



HEATHER ELEMENTARY SCHOOL
Policies and Procedures 2017-2018

Facility: SMART-E Morning and After School Program at Heather is located in the Portables located on the right side of campus. If coming from the parking lot, we are through the green gate with the SMART-E sign and are the first portable on the left. If you enter from the gate next to Room 22 we are the first portable you see on the right. We share our portable with the half day preschool, so we are not inside our classroom between 9:30- 1:00. Students are responsible for coming from their classroom to the upper playground (M, T, Th, and Fri) or the Lower Playground on Wednesdays, unless they are in TK/kindergarten and then a SMART-E Staff Member will escort them from their classroom to the sign in area.

Sign In/Out: Each day the students must check in with the SMART-E staff immediately upon school dismissal. They must be signed out by an approved adult that appears on the student's "Authorized Pick-Up List." The parent/guardian may also notify the SMART-E staff in advance if someone not listed is picking up. You can update the "Authorized Pick-Up List" for your child in the online registration system.

Attendance: All students will be expected at SMART-E 10 minutes after the school dismissal. If your child is enrolled in an enrichment class and is enrolled at SMART-E care, he/she must check in with a SMART-E staff BEFORE going to the enrichment class. If your child does not check in within 15 minutes of school ending, we will call the school secretary, to locate your child. If your child was present at school, but missing from SMART-E, you will be contacted immediately at the contact number you provided on the registration. Please notify us if your child will be absent from the program. SMART-E Heather can be reached at smarteheather@scsdk8.org or at (650) 508-7434.

Daily After School Program Schedule:

- 1:25 K-Play with Early Birds
- 2:25 Check-in Late Birds & TKs
- 2:40 Snack Time
 - Check-in 1st – 3rd graders
- 2:45 Check-in 4th graders, Enrichment Begins
- 2:55 Daily Announcements
- 3:00 Homework Club meets or Outside play
- 3:45 Enrichment Rejoins & Option to go inside room – free play
- 4:15 Split Up by Grade for Circle
- 4:25 Craft/ Indoor Activity
- 5:00 Cleanup + Inside Free Choice or Outside Time

5:30 Everyone Outside (weather and light permitting)

6:00 CLOSED

* Wednesdays will include an lunch & outside time/homework until 4 and then the schedule remains the same.

Walk-In: If you purchased the placeholder fee, students are welcome to 'walk-in' if they were not registered before 5:30 the morning of the day care is required. There is a \$50 fee for the afternoon, \$20 for K-Play, and \$30 for AM Care. An email or phone call is appreciated if you know that your child will be a walk-in that day.

Pick-Up: Students must be signed out by an approved adult that appears on the student's authorized pick-up list (shown under their name on the sign out sheet). You can update the authorized pick-up list for your child in the Activenet online registration system. If you have a last minute change in pick-up, you may also notify SMART-E Heather in advance if someone not listed is picking up.

SMART-E closes at 6:00 pm. Please pick-up your child by 6:00 pm to avoid the LATE PICK-UP FEE. If you pick up your child(ren) after 6:00 pm, a LATE PICK-UP FEE will be added to your SMART-E account. Late fees are calculated *per child* and pick up time is recorded on the daily roster as per the SMART-E classroom clock.

- 6:01- 6:15 pm – \$25
- 6:16- 6:30 pm – \$50
- 6:31- 6:45 pm – \$75
- 6:46- 7:00 pm – \$100
- 7:01 pm and beyond – \$5 per/ Minute

Student Behavior: All students are expected to show respect for other students and adults affiliated with the program while under SMART-E care. The SMART-E Program follows the student behavior expectations and guidelines as Heather Elementary School. If it is not allowed during school hours, it will not be allowed during SMART-E care (i.e. cell phone use, gum chewing, and playground rules). Disruptive and disrespectful behavior will be addressed with the child's parent/guardian. Behavior that causes or threatens harm to a staff member, other students, or him/herself will result in the program coordinator contacting the parent/guardian listed on the emergency forms and will be sent home for the day IMMEDIATELY. Repeat offenders may be dismissed from the program. SMART- E does not tolerate violence of any form.

STATEMENT OF INTENT*

Everyone at Heather School, including the SMART-E program, is committed to a safe and secure learning environment that fosters kindness and respect towards others. We will be proactive by modeling and teaching responsible and respectful behaviors. We will respond promptly and effectively to end behaviors that cause harm or intend to cause harm.

PREVENTION

We believe in being proactive. To this end staff will:

- Implement procedures to confront harmful behavior in any form (including behavior that might constitute bullying)
- Regularly promote and review behavior policy with staff, students and parents.
- Provide training on the behavior policy and procedures to staff and students
- Teach students to respect themselves, respect others and to respect each other property.
- Inform and include parents in our efforts to prevent and respond to behaviors that cause harm or intend to cause harm.

PROCEDURES

STAFF will do the following things to prevent harmful behaviors and help children feel safe at school:

- Model kind and respectful behavior toward others
- Supervise student in all areas in the SMART-E classroom
- Watch for signs of harmful or hurtful behaviors that might constitute bullying and stop it when it happens
- Take seriously families' concerns about negative behavior and bullying
- Look in all reported negative behavior or bullying incidents
- Assign consequence, which may include dismissal from SMART-E program for confirmed behavior

STUDENTS have the responsibility to:

- Put forth effort
- Follow SMART-E behavior guidelines
- Treat others with respect and dignity
- Accept the consequences for behavior
- Care for personal, school, and other property

** The Governing Board recognizes the link between student health and academic performance and therefore instructs District personnel to provide students a comprehensive program promoting healthy eating, physical activity, as well as provide opportunities for all students to further develop their social, emotional and psychological well-being. District staff will be responsible for implementing plans to eliminate or reduce high risk behaviors, bullying, and stress on the school sites, and will otherwise ensure the safety and well-being of students through a comprehensive plan that offers psychological and other counseling services, strategies to educate students, parents and staff about how living a healthy lifestyle. (SCSD Wellness Board Policy, 5030).*