

Amelia Earhart
**BEFORE AND AFTER SCHOOL
PARENT HANDBOOK**
2019-2020



Extended Day Manager: Emma Hoskisson, emmah@provo.edu
Amelia Earhart Principal: Ryan McCarty, ryanm@provo.edu
After School Phone: 801-210-8104

2585 West 200 South Provo, UT. 84601
Amelia Earhart School Phone: 801-370-4630
Provo School District Offices: 801-374-4800
School Bus Transportation: 801-374-4860

School web site: <http://www.ameliaearhart.provo.edu>

See District website for a complete list of policies and procedures <http://www.provo.edu>

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MISSION STATEMENT

Before and After School programming provides a safe atmosphere for students to develop skills and understanding to thrive in a 21 Century world and support them in their academic achievement. While specific activities or projects differ from class to class, every class aims to support students in their development of critical thinking, of social and emotional intelligence, and to foster a love of learning.

PROGRAMMING HOURS, SCHEDULE

Before School

Monday-Friday; 7:30-8:10 am

One class, open to grades K-6

After School

Monday-Thursday, 3:20-4:45 pm

Students have snack and recess from 3:20-3:50 pm

Classes meet from 3:50-4:45

Open to grades 1-6, contact Extended Day manager for kindergarten exception requests

For a full schedule of classes see the school website: amelia.provo.edu

HEALTH AND SAFETY

Illness

Student may not attend the Before/After School Program with any of the following symptoms: Fever over 100°, Discolored Nasal Discharge, Sore Throat, Undiagnosed Rash, Cold, Diarrhea, Inflamed or Watery Eyes, Vomiting, or Contagious Illness.

Parents and/or emergency contacts will be called to pick up their child if they come with, or develop, any of these symptoms during the day.

Students may attend the program again when they are free of symptoms for a 24-hour period.

All parents in the program will be notified in writing if their child has been exposed to a contagious illness.

Medication

Medication will not be given out during Before/After School by staff. If your student has medication needs, you will need to arrange a way for them to receive their meds.

Emergency care

When the staff deems that emergency medical attention is needed, they will call 911 and then immediately contact the parent. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. The parent will be responsible for all medical costs.

Personal belongings

Due to health and safety concerns, students must keep personal, unrelated class belongings in their own backpacks. Before/After School is not responsible for lost, broken, or stolen items brought to the Before/After School activities.

BEFORE AND AFTER SCHOOL STANDARDS

Eligibility

Amelia Earhart offers a variety of enrichment clubs as well as academic support for grades 1st-6th. Certain clubs will be for specific grades only. Grade specific clubs will be noted on the enrollment forms. All clubs/classes must have a permission slip/enrollment form filled out in order for the student to attend.

Classes are filled on a first come basis due to size limitations. An enrollment form must be filled and payment received prior to the first day of clubs/classes.

Participation in any Before/After School activity is a privilege and is contingent upon behavior. Any student who's behavior is disruptive or inappropriate may be dismissed from participation.

Before/After School programs hold the same standards and rules as the rest of Amelia Earhart Elementary School. All students and staff will follow the AVIATOR and RISE principals and values.

ATTENDANCE

Attendance is a matter of safety and efficacy. It's important that your child is in attendance everyday program is scheduled. Unexcused or frequent absences cause concern about the safety and whereabouts of students and make it difficult for teachers to plan lessons and activities accordingly. Also, due to class size limitations, we cannot hold spots for students who don't attend regularly. You will be notified about concern over unexcused absences. Then, if attendance still doesn't improve, your student may be dismissed.

AFTER SCHOOL SPECIFIC

Snack and recess

A snack will be provided to every student who is enrolled in any After School class. Snack will be served starting at 3:20 in the school cafeteria. There is no additional charge for these snacks. It is up to the parent to notify the After School program if a child needs special accommodations for snack. Students must abide by the same rules during the administration of the snack as they would during lunch.

Snack is for students who will be participating that day in a class or activity. If you will be picking up your student before 4:00 pm, please respect this limitation and communicate early with After School staff.

Pick-up, transportation

Pick up will be at the front of the school. Use the designated lines that are closest to the building. Please be respectful of other drivers and watch for children.

The After School program ends at 4:45 pm, if you will be picking up your child, please be there by 4:40 pm to pick them up. At 4:55 pm, staff and all remaining students will re-enter the building and wait inside. Calls to parent/guardians and emergency contacts will begin at this time.

If parents/guardians and emergency contacts cannot be reached by 5:15 pm, the police will be notified and the students will be turned over to police care. Staff cannot stay with students indefinitely nor can they transport students to another location.

We understand that occasionally something happens that causes a late pickup. Please notify staff as soon as possible by calling or texting the After School phone number 801-210-8104 to communicate circumstances.

Consistent late pick ups will jeopardize your students participation in the after school program. Please aim to have them picked up on time everyday!

Early check out

If you need to check your student out early from the After School Program, you will need to contact staff by calling or texting the After School phone number 801-210-8104. Allow 15 minutes from the time of contact to when your student will be ready for being checked out. There will be a special sign out sheet for such occasions. Do not go looking for your student. This is disruptive to the classes and is against the safety of the students.

Please minimize early pick-ups. In addition to this being disruptive to classes and activities, we have limited staffing so special requests can be burdensome.

BEFORE SCHOOL SPECIFIC

Drop-off

Before school starts at 7:30 am, doors open at 7:20 and will be locked at 7:30. Please arrive promptly for students to enjoy the full benefit of the planned lessons and projects. Tardy students may miss the opportunity of participating in Before School.

Communication

Since Before School takes place first thing in the morning, due to emergencies or inclement weather, Before School staff may need to contact parents/guardians on short notice. We will plan to do this via text message. If you prefer to not receive any texts, you must contact Before School staff or the Extended Day manager and set up an alternate means of communication. We promise to not send unnecessary messages and to not send texts between the hours of 9:30 pm-6:30 am.

Breakfast

Breakfast is optional and is not part of Before School.

Students are walked to the cafeteria after Before School ends at 8:10 am. From there they may exit to the playground to wait for school to begin or they may get school breakfast. Fees are associated with breakfast, the same as with lunch. If needed, assistance is available for free or reduced breakfast and lunch. Forms are available online (provo.edu) or in the school office. Forms must be renewed yearly.

SAFETY POLICIES

Safe Schools policy

SAFE SCHOOL'S POLICY Behaviors which deprive other students or faculty members of an orderly and safe learning environment are prohibited at Amelia Earhart Elementary. This applies to actions of students during school hours, before and after school, while on school property, while traveling in vehicles authorized by the school or district, at all school or district related events, and when the actions effect the mission or operation of Amelia Earhart Elementary. Children shall have the right to feel safe walking to and from school and therefore we hope that parents will impress upon their children the importance of not bullying nor harassing other children--both are against the law and could result in involving local law enforcement. Every family can access a copy of the Provo School District Safe Schools Policy and Procedure booklet. We encourage every family to review the booklet with their children. It is important for everyone to be aware of the Attendance Policy as well as how Safe Schools Violations will be dealt with at school. Please refer to provo.edu or ask the office for more information about the Safe Schools Policy.

Sexual harassment

Sexual Harassment: Federal law prohibits sexual harassment of any kind by students or employees of Provo School District. Examples of sexual harassment include jokes, physical gestures, inappropriate physical contact, negative or offensive comments or any other written, expressed or visual material that is humiliating or derisive that creates an uncomfortable work or learning environment. Violations should be reported immediately to the teacher or principal. Following an investigation, appropriate disciplinary action will be taken. (Please refer to the District Safe School Policy Booklet).

APPEAL AND GRIEVANCE POLICY

The purpose of the Appeal and Grievance Policy is to inform Before and After School participants and family members of their rights to appeal and/or grieve decisions made by program staff.

Participant(s)/guardian(s) may appeal actions taken by program staff affecting involvement in program activities including any determination of ineligibility, expulsion from a class or activity, other discipline decisions made by staff members, sexual

harassment, and/or complaints of unequal treatment or discrimination based on race, gender, national origin, religion, or disability.

To appeal decisions and/or actions made by program staff shall first discuss the complaint with the school's Extended Day Manager. The Extended Day Manager shall conduct an investigation into the complaint as deemed necessary. The Extended Day Manager shall render a decision within ten (10) business days.

If the participant(s)/guardian(s) is unsatisfied with the decision by the Extended Day Manager, the participant(s)/guardian(s) may appeal to the School Principal. The Principal shall review the complaint along with the decision of the Extended Day Manager and any material gathered as a result of the investigation. The Principal shall render a decision within ten (10) business days.

Should the decision of the principal be unsatisfactory, the client may appeal in writing to the PCSD Superintendent. The Superintendent shall review all information submitted by the participant(s)/guardian(s), the decision by the Extended Day Manager, and the Principal.

The Superintendent may hold a hearing with the client if necessary to determine the final decision. The decision of the Superintendent shall be final.