



Chrisman Elementary After School Program Handbook

The purpose of the after school program is to create a fun and safe environment for the Chrisman Elementary students. The students will engage with staff, volunteers, and other students. The program is offering a snack, assistance with homework, outdoor activities, as well as arts and crafts, etc.

Notice:

- The program does **not** operate on days school is not in session. If school is canceled for any reason (ex: snow days, etc.) the after school program will not be provided.
 - The program ends at 5:30 PM on 11:40, 1:50, and 3:00 dismissal days.
- If your student leaves the building when school is dismissed the child is not allowed to come back for the after school program for that day.
- A parent/emergency contact **MUST SIGN THE STUDENT OUT!** We will not allow any students to leave the after school program without a signature from a parent/emergency contact.
 - Your child **WILL NOT** be allowed to walk home from the after school program.

Expectations

Participating in the after school program is a privilege, not a right, and if your student cannot follow the rules and directions of the staff there will be consequences.

We expect your student(s) to:

- treat everyone with respect
- follow directions
- keep their hands and feet to themselves
- use appropriate language and behaviors

We ask that you do not send toys from home. We are not responsible for any personal items. There are **no** electronic devices allowed unless they are provided (ex: cell phone, etc.)

Consequences

If the rules and regulations are not followed there will be consequences. Staff members will redirect all students who are having difficulties following the rules or displaying negative behavior. **This will be documented thoroughly and ENFORCED.**

- The **1st time** negative behavior occurs, the staff will give the student a verbal warning.
- The **2nd time** it occurs, a staff member will notify the parents of the said behavior.
- The **3rd time** it occurs, the behavior will be documented and the parent will be notified.
- The **4th time** it occurs, your student will not be able to return until the following semester.

Pick up procedure

The program ends at 5:30 PM on 11:40, 1:50, and 3:00 dismissal days. The program **does not** operate on days school is not in session. If school is canceled for any reason (ex: snow days, etc.) the after school program will not be provided.

You may pick up your student anytime between 3:15-5:30 PM. If your student is not picked up by 5:35, a staff member will call the parent/guardian that is listed on the information sheet you have returned to the school. If the staff cannot reach the parent/guardian, the emergency contacts will be used. **Please be respectful as we would like to go home to our families.**

A parent/emergency contact **MUST SIGN OUT THE STUDENT! We will not allow any students to leave the after school program without a signature from a parent/emergency contact.** Therefore, your student may **not** walk home from the after school program.

There will be **no transportation provided** when the after school program is dismissed.

If you are late picking up your student there will be consequences:

- **1st - verbal warning**
- **2nd - written warning**
- **3rd - no longer able to receive after school program services until the following semester**

Handbook is subject to change

Chrisman Elementary School After School Program

Please read, sign, and return by **Friday, September 1st, 2023**.

I/We have read the Chrisman Elementary After School Program handbook and agree to comply with the policies and procedures of the program.

Child(ren)'s First and Last Name(s): _____

Signature Parent/Guardian: _____

Relationship to Child: _____

Date: _____