



SUNSET BEFORE AND AFTER SCHOOL PROGRAM


- ▶ Our mission is to roar above all in the quality of care we provide while engaging our students with fun yet educational lessons and activities.
- ▶ We aim to instill in our students a strong work ethic, inner confidence, and desire to maintain healthy habits of body and mind. We strive to ignite a passion for knowledge and the confidence to *pounce on and achieve their dreams...*

Before and After School Program

Our Program offers the following:

Homework help, reading, STEAM (Science, Technology, Engineering, Art, Mathema
Financial Literacy, Nutrition, Civic Engagement, Self-Concept / Character Education
Snack, Physical Education and more!

Sliding Fee Scale 2021-2022

	Families who DO NOT QUALIFY for Free or Reduced lunch	Families who Qualify for Reduced lunch	Families who Qualify for Free lunch
Before School Only	\$35.00 per month/per student (\$150.00 maximum per family)	\$20.00 per month/per student (\$100.00 maximum per family)	Free
Before and After School	\$60.00 per month/per student (150.00 maximum per family)	\$35.00 per month/per student (\$100.00 maximum per family)	Free

To receive the free and reduce price you MUST provide a proof of eligibility.

There is a **\$20.00** non-refundable registration fee per student (with \$5.00 off each additional stud
immediate family members only).

1 student= \$20.00

2 students= \$35.00

3 students= \$50.00

4 students= \$60.00

Apply online <https://sunsetel.davis.k12.ut.us/>

Select Activities, Clubs, Before and After School Program



► From top to bottom:

► Tana Melendez, Site Director – Director for 11 years. Loves teaching kids' kindness and coping skills! Loves the beach and warm weather!

- Audrey Williams, – Loves to paint!

► Kayla Williams, Assistant Director – Enjoys playing Dungeons and Dragons!

MEET THE STAFF



► Mrs. Glenn, Certified teacher
I grew up in Las Vegas and live in Ogden.
I graduated from University of Nevada, Las Vegas
Bachelor's Degree in Adult Education and Human
Resource management
I have Master's Degree in K-8 Education and second
Master's in Administration
Teaching experience:

I have taught many subjects and grade levels over the
last 17 years
I am the MESA Advisor, After-Engineering Lead, and
Robotics Coach at Sunset

THE AFTER-SCHOOL ENGINEERING PROGRAM GIVES OUR STUDENTS AN OPPORTUNITY TO PARTICIPATE IN STEM (SCIENCE, TECHNOLOGY, ENGINEERING AND MATH) ACTIVITIES. THESE ACTIVITIES ARE USUALLY PRESENTED IN UNITS. FOR INSTANCE, IN THE PAST COUPLE OF YEARS, STUDENTS HAVE PARTICIPATED IN UNITS THAT FOCUSED ON BERNOULLI'S EFFECT, ELECTRICITY AND CIRCUITS, STATIC ELECTRICITY, WATER CONSERVATION AND WATER SOURCES, WATER FILTRATION, VERTICAL FARMING AND MORE. THE KIDS GET HAND-ON EXPERIENCE USING THE ENGINEERING DESIGN PROCESS TO PRODUCE CREATIVE IDEAS AND CREATE. I LOOK FORWARD TO WORKING WITH YOUR KIDS!



Staff members have either 48 semester credit hours of college or passes a Davis School District's para-professional test.



All staff members are background checked and fingerprinted.

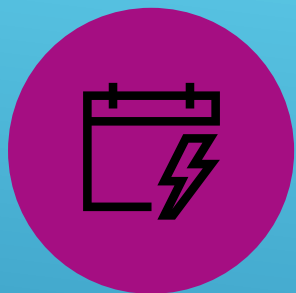


Certified teacher that instructs the Engineering Club.



Weber State's Work Study program.

STAFF MEMBERS



First day of the program is Monday, August 31.



We will be here every day school is in.



If the District calls a late start, there will be NO Before School Program.



If the District calls for snow day, there will be NO Before or After School Program.

Paperwork

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graph TD; A[Paperwork] --> B[Make sure you filled out ALL the forms on the Before and After School Webpage!]; B --> C[Read the parent handbook!]; C --> D[Make a payment through myDSD. ALL paperwork, registration fee, and first month's payment must be submitted before your student(s) can attend the program!];
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Make sure you filled out ALL the forms on the Before and After School Webpage!

Read the parent handbook!

Make a payment through myDSD. ALL paperwork, registration fee, and first month's payment must be submitted before your student(s) can attend the program!

- All students must wear a mask (masks will not be provided).
- Temperatures will be taken on all students that come into the *morning* program. Students temperature must be below 99.5.
- Students will be taken to wash their hands and then they are delivered to their designated location.
- No more than 25 kids should be in any given area.
- Snacks will be delivered to the rooms by the runner.
- Rooms will be sanitized BEFORE and AFTER the program.
- A runner will answer the door in the afternoons and deliver the children to their parents (parents will not be allowed in the schools). Ring the doorbell (disinfected after every ring).
- If children start to show signs of sickness during the program the child is to be isolated and a parent called immediately for immediate pickup! We will call ALL authorized pick up contacts. If no one answers we will call the students guardians one more time, if no one answers we will call DCFS.
- Students and staff are asked to stay home from school if they have any of the following COVID-19 symptoms:



• Shortness of breath, sore throat or persistent cough



• Temperature higher than 100.4 degrees



• Congestion or runny nose



• Vomiting or diarrhea



• New loss of taste or smell

- Students should also stay home from school **if they are experiencing other illness symptoms** such as severe or long-lasting abdominal pain, rash with fever, strep throat, head lice before first treatment or any other illness that prevents a student from participating comfortably in school activities.
- Sunset Elementary Before and After School Program will follow all of Davis School Districts COVID-19 quarantine procedures.
- Mask break will be given when safety allows. If you do not want your student to have a mask break, please let us know.

Covid-19 Policies and Procedures

Attendance Policy

- ▶ Per grant requirements ALL students in both Before and After School must have 50% attendance. If your student reaches below 75% attendance, you will receive a letter stating your student may be endanger of losing their spot in the program.

After School Only

- ▶ For the safety of your student we ask parents to notify the After-School Program if their youth will not be attending the program. Your student will not be allowed to make a phone call to ask if they can go home with a friend or anyone else. If the student has attended the school day and has not arrived at the program, staff will attempt to notify a parent or emergency contact. If no one can be reached and the child is not located **local law enforcement will be called**. A parent or guardian can reach the director by phone at (801) 410-3902. You can send your student with a written note or send a text message to the above number. ***There will be a \$5.00 finders fee if the student is late (more than five minutes) or absent without prior notice. This fee MUST be paid before your student(s) can attend the program again.**

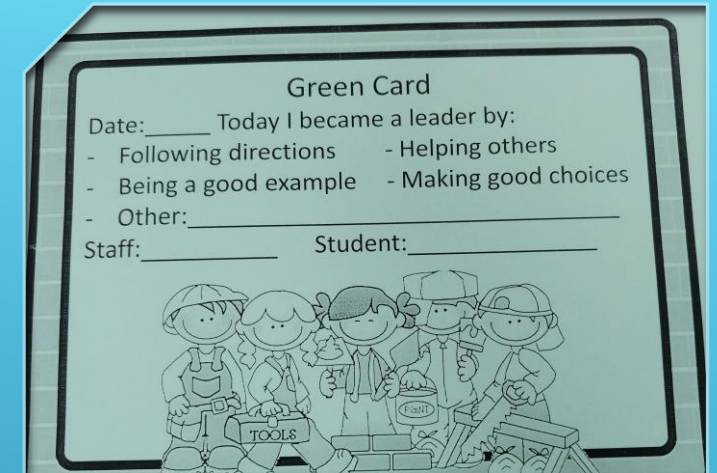


Emergency and Disaster Preparedness

- ▶ **Evacuation site:** If there is an emergency or disaster which requires us to leave our site, we will evacuate to 338 W 1800 N. parking lot (this is the yellow- white church on 1800 N.). If that site does not work out, our back up evacuation site is Sunset Jr. High.
- ▶ **Monthly Fire Drills**
- ▶ **Quarterly Disaster Drills**
 - ▶ Earthquake
 - ▶ Lock In
 - ▶ Lock Out

Behavioral Expectations

- ▶ We use a card system to give the children a visual reminder about their behavior.
- ▶ Green – indicates the child did or has done something exceptional and we feel they should be rewarded.
- ▶ Yellow – indicates there are some concerns and the child needs to correct his/her behavior.
- ▶ Red – indicates it is a serious problem. This must be cleared through the director.
- ▶ If the child receives a yellow or red card, you will receive the card during sign in/out. Parents must sign and return before the child returns to the program. If a child receives three yellow cards in one month (from date of first yellow card to date of last yellow card) he/she will automatically be moved to a red card. One red card receives a full day suspension from the program. Three (3) red cards will result in a full week of suspension (from date of first red card to date of last red card) and a meeting with the director and the parent. If more red cards are received a meeting with the parent, director and the principal will be arranged and possible suspension from the program. In the event of extreme misbehavior a child may be suspended from the program even if the child did not receive numerous red cards before (Safe School Policies). This typically will be a 5-day suspension.




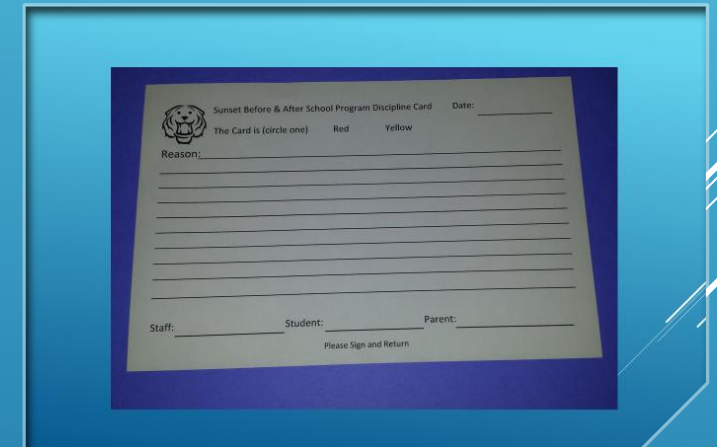
Green Card


Date: _____ Today I became a leader by:

- Following directions
- Helping others
- Being a good example
- Making good choices
- Other: _____

Staff: _____ Student: _____





 Sunset Before & After School Program Discipline Card Date: _____

The Card is (circle one) Red Yellow

Reason: _____

Staff: _____ Student: _____ Parent: _____

Please Sign and Return

BEHAVIOR AND INCENTIVES

Behavior Incentive

Class Dojo

<https://www.classdojo.com/invite/?c=CC78YYN>

- ▶ Student will get the opportunity to collect Dojo points.
- ▶ Points will turn into Dojo Bucks at the end of every term.
- ▶ A Dojo Auction will be scheduled (Auction days will be announced on our monthly calendars).
- ▶ Students gain financial learning experience.
- ▶ Students gain the value of hard work and good behavior.

Before School Program

Early drop off starts at 6:45 am
(\$10.00 extra per month).

Program starts at 7:00 am.

Students MUST BE SIGNED In!

If your student has homework
please let us know when you
drop them off.

If you would like your child to
have breakfast the staff will
dismiss your child to the cafeteria
when breakfast starts. You will
need to pay your regular
breakfast fee through the school.
This will mean your child has
exited the program.

Please Do Not Bring Breakfast
with your student!

- ▶ All children must be signed IN to the program each morning!

Drop Off Procedure

- ▶ All doors will always be locked. This is for your student(s) safety.
- ▶ 6:45am – 8:30am
 - ▶ Use the main doors on the west side (bus pick-up driveway).
 - ▶ Ring the doorbell (we will sanitize after every ring).



BEFORE SCHOOL PROGRAM

After School Program

Theme: Bridging the gap so hear us ROAR!

- ▶ Respect It
 - ▶ Own It
 - ▶ Accept It
 - ▶ Responsible for It
-
- ▶ Extravaganza – Every year the After-School Program participates in a talent show for our parents, relatives and other After School Programs (it's a big deal and lots of fun for our Students).

Homework Policy

- ▶ Students are required to work on homework for 30 minutes during program hours. Each staff member will assist students with their homework daily.
- ▶ **If students do not complete their daily homework during that time, it will be sent home and become the parent's responsibility to help their student complete it. PLEASE check with your student every night to ensure they have completed their homework!**



CHECK OUT PROCEDURE

EACH STUDENT MUST BE SIGNED OUT
OF THE PROGRAM!

UPON SIGNING OUT A STUDENT,
IDENTIFICATION WILL NEED TO BE
PROVIDED IF THEY ARE UNKNOWN.

THIS IS FOR YOUR STUDENT'S SAFETY!

PLEASE READ THE MONTHLY
CALENDAR!

ONLY PARENTS OR PERSONS WITH
WRITTEN AUTHORIZATION FROM
PARENTS WILL BE ALLOWED TO TAKE
YOUTH FROM THE PROGRAM. IN
EMERGENCY SITUATIONS, THE
PARENTS MAY GIVE VERBAL
AUTHORIZATION TO THE PROGRAM
STAFF. **AGAIN THIS PERSON MUST
HAVE ID.**



Afternoon Pick Up

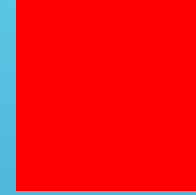


3:25pm -5:55pm

Ring the doorbell. (will be sanitized after each ring)

If no one answers call the program cell phone, 801-410-3902.

A leader will go open the door.



Use the main doors on the west side (bus pick-up driveway).

Snack

- ▶ We will provide a daily snack. It is the responsibility of the parent/guardian to inform the program if their child has any food allergies.
- ▶ Included in your tuition fees.
- ▶ Example: Milk, Cereal, Applesauce, Carrots, Chips





HOW TO PAY ON MYDSD

LOGIN TO YOUR MYDSD
SELECT PAYMENTS
SELECT OPTIONAL FEES



Login into your myDSD



Tools



Apply for Lunch Assistance

HOW TO APPLY FOR LUNCH ASSISTANCE

Several thin, white diagonal lines of varying lengths and angles, located in the bottom right corner of the slide.

SEND FREE AND REDUCED
LUNCH APPROVAL TO
TMELENDEZ@DSDMAIL.NET OR
PRINT AND TURN INTO TANA
MELENDEZ

Several thin, white, parallel diagonal lines are located in the bottom right corner of the image, extending from the right edge towards the center.

Our grant requires us to hold Parent Night Activities. By agreeing to enroll your student into our program you agree to attend all Parent Night Activities we hold during the 2021-2022 school year.

GRANT REQUIREMENTS

THANK YOU FOR
YOUR TIME!

WE CAN'T WAIT
TO WORK WITH
YOUR STUDENT!

IF YOU HAVE ANY QUESTIONS, PLEASE
CONTACT

TANA MELENDEZ, SITE DIRECTOR

TMELENDEZ@DSDMAIL.NET

801-410-3902

