

## Canyon Crest Before/After School Guidelines

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**Our mission** in the Before/After School Program at Canyon Crest Elementary is to provide a safe place for your student to participate in enrichment activities, explore new interests, and discover new skills and talents. Programs are available Monday–Friday for students in Kindergarten through the sixth grade. Before a student attends any classes, parents should read the **After School Guidelines** and fill out the **Registration Form** online at [https://docs.google.com/a/provo.edu/forms/d/1HArK0uXUp5h63N\\_DNByKfqGs8ZUbul54rY6GyYh3abw/edit?usp=sharing](https://docs.google.com/a/provo.edu/forms/d/1HArK0uXUp5h63N_DNByKfqGs8ZUbul54rY6GyYh3abw/edit?usp=sharing)

**PROGRAM COSTS** and descriptions are published on each class webpage where online registration is also available. Once registration materials have been submitted online you may pay the fees in the main office. Checks should be made payable to **Canyon Crest Elementary**. Refunds will not be given for students who have been suspended from school or who have been removed from the program because of misbehavior or bad conduct. If payments are not made by the first class each month this will result in your student not being able to participate and could lead to the dismissal of your student from their program. **Financial Scholarships** are available to those students who are in need and qualify. Scholarship forms are available in the main office, and must be turned in and approved **BEFORE** your child may attend any enrichment class. Once the Scholarship form is completely filled out and turned into the main office, you will be contacted concerning your scholarship status. For further questions or concerns about financial scholarships, please contact the Program Coordinator.

### HEALTH/SAFETY

**Illness:** A student may not attend the Before/After School Program with any of the following symptoms: Fever over 100°, Discolored Nasal Discharge, Sore Throat, Undiagnosed Rash, Severe Cold, Diarrhea, Inflamed or Watery Eyes, Vomiting, Contagious Illness. Parents and/or emergency contacts will be called to pick up your child if they come with, or develop, any of these symptoms during the day. Parents must come into the school and check out their student in the main office or in the After School classroom (#15) if the main office is closed. The child may attend the program again when they are free of symptoms for a 24-hour period. All parents in the program will be notified in writing if their child has been exposed to a contagious illness. If your student needs to take ANY medications, a properly marked prescription bottle **MUST** be given to the Canyon Crest Site Coordinator, who will give your student their medications **BEFORE** the start of after school programs each day. When our staff deems that emergency medical attention is necessary, they will call 911 then **IMMEDIATELY** contact the parent/guardian. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. The parent/guardian will be responsible for all medical costs. Provo School District will not be responsible for medical costs.

Computer and Network services are provided to students who agree to act in a considerate and responsible manner and in accordance with the Provo School District Acceptable Computer System Use Policy. Since the use of these services is a privilege and not a right, inappropriate use will result in the loss of these privileges and possibly disciplinary or legal action including criminal prosecution, suspension or expulsion.

**ATTENDANCE** is very important. Attendance is a safety issue, and consistent attendance will also enhance your child's enjoyment and experience in the class. Please encourage your student to attend every class. Attendance will be taken for enrichment classes. Because of the class size limitations, we want to make sure we can serve as many students as possible. If your student does not attend regularly you will be

notified by the program instructor. If attendance doesn't improve your student may be dismissed, without a refund, from the class so another student may fill their spot.

**PICK-UP POLICY:** For safety reasons, **ONLY those authorized people listed by the parent/guardian on the Registration form will be allowed to pick up any student.** If there is a change to these instructions they must be made **PRIOR TO THE PICK-UP TIME.** In the case of last minute changes, a phone call is acceptable. When a parent/guardian is picking-up a student, they will sign-out their student with their teacher or at the after school classroom, (Room 15) before they can be released to go home. We will only release students according to the Transportation/Pick-up Policy. Students must be picked-up by the time After School program ends. **A late cost of \$5.00 per student** will be charged to the parent/guardian for every 15 minutes (per student) that a staff member waits. This will begin 15 minutes after the completion of each program. For example: if your program ends at 4:40, the minutes will begin counting at 4:55, at 5:10, a late fee of \$5.00 will be charged. Payments are to be made to Canyon Crest Elementary and must be received at pick-up. If necessary, payments may be taken to the office the next school day **BEFORE 3:30.** If the payment is not made the student(s) will not be able to attend the program until the proper payment has been made. **THIS INCLUDES ALL AFTER SCHOOL CLASSES.**

It is understood that conditions are sometimes beyond one's control (inclement weather, traffic, etc.) If these conditions arise, it is imperative that parents notify the school and put their emergency pick up plan into effect. Consistent late pick-up (more than 3 times) may result in fees to cover additional expenses. If we have not been contacted, and parents or emergency contacts cannot be reached by phone, the student may be released to the local police department or social services. Program teachers and/or staff cannot take any students home for security and safety purposes.

**DISCIPLINE:** All students are expected to follow these guidelines:

All Canyon Crest school rules and the PSD. Safe School Policies as well as Computer Use policies.

All students will follow the Provo School District and Canyon Crest Elementary dress code policies.

Show respect for other students and teachers.

Stay with your before/after school program group.

Leave all personal belongings (ie: phones, hand held video games and music players, etc.) in their backpacks. The school will not take responsibility for lost, damaged or stolen belongings.

**Please discuss these guidelines with your students BEFORE they begin in the Before/After School program.** If a student does not abide by the guidelines, they will be given a warning. If they are asked a second time to abide by the rules, they will sit out from the activity for 5 minutes. If behavior has not improved and they are asked a third time to improve behavior, they will sit out for the rest of that day's program and a parent/guardian will be contacted about their student's behavior. If misbehavior continues, a conference between the Program Coordinator, class instructor, parent/guardian, and student will be held to discuss ways to improve behavior and actions of the student and to improve staff and student relations.

Parents/guardians or students, who have questions or concerns about guidelines and procedures may speak with, or set an appointment with the Program Coordinator at 801-221-9873. Parents or students wishing to grieve discipline procedures may do so in writing to Principal Darren Johnson up to three days after a disciplinary action. Continued behavior problems or failure to follow the guidelines may result in removal from the program.