

**Summerville Elementary School**

**After School Program**

**Handbook and Policy Guide**

**2022/2023**



## **Administration**

Ben Howell- Superintendent/Principal

Heather Shepherd- Vice Principal

Alannah Norans- Program Site Coordinator

## **After School Program Office**

The ASP office is in room C3. This is where you will report to sign your student out. The program site coordinator will usually be in room C3 to meet with you and call for your student from their ASP classroom. We ask that you please check your student out in room C3 and do not go directly to your students ASP classroom.

## **ASP Staff**

Josh Certo, Skai Sheline, Paris Petersen, Kayla Duffey

Jasmine Somosot, Cheryl Sharp, Danielle Taylor

Diana Toste, Amanda Serene, Leeanna Overstreet

## **ASP Contact Information**

To reach the ASP Site Coordinator, call the school at (209)928-4291.

The extension for room C3 is 4233, or option 3.

You can also email the site coordinator at [anorans@sumel.org](mailto:anorans@sumel.org)

## **Goals**

The mission of the After School Program is to *“provide each student with the opportunity for success through enriching activities which are fun and educational, meaningful relationships, and homework assistance in a safe and caring environment.”* Our goal is to provide a safe environment for students to have fun while learning and exploring with their peers. We want to help students succeed in school, as well as all aspects of life. We wish to improve the health and fitness of each student by providing activities which are physical and health centered.

## **ASP Hours of Operation**

The After School Program operates from school dismissal until 6:00 p.m. every school day. This program requires a commitment to attend each school day that your child is present at school. Our Early Release Policy allows for dismissal prior to the close of the program at 6:00 p.m. for doctor/dental appointments, family business, school related activities, sports, or other enrichment activities. We do ask that parents do not pick up students before 4:00 p.m.

## **Schedule**

*The ASP Schedule is subject to change as necessary due to unforeseen circumstances and special events.*

### **TK/Kindergarten/1st Grade**

- 12:30-1:30 TK Check In, stories, & rest time.
- 1:30-2:30 Kindergarten Check in, stories, physical activity, games, or free play.
- 2:30-3:00 TK/Kindergarten/1st Grade Check In, snack, clean up.
- 3:00-4:00 Projects with students.
- 4:00-4:30 1st grade homework/TK/Kindergarten activities
- 4:30-5:00 Snack & Free Play
- 5:00-6:00 Late Night

### **2nd-8th Grade**

- 2:30-3:00 Check in & snack
- 3:00-4:00 Projects & physical activity
- 4:00-5:00 Homework
- 5:00-6:00 Late Night

## **Attendance Policy**

The After School Program requires students to attend every day that they attend school. Our funding is attendance based and in order for us to provide a program to students and their families free of charge we require that every student attend every day that the student attends school. Students with excessive absences will be suspended from the program in order to make room for students on the waitlist.

## **Homework Policy**

The After School Program provides supervised homework time. We have a ratio of 2 staff to 40 students for an hour of homework help. Please understand that we will assist your student with homework to the best of our ability.

**It remains the responsibility of the students and parents to ensure that homework is completed and turned in on time. Students who fail to keep current with their homework will be dismissed from the program.**

## **Discipline Policy, Rules, and Expectations**

The discipline policy for the After School Program is the same as the regular school day with two exceptions. Please refer to the Student Handbook and Conduct Code provided by the school. Any student dismissed from the program will be added to the waitlist and readmitted to the program if space is available.

### **Exceptions:**

- 1. Students not completing homework assignments will be dismissed from the program.**
- 2. Students receiving more than one referral in one trimester will be dismissed from the program**

## **Release of Students**

Parents picking up their students must sign them out in room C3. We will not allow student pick ups before 4:00 p.m. without prior notification to the ASP site coordinator. We ask that parents please plan to give your student enough time to clean up after any project they have been working on. No student will be released to any person which is not listed as an approved pick up person. Students must be picked up by 6:00 p.m. If you cannot comply due to an emergency you must contact the ASP site coordinator. If your child is left at the program after 6:00 p.m. with no parent contact, then the sheriff will be called.

## **Early Release Policy**

Students may be released from the ASP before the end of the program time of 6:00 p.m. for the following reasons:

- A. Attending a parallel program in the school or community such as sports, music, scouts, theater, etc.
- B. Family emergencies, such as death in the family, catastrophic incidents, etc.
- C. Medical or dental appointments.
- D. Weather conditions and other environmental factors, such as snow, fire, power outages, etc.
- E. Child accidents or illness that occur during program time.
- F. Other conditions as prescribed by the Administration.

## **Cell Phone Policy**

The After School Program will no longer allow cell phones. If you need to reach your child you can contact the ASP site coordinator at (209)928-4291 ext. 3 and they will relay the message to your child. Any student found using a cell phone during program hours will be asked to put it away once. If the cell phone is caught out again, the ASP staff will take the cell phone for the remainder of the program and the cell phone will be returned to the parent.

## **Walking Pass**

Students must have a signed release form giving them permission to sign out and walk home. Walking passes are granted only to students in 3rd grade or above. Those students with walking passes will be excused from the program in time to walk home before dark.

## **Field Trips**

The After School Program will go on field trips throughout the year. A parents signature is required on the permission slip, and it must be returned by the deadline. We will not release students to parents during the field trip. If your child is unable to attend the field trip arrangements must be made for your child to be picked up prior to the field trip.

## **Snacks & Donations**

A small snack and drink will be provided by the school at the end of each school day. We ask that each parent please provide a snack donation to the program twice per school year. A snack calendar will be created and distributed at the beginning of the school year.

## **Administration of Medication**

Please refer to the Student Handbook and Conduct Code.

The After School Program is funded through the State of California with the passage of Proposition 49 by the voters. The California Department of Education is the agency which oversees the After School Education and Safety(ASES) programs throughout the state. Currently the Summerville Elementary After School Program does not charge a fee for the program. Voluntary donations allow us to avoid charging a fee. We ask that each family donate \$30 per year.

**Summerville Elementary After School Program**

I, \_\_\_\_\_, acknowledge that I have received and understand the Summerville Elementary After School Program Policy Guide. I agree to follow and abide by all ASP program rules and policies. I understand that noncompliance with any of the rules of the After School Program will result in my students' suspension from the program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

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Student Name

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Student Signature

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Student Name

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