



**SALT LAKE CITY**  
**SCHOOL DISTRICT**  
**COMMUNITY EDUCATION**

# **Community Education After-School Program Parent Handbook**



## **Community Education**



**1078 South 300 East  
Salt Lake City, Utah 84111**



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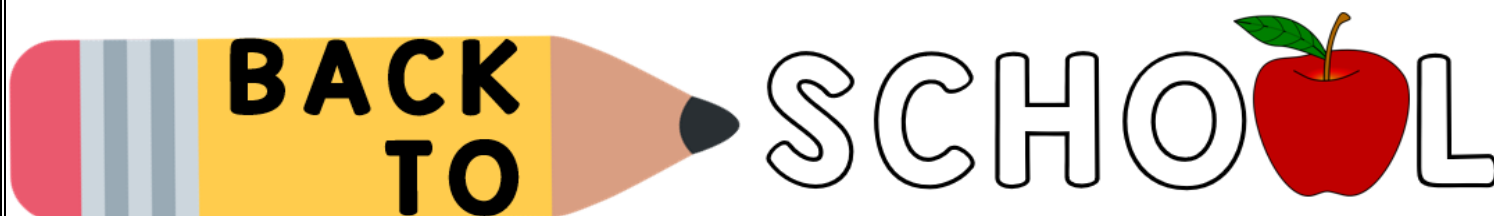
**801-578-8115**

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# SALT LAKE CITY SCHOOL DISTRICT COMMUNITY EDUCATION



## Section I: Introduction

### Vision:

Every district student will have lifelong learning access to high-quality programs through the Community Education Department.

### Mission Statement:

Community Education provides a range of enrichment experiences that ensure every student is **Ready for Tomorrow**.

### Program Philosophy

The gap between the skills people learn and the skills people need is becoming more obvious, as traditional learning falls short of equipping students with the knowledge, they need to thrive in the 21<sup>st</sup> century. Today's job candidate must be able to **collaborate**, **communicate**, solve problems (**critical thinking**), and be creative (**creativity**). The Community Education After-School Program (CEASP) believes that we can develop all these skills through **social** and **emotional learning (SEL)**.

The Community Education After-School Program provides a safe, supportive, interactive, and engaging environment for k-8 youth. We provide programming with a balance of academic enhancement activities and enrichment experiences. We focus on achieving and maintaining high-quality programs, with an emphasis on student, community, and organizational engagement which equips students to succeed in this 21<sup>st</sup> century world and prepare them to be **Ready for Tomorrow**.



### Goals:

1. Provide quality supervision to students while parents are at work.
2. Promote social and emotional growth of all students in the after-school program.
3. Offer enrichment programs that supplement academic learning time during after-school.

## Section II: Program Framework

### Hours of Operation:

The CEASP function with grant, district, state, federal, and tuition funding. All our programs operate from school dismissal until 6 p.m. Monday to Friday. The CEASP begins on **September 3, 2024 and ends on May 23, 2025**.

During the afternoon hours, students participate in daily rotations which include **CARE** (**C**afé (snack time), **A**cademics, **R**ecreation, & **E**nrichment). Activities vary throughout the year; consult the program activity calendar displayed at the sign-out table for details of current activities or the school site Canvas page for an electronic version of the calendar.



### Program Overview:

The CEASP's enrichment activities are designed to: provide a safe place for children to experience academic enrichment, build SEL growth, keep kids active and healthy, and meet the needs of the Salt Lake City School District (SLCSD) community. The CEASP are funded by tuition, grants, and district funds. All our SLCSD elementary and middle schools have an after-school program to support our families. Parents and students are reminded, however, that participation in all student activities is a privilege, not a right.

The CEASP expectations align with the school day expectations. Daily rotations include **CARE** (Café, Academics, Recreation, & Enrichment):

- **Café**: a daily healthy [Smart Snack](#) is provided (Kids Café meal served at Title I schools).
- **Academics**: homework time with assistance, drop everything and read (DEAR) time.
- **Recreation**: daily physical fitness activity.
- **Enrichment**: **Second Step Out-of-School Time (SEL)**; Science, Technology, Engineering, Art, and Math (**STEAM**); Digital Citizenship; Health and Wellness; Financial Literacy; Project-Based Learning (Middle Schools); and educational field trips.

**We will not be in session on or during:**

- non-school days,
- scheduled SEP days,
- **Winter Break - December 23, 2024 – January 3, 2025 (we will resume January 6, 2025)**, or on
- any early release days that have been set by the schools (Fridays are exceptions).

Please read and discuss this family handbook with your child. If you have additional questions, please feel free to ask your Site Coordinator.

CARE	Community Education After-School Program (Sample Schedule)				
	Each program runs approximately 3 hours after school, please check the <a href="#">district calendar</a> for exact days off.				
	Monday	Tuesday	Wednesday	Thursday	Friday
3:00 – 3:45	(C) Snack Time (5min) (E) Meet Up (10 min) Welcoming Routine	(C) Snack Time (5min) (E) Meet Up (10 min) Welcoming Routine	(C) Snack Time (5min) (E) Meet Up (10 min) Welcoming Routine	(C) Snack Time (5min) (E) Meet Up (10 min) Welcoming Routine	(C) Snack Time (5min) (E) Meet Up (10 min) Welcoming Routine
3:45 – 4:15	(A) Homework/DEAR Time (30 min)	(A) Homework/DEAR Time (30 min)	(A) Homework/DEAR Time (30 min)	(A) Homework/DEAR Time (30 min)	(A) Homework/DEAR Time (30 min)
4:15 – 4:25	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)
4:25 – 4:35	BRAIN BREAK	BRAIN BREAK	BRAIN BREAK	BRAIN BREAK	BRAIN BREAK
4:35 – 5:00	(E) SEL (25 min)	(E) STEAM (25 min)	(E) SEL (25 min)	(E) STEAM (25 min)	(E) SEL OR STEAM (25 min)
5:00 – 5:10	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)
5:10 – 5:20	BRAIN BREAK	BRAIN BREAK	BRAIN BREAK	BRAIN BREAK	BRAIN BREAK
5:20 – 5:45	(E) Digital Citizenship (DC) (25 min)	(E) Financial Literacy (FL) (25 min)	(E) DC (25 min)	(E) FL (25 min)	(E) DC OR FL (25 min)
5:45 – 5:55	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)
5:55 – 6:00	(E) Buddy Up (5 min) Optimistic Closure	(E) Buddy Up (5 min) Optimistic Closure	(E) Buddy Up (5 min) Optimistic Closure	(E) Buddy Up (5 min) Optimistic Closure	(E) Buddy Up (5 min) Optimistic Closure

The CEASP supports a positive self-image, educational support, recreation, leadership opportunities and exploration. Students are encouraged to participate in all program activities; however, staff will never force a child to participate

## Homework:

This is a learning engagement program, not just a homework completion program! Staff will assist your child with assigned homework. However, based on the daily program schedule, there may be times when not all homework is completed.

## Snack

A nutritious snack will be provided daily at no charge through the Child Nutrition Department for the Title I schools. A [USDA Smart Snack](#) will be provided daily at no charge through the school site for the non-title I schools. Students are welcome to bring their own snacks from home. Candy, gum, and soda are not allowed. The site coordinator must be notified of any special dietary concerns.



## Section III: Attendance

### Attendance Policy:

Attendance is an important part of our program. To get the most out of the program, your child should attend daily for the full program year. Parents are responsible for contacting the site before the program begins if a child will be absent. To get contact information please look at the school website under the after-school program drop-down menu.

Students absent for a full day of day-school cannot participate in after-school program activities that day. Students must attend at least half of the school day to be eligible to attend the after-school program for that day. If a student is checked out during the day and returns at least 30 minutes before the end of the school day, the student may stay for after-school.

If a child has a prior commitment, written notice containing the parent's or guardian's signature and stating the reason for the weekly/monthly absence must be provided to the site coordinator. This notice will become part of the student's ASP file. Frequent absences may result in your child's removal from the program.

For every student in our after-school program, there are eight (8) waiting to get in, space is limited, spots are coveted, and we cannot have students in our programs that are not going to have consistent attendance. We must give preference to students that attend daily our after-school programs. **A student may be removed from the program after five (5) consecutive, unexcused absences.**

### CEASP Cancellations:

**Site coordinators will notify parents via the Remind app with any news in regards of any cancellation notices for the ASP.** Make sure that you sign-up to the CEASP Remind app that your site coordinator sets up for your school to remain in constant communication.



*A Parent / CEASP Staff / Student Communication Tool*

### Excused Absences:

- Illness of student
- Serious illness or death of family member
- Doctor or dental appointments
- Religious holiday
- Unforeseen emergencies (e.g., natural disasters)
- Prior commitment that has been documented in student file by the parent/guardian.

The site coordinator will contact the parent or guardian of any student who has more than three (3) unexcused absences to set-up a meeting.

### Unexcused Absences:

Please contact the site coordinator in advance if you know your child will be absent from the ASP. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child is attending the program. That is why communication with the site coordinator is so important. It is about your child's safety!

After three (3) consecutive, unexcused absences a meeting will be scheduled. After the fourth (fourth) consecutive, unexcused absences, parents will be notified by phone and mail that the student is in danger of being removed from the CEASP due to excessive absenteeism. Parents will be asked to contact the site coordinator for further information within two (2) days. If no communication occurs, the student will be removed from the program. The parent will be notified by a letter sent home via the mail system. **A student may be removed from the program after five (5) consecutive, unexcused absences.**



## Dismissal of Students:

As described in Section II of this handbook; attendance is important. To get the full benefit of this program, your child should attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Parents who pick up students will go to the sign-out table, where they will meet with staff to sign students out for the evening on the "Daily Sign-in/Sign-out Form." If students are to be picked up by a person other than those designated at the time of registration (those listed on the student's registration form), the site coordinator must be notified prior to pick-up time, or the student will not be released.
- Once a student is signed out of the CEASP, they can no longer return to the program for the rest of the day.
- Your student will only be released to people that have been identified on the application and who have appropriate picture identification. It is your responsibility to notify the program of any additions or other changes to the list of those who have your permission to take your child(ren).
- Written permission from the parent to CEASP staff is needed for children to help their teacher after school. CEASP is not responsible for students until they check in with the CEASP.
- If authorization to pick up your student is done over the phone, you will be asked to verify certain information. Even if it is an emergency, the program needs your permission to release your student to someone other than you. Written documentation naming the person(s) authorized by the parent/guardian for the release of the student is required for dismissals. An adult eighteen or older must sign the student out on the "Daily Sign-in/Sign-out Form."
- It is important to the CEASP that your student arrives home safely. Therefore, if the person who arrives to pick up your student appears intoxicated or otherwise incapable of bringing your student home safely, the site coordinator will call the other parent or the emergency contact. If the parent refuses to agree not to transport the student, the staff will notify the police and report the parent as intoxicated. The CEASP will not place any student in a situation where a student may be at risk of not arriving home safely.

## Early Pick-Up Policy:

We discourage picking up your child early. Program staff plan activities based on the full program time available. Your child will not receive the full benefit if they do not participate in the full program day. We understand that early pick-up may be required sometimes. Please try to limit those times as much as possible.

When you arrive, please check-in with the Community Education's After School Program staff and be sure to sign your child out for the evening before leaving the building. Whenever you pick-up your child, prior to the end of program, please be aware that the staff will write by your "Daily Sign-in/Sign-out Form" one of the following codes:

1. Other Program Attendance	2. Family Emergency	3. Personal Family Circumstances	4. Medical Appointment
5. Transportation	6. Community Safety	7. Child Accident/Injury	8. Other Conditions

We must give preference to students who can meet the **Early Pick-Up Criteria** explained below because for every child in our after-school program, eight (8) are waiting for a spot to open. **A student may be removed from the program if they are picked up early more than five (5) times in one quarter.** Please note, this does not include prior commitments that have been documented in the student's file by the parent or guardian.

### Early Pick-Up Criteria:

- A student has not been picked up early more than five times in one quarter.
- If a student has a prior commitment, written notice containing the parent's or guardian's signature and stating the reason for the weekly/monthly absence must be provided to the site coordinator. This notice will become part of the student's CEASP file.
- A student has no more than four (4) unexcused absences **after** the site coordinator spoke to parent/guardian about the importance of contacting the site coordinator via a written note about absences.



## Late Pick-Up Policy:

- Parents are expected to pick their children up from the after-school program no later than the closing time of the program. **A \$1.00 per minute fee will be assessed for late pick up after 6:00 PM. This charge must be paid prior to the student's next attendance date.** If a parent is more than ½ hour late for pick up, the staff may contact Child Protective Services or the Salt Lake City Police Department. This fee will automatically be applied to your account. Excessive late pick-ups of five (5) or more times may result in termination of services.

## Section IV: Code of Conduct

The CEASP strives to provide the highest level of safety and enjoyment to all participants and staff during its programs. It is important that everyone attending a CEASP is having a fun and safe experience.

The code of conduct section of the handbook was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others. The main reasons for establishing behavior expectations are these:

- to prevent harm to self or others
- to prevent infringing on the rights of others; and
- to prevent damage to equipment and property of self or others.

### Staff Code of Conduct:

Our program staff are our all-year-round employees in Community Education and have a wealth of after-school program experience and youth development expertise. All staff have had a background check which included fingerprinting. Daily, our staff promise to teach classes professionally: come prepared, begin on-time, and treat all learners with respect.

- Adhere to the After-School Program schedule.
- Respond in a timely manner to parent/caregiver/guardian questions.
- Communicate with the parent/caregiver/guardian in a professional manner. Staff will never contact students outside of activity times. If a staff member needs to contact a family, they will reach out to the parent/caregiver/guardian listed on the registration card.
- Create a safe and welcoming space for learners and families from all backgrounds, beliefs, and locations.

### Student Code of Conduct:

As stated by the Utah State Board of Education, "Students are encouraged to engage in the highest standards of civil and ethical behavior on school grounds, during school sponsored activities, and in school-related communications and interactions."

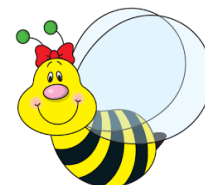
Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to ignore the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. **The same school behavior and discipline rules and expectations that apply during the regular school day also apply during after-school program hours.** See, Board Policy I-15 Interscholastic Athletics and Extracurricular Activities.

In addition, to provide a safe and secure environment for everyone, the following expectations will always be in effect:

- The expectations found in the [Salt Lake City School District handbooks](#).

### The Community Education After-School Program – Rules:

- Be Safe
- Be Responsible
- Be Respectful



### The Community Education After-School Program – Behavior Expectations:

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> <li>• Keep Hands, Feet, Mouth, and Objects to Yourself.</li> <li>• Walk in the Building.</li> <li>• Ask permission to leave an area.</li> </ul>	<ul style="list-style-type: none"> <li>• Use Materials and Equipment Properly.</li> <li>• Be in the Proper Place at the Proper Time.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Directions the First Time Given.</li> <li>• Quiet Voices in the Building.</li> <li>• Put People Up, not Down</li> </ul>

Whenever possible, natural, and logical consequences will be provided for inappropriate behavior. If a student has a discipline issue, the parent or guardian will receive an incident report. Parents will be informed of their child's behavior and may be asked to participate in a discussion to resolve special situations.



### The Community Education After-School Program – Bus Expectations:

- Act in a safe, courteous manner while waiting for the bus.
- Always remain seated while the bus is in motion.
- Obey the bus driver.
- Do not disturb the bus driver.



### The Community Education After-School Program – Electronic Device Expectations:

- The Salt Lake City School District Board of Education promotes an environment conducive to teaching and learning. Salt Lake City School District is not responsible for lost or stolen personal belongings brought to school. Students bring electronic devices on school property or to school activities at their own risk. Electronic devices may not be used during **school or school events**.

#### Consequences:

- The student will receive a warning for the **first violation** of the above procedure. A parent will be notified if a student violates the above procedure a **second time**. The electronic device will be confiscated by a school administrator if the student violates the above procedure a **third time** as well as parental notification will occur.

#### Definition of School or School Events (from above):

- Any hours that make up a school day, during students' individual courses or during the entire period of the elementary/intermediate school day including school-provided transportation to and from curricular activities and extracurricular activities including athletic events, field trips, extended school-sponsored trips, or activities such as after-school programs.

### The Community Education After-School Program – Three-Opportunity Policy:

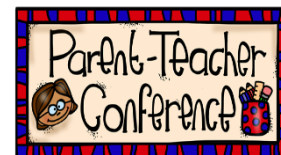
These behaviors will be documented, reported, and could result in the removal of a participant from the CEASP as per our three-opportunity policy. Behaviors that are **NOT** permitted in the CEASP include, but are not limited to:

- Physically striking another participant or staff
- Bullying, harassing, or threatening any of the other participants or staff
- Stealing anything from another participant, staff, or location
- Possession of any harmful objects (such as knives, lighters, etc.)
- Purposefully breaking anything that is supplied for their use or belongs to another participant or staff member.
- Any behavior that may pose a safety risk to the individual, other participants, or staff

The CEASP maintains a **ZERO-tolerance** policy toward all types of violence, including threats of violence, see Board Policy G-11: Violence Prevention. **Any child may be removed from the program if his/her behavior threatens his/her welfare or the welfare of others**, see Board Policy I-15: Interscholastic Athletics and Extracurricular Activities. Parents will be contacted and asked to pick up their student as soon as possible. We cannot refund tuition for days a child misses due to suspension or removal from the CEASP.

### Three-Opportunity Policy

1 <sup>st</sup> Opportunity	2 <sup>nd</sup> Opportunity	3 <sup>rd</sup> Opportunity
<ul style="list-style-type: none"> <li>• If the participant's behavior is deemed inappropriate by a site coordinator, a parent/guardian of the participant will be notified immediately and the participant is removed (by site coordinator for the remainder of the program, parent picks up, etc.) from the CEASP for the remainder of the day.</li> <li>• The incident will also be documented and kept on file.</li> <li>• The participant, parent/guardian, Site Coordinator, and/or School Administrator <b>MUST</b> attend a meeting to discuss behavior expectations moving forward to avoid reaching a second (2<sup>nd</sup>) behavior incident before student can attend again the CEASP.</li> </ul>	<ul style="list-style-type: none"> <li>• If the participant's behavior is deemed inappropriate by a site coordinator, a parent/guardian of the participant will be notified immediately and the participant is removed (by site coordinator for the remainder of the program, parent picks up, etc.) from the CEASP for the remainder of the day.</li> <li>• The incident will also be documented and kept on file.</li> <li>• The participant, parent/guardian, Site Coordinator, and/or School Administrator <b>MUST</b> attend a meeting to discuss behavior expectations moving forward to avoid reaching a third (3<sup>rd</sup>) behavior incident before student can attend again the CEASP.</li> </ul>	<ul style="list-style-type: none"> <li>• After the third behavior incident a participant may be removed from the CEASP and from any other programs they may be registered at the time.               <ul style="list-style-type: none"> <li>◦ If a student is removed from the CEASP a red alert is created in the CEASP application portal. A behavior contract will be used to start the next school year.</li> <li>◦ A removal from the CEASP includes the summer session too.</li> </ul> </li> <li>• The incident will be documented and kept on file.</li> </ul>



## Section V: Enrollment

The CEASP strives to align with, integrate, and build upon existing initiatives and priorities of the Salt Lake City School District. **Students are accepted in the program based on the ability to hire staff.** Families need to be able to make plans regarding after school needs as soon as possible, and Community Education wants to be responsive to those needs. Therefore, **it is our practice to not have a wait list once a program is full at a specific school site.**



### Registration:

Registration for **ALL the Community Education After-School Programs** coincides with the schools Fall

**Registration Dates.** Every year families will need to register for the CEASP.

1. Students must be enrolled as a day-school student in the school to attend the after-school program provided at that school.
2. For students to participate in the after-school program, parents must register and enroll students through the Community Education Department Online Portal and pay the Salt Lake Board of Education approved participation fee. See, Board Policy S-10: Student Fees and Fee Waivers.
3. Students are required to be toilet trained to participate in the CEASP unless an accommodation is warranted under Section 504. See, Board Policy I-15 Interscholastic Athletics and Extracurricular Activities.
4. Fee waivers apply to the CEASP activities. See, Board Policy S-10: Student Fees and Fee Waivers. Parents can apply for a fee waiver during the [Online School Registration](#) process for their student.
5. If the previous year's after-school program account has not been paid in full, the parent will not be permitted to apply for the CEASP for the current year until the past due account has been brought current.
6. **Families will be notified via an email indicating that their application has been received** into a site's CEASP.
  - a. This does **NOT** mean that the student has been accepted into the CEASP for that school site.
7. **The school administrator and site coordinator of the school building collaborate to make ALL decisions involving the acceptance of students in the CEASP for that school site. Students are first accepted in the program based on the ability to hire staff.** Then they are accepted in a site's CEASP on a first come, first serve basis.
  - a. **Families will be notified via an email if their student has been accepted** into a site's after-school program.
  - b. The email provides instructions to complete the non-refundable registration fee. If payment is not received within three (3) business days from the enrollment email period; the next student will be offered the opening.
  - c. We need to be mindful that for every student that receives an enrollment email for our after-school program, there are many waiting for an enrollment email too. Space is limited, spots are coveted, and parents are anxiously waiting for a spot to open. Please be prompt with your response. We want to be responsive to all our family's needs in a timely manner.
8. When a site's CEASP reaches capacity, no additional students will be accepted in that site's CEASP.
  - a. **Families will be notified via an email if their student has NOT been accepted** into a site's CEASP.
  - b. If an opening in a particular school's CEASP becomes available, that school will communicate the opening to its school community.

### Students with Special Needs:

- Salt Lake City School District provides all students with equal access to its programs. No student shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity regardless of immigration status, race, ethnicity, religion, disability, nationality, gender, gender identity, or any other protected classification.
- One way to safeguard that objective is to provide students with accommodations and/or modifications when accepted to the CEASP.
- The administrator of the building will reach out to the parent when the student is accepted to the program.

## Section VI: Communication

It is important to keep the lines of communication open between the CEASP staff and families of enrolled students. Site Coordinators are available at the sites during regular program hours. The Program Specialist for each school and the Administrator/Supervisor of the CEASP is available on a regular basis inside the Liberty CLC.

The entire CEASP staff serves to answer questions, accommodate needs, and provide a growth-oriented experience for your child. For the well-being and safety of both staff members and students, it is against district policy for staff members to babysit or watch program participants outside of the Community Education After-School Program. Thank you for your understanding in this matter.

Listed below are ways we plan to keep families updated, and a way for families to contact program staff.

### Newsletter/Calendars:

A newsletter will be sent home once a month. A monthly calendar will be included with each newsletter. Activities and schedules are also located on the Canvas pages of each of the CEASP for each specific school site. Please note that all schedules are subject to change.



### Family Engagement:

Family engagement is an important component of your child's education; we encourage each adult family member to participate in the after-school program as much as your schedule allows. We plan to offer at least four activities in the evenings, two each in the fall/winter and spring semesters, for both the parents and their children, or just for parents throughout the school year. Activities may include, but are not limited to, the following types of workshops: Financial Literacy for All, Computer Science for All, *Second Step*, Connecting Families to Supports, and community/family events.

The community/family events are designed to be fun for the whole family, so we hope you will attend! We will provide the information for these events in advance.

We select the adult workshop topics based on community feedback and the sessions have been designed for adult learning. Please let the site coordinator know if there are workshops that would be of interest or benefit to you.

### Questions, Concerns, or Suggestions:

Your comments and suggestions are welcomed. You may speak to our staff when you are in the Community Education After-School Program, or you may call the Community Education After-School Program.

### Complaint Procedure:

1. If you have any issues or concerns, please address them privately with the Site Coordinator of the CEASP as soon as possible, so it can be resolved in private as quickly as possible. Contact the program via telephone or email and verbally request, or submit a written request, to speak with the Site Coordinator of the CEASP during non-program hours.
2. If you feel that you were not able to resolve your concern with the Site Coordinator of the Community Education After-School Program. Then please contact the Program Specialist of the CEASP of that specific school. They are the direct supervisor of the site coordinator. Their number is located in [Section X: Appendix](#) of this handbook. They will be able to set up a meeting to address any issues or concerns about any aspect of the Community Education that may not have been addressed at the school level with the site coordinator.

If we are unaware that there is a problem, we cannot work to resolve it. We want to provide an atmosphere where your child feels safe and has fun while learning through enrichment activities, and we want to collaborate closely with you in a positive and constructive way to ensure that happens.

## Section VII: Financial Section

### Fees:

**Non-Refundable Registration Fee:** \$75.00 (Non-Title I Schools) \$15.00 (Title I Schools)  
\$25.00 (Middle Schools)

- **Monthly Tuition Fee:**

- \$325.00 (Non-Title I Schools)
  - \$ 50.00 (Title I Schools)
    - Tuition is billed on the 15<sup>th</sup> of the previous month.
    - Tuition is due on the 1<sup>st</sup> of each month.
  - \$ 100.00 (**Middle Schools (Nibley Park School – grades 7-8) – one-time fee for the year**)
- All families should notify the Community Education After-School Programs staff of any transfer requests before the monthly billing cycle (the 15<sup>th</sup> of each month), or they will be charged for the following month's tuition.
- Give us two (2) weeks' notice if your child will no longer be attending our Community Education After-School Programs. If you choose to remove your child out of the program, please contact the site coordinator of the school site. Look for the school contact in the [Community Education After-School Program School Directory](#).
- Due to our expenses remaining constant, fees are not prorated based on the number of days of attendance, absences due to illness, or vacations.

### Cash Update:

- The CEASP school sites will no longer accept cash as an option for payment. We will only accept credit and/or debit cards as an option for payments in the CEASP.
- All parents must pre-pay for the CEASP tuition services using a credit and/or debit card through the [Parent Portal account](#).
- Checks can be mailed to **Community Education** at the risk of the customer. There is a \$20.00 charge for overdrawn checks. The Community Education Department address is:  
Community Education  
1078 South 300 East  
Salt Lake City, UT 84111
- If you need to make a cash transaction, call the Community Education District Office at (801) 587-8275 to set-up an appointment.

**NO CASH  
ACCEPTED**

### Taxes:

Tax statements are available through the parent portal. The tax identification number is: 87-6000515.

### Fee Waiver:

To ensure that no student is denied full participation in extracurricular activities (Community Education After-School Programs) because of an inability to pay the required fee, the SLCSO CEASP provides fee waivers. A "fee waiver" means a full release from the requirement to pay a fee and a full release from any provision in lieu of a fee payment. Fees will not be collected while a fee waiver application or appeal is pending.

Parents can apply to have one or more fees waived (or to be provided alternatives to waivers) and schools shall grant requested fee waivers (or alternatives to fee waivers) to students who are eligible under the fee waiver application. During the [Online School Registration](#) process parents have the opportunity to apply for a fee waiver. Inform the school administrator that a Fee Waiver Application Form has been filled-out and needs their approval. The site coordinator for the after-school program will be notified by the school administrator of the fee waiver decision.

A student must reapply for a fee waiver each school year. The school year includes summer.



## Collection of School Fees:

The CEASP may make an installment payment plan available to a parent or student to pay for a fee. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:

1. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or the district **during the regular school day**.
  - a. The CEASP is an out-of-school-time program which occurs after the regular school day.

## Reduced Tuition Fee Scale:

If a parent does not qualify for a fee waiver under the income eligibility guidelines for the school year, but who, because of extenuating circumstances are not capable of paying the after-school program fee, the after-school program offers an opportunity for parents to qualify using the "Reduced Tuition Fee Scale." Please ask the program site coordinator for more details.

## Refunds:

The CEASP may withhold 25% of the refund (program tuition fee) for administrative costs. All refunds may be requested via phone, accompanied with a written refund request via email. No refunds shall be given after the first day of the program. We cannot refund tuition for days a child misses due to a school suspension or removal from the CEASP due to behavior or attendance issues.

If during a particular school year an individual is granted a fee waiver but paid fees prior to submitting the fee waiver application, the fee waiver administrator (FWA) should:

1. determine whether the documentation supporting the granting of the fee waiver clearly indicates that the certifying conditions existed at the time the fees were paid.
  - a. If the answer is yes and the fees were paid less than 31 days prior to submitting the fee waiver application, the FWA shall refund the paid fees.
  - b. If the answer is yes and the fees were paid 31 days or more before submitting the fee waiver application, the FWA can determine in their sole discretion whether the fees should be refunded.

## Section VIII: Staff and Volunteers

### Staff:

The CEASP has a teaching team that consists of teachers, site coordinators, and group leaders from the school day and part-time staff hired specifically for the Out-of-School-Time Program.

Each activity adheres to a staff-to-student ratio of no greater than 1 to 15 in our CEASP programs, which provides several benefits:

- More one-on-one attention from the staff
- Students get to know each other; and
- Staff can tailor instruction to students' individual needs.

### Volunteers to the After-School Program:

We welcome all family members who would like to volunteer with the CEASP! Salt Lake City School District takes security in our schools seriously. It is also a state law ([Background Checks](#), [Reference Checks](#), and [Professional Standards and Training for Non-Licensed Volunteers](#)). Anyone can volunteer; however, all volunteers with unsupervised access to students must go through the background check process. Background checks will **"red flag" misdemeanors and felonies** that may affect the safety and security of students. A parking ticket, off-leash dog, or failure to shovel snow from a sidewalk will not limit a volunteer's ability to work with children. **There is a fee for the background check.** The one-time background fee covers constant monitoring until a volunteer asks to be released from the volunteer program. The district does not have the funding to pay for background checks. To apply click on the volunteer button or use this [link](#).



## Section IX: Additional Details

### Data Sharing Agreement:

The Salt Lake City School District has a data sharing agreement with the Utah State Board of Education and the Department of Workforce Services to share relevant data in order to track student progress to maintain grant compliance and reporting for our school funding.

### Health and Safety:

Our staff provides a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition (such as asthma, diabetes, ADD, autism, seizure disorder), be sure the site coordinator knows what to do if a problem should occur during program hours. Please notify us of your child's physical or health condition so we can do our best to serve your family.

If you suspect that your child has any of the symptoms listed below, please do not send them to the after-school program. Because colds and flu share many symptoms, it can be difficult (or even impossible) to tell the difference between them based on symptoms alone. Colds are usually milder than flu. [Flu](#) can have serious associated complications.

- Fever over 100.4°F (38°C)
- Headache
- Runny or stuffy nose
- Muscles or Body Aches
- Persistent cough
- Sore throat
- Chills and sweats
- Fatigue, and weakness

Please follow the [guidelines for illness](#) and contact the school, the CEASP, and keep your child at home as direct by your physician.

### Medication

Staff are not certified to administer medication to any child. If you have a specific need, please contact the Program Specialist for your school to discuss your options. Program Specialist information are located at the back of the handbook. The Program Specialist will contact the [school nurse](#) in charge of the school to ensure safe administration of [medication](#) to the student is followed and administered.

Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them.

### Illness During Program:

If a child becomes ill while in the out-of-school time program, the parent, guardian, or approved adult will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student. If a child has any of the following symptoms or behaviors, the parent or guardian will be notified to pick up the child immediately:

- Any communicable disease
- Chills and/or fever over one hundred (100) degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention
- Any type of head injury





## Accidents and Injuries:

All the staff are certified in CPR/AED and first aid. If a child has an accident, is injured, or receives medical attention, parents will be notified by phone or at pick up.

**Board Policy S-6:** Concussions and Traumatic Head Injuries (TBI) - Any student with a suspected concussion or TBI shall be immediately removed from the activity, and is prohibited from continued participation, or returning to play, in any sporting event until the student is evaluated by a trained qualified health care professional. School personnel shall notify the student's parent as soon as reasonably possible that their student has experienced a head injury during school hours or a school sanctioned activity.

Injuries that are minor in nature will be treated with first aid on the premises and/or according to the instructions provided on the student's emergency card.

In the presence of a life-threatening emergency responsible staff will call 911. The responsible school authority or a designated SLCSO employee will notify the parent or legal guardian of the emergency as soon as possible to determine the appropriate course of action.

## Emergency Policy

In case of an accident or illness, we will call the parent or guardian of a child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived. If the EMT determines the need to transport the student and you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.



## Lost Child:

Staff take attendance daily using the "Daily Sign-in/Sign-out Form" and counts the children regularly throughout the day. If a child has not been signed out and is not in the room, the staff call the home to ensure that the parent picked up the child. Names from the "Daily Sign-in/Sign-out Form" are often used to group children for activities, line up, etc., making it extremely rare that a child is misplaced. They check the "Daily Sign-in/Sign-out Form" after each session to ensure that every child was picked up.

If a child is discovered missing, the following procedures take place:

1. A staff member searches the area until the child is found and returned to the group.
2. If the child has not been found within 15 minutes, the Program Specialist for the school is contacted.
3. Parents will be notified as well as the proper authorities and the Administrator/Supervisor of the CEASP if the child is not found within 1 hour.

## Natural Disasters and Other Emergencies:

The Community Education After-School Programs follows the emergency action plan procedures of the Salt Lake City School District in the event of a natural disaster or other emergency. During adverse conditions, we encourage parents to make attendance decisions for their children based on their specific ability to get to school safely. We trust parents to make the ultimate call when it comes to their child's safety. Not all streets are plowed at the same time, and snow totals may differ throughout the city. If you do not think it is safe to send or take your kids to school during a weather incident, you have the option to keep them home.



If severe weather conditions or other events force a school closure, delayed start, or early release, the following procedures will be implemented. **If you hear nothing, you can assume your school and the CEASP is open.** Parents and employees should listen to local news media outlets for information. Authorization will come from the [superintendent](#) or his/her designee.

We will make every attempt to stay open during inclement weather, but when needed, closings will be announced using the following platforms: Canvas, [Community Education website](#), Remind app. given to you by the site coordinator of your school. In the event of a state of emergency, all programs will be closed.

## Personal Belongings – Lost and Found:

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpacks. These devices should not be used during program hours unless there is an emergency, or a student has permission from the program staff. If your child is missing anything, please check the program's Lost and Found area as soon as possible. Remember to label everything. Unclaimed items are given to charity after a reasonable length of time. We will not replace or reimburse for any lost or stolen items. Students are **not** permitted to return to their classrooms once the school day is over.

## Field Trips:

Fridays are frequently field trip days and/or special project days that take students to a different location. These are organized by the after-school program Site Coordinator; each site has an assigned day each month. Parents will be notified, in advance, of plans for any scheduled field trips. Permission slips are required if a student is taken off campus. Verbal permission (such as a phone call) is not considered enough. The usual district and school policies for field trips will carry over to the Community Education After-School Programs.

Students will not be bringing their belongings with them on field trips for convenience. If you plan your child up early from field trip location, please contact us in advance and let us know if your child should bring their belongings.



**On behalf of the entire Community Education After-School Program team, we look forward to an outstanding year of learning and fun!**

Voice Level Expectations		
5	Outside	
4	Presentation or Front of Class	
3	Normal Voice	
2	Small Group or Partner Activity	
1	Whispering or Soft Voice	
0	No Talking	

## Section X: Appendix



### Office Hours

**School Year Hours** M-F 8:00 AM – 5:00 PM

**Summer Hours** M-Th 7:00 AM – 5:00 PM

## Community Education District Office Staff

### Administrative Assistant

Name: **Maxine Gilmore**  
 Phone: 801-578-8275  
 Email: [maxine.gilmore@slcschools.org](mailto:maxine.gilmore@slcschools.org)

### Administrative Secretary

Name: **Nancy Watts**  
 Phone: 801-578-8236  
 Email: [nancy.watts@slcschools.org](mailto:nancy.watts@slcschools.org)

### Finance Specialist

Name: **Melissa Andrews**  
 Phone: 801-578-8364  
 Email: [melissa.andrews@slcschools.org](mailto:melissa.andrews@slcschools.org)

### Administrator

Name: **Liz Gonzalez**  
 Phone: 801-578-8275  
 Email: [liz.gonzalez@slcschools.org](mailto:liz.gonzalez@slcschools.org)

### Program Specialist

Name: **Elisa Bridge**  
 Phone: 801-578-8311  
 Email: [elisa.bridge@slcschools.org](mailto:elisa.bridge@slcschools.org)

### Program Specialist

Name: **Tim Perkins**  
 Phone: 801-578-8399  
 Email: [tim.perkins@slcschools.org](mailto:tim.perkins@slcschools.org)

### Program Specialist

Name: **Alivia Avila**  
 Phone: 801-578-8482  
 Email: [alivia.avila@slcschools.org](mailto:alivia.avila@slcschools.org)

### Education Specialist

Name: **Susan Gould**  
 Phone: 801-578-8477  
 Email: [susan.gould@slcschools.org](mailto:susan.gould@slcschools.org)

## Ready for Tomorrow



## Program Specialist listed by the schools they support

<b>Elisa Bridge</b> 801-578-8311	<b>Tim Perkins</b> 801-578-8399	<b>Alivia Avila</b> 801-578-8482
Dilworth Elementary Edison Elementary Emerson Elementary Franklin Elementary Meadowlark Elementary Newman Elementary Parkview Elementary Washington Elementary Whittier Elementary	Clayton Middle Glendale Middle Highland Park Elementary Hillside Middle Nibley Park K-8 School North Star Elementary Northwest Middle SLCSE - Bryant Middle Uintah Elementary	Backman Elementary Beacon Heights Elementary Bonneville Elementary Ensign Elementary Escalante Elementary Indian Hills Elementary Liberty Elementary Mountain View Elementary Rose Park Elementary Wasatch Elementary

## Community Education After-School Programs School Directory

Non-Title I After-School Programs		Title I After-School Programs	
Elementary School	Phone Number	Elementary School	Phone Number
Beacon Heights Elementary	801-201-3338	Backman Elementary	385-218-9731
Bonneville Elementary	801-201-7770	Edison Elementary	385-218-8462
Dilworth Elementary	801-209-8255	Escalante Elementary	385-218-9735
Emerson Elementary	801-209-1085	Franklin Elementary	385-234-0443
Ensign Elementary	801-209-9358	Liberty Elementary	801-558-9036
Highland Park Elementary	801-230-6623	Meadowlark Elementary	385-242-9786
Indian Hills Elementary	801-558-1709	Mountain View Elementary	385-242-9910
Uintah Elementary	801-712-4969	Newman Elementary	801-201-5610
Wasatch Elementary	801-232-9417	Nibley Park K-8 School	385-252-8478
Middle School	Phone Number	North Star Elementary	385-252-9785
Clayton Middle	801-481-4810	Parkview Elementary	385-259-9740
Hillside Middle	801-481-4828	Washington Elementary	385-355-5405
		Whittier Elementary	385-355-5526
		Middle School	Phone Number
		Glendale Middle	801-974-8324
		Northwest Middle	801-578-8547
		SLCSE-Bryant Middle	801-578-8118

