

## **Philosophy**

The ASES program is designed for students in grades K-8. Our program supports and enhances daily classroom instruction. The program, while structured, provides staff and student with choices. Our program encourages creativity, flexibility, and focuses on creating educational projects that make learning fun. Students participate in a balance of individual activities, small and large group activities, indoor and outdoor activities, and quiet as well as active play.

## **Mission**

The mission of the Meadows Union School District is to provide all students an education which promotes lifelong learning, an appreciation for diversity, and responsible citizenship. The program will aid in this endeavor by providing quality after-school activities for the students of Meadows.

## **Student Components**

ASES operates throughout the school year.

- Monday through Friday from school dismissal through 6:00 P.M.

ASES staff remains with the students throughout the afternoon program, which includes snacks, homework and/or tutoring assistance, enrichment activities linked to core academic curriculum, recreation, prevention/intervention activities, and clubs.

## **Attendance**

ASES is NOT a drop-in program. Due to limited space, students with more than 3 absences may be removed from the program. The program will provide extended hours on minimum days, beginning the ASES program at the end of the school day.

Attendance will be taken each day by Activity Leaders. Attendance will be marked and turned in to the Site Supervisor. If a student is absent, the Site Supervisor will check to see if the student was in school during the school day. Immediate follow-up with parents/guardians will occur when students are not in attendance.

Students must be signed out of the program each day. At the end of the day, students will be signed out by either parent/guardian or their designee. Parents of Middle School Students have the option to sign a consent form to allow their student to sign themselves out of the program.

Funding for the ASES program is generated by attendance. It is critical that the students enrolled attend daily. The excessive absences or dismissal of students prior to the completion of a full program may result in the student being released from the program. Families with special situations need to discuss those situations with the ASES Coordinator prior to enrolling the student in the program. The Best Interest of the Child Early Release Policy is in place to meet the needs of individual students.

## **DISCIPLINE**

It is our goal to be able to share something positive about your child with you each day that we have an opportunity for a conversation. However, some days we will need to share with you something about your child's behavior that is inappropriate. Please support our after school program by providing input into ways to help your child.

We believe in discipline, not punishment. The difference, we believe, is that discipline is proactive and punishment is reactive. There is a difference between inappropriate behavior that is unacceptable because it is annoying, irresponsible, or disrespectful, and behavior that is unsafe and causes harm to others. Therefore, our discipline procedure is two-fold. If your student is causing harm to him/herself or others, he/she will be immediately sent to the Site Supervisor. The Site Supervisor will determine the appropriate course of action which could include a telephone conversation with you, asking that you pick the child up immediately, suspending the child from the program for 3 days, and communicating the incident to the principal. If your student is being disruptive, irresponsible, or disrespectful, our discipline procedure is different.

Participation in the ASES program is a privilege, not a right. Students are expected to behave appropriately at all times. School rules are applicable at each site. Although every effort is made to accommodate the children, our program is not designed for all children. When challenges manifest after enrollment, and it is determined that the needs of the child cannot be accommodated by reasonable measures, we reserve the right to require the parents to withdraw the child from the program. Acceptance into the program is always conditional upon the child's ability to function within the structure and staffing of the program. Parents are a critical partner in the ASES program, and your support is essential. If you have questions or concerns, you should begin by discussing them with the Activity Leader and the Site Supervisor. Working together, we can make a difference in the lives of the children and youth we share.