

Parent Handbook Policies and Procedures

Vantage Extended School Day Program

Layton Elementary School
369 W Gentile St.
Layton, UT 84041
(801) 402-3500 / (801) 402-3543



PHILOSOPHY

Vantage Extended School Day Program strives to provide qualified staff to care, nurture, teach and mentor youth. We want the children in Vantage to experience academic success and gain personal confidence. In addition, we would like to provide students and families an opportunity to increase literacy, language skills, job skills and acquire access to needed services.

MISSION STATEMENT

To provide a quality program in a safe, nurturing and educational environment, to instill in youth a passion for learning and to further develop character and social skills for youth to become responsible citizens.

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Welcome

Dear Parents/Guardians,

The staff at Vantage Extended School Day Program would like to take this opportunity to welcome your family. We pride ourselves in creating an environment where students are encouraged to pursue their own interests, develop lasting friendships, and grow confidence, independence, and respect for themselves and others. This parent handbook outlines what you may expect from the Vantage Extended School Day Program and what the program expects from you in return. We hope it will be helpful and we welcome your suggestions and feedback.

Vantage Extended School Day Program Responsibilities & Expectations

As providers, WE agree to:

- _ Provide a consistent, quality, and respectful program
- _ Provide a safe, wholesome, and challenging environment
- _ Listen to student's concerns and answer their questions
- _ Treat each student with respect and dignity
- _ Respect each student and family's confidentiality
- _ Be sensitive to all cultures
- _ Encourage creativity, growth, and foster self-esteem in each student
- _ Assist each student in educational and recreational development
- _ Provide positive reinforcement and mild consequences to the students for negative conduct

As a student, I agree to:

- _ Listen and abide by all directions of staff and teachers
- _ Be on time
- _ Practice respect to ALL other students and staff
- _ Practice respect of property
- _ Stay with my group at all times
- _ Try to resolve all conflicts or problems in a productive manner
- _ Leave personal belongings at home
- _ Remain drug, tobacco and alcohol free
- _ Display a positive attitude, be kind and show appreciation
- _ Have the right to feel safe
- _ Not disrupt the program or jeopardize the health and well-being of students and staff
- _ Have the choice of how I behave, with the full understanding of the consequences of my choices
- _ If a student chooses to bring games, puzzles, books, and personal items, parents must recognize that the staff cannot be responsible for loss or damage of these belongings.

General Information

Our Staff

Vantage Extended School Day Program strives to hire and train the best-qualified staff. All staff must be highly qualified according to Davis School District. Our staff is committed to providing engaging opportunities to the youth participating in our program.

Communication

Vantage Extended School Day Program utilizes many different ways to communicate and pass on information to our families. The use of phone trees, emails, the school website, newsletters, mobile apps, and flyers will be used throughout the school year to get information to our families.

Dress Code

As students participate in activities, it is important for them to have proper dress for the occasion. Please make sure you provide appropriate clothing for weather activities. The staff and students will follow the District's policy on dress code. (NO hats, tank tops, short skirts, sunglasses, etc.)

Electronics

Electronics of any kind are not allowed in the after-school program. If you need to reach your child or if they need to reach you, there is an after-school program cell phone which is always available.

Parent Involvement

Parent concerns, opinions, and suggestions are encouraged at any time. Communication with the site director or staff assistants is encouraged. The Vantage Extended School Day Program is continually building community partnerships. We are always looking for parent involvement in building community awareness in the importance of afterschool programs. A parent board will be available at the program site. It will display calendars and newsletters, which will inform parents of what is happening in the program. The board will include information on upcoming events and have a schedule for the day as well as current contact information.

Volunteer Information

Vantage Extended School Day Program operates with the help of many volunteers in the community. These volunteers are required to sign in and out and review the program goals. Volunteers must be 18 years of age or older and must be able to pass a criminal background check. They also must give 24-hour notice of volunteering so that we may have tasks assigned for them to do. We do not allow our volunteers to be alone with the students at any time. There is always a staff member present to provide supervision.

Enrollment

Enrollment in the program shall be granted without regard to race, sex, religion, color, national origin, or ability to pay. Enrollment is open to any student who has a need for an extended day program. Student grades PM kindergarten and 1st-6th are eligible to participate in the Vantage Extended School Day Program. Working parents are given priority, as well as students referred by a teacher or the principal because of academic need.

Children with special needs (physical, emotional or mental disabilities) are eligible to participate in Vantage if existing staff is able to adequately provide for the student's needs in the Extended School Day setting. We are not able to accommodate students who do not have age appropriate hygiene skills. We also cannot accommodate students who are unable to follow the Roles & Responsibilities. Parents of students with special needs are required to make an appointment with the site director prior to registering the students in the program.

Vantage Extended School Day Program enrollment will be open to all students attending the school site. The site director and principal according to the needs and space available at the school will establish the enrollment capacity.

Registration

Before your student can begin participation in Vantage Extended School Day Program a registration packet must be completed. The registration packet includes:

1. Youth Information
2. Parent/Legal Guardian Information
3. Emergency Contacts
4. People other than the parent/guardian who are authorized to pick up the youth
5. Fieldtrip/Transportation Release

A current emergency information and medical treatment form will be kept on file for each student. It will also be copied and taken on all field trips. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical or physical conditions. In case of serious illness or injury, the staff will follow parental instructions written on the student's medical treatment release form. However, in all cases, staff will call for emergency assistance in situations that are deemed to be serious enough in nature as to cause harm to your child's life.

Homework Policy

Students are required (per grant specifications) to work on homework for 30 minutes during program hours. This may include classroom reading or other homework provided by the classroom teacher. Each staff will assist students with any homework on a daily basis during those 30 minutes. If students do not complete daily homework during that time, it will be sent home and become the parent's responsibility to help their student complete it. If you have any specific homework needs for your child that the Vantage Extended School Day Program can help with, please contact the site director. We will also have your child/children read for at least 15 min. to help cover their required reading minutes given by their teachers.

Program Information

Sign In/Out Procedure

The following procedures will be followed when youth arrive or leave the program.

- An authorized person, 18 years old or older, listed on the registration form must sign each youth in and out of the program. When signing out you must include the date and time the youth arrives or leaves.
- The morning program **starts at 7:30 am** and not earlier. Students that arrive earlier will need to wait outside or in the hall until the door is open.
- Persons signing youth in or out of the program shall use identifiers, such as a signature or initials and have photo identification if they are unknown to the provider.
- Only parents or persons with written authorization from parents will be allowed to take youth from the program. In emergency situations, the parent may give verbal authorization to the program staff. The staff will question anyone that is unfamiliar to them and check their authorization to pick up a student. If someone else is picking up the student, notification to the site director is required.
- Parents are required to provide their own transportation for the student's pick-up each day. Whenever a student is picked up, a responsible adult must go in and sign the student in/out on their student's sign-in/out sheet.
- Students must be picked up by **5:30 pm** unless they have made arrangements for Extended pick up. There is an additional \$10.00 fee for Extended pick up (per month). Students must be picked up no later than **6:00 pm. Late pick up fees will be charged at \$10 per 15 minutes past 6:00 pm.**

- All children **must be signed IN** by parent/ legal guardian or authorized person (over the age of 16) to the before school program each morning. The school works with the fire and police department to set up a safe walking path to school with lights and cross guards. This is not the case in the early before school hours. If this will not work with your family please consider asking another before school parent to assist with this issue, or have your child wait and just walk to school when it is going to start. Remember that these programs are an option and for the good of your child. Please help support us with this.

Arrival to Program

Youth in grades K-6th will arrive to the cafeteria from their school day classrooms on their own. They are to walk directly to the extended school day program immediately following the school bell and check in. The staff will take a roll within the first 15 minutes of the program. Kindergarten and 1st grade will be directed by their homeroom teachers on where to go. Any child unaccounted for will have a call to home to check on the child. If no answer, the staff will then go down the contact list to find a responsible adult to verify the whereabouts of the child. In an event that no parent or contact is available the staff will make a written note of the efforts on their sign out chart and the local police will be contacted. Remember that early efforts to locate the child will also include talking to the principal, checking the school absent list, talking with the school-day teacher and other children in the program.

Departure from Program

Each youth's registration form indicates that the only available departure from the program consists of an authorized person signing the child out. There will be **NO walking home**. You may have a friend of the family, neighbor, or other sibling (as long as they are 16 years old or in high school and listed on the approval to sign out list) sign out your child. This is for the safety of your child and the program. We release your student as indicated on their registration form. Please contact the Vantage Extended School Day Program office in the event that a departure option has changed.

Before School Schedule

Monday – Thursday (Schedule is subject to change)

7:30 – 7:45	Reading Time
7:45 – 7:50	Stretch Break
7:50 – 8:10	Activity
8:10 – 8:25	Free Time
8:25 – 8:30	Excused for recess and to line up for class

After School Schedule (Schedule is subject to change)

Monday – Thursday

3:25 – 4:00	Homework
4:00 – 4:25	Snack
4:25 – 4:45	Recess
4:45 – 5:15	Group Activity
5:15 – 5:30	Free Choices

We are closed during all school breaks. Please make note of these dates on the monthly calendar.

The Morning and Afternoon program WILL be held during SEP weeks.

Snack

Vantage Extended School Day Program will provide a daily nutritious snack and drinking water. It is the responsibility of the parent/guardian to inform the program if their child has any food allergies and is required to provide a doctor's note to the Before and After School Program. The program will provide appropriate snack options for those with special dietary needs. The Utah State Office of Education (USOE) provides snacks therefore we must comply with their regulations. USOE mandates that we provide a drink and snack each day to every child enrolled in the program.

Healthy Practices

Staff and youth will wash their hands with liquid soap and warm running water at the following times:

- After using the toilet
- Before eating
- Before and after food preparation
- In between activities
- After arrival and before departure

We encourage hand washing at these additional times throughout the day:

- Upon returning from outdoor activities
- After wiping noses
- After handling animals
- Before and after food preparation during cooking clubs

Hand washing procedures will be posted throughout the program area. All areas utilized for food preparation or eating will be sanitized prior to use. We also have hand sanitizer available at all times.

Policies

Child Abuse/Neglect Reporting Requirements

Utah law requires any person who has reason to believe that a child has been subjected to abuse, neglect, or dependency to immediately notify the nearest Office of Child and Family Services, a peace officer, or a law enforcement agency. Abuse, neglect, or dependency of a child can be physical, or sexual.

Exclusion of Staff and Youth

If a youth has a communicable disease, the youth must be removed from the program until the proper treatment has been completed and/or the doctor releases the student. Youth with any of, but not limited to, the following symptoms should not attend the Vantage Extended School Day Program:

- Fever
- Vomiting
- Inflamed or Matted Eyes
- Diarrhea
- Undiagnosed Rash
- Severe cold, cough, and/or sore throat

We do not take care of ill youth. If your student shows signs of illness after arriving at the facility, we will separate him/her from the other youth. If your student becomes ill during program time, the Site Director will contact you and require you or an authorized person to pick the student up from the program. We do not have the staff to watch a sick child. If a parent cannot be reached, the youth's emergency contact numbers will be called. If the student has a fever or is showing signs of Covid-19 the student will be isolated from the group and the primary parent/legal guardian will be contacted for pickup, if after 5 minutes with no response we will begin to contact those on the emergency list. If no one can be contacted to pick up the child, DCFS will be called.

Attendance Policy

Students enrolled in the after-school program need to attend every day in order for their homework to be completed. For the safety of your student, we ask parents to notify the Program Director if their youth will not be attending the program according to registration guidelines in the event of illness, vacation or other activities on a regularly scheduled attendance day. The Vantage Extended School Day Program site director needs to be notified by parents either through a written note, text message, or personal phone call. If the youth has attended the school day and has not arrived to the program, staff will attempt to notify a parent or emergency contact. If parents, guardians, and emergency contacts cannot be reached and the child is not located, local law enforcement will be called. Three (3) unexcused absences will result in the youth being suspended from the program. Their name will be put at the bottom of the Vantage Extended School Day Program waiting list.

Extravaganza

Every year due to a grant, we have a performance for all after school programs in the district. In order for your child to participate and perform, they need to stay until 5:20 p.m. to practice. Practice usually starts in October and it happens twice a week until April or May (parents will be notified when practice days are decided). A fieldtrip will follow the extravaganza performance a couple weeks after. If your child does not participate or attend the extravaganza, they **WILL NOT** be able to attend the field trip. Behavior will also be accounted for the field trip. ****Please remember!** Participating in the extravaganza is a choice. Your child does not have to participate.

Transportation / Field Trips

At our program we do not transport after the program. Our program policies apply to the transportation of youth to and from off-site activities through the school district. For youth attending any field trips, a transportation release form will need to be signed by the parent or guardian (included on registration process). If there are delays with the return of a field trip, a program staff member on the field trip will notify the program office, then parents or legal guardians will be notified by a program staff on site. The program cell phone will be taken on all field trips.

Accident/Injury

If a minor accident or injury (a scrape, cut, bump, etc.) occurs with a youth during program times the staff person attending to the youth will administer minimal first aid. If a more severe incident occurs (hitting their head, open wound etc.) an incident report will be filled out. A copy of the report, including how the incident occurred and steps taken will be given to the parents upon pick up of their child.

Computer Use and Internet Safety

It is the policy of Vantage to permit students to have Internet access. The student and his/her parent or guardian must sign an Acceptable Use Contract. This contract is maintained in the school office.

Grievance Process

The Vantage Extended School Day Program is an equal opportunity employer, and holds that all employees, parents, and youth shall be free from all forms of discrimination and conduct which can be considered harassing, coercive, disruptive, or in violation of any civil rights.

- Employees, parents, and youth wishing to appeal decisions and/or actions made by the Vantage Extended School Day Program shall first discuss the complaint with the Site Director. The Site Director shall conduct an investigation into the complaint as deemed necessary.

- The Site Director may also include the school principal, counselor, or your child's school day teacher if needed to help resolve the issue.
- You may always use the suggestion box to address any problems, concerns or ideas of the program.

Behavioral Expectations

It is the goal of the Vantage Extended School Day Program to guide youth in becoming happy, responsible, cooperative participants through positive, non-threatening teaching techniques. We want to increase youth's respect for themselves by guiding them to become responsible for their own actions, and to help them grow in their respect for the rights and feelings of other people. It is our policy to avoid forms of discipline that might impair the youth's self-respect. The staff's role is one of a strong leader and role model helping youth grow towards self-discipline and self-direction. Every effort will be made to obtain information that will help us understand your youth. This may include conferences with parents, classroom teachers, site director, staff assistants and school principals. When behavior problems arise, youth will be given options. We will find out what works best for each youth. The program uses discipline to encourage the youth's self-control and reduce risk of injury and any adverse health effects to self or others. The program will use the following positive discipline measures: **Subject to change.**

- Listen to youth's concerns and answer their questions
- Respect each youth's point of view
- Encourage creativity, growth and foster self-esteem in each youth
- Provide positive reinforcement and mild consequences to the youth for negative conduct
- Redirection
- Encourage problem solving and critical thinking

Bullying and other negative or harmful behavior will not be tolerated and are grounds for dismissal from Vantage Extended School Day Program.

Vantage Rules of Conduct

1. I will follow directions the first time given.
2. I will keep my hands, feet, mouth, and objects to myself.
3. I will put people up, include others and not tolerate bullying.
4. I will always be in the proper place.
5. I will always walk in the building.
6. I will use all materials and equipment as instructed.
7. I will have FUN and allow others to have fun!

Consequences for Poor Choices

1st time	Warning
2 nd time	Break from activity with "teaching moment"
3 rd time	Removed from activities from remainder of the day
4 th time	Parent Meeting

Continued disruptive behavior will result in student being discharged from the program. **As the director, I reserve the right to take each incident/situation case by case.**

Emergency and Disaster Preparedness

Our program has an emergency and disaster plan which follows the schools procedures for reporting emergencies and evacuating the facility. This written plan is at the school and immediately accessible to

all staff, substitutes and volunteers. Evacuation plans are posted in prominent locations of each room or area that the Vantage Extended School Day Program operates in. The program holds quarterly emergency drills which are documented. The program is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

Evacuation Site: If there is an emergency or disaster which requires us to leave our site, we will evacuate to the LDS Church located at... We will transport the youth to the evacuation site by walking.

The program emergency and disaster plan is as follows:

- The person in charge is the Site Director.
- The person with decision-making authority is the Program Director.
- People who will be notified in an emergency are the School principal, Program Manager and parents.

Emergency telephone numbers:

- Emergency medical personnel 911
- Fire Department 911 or (801) 336-3940
- Ambulance Service 911 or (801) 336-3940
- Police 911 or (801) 497-8300
- Poison Control 1-800-222-1222
- Dispatch – (801) 451-4152

Fee Schedule

There is a non-refundable \$10.00 registration fee per student due when students are accepted into the Vantage Extended School Day Program. There will be an additional \$10.00 fee per student for Extended pick up. (See above in Program Information) After 2 months of non-payment, the after-school program director reserves the right to remove students from the program after a written warning and a 2-week grace period passes.

Families that qualify for **reduced lunch:**

- | | |
|---------------------------|--------------------------------------|
| \$15.00 per child monthly | morning program |
| \$30.00 per child monthly | afternoon program (morning included) |

Families that **do not** qualify for free or reduced lunch-

- | | |
|---------------------------|--|
| \$30.00 per child monthly | morning program |
| \$60.00 per child monthly | afternoon program with/without morning program |

Families that qualify for Free lunch receive the program at no cost.

*The fee schedule is per child, until the fourth child, when the fourth child and all other children after the third are free.

Termination Policy

Students may be dismissed from the program for the following:

1. **Any Safe School Violation (See “Safe School Violation”)**
2. **Non-compliant behavior. Three termination warning.**
3. **Three un-excused absences from Vantage Extended School Day Program.**
4. **Continually late picking children up from Vantage Extended School Day Program.**
5. **Non-payment of tuition (three months).**
6. **Excessive late tuition payments.**
7. **Destruction of property.**

Sample Warning Letters:

.....
1st Warning

I, _____ understand that this is my first formal warning of non-compliant behavior in the Vantage Extended School Day Program. I understand the rules that I have broken and have listed them below.

Student Signature _____ Date _____
Parent Signature _____ Date _____

.....
2nd Warning

I, _____ understand that this is my second formal warning of non-compliant behavior in the Vantage Extended School Day Program. I understand the rules that I have broken and have listed them below.

My parent must volunteer in the Vantage Extended School Day Program for 2 hours before I may return to Vantage.

Volunteer Date _____ Parent _____

Student Signature _____ Date _____
Parent Signature _____ Date _____

.....
3rd Warning

I, _____ understand that this is my third formal warning of non-compliant behavior in the Vantage Extended School Day Program. I understand the rules that I have broken and have listed them below.

My parent must volunteer in the Vantage Extended School Day Program for 4 hours before I may return to Vantage.

Volunteer Date _____ Parent _____

Student Signature _____ Date _____
Parent Signature _____ Date _____

.....
Safe School Violation

(Student Name) _____ has committed a serious Safe School Violation. The violation committed was:

(Student Name) _____ has been suspended from the Vantage Extended School Day Program and will not be allowed to participate in the Vantage Extended School Day Program for the 2020-2021 school year.

Director _____ Date _____

Principal _____ Date _____