

Beech Hill School

After School Program

2016-2017



Student & Parent Handbook

Program Philosophy

The After School Program is an extension of the school day, focusing on the education of the whole child. We strive to meet the educational needs of our students through academic support and creative exploration and learning opportunities. We promote healthy lifestyles through various recreational activities as well as strengthen self esteem through team building exercises. We believe all of these components will help our students achieve success in and out of the classroom.

Daily Schedule and Hours of Operation

The After School Program runs daily, Monday-Wednesday from 3:00-5:00pm beginning in November and ending in May. Anytime there is a scheduled day off from school or a school cancelation, the After School Program will not operate. A typical daily schedule looks like this:

3:00-3:30	Snack and Movement
3:30-4:00	Homework/Academic Support
4:00-4:45	Scheduled (Calendar) Activity
4:45-5:00	Clean-up and Wind-down Activity

Cancelation Policy

Anytime school is canceled or forced to close early the After School Program will be canceled as well. There are times when the weather will force us to close the program even though school has remained in session. In the event of an unexpected early school closure or After School cancelation, every effort will be made to contact parents of After School students. When parents cannot be reached, students will be sent home on their regular bus.

Late Pick-Up Policy

The After School Program is an important part of our school program, but it is a privilege. Our program ends promptly at 5:00pm. We do not have staff available for supervision beyond that time. Parents should make every effort to pick up their children by 5:00pm. Please consider weather and traffic conditions when making your pick-up arrangements.

If children are not picked up by 5:00pm:

First Occurrence- Verbal warning to the student and parents

Second Occurrence- Parents arriving after 5:00pm will be asked to sign a form confirming the late pick-up.

Third Occurrence- Two week suspension from After School Program activities

For more than three late pick-up occurrences, After School Program privileges may be terminated for your child.

Homework Support

All students in PreK-8 who attend the After School Program are expected to participate in a homework lab. This is a great opportunity for students to complete daily homework assignments under the supervision of the After School Program staff. Students are encouraged to ask for assistance when needed. It is not the policy of the program to check all students' work. Students who do not have homework or complete their homework early may be asked to read a book, practice their math skills on IXL, or complete another academic activity.

Volunteers

We believe that our fellow community members offer unlimited and often untapped resources. If you know of anyone who would like to share his/her ideas and/or skills with the After School Program, please let our After School Program Director know.

After School Behavior Guidelines

ACT SAFELY

STAY WITHIN SCHOOL BOUNDARIES

RESPECT OTHERS' PERSONAL SPACE

RESPECT SCHOOL AND OTHER PROPERTY

ACT APPROPRIATELY WITH LANGUAGE AND CLOTHING

General school rules prohibit running in school, bringing electronic devices, toys, collectible items, skateboards, and wearing hats in the building. All rules in effect during the school day apply to After School as well. Students are to comply with staff requests regarding school rules.

Behavior Interventions and Supports

At Beech Hill School, we employ a program of recognizing positive behavior, believing that it is an effective practice to promote student self-discipline and behavior management. This program has several factors:

1. We work to recognize the positive behaviors that students exhibit.
2. We have four central values - Responsibility, Respect, Caring, and Honesty.
3. In each After School situation there are behaviors that fall into responsibility, respect, caring, and honesty.
4. We reward positive behaviors with "green cards." After School staff may choose to recognize any behavior on any given day for individuals or whole groups of students. Students who earn green cards are recognized on the morning announcements and their names are entered in a monthly prize drawing.

Discipline and Behavior Policies

All students are responsible for their behavior. Our school has set up some basic rules which must be followed for the benefit of everyone. If students choose not to follow these rules, they should expect some form of disciplinary action.

Misbehaviors which interfere with the operation of the After School Program, with the ability of the student or other students to complete assignments, or which disrupt the activities are most often handled by the After School Program Directors. These behaviors might include classroom disturbances, cheating or lying, inappropriate language, incomplete assignments, or failure to follow directions.

Severe behaviors such as fighting, leaving the school grounds, threats, use of weapons, drugs, alcohol, tobacco, or other repeated offenses, etc. are reported to the After School Program Directors and Building Principal and may result in an immediate suspension from the After School Program.

Students who do not abide by After School expectations will first be given a verbal warning. If the behavior continues, a Discipline Referral Form will be filled out and presented to the student and parents for signature. When a student receives three Discipline Referral Forms within one After School year, he/she may be suspended from the program for the remainder of the year.