

Policies and Procedures

Parental Pick-up: After-school program activities will be finished at 5:15 pm. Children K-3rd will be escorted by their teacher to the Alley area between 8th and 9th street for pick-up at this time. Students 4th-6th will be dismissed from the doors on 8th street side of Heller. Students with siblings will be dismissed at the oldest child's place of dismissal. If arriving before 5:15 pm, please sign your child out at front office, and the student will be brought to you.

Your child's safety is important to our staff. Please discuss with your child how they will get home safely. (Walk home, ride their bicycle, or persons who are approved to pick them up.)

Parents are responsible for student pick-up arrangements. It is your responsibility as a parent or guardian to make sure all contact phone numbers are kept current. Students will not be allowed to use the school phone to make personal calls. Please make sure your child knows their plan for returning home, when the After-School Program is over, either pick up or walking, *before* they leave home each morning.

Late Pick Up: All students should be picked up BEFORE 5:20. If you arrive after 5:30, there could be a \$5.00/minute late charge. When a student is picked up after 5:30pm, it is documented. If you are regularly late to pick up your child, he or she will not be allowed to attend the program.

If a child is not picked by 5:45 and we are unable to get in touch with the parent/guardian, authorities will be notified that he/she is a "child in need of care".

Discipline: All school rules are in effect during ASP. Students who demonstrate inappropriate behavior, as defined in the USD 461 Discipline Policy, will receive a written document (Incident Referral). If your child violates the rules again a call to the parents/guardian will be made and a second incident notice will be sent home. A third incident referral results in a 3 day suspension from ASP. A phone call will be made requesting you pick up your child from current ASP day. Any incident referrals made after the suspension may result in termination from ASP the remainder of the school year. Certain situations may lead to immediate suspension from the program and can be implemented at the discretion of the Program Director or Lead Teacher.

Emergency Procedures:

- In case of a **fire** your child will be taken to the sidewalks either on 8th or 9th street.
- In case of a **tornado warning** your child will be taken to the tornado safe rooms in Heller and will remain until the warning has ended.

Transportation: North Lawn students **will ride** the shuttle bus to Heller Elementary for the After-School Program. Parents must request pre-approval for the cross-town shuttle 3-4 school days before your child can ride. Members of the staff will meet the bus and direct students to the correct area. Students will also be shuttled to off-campus activities and field trips.

All bus rules are in effect after school and failure to follow the rules may result in loss of bus transportation and After-School Program enrollment.

Program Fees

Fees: The regular After-School Program fee is \$25 per semester; regardless of the number of days your child is in attendance. In order to hold a spot for your child and have enough adult support it is necessary that the child attend unless prior arrangements have been made with the Program Director or Lead Teacher.

Payment is due before services begin for the current semester. However, arrangements for scheduled payments can be made.

If a parent cannot pay the registration fee, a scholarship can be applied for, to ensure no student is hindered from participating

Scholarships: Students mandated to come to the after school program on an **academic scholarship** will not pay a registration fee. However, scholarship students may have special programming requirements depending on their academic needs and teacher expectations. School principals will give scholarships based on academic performance, test scores, and teacher recommendations. (This will take place in lieu of Academic Assistance.) These students and their parents will sign a [contract](#) stating they will maintain regular attendance, be prepared for homework completion, willing to accept assistance, and display positive behavior in order to participate in the After-School Program.

Scholarship Contract

I, _____, acknowledge that having a scholarship is a privilege that I must earn.

I am agreeing to be in attendance at the After-School Program an average of four days a week. If I am not, I understand that my scholarship will be given to someone else that will attend regularly.

I understand that I am attending to improve academically. I will come prepared with all of my materials. I will work hard on my homework and accept tutoring assistance when needed.

If I choose to not complete my work or I behave inappropriately, I know that I am choosing not to participate in the fun activities that the after-School Program offers. I agree that I should lose my scholarship if my behavior is consistently or extremely inappropriate. This will be at the discretion of the Program Director and Lead Teacher.

Director's Signature

Date

Student's Signature

Date

Parent's Signature

Date



Neodesha USD 461

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