program time at 6:00pm based on the following conditions:

When attending a parallel program (programs in the school or community centers such as 4-H, basketball, etc.) as long as an agreement or partnership with the program exists making this parallel program the child's enrichment component.

Family Emergencies (such as death in the family, catastrophic incidents, etc.)

Medical appointments

Weather conditions especially if the child walks home.

Child accidents that occur during program time (program staff should call parents or guardians.)

Other conditions especially on safety as prescribed by the school.

In the best interest of the child as determined by teachers, parents, afterschool staff.

Developmental readiness for long stay after regular school hours.

Completion of significant daily academic and enrichment goals.

Off-site enrichment provided by parents (dance, community sports program, etc.)

Safe transportation to or from school.

Sign Out Procedures:

In the best interest of the child, early release sign out shall be done on a student-by-student basis.

When early release occurs, program staff should record the date and time of the early release departure of the child. Necessary forms should be implemented for recording those eligible to sign out the child and assure the safe and orderly release of students.

Parents, guardians, or program staff should sign the child out. The parent or guardian may give instructions regarding other individuals eligible to sign the child out (other specific adults, siblings, or the student himself/herself.)

Section VI: Withdrawal from Program

Parents/guardians wishing to withdraw their child(ren) from the program must give two (2) weeks notice to the Director or Site Supervisor.

Section VII: Hours of Operation

The afterschool program will operate from the time school is out until 6:00pm daily (Monday-Thursday 3:05-6:00pm & Friday 1:30pm-6:00pm)

For your children's safety, please remember to sign your child(ren) out at the end of each day.

Section VIII: Pick Up Time

The program closes at 6:00pm.

- Please pick up your child by the stated closing time; staff often have obligations outside of their work day and need to leave work at the assigned time. Your cooperation is greatly appreciated. Students must be picked up no later than 6:00 p.m. If a child is left at the program after 6:05p.m., we will consider this a late pick-up. Frequent late pick-ups may result in your child/children no longer being able to participate in the program.
- After the first late pick-up you will receive verbal notification.
- After the second late pick-up you will receive a written notification.
- After the third late pick-up you will receive a notification stating your child/children will no longer be allowed to attend our program.

Section IX: Release of Children

Children will be released to persons other than the parent/guardian only if permission has been granted in advance by the parent. In the event of an emergency and the parents or guardians are unavailable, the staff may contact persons identified on the child's emergency card to take the child from the program. It is important to keep your child's emergency cards up to date. Unless the program has a restraining order covering a parent, both parents **will be allowed to take their child(ren) from the center.** In the event of an emergency, all efforts will be made to reach the parents/guardians. If that fails, we will try and reach the person(s) listed on the emergency card.

Section X: Court Orders

If pursuant to court order, one parent has been given the legal right to child custody or visitation which determines who is to pick up a child who participates in the Bridgeville ASES Program, or if one parent has been restrained by court order from visiting or has been ordered to stay away from a child the program requires the following:

A certified copy of the current court order which states the rights or restraints ordered.

If a later order supersedes the first, it will not be honored until the program has a copy of the most recent order.

The law requires that we follow valid court orders and only certified orders are deemed valid.

Section XI: Health & Safety Policy

Whenever a child is to be given prescription or over the counter medicine, the parent or guardian must provide program staff with a completed, signed medication authorization form. The medication **must be provided in the original container**. If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) let program staff know what to do if a problem should occur during program hours.

If the child has any of the following conditions, the parent or guardian will be notified to pick the child up immediately: **Contagious disease, Fever over 100* F, Head Lice, Vomiting or Diarrhea, Accident Requiring Medical Attention, Severe Toothache, or Pain Beyond the Staffs' Ability To Treat.**

In case of accident or illness, parents or guardians of the child will be called immediately. In serious cases, after attempting to reach the parents/guardians, the child will be taken to a local hospital for treatment and the child's parents/guardians will be notified as soon as possible.

Section XII: Snack

Our snack program receives reimbursement from the child nutrition programs offered by the United States Department of Agriculture (USDA.) With this assistance, we are now able to provide nutritious snacks. The Food Program is available without charge to everyone regardless of race, color, national origin, age, sex or disability. If you believe that you or your child has been discriminated against in any USDA related activity, you should write immediately to: Administrator, Food and Nutrition Service, 3101 Park Center Drive, Alexandria, VA 22302.

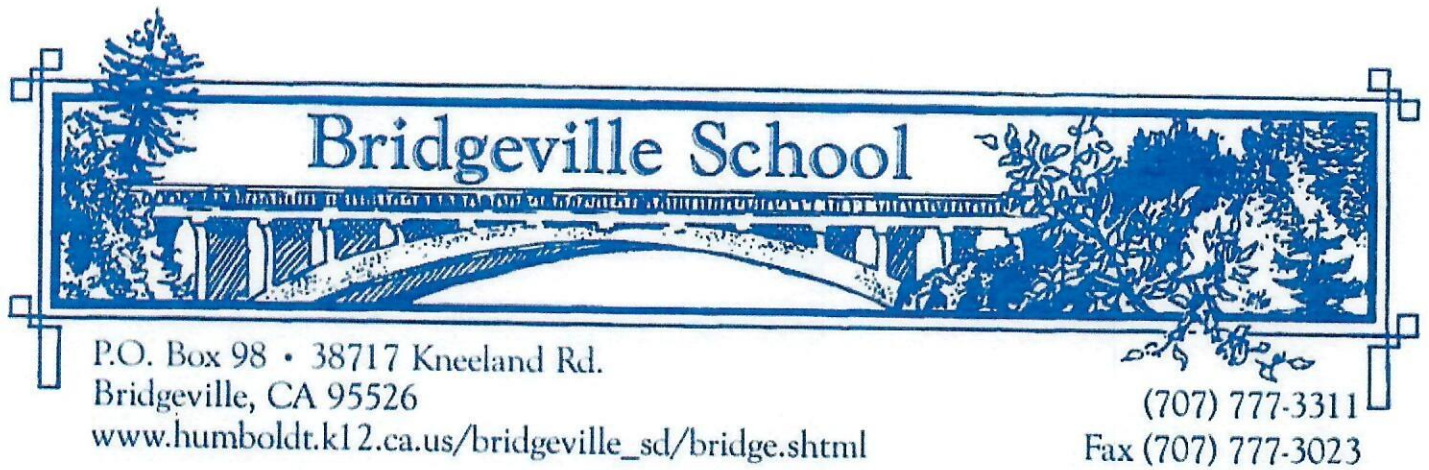
Bridgeville's afterschool program serves snack at 4:00pm daily at NO ADDITIONAL CHARGE to all children. If your child has any special dietary needs, please discuss them with the Director/Site Supervisor. **Please make sure that program personnel are aware of any known allergies!**

Section XIII: Child's Personal Property

Children's personal property such as coats, backpacks, etc. must be taken from the designated backpack area at the end of each session. Any personal property that remains at the end of a session may be placed in lost and found. This is emptied from time to time after giving notification in advance. Although the staff attempts to help the children stay organized; the program cannot take responsibility for lost personal property. Please mark jackets, clothing, etc. with your child's full name. Each year we donate many items to local charities simply because the owner could not be identified.

Closing

Thank you for participating in Bridgeville's ASES Expanded Learning Program. It is our hope that this handbook will answer any questions you may have concerning program philosophy and policies. We constantly strive for excellence and welcome any suggestions/comments you might have.

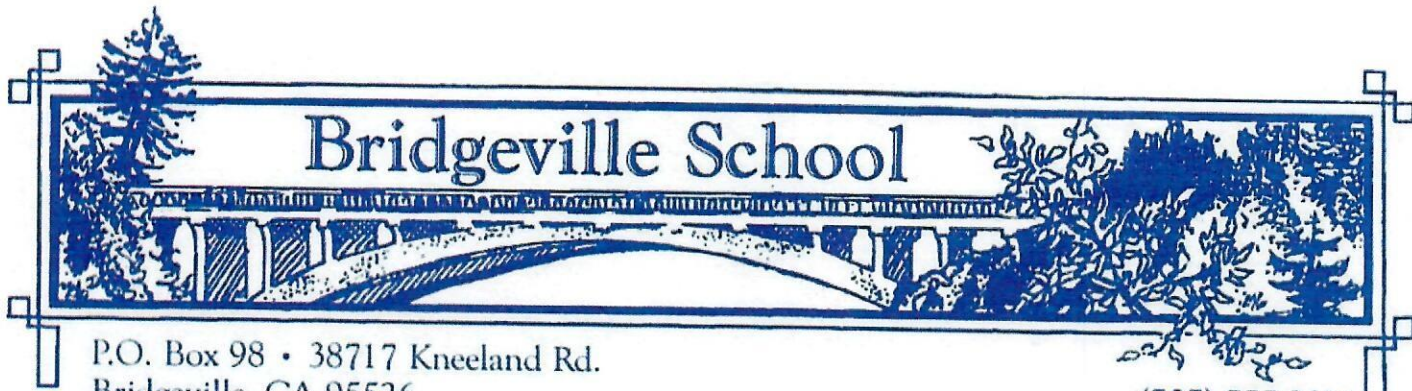


AFTER SCHOOL PROGRAM

Please fill out the attached after school program forms even if you do not intend for your child to attend the after school program this year. The completed forms will be on file in the office in case something happens during the year that changes your situation and your child will automatically be enrolled in the program in the case of such an event. Thank you for your cooperation in this matter.

HOURS OF OPERATION

The after school program is open from the end of the school day until 6:00pm Monday through Friday. There is no after school program when school is not in session.



P.O. Box 98 • 38717 Kneeland Rd.
Bridgeville, CA 95526
www.humboldt.k12.ca.us/bridgeville_sd/bridge.shtml

(707) 777-3311
Fax (707) 777-3023

Bridgeville After-School Program Registration Form

Date: _____

Student's Name: _____

Mother's Name: _____

Mother's Address: _____

Mother's Phone Number: _____

Father's Name: _____

Father's Address: _____

Father's Phone Number: _____

I understand that if I am unable to pick up my child from the after school program and do not call the school to give instructions regarding the release of my child that my child can be released to the individuals listed on the emergency care form filed in the school office. I further understand that all school rules are in effect during the after school program and that this program is not required to be offered to my child.

I intend for my child to attend the after school program on the circled days.
It is understood that your child may not be at the after school program on
all days circled due to various reasons.

Circle any and all that might apply anytime during the present school year:

Monday Tuesday Wednesday Thursday Friday Everyday As Needed

Parent Signature: _____



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Bridgeville School ASES Program's Early Release Policy

History:

State law requires the Excel Program to remain open until 6:00pm and for at least fifteen hours per week. Every Excel Program must establish a policy regarding early release of pupils from the Excel Program.

Bridgeville School Early Release Policy:

A student may be released from the Bridgeville Excel Program prior to 6:00pm for any of the following reasons:

- 1) Attending a parallel program such as 4-H, Teen Night, sports or the like.
- 2) Attending a parallel academic enrichment program.
- 3) Family emergency.
- 4) Weather conditions.
- 5) Student accident.
- 6) Illness.
- 7) Medical or dental appointments.
- 8) Any situations involving pupil safety.
- 9) Transportation issues from site to home.

Students may only be released to parents, guardians or other adults listed on the students emergency care information form.

I understand the terms and conditions of the Bridgeville Excel early release policy.

Parent/Guardian

Date