

PROGRAM PARTICIPANT RULES

• CHILD AGREES TO:

1. Arrive at the STEP Up Program **directly** after school dismissal.
2. Participate fully in **all** activities offered as able.
3. Listen to and respect **all** program staff (including volunteers).
4. Respect **all** other participants.
5. Respect **all** program facilities and materials.
6. Obey **all** rules and policies (Please refer to Stockton Unified School District and School Code of Conduct for details).
7. **Not leave** the daily program without permission from staff and/or my guardian or parent.

Enjoy, learn and have a great time with others!

• PARENT AGREES TO:

1. Discuss rules and policies of program with child and stress the importance of compliance.
2. Come in to the site and sign the child out of the program daily (authorized individual).
3. Pick up child by closing time.
4. Pick up child or arrange for pick up within **30 minutes** if notified of problem or illness at program.
5. Obey **all** rules and policies (Please refer to Stockton Unified School District and School Code of Conduct for details).

• PARENT & CHILD UNDERSTANDS:

1. Site staff is responsible for maintaining the facilities that we use daily. Children may be asked to clean up work/play stations after activities have been completed (sweep, pick-up paper, put away materials, supplies & equipment ...).
2. Personal belongings such as electronic games, cell phones, trading cards etc. are **not allowed** in the after school program. After school staff is not responsible for lost or stolen items.
3. If a parent is more than **15 minutes** late picking up child, law enforcement will be contacted.
4. If the child is picked up late three (**3**) times, child will be released from program for the remainder of the school year.

The STEP Up program is free to SUSD students and families because it is funded through a state grant. Certain guidelines must be followed to assure continuation of this program including a variety of activities and attendance policies.



Parent Handbook

MISSION

The mission of the STEP Up After School Program is to provide community education centers to keep children safe after school and to provide intellectual, physical and psycho-social enrichment. STEP Up programs will support each school's core curriculum as well as State and District adopted content standards.

GOALS

1. Increased academic achievement
2. Increased student engagement in school
3. Increased student physical fitness
4. Safe environment for children during after school hours

ATTENDANCE POLICY

As required by the STEP Up funding source, children must attend five (5) days per week. Your child should attend the full program each day to receive the benefits of the academic assistance and enrichment curriculum. Daily attendance is required. If your child has three (3) unexcused absences, he/she may be removed from the STEP Up After School Program and will need to reapply. Every time he/she is absent, your child does not receive the extra support s/he needs and the group misses his/her participation. There may be a waiting list so please make sure your child attends **every day**.

POSITIVE BEHAVIOR POLICY

Please review the parent contract. It is important that all children enrolled in the program adhere to the guidelines for positive behavior. You will be informed if your child is not complying with one or more of those guidelines. If your child refuses to follow directions and participate appropriately, you will be contacted and asked to pick your child up. Disregarding or repeated violations of rules/policies will result in actions including but not limited to:

- staff counseling of child
- child missing an activity (loss of privileges)
- parent conference with staff
- suspension for one or more days
- A behavior contract
- released from the program for the remainder of the school year.

SIGN OUT POLICY

Safety is top priority in the STEP Up Program; therefore, no child enrolled in STEP Up will be released from the program without a parent/guardian signature or individuals 16 years or older, listed on the registration form. Each student must have his or her own registration form.

LATE PICK UP POLICY

If a designated person for pick up is more than **15** minutes late picking up child, law enforcement will be contacted. If the child is picked up late three (3) times, the child will be released from program for the remainder of the school year.

EARLY RELEASE POLICY

Students who are picked up prior to 6:00 p.m. must have an Early Release Agreement in place based on one of the following conditions:

1. Attending a parallel program
2. Family Emergencies (such as death in the family, catastrophic incidents, etc.)
3. Medical appointments
4. Safety issues (darkness, weather)
5. Child accidents that occur during program time (program staff should call parent or guardian)
6. Religious obligations/events
7. Family needs
8. Transportation
9. Other conditions especially on safety as prescribed by the Administration.

Parent, guardian, or program staff should sign the child out; in the case of program staff signing out the child, it is recommended that the child's signature or initial be recorded as well.

HOMEWORK POLICY

Homework time is scheduled during the after school program in addition to other activities.

Each grade level receives the following time for homework:

K-3rd grade students receive at least 30 minutes

4th and 5th grade students receive at least 45 minutes

6th, 7th and 8th grade students receive at least 60 minutes

During this time staff members are available to answer homework questions and provide help. The homework area will be kept silent to help the students' concentration. We do not guarantee that all homework is completed or correct. You and your child should review their homework at home.

Please take a look at your site's schedule, and you will see this is a varied and active program. We offer academic tutoring, **snack**, sports, art, enrichment classes, and other activities.

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