



## **White Oaks Elementary Afterschool Program Policies and Procedures**

### **STATEMENT OF INTENT\***

Everyone at White Oaks Elementary 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

**Contact Us:** Please feel free to email us at [smartewo@scsdk8.org](mailto:smartewo@scsdk8.org) or call us at (650) 508-8221 with any concerns or questions regarding the SMART-E White Oaks program.

**Facility:** SMART-E morning and after school program at White Oaks is located in Room D off the White Oaks Way cul- de- sac. Morning care starts at 7:30 am, students will be dropped off by their parent/guardian and kinders will be taken to class by SMART-E staff. For after school care, TK/K students will be picked up and brought to the SMART-E room directly from their classroom. Older students will walk to the SMART-E classroom upon dismissal.

**Sign in/Out:** Students must be signed in and out every time they enter and leave the Facility (for a vendor enrichment program, after school sports, or other). 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) 508-8221 or email us at [smartewo@scsdk8.org](mailto:smartewo@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) 508-8221 or email us at [smartewo@scsdk8.org](mailto:smartewo@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 White Oaks 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 of care, they will be a walk-in. Please try and 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 the day.

**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. At SMART-E the fee for late pickup 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 (subject to change)\*:**

- 1:35 p.m. – 2:40 p.m. - K-Play for Early Kinders/TK
- 2:40 p.m. – 3:00 p.m. - Arrival, sign-in/ free choice
- 3:00 p.m. - 3:15 p.m. - Snack
- 3:15 p.m. - 3:45 p.m. - Quiet Reading/ Homework
- 3:45 p.m. – 4:15 p.m. - Outside/ indoor free choice
- 4:15 p.m. – 4:45 p.m. - Activity
- 4:45 p.m. – 6:00 p.m. - Outside/ indoor free choice/ clean up

\*Wednesdays will include an hour of lunch & outside play at the start of program.

*\* 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).*