



Brittan Acres Elementary Afterschool Program 2017-18
Policies and Procedures

STATEMENT OF INTENT*

Everyone at Brittan Acres 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 into 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

Contact Us: Please feel free to email us at smarteba@scsdk8.org or call us at (650) 508-1840 with any concerns or questions regarding the SMART-E BA program.

Facility: SMART-E before school and after school program at Brittan Acres is located in rooms 22 and 23 on the upper playground, next to the small playground. Before school care starts at 7:30 am; students will be dropped off by their parent/guardian. For after school care, students are responsible for coming to the SMART-E room directly from his/her classroom, except for TKs and K, who will be picked up in their classrooms.

Sign in/Out: Students must be signed in and out every time they enter and leave the facility (whether it's for a vendor program or after school sports). In order to be released to go home, the student must be signed out by an authorized adult (listed on the student's registration form). If plans change for your child's pick up, please call us at (650) 508-1840 or email us at smarteba@scsdk8.org to let us know of this change.

Attendance: All students will be expected at SMART-E 10 minutes after school dismissal. If your child does not show up within 15 minutes of school ending, we will call the secretary to locate your child. If your child was present at school but is enrolled to be at SMART-E and does not show up, you will be contacted immediately at the contact number you provided on the emergency form. Please notify the us if your child will be absent from the program. Please call us at (650) 508-1840 or email us at smarteba@scsdk8.org. If your child is enrolled in an enrichment class and is enrolled at SMART-E care, he/she must check in at SMART-E room BEFORE going to the enrichment class.

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 of Brittan Acres school's policies and procedures. 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. Repeated offenses may result in the dismissal from the SMART-E program. SMART-E does not tolerate violence of any form. If your child hits a SMART-E instructor or student, they will be sent home IMMEDIATELY and suspended for one paid day of care. Repeat offenders may be dismissed from the program.

Walk-In: If you forget to sign your child up before 5:30 am the day care is required and you purchased a placeholder fee, they will be a walk-in, and charged the walk-in rates. Please call us or email us if your child is going to be a walk-in so we can anticipate our number of students for the day. Walk-in fee is 50\$ for after care.

Pick-Up: Please be prompt when picking up your child. You will be called if your child is still with us past our closing time which is 6:00 pm. The late pick up fee is ***\$25 for 6:01 till***

6:15 pm, \$50 for 6:16 till 6:30 pm, \$75 for 6:31 till 6:45 pm, and \$100 for 6:45 till 7:00 pm. 7:00 pm and beyond will be an additional \$5 per minute.

Daily After School Program Schedule

Our daily schedule from day to day may change due to the projects we do, however we want to give you an overview:

Monday / Tuesday / Thursday / Friday

1:20-2:25 Kindergarten Pick-up
1:30-2:25 K-Play
2:30 Late Birds – 3rd graders join SMART-E
2:30-2:45 Inside Choice Stations
2:45-3:00 Circle Time
3:00-3:10 Snack Time
3:10-3:45 Outside Play (Small Playground)
3:45-4:30 Groups Split for Instruction & Homework Club
4:30-5:00 Group Activity (Themed)
5:00-6:00 Free Choice

Wednesday

12:25-12:30 All Students Check-in and Kinder Pick-Up
12:30-12:45 Lunch Time
12:45-1:45 Small Playground
1:45-2:30 Circle Time & Group Activity
2:30-2:40 Snack Time
2:40-3:45 Outside Time
3:45-4:30 Homework Time & Split Group Activities
3:45-4:30 Groups Split for Instruction & Homework Club
4:30-5:15 Outside Time
5:15-6:00 Free Choice Inside

** 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).*