***D.E.D.***

*(Davis Extended Day)*

**Sunset Elementary Before and After School Program (BASP)**

**Parent Handbook**

**Policies and Procedures**

[](https://sunsetel.davis.k12.ut.us/)

*PHILOSOPHY*

*BASP.* strives to provide qualified staff to care, nurture, teach and

mentor youth. We want the children in BASP to experience academic success and gain personal confidence. In addition, we would like to provide students and families an opportunity to increase literacy, language skills, job skills and acquire access to needed services.

*MISSION STATEMENT*

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 the 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…

Page 1 Last Updated 8-12-19

**TABLE OF CONTENTS**

**Welcome Page 3**

a. Introduction

b. Responsibilities and Expectations

**General Information Page 4-5**

a. Our Staff

b. Communication

c. Dress Code

d. Parent Involvement

e. Volunteer Information

f. Enrollment

g. Registration

**Homework Policy Page 5**

**Program Information Page 6-7**

a. Sign In/Out Procedure

b. Arrival to Program

c. Departure from Program

d. Daily Schedule

e. Snack

f. Healthy Practices

**Policies Page 8-9**

a. Child Abuse/Neglect Reporting Requirement

b. Communicable Diseases

c. Medication

d. Attendance

e. Transportation/Field Trips

f. Accident/Injury

g. Computer Use and Internet Safety

h. Grievance Process

**Behavioral Expectations Page 10**

**Emergency and Disaster Preparedness Page 10**

**Fee Schedule Page 11**

Page 2

***Welcome***

Dear Parents/Guardians,

The staff at *Sunset Elementary Before and After School Program* would like to take this opportunity to welcome your family. We pride ourselves in creating an environment where students are encouraged to pursue their own interests, develop lasting friendships, and grow confidence, independence, and respect for themselves and others. This parent handbook outlines what you may expect from our programand what we the program expects from you in return. We hope it will be helpful and we welcome your suggestions and feedback.

***Sunset Elementary Before and After School Program***

***Responsibilities & Expectations***

**As providers, *WE* agree to:**

\_ Provide a consistent, quality and respectful program

\_ Provide a safe, wholesome and challenging environment

\_ Listen to student’s concerns and answer their questions

\_ Treat each student with respect and dignity

\_ Respect each student and family’s confidentiality

\_ Be sensitive to all cultures

\_ Encourage creativity, growth, and foster self-esteem in each student

\_ Assist each student in educational and recreational development

\_ Provide positive reinforcement and mild consequences to the students for negative

Conduct

**As a student, I agree to:**

\_ Listen and abide by all directions of staff and teachers

\_ Be on time

\_ Practice respect to ALL other students and staff

\_ Practice respect of property

\_ Stay with my group at all times

\_ Try to resolve all conflicts or problems in a productive manner

\_ Leave personal belongings at home

\_ Remain drug, tobacco and alcohol free

\_ Display a positive attitude, be kind and show appreciation

\_ Have the right to feel safe

\_ Not disrupt the program or jeopardize the health and well-being of students and

staff

\_ Have the choice of how I behave, with the full understanding of the consequences

of my choices

\_ If a student chooses to bring games, puzzles, books, and personal items, parents

must recognize that the staff cannot be responsible for loss or damage of these belongings.

Page 3

**General Information**

**Our Staff**

BASP strives to hire and train the best qualified staff. All staff must be highly qualified according to the Davis School District. Our staff are committed to providing engaging opportunities to the youth participating in our program.

**Communication**

BASPutilizes many different ways to communicate and pass on information to our families. The use of phone trees, emails, newsletters and flyers will be used throughout the school year to get information to our families. Please refer to our grievance policy for any concerns.

**Dress Code**

As students participate in activities, it is important for them to have proper dress for the

occasion. Please make sure you provide appropriate clothing for weather activities. The staff will follow the District’s policy on dress code.

**Parent Involvement**

Parent concerns, opinions, and suggestions are encouraged at any time. Communication with the site director, or staff assistants is encouraged. The D.E.D. is continually building community partnerships. We are always looking for parent involvement in building community awareness in the importance of afterschool programs.

*Parents are encouraged to participate and volunteer in the program at anytime.*

A Parent Center will be available at the program site. It will display parent calendars and

newsletters, which will inform parents of what is happening in their student’s program.

The center will make available information on upcoming events and additional parenting

resources. It will also have a schedule for the day as well as current contact information.

**Volunteer Information**

*BASP* operates with the help of many volunteers in the community. These volunteers are required to sign in and out and review the program goals. They are required to sign a code of conduct as well. We do not allow our volunteers to be alone with the students at any time. There is always a paid staff present to provide supervision.

**Enrollment**

Enrollment in the program shall be granted without regard to race, sex, religion, color,

national origin, or ability to pay. Enrollment is open to any student who has a need for an extended day program. Student grades K-6 are eligible to participate in the Davis Extended Dayand are enrolled on a “first come, first served” basis or referral by a teacher or the principal.

Children with special needs (physical, emotional or mental disabilities) are eligible to

participate in BASPif existing staff are able to provide adequately for the student’s needs in the Extended Day setting. We are not able to accommodate students who do not have age appropriate hygiene skills. We also cannot accommodate students who are unable to follow the *Roles & Responsibilities*.

Parents of students with special needs are required to make an appointment with the site director prior to registering the students in the program.

The D.E.Denrollment will be open to all students attending the school site. The enrollment capacity will be established by the site director and principal according to the needs and space available at the school.

Page 4

**Registration**

Before your student can begin participation in *BASP* a registration packet must be completed. The registration packet includes:

1. Youth Information

2. Parent/Legal Guardian Information

3. Emergency Contacts

4. Special Health Needs (allergies, medical needs, etc.)

5. People other than the parent/guardian who are authorized to pick up the youth

6. Fieldtrip/Transportation Release

7. Emergency Medical Treatment Release

8. A Computer and Internet Acceptable Use Agreement (on file in school office).

A Current emergency information and medical treatment form will be kept on file for each student. It will also be copied and taken on all field trips. It is the parent's responsibility to keep the program informed of any change in their child’s emergency, medical or physical conditions. In case of serious illness or injury, the staff will follow parental instructions written on the student’s medical treatment release form. However, in all cases, staff will call for emergency assistance in situations that are deemed to be serious enough in nature as to cause harm to your child’s life.

**Homework Policy**

Students are required (per grant specifications) to work on homework for 30 minutes during program hours. This may include classroom reading or other homework provided by the classroom teacher. Each staff will assist students with any homework daily during that 30 minutes. If students do not complete daily homework during that time, it will be sent home and become the parent’s responsibility to help their student complete it. There will also be assistance each day by a certified teacher. If students do not have homework, then an individualized educational plan will be provided. If you have any specific homework needs for your child that the D.E.D program can help with, please contact the site director. Refer to the daily schedule to see when homework time will take place to work your pickup schedule around this time if possible. This educational time is to vital to the success of each child.

**NO SCHOOL DAYS**

**The program will not be in session** on days when school is cancelled, delayed or not in session. Closing and delays can be heard on TV or KSL 1160 AM. If the Before School Program was not in session because of a delay, the After School Program will still occur if school is session. If the school is let out as an unscheduled early dismissal, the After School Program will not be in service. Parents will need to make other arrangements.

Page 5

**Program Information**

**Sign In/Out Procedure**

The following procedures will be followed when youth arrive or leave the program.

Each youth must be signed in and out of the program by an authorized person listed on the registration form. When signing out you must include the date and time the youth leaves.

Persons signing youth in or out of the program shall use identifiers, such as a signature or initials and have photo identification if they are unknown to the provider.

\*Only parents or persons with written authorization from parents will be allowed to take

youth from the program. In emergency situations, the parent may give verbal

authorization to the program staff. The staff will question anyone that is unfamiliar to

them and check their authorization to pick up a student. If someone else is picking up the student, notification to the site director is required in writing.

\*Parents are required to provide their own transportation for the student’s pick-up each

day. Staff are not allowed to transport any of the students to or from the program.

**\*All children must be signed IN to the before school program each morning. The school works with the fire and police department to set up a safe walking path to school with lights and cross guards. This is not the case in the early before school hours. If this will not work with your family please consider asking another before school parent to assist with this issue, or have your child wait and just walk to school when it is going to start. Remember that these programs are an option and for the good of your child**

Page 6

**Arrival to Program**

Youth in grades K-6th will arrive to the program on their own from the regular school day. They are to walk directly to the extended day program immediately following the school bell.

The staff will take a roll within the first 15 minutes of the program. Any child unaccounted for will have a call to home to check on the child. If no answer the staff will then go down the contact list to find a responsible adult to verify the whereabouts of the child. In an event that no parent or contact is available the staff will make a written note of the efforts on their sign out chart and the local police will be contacted. Remember that early efforts to locate the child will also include talking to the principal, checking the school absent list, talking with the schoolteacher and other children in the program.

6:45am – 7:00am (Extra $10.00 fee per month)

* + Use the main doors on the west side (bus pick-up driveway).
  + Knock on the door.
  + We will open the door

7:00am – 8:00am

* + Use the main doors on the west side (bus pick-up driveway).
  + Knock on the door.
  + We will open the door

8:00am – 8:30am

* + Use the main doors on the west side (bus pick-up driveway).
  + Call the program cell phone, 801-309-8169
  + A leader will go open the door.

**Departure from Program**

Each youth’s registration form indicates that the only available departure from the program consists of an authorized person signing the child out. There will be NO walking home from the program without that signature. You may have a friend of the family, neighbor, or other sibling (if they are in Jr. high and listed on the approval to sign out list) sign out your child. This is for the safety of your child and the program. All children must be picked up no later than 6pm daily.

We release your student as indicated on their registration form. Please contact the D.E.D program office if you will be late, or another person will be picking up your child.

Required Pick Up Time and Procedures

5:55pm-6:00pm

* + Closing staff will start calling parents/guardians for pick up reminders.

6:01pm -6:15pm

* + Staff will continue to call authorized pick-up.
  + $1.00 late fee per student per minute applied.

6:15pm

* + Staff will call the local law enforcement for assistance with student pick up.

Page 7

**Daily Schedule**

***Monday-Thursday***

3:25-3:35 Check In and hand wash

3:35-4:05 Homework

4:05-4:30 Reading

4:30-4:45 Wash hands and Snack

4:45-5:00 Recess

5:00-5:30 Enrichment Activity

5:30-5:50 Free Time

5:50-6:00 Parent Pick Up (parents and authorized pick up contacts will be called)

6:01-6:15 Late fee applied ($1.00 late fee applied per minute per child)

6:15 Law Enforcement will be called (late fee continues until picked up)

***Friday***

1:25-1:35 Check In and hand wash

1:35-2:10 STEAM Stations

2:10-2:25 Updates/Announcements

2:25-2:45 Snack

2:45-3:00 Recess

3:00-4:00 Clubs

4:00- 4:30 Zone of Regulations

4:30-5:00 ST Math/Waterford/PE

5:00-5:30 Enrichment Activity

5:30-5:50 Free Time

5:50-6:00 Parent Pick Up (parents and authorized pick-up contacts will be called)

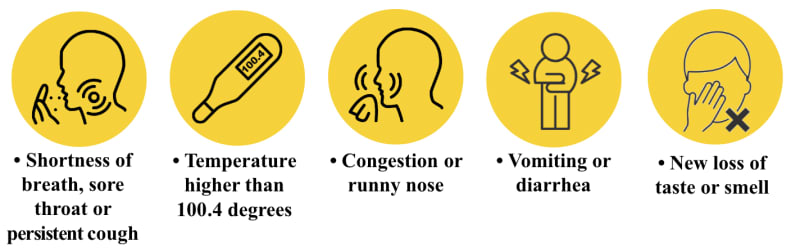
6:01-6:15 Late fee applied ($1.00 late fee applied per minute per child)

6:15 Law Enforcement will be called (late fee continues until picked up)

**Snack**

The *D.E.D* will provide a daily nutritious snack. It is the responsibility of the parent/guardian to inform the program if their child has any food allergies. (see health form) The program will provide appropriate snack options for those with special dietary needs. Snacks are provided by the USOE therefore we must comply with their regulations. USOE mandates that we provide a drink and snack each day to every child enrolled in the program. Your child does have the option to not take snack. You may send a snack with your child if your child does not prefer what we provide. We will only give an alternate snack in the situation of an allergy not food preference. We will offer a two-week variety to help fit everyone’s needs. The snack menu is posted for your convenience.

**Covid19 Policies and Procedures**

* Temperatures will be taken on all students that come into the *morning* program. Students temperature must be was below 99.5.
* Students will be taken to wash their hands and then they are delivered to their designated location.
* 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).
* 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.
* Students and staff are asked to stay home from school if they have any of the following COVID-19 symptoms:
* 
* 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.

**Healthy Practices**

Staff and youth will wash their hands with liquid soap and warm running water at the

following times:

After using the toilet

Before eating

Before and after food preparation

**We encourage hand washing at these additional times throughout the day:**

Upon returning from outdoor activities

After wiping noses

After handling animals

Before and after food preparation during cooking clubs

Hand washing procedures will be posted throughout the program area. All areas utilized

for food preparation or eating will be sanitized prior to use. We always have hand sanitizer and Kleenex available.

Page 7

**Policies**

**Child Abuse/Neglect Reporting Requirements**

Utah law requires any person who has reason to believe that a child has been subjected to abuse, neglect, or dependency to immediately notify the nearest Office of Child and Family Services, a peace officer, or a law enforcement agency. Abuse, neglect, or dependency of a child can be physical, or sexual.

**Exclusion of Staff and Youth**

If a youth has a communicable disease, the youth must be removed from the program

until the proper treatment has been completed and/or the doctor releases the student.

Youth with any of, but not limited to, the following symptoms should not attend the *D.E.D Program:*

Fever

Diarrhea

Vomiting

Undiagnosed Rash

Inflamed or Matted Eyes

Severe cold, cough, and/or sore throat

We do not care for ill youth. If your student shows signs of illness after arriving at the

facility, we will separate the him/her from the other youth. If your student becomes ill

during program time, the Site Director will contact you and require you or an authorized

person to pick the student up from the program. If a parent cannot be reached, the

youth’s emergency contact numbers will be called. (see “Should I send my child to school? Form)

**Medication**

We prefer not to give ***any*** medication to youth, but if a youth is to receive ***any*** medication during the hours of the program, the following policies must be adhered to.

Our program will administer medication to a youth only after receiving a completed

Authorization for School Personnel to Administer Medication form. If your child is in need of medication during D.E.D program hours you may receive the Administration form from your site director. We also have a nurse on call each day to help with any health concerns that the director may not be able to handle. All medication will be locked up in a secure location.

**Attendance Policy**

For the safety of your student, we ask parents to notify the *Davis Extended Day Office* if

their youth will not be attending the program according to registration guideline in the

event of illness, vacation or other activities on a regularly scheduled attendance day. The *D.S.D Program* site director needs to be notified by parents either through a written note, personal phone call or text message. If the youth has attended the school day and has not arrived to the program, staff will attempt to notify a parent or emergency contact. If parents, guardians, and emergency contacts cannot be reached and the child is not located, local law enforcement will be called. We will not allow a child to just leave because they don’t want to be there or want to go home with another individual. If parents, guardians, and emergency contacts cannot 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 \*There will be a $5.00 finder’s fee if the youth is late or absent without prior notice. This fee MUST be paid before your student(s) can attend the program again.** Per grant requirements all Before and After School Program students must keep at 50% attendance rate. If your student drops below 75% attendance rate you will receive a note stating your student may be endanger of losing their spot in the program.

**Grant requirements**

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 school year.

**Transportation / Field Trips**

At our program we do not transport to or from the program. Our program policies apply to the transportation of youth to and from off-site activities through the school district as well.

For youth attending any field trips, a transportation release form will need to be signed by the parent or guardian (included on registration process).

If there are delays with the return of a field trip, a program staff member on the field trip

will notify the program office, then parents or legal guardians will be notified by a

program staff on site. The program cell phone will be taken on all field trips.

If your child wants to attend the program from another school, then you will be responsible to get your child to and from the program daily.

**Accident/Injury**

If a minor accident or injury (a scrape, cut, bump, etc.) occurs with a youth during

program times the staff person attending to the youth will administer minimal first aid. If a more severe incident occurs (hitting their head, open wound etc) an incident report will be filled out. A copy of the report, including how the incident occurred and steps taken will be given to the parents upon pick up of their child. If an outside health provider is needed you will be contacted and we will also report it with Care about Childcare.

**Computer Use and Internet Safety**

It is the policy of *BASP.* to permit students to have internet access.

An Acceptable Use Contract must be signed by the student and his/her parent or

guardian. This contract is maintained in the school office.

**Grievance Process**

The *D.E.D. program* is an equal opportunity employer, and holds that all

employees, parents, and youth shall be free from all forms of discrimination and conduct

which can be considered harassing, coercive, disruptive, or in violation of any civil

rights.

Employees, parents, and youth wishing to appeal decisions and/or actions made

by the *D.E.D. Program* shall first discuss the complaint with the Site Director. The Site Director shall conduct an investigation into the complaint as deemed necessary.

The Site Director may also include the school principal, counselor, or your child’s school day teacher if needed to help resolve the issue.

You may always use the suggestion box to address any problems, concerns or ideas of the program.

Page 8

**Behavioral Expectations**

It is the goal of the *D.E.D. Program* to guide youth in becoming happy, responsible, cooperative participants through positive, non-threatening teaching techniques. We want to increase youth’s respect for themselves by guiding them to become responsible for their own actions, and to help them grow in their respect for the rights and feelings of other people. It is our policy to avoid forms of discipline that might impair the youth’s self-respect. The staff’s role is one of a strong leader and role model helping youth grow towards self-discipline and self-direction. Every effort will be made to obtain information that will help us understand your youth. This may include conferences with parents, classroom teachers, site director, staff assistants and school principals. When behavior problems arise, youth will be given options. We will find out what works best for each youth. The program uses discipline to encourage the youth’s self-control and reduce risk of injury and any adverse health effects to self or others.

We will use a card system to give the children a visual reminder about their behavior.

Green – means the child did or has done something exceptional and we feel they should be rewarded.

Yellow – indicates that are some concerns and the child will need to correct his/her behavior.

Red – means there is a serious problem (Violation of Safe School Policy).

If the child receives a yellow or red card, we will attach a note to their sign in/out sheet. **Parent must sign and return before the child return 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 miss behavior, a child may be suspended from the program longer than one day, even if the child did not receive numerous red cards before.

The program will use the following positive discipline measures:

o Listen to youth’s concerns and answer their questions

o Respect each youth’s point of view

o Encourage creativity, growth and foster self-esteem in each youth

o Provide positive reinforcement and mild consequences to the youth for

negative conduct

o Redirection

o Encourage problem solving and critical thinking

**Financial Agreement:**

Tuition is due before the 10th of each month. **If tuition is not received by 10th of the month, there will be a $10.00 late fee and your student(s) will not be allowed to attend the program until tuition is paid in full along with the late fee.**

Pick up time is at 5:50 pm Monday through Friday. **If you are late to pick up your student a $1.00 per minute per student late, fee will be applied, and your student(s) will not be able to attend the program until payment is made. If you are going to be late you must call and inform the staff, however this unfortunately will NOT waive the late fee.**

Page 9

**Emergency and Disaster Preparedness**

Our program has an emergency and disaster plans which follows the school’s procedures

for reporting emergencies and evacuating the facility. This written plan is at the school

and immediately accessible to all staff, substitutes and volunteers. Evacuation plans are

posted in prominent locations of each room or area that the *D.E.D* program operates in. The program holds monthly emergency drills which are documented. The

program is inspected annually by the local fire authority and maintains fire extinguishers

with a current tag.

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.

We will transport the youth to the evacuation site by walking.

The program emergency and disaster plan is as follows:

The person in charge is the Site Director.

The person with decision making authority is the Program Director.

People who will be notified in an emergency are the School, principal, Program Manager, and parents.

**Emergency telephone numbers:**

Emergency medical personnel 911

Fire Department *LOCAL NUMBER*

Ambulance Service *LOCAL NUMBER*

Police *LOCAL NUMBER*

Poison Control 1-800-222-1222

Page 10

**Before and After School Program**

**Our Program offers the following:**

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

Sliding Fee Scale 2022-2023

|  |  |  |  |
| --- | --- | --- | --- |
| [Sunset Elementary Logo](https://sunsetel.davis.k12.ut.us/) | **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 |
| **After School Only** | $55.00 per month/per student (150.00 maximum per family) | $30.00 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 student, 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

Page 11

**Extra Fees**

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

1 student= $20.00

2 students= $35.00

3 students= $50.00

4 students= $60.00

\* There will be a **$5.00** fee per family if you wish for your child/children to attend the program during parent teacher conference weeks (there is two during the school year).

\* There will be a **$1.00 per minute per student late pick up fee**. This fee MUST be paid before your child can attend the program again.

\*There will be a **$10.00** late fee if tuition is not paid by the 10th of every month.

\*There will be a **$5.00** replacement fee for our student basket, if a student breaks a basket while maliciously destroying their basket (kicking, throwing, sitting or lying in it or on top of it). Proper handling and expectations will be discussed with students often.

\*There will be a **$5.00** finders fee if the youth is late or absent without prior notice.

\*There will be a **$10.00** early drop off fee per family. Regular morning hours are 7:00am. Early drop off is 6:45am.