

XYZ
After School Program
at

Elementary School



Parents/Guardians' Guidelines
on
Basic Information & Rules

THE PROGRAM

The XYZ After School Program at _____ Elementary is a partnership that includes the school district, parents and the community in building the capacity of children to succeed academically and socially.

The program will provide homework assistance and tutoring; reinforcements for Reading, Writing, and Math skills; fun educational games that are curriculum related; and will involve students in enrichment activities that will develop and increase their self-confidence, self-esteem, and social skills.

The program will be staffed with one site director who will directly be in charge of supervision, a literacy coach to make sure that the school curriculum is integrated in the program and trained program leaders to teach in each cluster of 20 students.

To ensure the success of the program, we have outlined the following information and rules to be followed:

- **Attendance:** Regular attendance is important. Students who have three (3) unexcused absences in each quarter will be asked to drop out of the program. Students are expected to attend and stay for the entire duration of the program each day, even if they are off-track. If a student will be going out of town for vacation, an absence form should be filled up and signed; the same is requested of students who will be absent due to study programs, doctor's appointment, etc.

Students who attend parallel programs such as MESA, Band, GATE, Baseball, etc. must check-in with the program first and then

attend said programs and must return to the program.

- **Student Pick-up:** Students participating in the program must be signed out by a parent/guardian or someone designated. Students must be picked up promptly at the end of the program each day. If a student has not been picked up after the program, ASP staff will try to contact parents and/or those individuals designated. Three (3) late pick-ups of thirty (30) minutes after the end of the program may result in a student being dropped out of the program.

For safety, we discourage students to walk home, however, when

necessary, parents/guardians will be held accountable once designated staff signs them out.

- **Discipline:** *Participation in the program is a privilege.* A student must follow the rules of the program. A student will be required to sign a Personal Responsibility Contract within the first week of participation of which they will be given a copy. Parents/Guardians

are requested to review this contract with their child and make certain that they will be followed. Disruptive or disrespectful behavior toward other students and/or program staff is reason for dismissal. We encourage parents/guardians to discuss concerns with the school administrator or site director.

- **Responsibilities:** It is the students' responsibility to bring their homework to the program, the parent/guardian should make sure that they do, and review them when their child gets home every single day.

Our staff will try to do all possible to have students' complete their homework.

- Students should get to the program immediately after school. The program will not be responsible for students who have not checked-in with the program right after school. Students seen hanging around the playground or any area within and near the campus instead of being in the program will be considered truant. Three (3) times of truancy will be a reason for dismissal from the program.
- It is important that we are able to contact parents/guardians when needed, therefore it is the parent/guardian's responsibility to notify the ASP staff of any changes of addresses and telephone numbers.
- **Parental Support:** Though our staff is committed and qualified, parental support is needed to make the program the very best it can be. Parents/guardians are important partners in the program's success and are requested to attend parent orientations, help with field trips, events and activities, tutoring and other projects.

- ***In addition, school rules, policies and procedures apply.***

Conduct Violation Consequences: (PER SEMESTER)

1st - Warning, guidance, and parental contact

2nd - Letter home, counseling, administrator and/or site director and student conference

3rd - Suspension, student will be sent home; parent, administrator and/or site director, and student conference

4th - Dismissal from program

We encourage parents and guardians to read this basic information and rules with the entire family.

Should there be questions and concerns, please feel free to contact us (tel. # _____).

Together, we can continue to have a successful after school program for the best interest of our children.

***Principal
&***

Site Director