



Arvin Advantage Afterschool Guide 2018-2019

The staff at the Arvin Advantage After School Program has planned an exciting program for this year, and with your help and support we will make this year a success. *We have set guidelines to ensure that our goals are met. Please review these guidelines with your child so that he/she has an understanding of what is expected.*

1. It is the student's responsibility to come to the After School Program prepared with homework, books, and reading material.
2. A variety of educational supports will be provided. We encourage your child to participate fully.
3. The student will display appropriate social behaviors with adults, staff and peers.
4. The student is expected to work on assigned homework during the after school program. The Instructional Aides are available to assist the student with homework within the allotted time frame; *it is the student's responsibility to complete his or her homework.*
5. In addition to academics and homework support; the children will also participate in a variety of activities such as arts and crafts, recreational games, computer lab access and field trips.

Behavior

We follow the same guidelines for code of conduct as stated in each school site handbook and policies as stated in the AUSD Parent Handbook *Please refer to your handbooks.

When a rule has been broken the following steps will be taken;

Step 1. He/she will have a talk with the teacher and the behavior and conversation will be dated and documented in a log book.

Step 2. If the behavior continues, the Site Coordinator will meet with the child. Once again, the conversation and behavior will be logged in a behavior log book, and the parent or caretaker will be notified of the meeting.

Step 3. 2nd notification to parent.

Step 4. If the behavior still continues, the Program Director along with the Site Coordinator will consider suspending and or dropping the student from the after school program. Each behavior infraction will be dealt with on an individual basis. However, if a serious infraction occurs, we have the right to drop a student from the program immediately.

Please abide by the following rules so that your child and others may fully benefit from the after school program.

1. *Departure Time*- For safety reasons and to ensure that the student receives the full impact of our program, the campus gate will remain locked until 5:00pm. You may pick up your child at any time between 5:00 and 6:00pm (no later than 6:00pm) if a minor between the ages of 15-17 is picking up the child, a note signed by the parent must be on file with the Site Coordinator.
2. *Early Departure*- If you need to pick up your child early for a doctor's appointment or if an emergency arises, call your child's Site Coordinator and someone will meet you at the gate to let you in. Please limit your early pick up time to 10 for the school year, after the 10th early pick up your child will be dropped from the program.
3. *Late departure*- It is very important that you arrive on time to pick up your child, our staff leaves at 6:00 p.m. At 6:25 p.m. the site coordinator will call the Arvin Police Department if we have not heard from you. 3 late pick-ups and your child will be immediately dropped from our program.
4. *Absences*- Your child is allowed 10 absences for the school year, these days may not be taken consecutively. On the 5th day of a consecutive absence your child will be dropped from the program.
5. The Arvin Advantage After School Program will be closed for the following dates for professional development:

Friday, November 16, 2018

Friday, April 12, 2019

Please remember that it is best to list other people to pick up your child just in case you cannot. If the Site Coordinator does not hear from the parent by 6:25, then the Arvin Police Department will be called.

Coordinators

Sierra Vista

Melissa Esquivel 606-6016

Bear Mountain

Sonia Lopez 854-6595

Haven Drive

Theresa Prieto 854-6598

El Camino Real

Daniel Romero 854-6551

Program Supervisor

Gayle Hui

Office number 854-6500



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I have read and understand the rules of the Arvin Advantage Afterschool Program. By signing below I agree to follow the rules of the program as stated in this guide.

Parent or Guardian Signature

Date

Student's name

Grade

Please return this page to your Coordinator



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El personal en el Arvin Advantage After School Program ha planeado un año emocionante, y con su ayuda este año será un éxito. Hemos establecido guías para asegurar que nuestras metas se realicen. Repase por favor estas guías con su niño de modo que tenga una comprensión de que espera.

1. Es la responsabilidad del estudiante venir al After School Program preparado con tarea, libros, y materiales de la lectura.
2. El estudiante presentará comportamientos sociales apropiados con adultos, personal y padres.
3. Se proporcionará una variedad de apoyos educativos. Alentamos su niño a participar plenamente.
4. Se espera que el estudiante trabaje en la tarea asignada durante el tiempo que está en el After School Program. Los asistentes de instrucción están disponibles para ayudar al estudiante con la tarea dentro del tiempo asignado. Es la responsabilidad del estudiante completar su tarea.
5. Además de lo académico y soporte con la tarea; los niños también participaran en una variedad de actividades tales como artes, juegos de recreación, acceso al laboratorio de computadoras y excursiones.

Comportamiento

Seguimos las mismas guías para el código de conducta como se indica en cada manual escolar y las pólizas como se indica en el AUSD Manual de los Padres. *Por favor, consulte sus manuales.

Cuando una regla se ha roto se tomarán las siguientes medidas:

Paso 1. Él/Ella tendrá una junta con la coordinadora y el comportamiento y la conversación serán documentados tal como la fecha en un libro de registro.

Paso 2. Si el comportamiento continúa, la coordinadora hablara con el niño. De nuevo, la conversación y el comportamiento serán entrados en un libro de registro del comportamiento y notificaran al padre o al encargado del estudiante.

Paso 3. Segunda notificación a los padres.

Paso 4. Si el comportamiento continúa, el director del programa junto con la coordinadora consideran suspender y o dejar caer del programa al estudiante. Cada infracción del comportamiento será tratada individualmente. Sin embargo, si ocurre una infracción seria, tenemos el derecho de expulsar al estudiante inmediatamente.

Por favor obedezcan las siguientes reglas para que su hijo y otros pueden beneficiarse plenamente del After School Program.



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He leído y entiendo las reglas del Arvin Advantage After School Program. Al firmar abajo, estoy de acuerdo en seguir las reglas del programa como se indica en esta guía.

Firma del Padre o Tutor

Fecha

Nombre del estudiante

Grado

Por favor devuelva esta página a su Coordinador/a