

Promise South Salt Lake

Kearns St. Ann Afterschool Program

Student and Family Handbook 2019-2020



Welcome

Welcome to the **Promise SSL Afterschool at Kearns St. Ann School**, where you and your children are encouraged to increase academic knowledge, pursue interests, and develop friendships, as well as grow in confidence, independence, and respect for yourselves and others.

Mission Statement

We foster the success of South Salt Lake youth and families in creating pathways to higher education which facilitates strong personal community engagement. Through our collaborative efforts we provide resources, people, and programs that support youth and family success. Our community is a place where young people are appreciated, nurtured, mentored, and given direction to not only realize their potential but to also reach their dreams.

Programs at a Glance

- Promise South Salt Lake programs are for youth and families who live or attend school in South Salt Lake City, Utah.
- Promise South Salt Lake programs do not discriminate on the basis of race, color, culture, religion, country of national origin, or developmental/physical disabilities.
- English classes are for adults in the community, with ongoing registration. Please Contact the English Skills Learning Center for more information.
- Programs run Monday through Friday when school is in session. Friday programming includes Field Trips that follow the school calendar. Application/registration to programs is required.
- Summer programs schedules vary by site. Consult program specific information below for days and times.

Goals

1. Increase the academic proficiency of students in the participating schools, with particular focus on English Language Learners (ELL).
2. Decrease risk factors and increase protective factors to support youth success.
3. Implement and/or expand parent and family involvement opportunities including the development and strengthening of partnerships between parents, the school, and the community.
4. Increase quality of services and client access to services through self-assessment, inter-agency collaboration, and removal of barriers to participation.

Promise South Salt Lake Staff

Promise South Salt Lake Afterschool staff are employees of the City of South Salt Lake. Programs may also have staff from other partner organizations and school day teachers/para educators. All staff working in Promise SSL programs have passed a criminal background check. Promise SSL programs staff are required to receive a minimum of 20 hours of professional development specializing in out-of-school time programs.

Promise South Salt Lake Programming

Youth must be registered to attend Promise South Salt Lake programs. Applications are available at all Promise sites. **Please note that the applications do not guarantee enrollment into the program.** When there is not immediately a spot for a youth in a program, they will be placed on a wait-list and the family will be notified when a spot opens up.

Afterschool Program Schedule
Monday-Thursday: 3:00-6:00 PM (Pickup begins at 5:30)
Friday: Experiential Field Trips 12:30-3:30 (Pickup begins at 3:15 PM)

NO Afterschool Program on the following days:

- September 2nd- Labor Day
- October 17th-18th- Fall Break
- October 23rd-24th- Parent-Teacher Conferences
- November 1st- Utah Afterschool Network Training
- November 8th- Professional Development Day
- November 25th-29th- Thanksgiving Break
- December 20th-January 3rd- Winter Break
- January 20th- Martin Luther King Jr. Day
- February 17th- President's Day
- March 13th- Professional Development Day
- March 18th-19th- Parent-Teacher Conferences
- April 6th-17th- Easter Break

Friday, May 22nd is the last day of Afterschool.

Elementary Daily Schedule (Monday-Thursday)

3:00-3:30	Sign In/Recess
3:30-4:30	Enrichment Activities/Clubs (STEM, Girl Scouts, Cub Scouts, Art Activities, Prevention, etc)
4:30-5:00	Dinner
5:00-5:45	Homework Hour
5:45-6:00	Clean Up/Sign Out

Middle School Daily Schedule (Monday-Thursday)

3:00-4:00	Enrichment Activities & Homework (Student Government, Art, Cooking, etc)
4:00-4:30	Dinner
4:30-5:00	Recess/Free Time
5:00-5:45	Homework & Enrichment (Recreation, Prevention, etc)
5:45-6:00	Clean Up/Sign Out

Policies for the Afterschool Program:

- Children must check-in with a staff member before program starts.
- If a child is unable to attend due to sickness, appointments, family obligations, etc. a parent/guardian must call before 3:00 PM to excuse them. Please call/text (385) 630-9754. If a child has 3 unexcused absences in a 30 day period, they will be removed from the program and placed on the waitlist.
- While we understand if you occasionally need to pick your child up early from program, we prefer to have youth stay for the whole duration of program. Consistent early pickups are disruptive to the flow of program.
- Any persons picking up children are required to show picture identification to ensure names match those listed on the pick-up authorization list. If there are any changes on the list of persons authorized to pick up the child, please inform the Center Coordinator immediately.
- Children must be picked up by 6 PM Monday-Thursday, 3:30 PM Friday. If parents/guardians fail to comply more than once, South Salt Lake Police Dispatch will be contacted to watch the child until parents/guardians arrive.

Afterschool Program Rules:

- Be respectful to self, other youth, staff, and school.
- Listen to and follow directions.
- Only walk inside, unless otherwise directed.
- Bullying and violence will not be tolerated.
- KYHFOOTY (keep your hands, feet, and other objects to yourself).
- Leave the space better than you found it.
- Be where you're supposed to be.
- Use appropriate language at all times.

Policies for Field Trips:

- Field trip buses will be leaving Kearns St. Ann at 12:45 PM and returning by 3:15 PM, unless otherwise noted.
- Field trips are a privilege. Afterschool staff have the right to dismiss a student (for poor behavior, bullying, violent, etc) from a single field trip or from all field trips. Families will be notified if their student has been dismissed from Friday field trips.
- There will be no program on Fridays for youth who do not go on field trips.
- Youth must check in with Afterschool staff members when they are released from school.
- Youth must stay with leaders and their assigned group at all times.
- Youth must follow instructions the first time directed.
- Any persons picking up youth are required to show picture identification to ensure names match those listed on the pick-up authorization list.
- If a child is unable to attend due to sickness, family obligations, etc, a parent/guardian must call before 1:00 PM to excuse them. Please call/text (385) 630-9754.

Family Involvement

We believe in a strong partnership between families and staff. The Afterschool Program has the following avenues of family involvement to encourage parental input:

1. Parents may request a conference with the Center staff at any time to discuss the progress or needs of their child.
2. Parents are always welcome to attend programming or sign-up as volunteers to help with homework, activities, or share talents/skills. Volunteers must pass a background check and attend an orientation.
3. We value your input; please let us know of any questions, concerns, or suggestions you have.

Discipline

Kearns St. Ann Afterschool staff respect the dignity of the children with whom they work. In turn, youth are expected to show respect for self, other children, and staff.

Physical contact is not used in disciplining children. If needed, staff will restrain a child from harming him or herself or another person. In correcting a child's behavior, the staff will show the child what he or she should be doing rather than focusing on the child's unwanted behavior. The staff will also explain to children the reason for the rules they are asked to follow.

If staff members are unable to resolve a serious problem with a child's behavior (such as aggressive, abusive, disturbing or destructive acts), the Afterschool Coordinator may request a conference to discuss the problem with the parents in order to find an agreed upon resolution. If over time, there is still no change in the child's behavior, the Coordinator will notify the parents that the child's behavior is still a serious problem. The parents will be invited to another conference. If the problem still cannot be resolved, the parents will be given a written notice of the child's dismissal.

Discipline Procedure:

Step 1: Give 3 verbal warnings.

Step 2: After 3 warnings, visit with Program Manager or Coordinator. An incident report will be filled out and discussed with parent/guardian.

Step 3: If behavior continues, student will receive a one day program suspension and be placed on a behavior contract.

Step 4: If behavior continues, student will receive a one week program suspension.

Step 5: If the behavior continues, the child is unwilling to follow Center rules, and will be dismissed from program and placed on the waitlist. Parents/guardians will be notified in writing of their child's dismissal.

Any act of violence is grounds for immediate suspension or dismissal

Dismissal of a Child

The Afterschool Program Coordinator may require that a child be dismissed from program for the following reasons:

1. The child is unwilling to follow the Center rules.
2. Parent/guardian refuses to follow the Center policies as described in this handbook.
3. If a child has 3 unexcused absences in a 30 day period, he/she will be placed on the wait-list.

Emergency Evacuation

If we must evacuate the building because of an emergency, we will follow the school evacuation and emergency plan.

1. Afterschool staff upon hearing the alarm will:
 - a. Lead children out of building according to exit plan and go to designated area.
 - b. Account for all children in programs at designated location.
 - d. If exit is blocked, teacher/staff will lead and account for children to alternate location.
2. Students will not re-enter the building until authorized by school or fire officials.

Accidents

If a child has an accident (such as a hard bump to the head, a twisted limb, a cut, etc.) the staff person attending the child will complete an Incident Report and notify the parent by phone, a note sent home, or a face-to-face conversation.

If a SERIOUS ACCIDENT occurs the staff will call emergency assistance (911) and then immediately contact the parents/guardians of the child. The paramedics on-site will decide with parents/guardians (if present) if the child needs medical assistance at a hospital or emergency facility. Parents will be responsible for the medical charges. When parents enroll a child in a Promise South Salt Lake program, they are giving permission for the staff to take whatever emergency measures are necessary for the care and protection of the child while under their supervision.

Illness

A child should not attend the Community School with any of the following symptoms:

- INFLAMED/WATERY EYES
- SEVERE COLD/SORE THROAT
- UNDIAGNOSED RASH
- HEAD LICE
- FEVER
- DIARRHEA
- VOMITING

If a child comes to program with one of the above symptoms, they will be sent home. If a child becomes ill while attending a Promise South Salt Lake program, the staff will have the child rest with the manager or supervisor at check-out until the child can be picked up. If the parents/guardians can not be reached, the staff will call emergency contact numbers listed on the registration form.

Parents/guardians should contact the Center staff if their child is diagnosed with a communicable disease. When such illnesses are reported, other parents will be immediately notified and the child may not return to programming until medical clearance can be provided.

Medication

Promise South Salt Lake staff will NOT administer medication to students.

Child Abuse

Promise South Salt Lake staff are legally required to report any instance of observed or suspected child abuse or neglect. This also includes any parents/guardians who are intoxicated or under the influence of a drug(s) while picking up a child from programs.

City of South Salt Lake Grievance Procedures

Certain approaches can help make a complaint or grievance in the most effective manner possible. The following suggested procedures may enable parents/guardians or an employee to solve a problem with the Center or South Salt Lake City in a positive and organized manner.

Gather all relevant information about the problem.

1. Who you have contacted informally about the problem prior to a formal complaint and what the response was including names, dates and times.
2. State the problem such as who were the key people involved and what happened-preferably in writing.
3. Include any written communication you may have received from the Center or the City of South Salt Lake.
4. Give a very specific description of the problem with as many details as possible:
 - a. If the problem involves vehicles, you will need exact locations (street addresses etc.), vehicle make, model, year, color and license plate.
 - b. Photographs or police reports etc.
5. Your name, address and phone numbers where you may be reached in the daytime or in the evening.
6. Discuss the problem, including all relevant information, with an appropriate Promise South Salt Lake staff in the area where you have a concern.
7. If you feel the response you receive clearly does not answer your inquiry in a reasonable manner, ask to arrange to discuss the matter with the next higher supervisor in the area of concern.
8. If you still feel clearly that the response from the supervisor does not reasonably answer your inquiry, it may be appropriate in some cases to try to take the matter to the highest level of supervision in the Center or in the City of South Salt Lake for a final determination.

Contact Information

Kearns St. Ann School
430 East 2100 South
Salt Lake City, UT 84115
Phone: 385-630-9754

AnnElise Acosta, KSA Center Coordinator

Promise South Salt Lake

Phone: 385-630-9754

Email: aacosta@sslc.com

Promise South Salt Lake Administration

City of South Salt Lake City Hall

220 East Morris Ave (3rd Floor)

South Salt Lake, UT 84115

Kelli Meranda, Promise South Salt Lake Director 801-828-8678

Brandis Stockman, Promise South Salt Lake Deputy Director 385-315-6481

Domoina Kendell, Promise South Salt Lake Deputy Director 801-518-9523

Bonnie Owens, Promise South Salt Lake Deputy Director 801-641-0820