

# Harrison Elementary After School Program 2016-2017 Handbook





## **OBJECTIVE**

The After School Program's objective is to help each child grow in their educational journey to develop skills and knowledge which enhance their life and academic experience. Our goal is to support their developmental (social, emotional, and mental) skills along with everyday problem solving techniques. These goals are met by various activities and projects such as:

Homework Assistance	Arts and Crafts/Music/Creative Dramatics
Community Service Projects	Group Snack/Free Play
Recreational Activities/Sports	STEM Activities/Science Experiments
Project/Place-Based Learning	Field Trips/Special Presentations
Math and Reading Skills	Technology/Technology Devices

## **STAFF GOALS**

The goal of the After School Program staff is to affirm, to care for, and to respect the students who attend the program while providing a climate conducive to personal, academic, and leadership growth.

## **ADMISSION POLICIES**

Only students enrolled in Sioux County Schools first through eighth grade may enroll in the After School Program (ASP). All students must enroll annually for the program. Enrollment is open throughout the school year dependent upon enrollment numbers. Applications are available in the school district office or from the ASP Director/Teacher, Mrs. Dunn. All forms must be completed for your child/children to attend the 2016-17 After School Program. Enrollment is limited to fifteen students. Acceptance into the program will be decided on a first come basis.

- Students who participate in sports must have a note from parent/guardian stating that they may leave, at what time, and to where.
- Students who participate in sports during After School Program hours may only return to the program if they signed in at 3:30 p.m. and have a note as referenced above.

## **HOURS OF OPERATION**

The After School Program will begin August 29, 2016. It will follow the Sioux County Elementary School proposed calendar for the 2016-2017 school year. The After School Program will not be held on early release days unless otherwise posted by the director. If school is not in session, there will be no After School Program on those days.

**Program hours are: Monday-Thursday 3:30 p.m. - 5:15 p.m.**

## **BASIC AFTER SCHOOL PROGRAM ELEMENTS**

### **Activities**

Basic math facts and board games, recreational activities, assisted homework time, STEM activities/hands-on science experiments, arts and crafts, music, creative dramatics-plays, Project/Place-Based Learning, and community service projects are some of the activities the After School Program offers.

### **Homework Club**

Each day a supervised “Homework Club” is scheduled within the program. The goal this year for the “Homework Club” is to gain volunteers from the community. In order to make this club run efficiently, each student is responsible for keeping track of his/her own homework assignments. The staff/volunteers can provide assistance with homework, but only if the student is clear about the assignment and is staying on task.

### **Staff**

The program is staffed by experienced personnel and supervised by the site director. This staff works together with your child’s teacher/s on a daily basis to help each child grow in a nurturing environment.

### **ASP Citizenship Program**

This is an extension of the school day program which is designed to acknowledge and reward students for demonstrating the core traits. Practicing positive behavior is a fundamental part of being successful in school and in life. Good citizenship consists of, but is not limited to, the following core traits:

**Be Respectful**- demonstrated by being positive, kind, polite, and honest.

**Be Responsible**-demonstrated by being prompt and trustworthy, acting as a role model, giving your best effort, and following the rules.

**Be Safe**-demonstrated by minimizing unsafe behaviors and practices.

### **COMMUNICATION**

You may reach the Harrison Elementary School After School Program by calling the school at 308-668-2336.

Daily and/or regular communication between parents/guardians and staff is an important part of the program. By sharing information concerning your child's activities and welfare, we can work together to better meet each student's needs.

Newsletters will be sent home regularly to all students and posted on our Sioux County School website [www.siouxcountyschools.org](http://www.siouxcountyschools.org) under the ASP tab, informing parents/guardians of upcoming events, activities, clubs, and health/safety issues.

### **DAILY POLICIES**

Students who attend the program need to sign in directly after school ends. There is to be no loitering on the playground, classrooms, or hallways. Students who will arrive late to the program, (after 3:45) need to inform Mrs. Dunn they will be attending the program that day. This procedure is necessary to ensure the safety of all students and will be followed.

### **DISCIPLINE POLICY**

Students participating in the After School Program are required to comply with all regular school rules and regulations. The discipline code for the program is in accordance with the policy stated in the Sioux County Schools Elementary Parent-Student Handbook. Every child is expected to follow the rules set forth in the handbook.

No child is to leave the supervision of his/her teacher without expressed permission. If the child leaves the premises, a conference with parents and the director is mandatory before the child is allowed to participate in the program again.

## **HEALTH AND SAFETY**

An emergency form for every student in the After School Program is required. No medication will be administered. If the child sustains a minor injury such as a small cut or scrape, the staff/trained volunteers will administer first aid at the school. In cases which appear more serious, the site director/staff will contact the parent/guardian listed on the emergency form. Children will be released only to the parents or guardians or to the person(s) whose names appear on the registration form.

## **ILLNESS**

If a child has symptoms of illness or signs of communicable disease, he/she will be isolated from the other children while the parents/guardians are contacted and asked to pick up the child within an hour of notification. Any contagious illness may require a doctor's note for re-admission. The staff instructs the children on State Regulations for washing hands in an effort to reduce contagious illnesses.

## **RELATIONSHIP WITH PARENTS**

Parents are welcome at our program any time. We encourage you to share any talents, interests, or time with our program. Staff will share brief information about a child's day with family members on a regular basis if this can be done without interrupting the supervision of other children.

## **SNACKS**

Simple snacks such as pretzels, granola bars, fruit or crackers are provided each day by the school. Please inform Mrs. Dunn if your child has any restrictions or food allergies.

Mrs. Dunn  
ASP Director/Teacher

Mr. Barry Swisher  
Elementary Principal

Dr. Brett Gies  
Superintendent of Schools

**Signature Page**

**Receipt of 2016-2017 Parent-Student Handbook of Sioux County Elementary  
After School Program**

Your signature acknowledges receipt of the 2016-2017 After School Program Parent-Student Handbook. It acknowledges that the handbook contains the rules and regulations of the Sioux County Schools' After School Program. The undersigned, as student, agrees to follow the rules of the After School Program.

**Date:** \_\_\_\_\_

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**Student's Signature**

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**Parent or Legal Guardian's Signature**

**After School Program Emergency Form**

Child's name: \_\_\_\_\_ Grade \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade \_\_\_\_\_

Parent's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number where you can be reached during program hours:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Emergency contact's name and number:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Expected time of pickup and/or how your child is to get home

Medical Facts After School Program Staff should be aware of:

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**Back-up Plan Form for Sioux County Schools' After School Program**

**In the event I am unable to pick my child up by 5:20 pm they should:**

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**Person or persons who may pick up my child/children and their phone numbers are:**

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