



SALT LAKE CITY
SCHOOL DISTRICT
COMMUNITY EDUCATION

Community Education After-School Program Parent Handbook



Community Education



**1078 South 300 East
Salt Lake City, Utah 84111**



801-578-8275



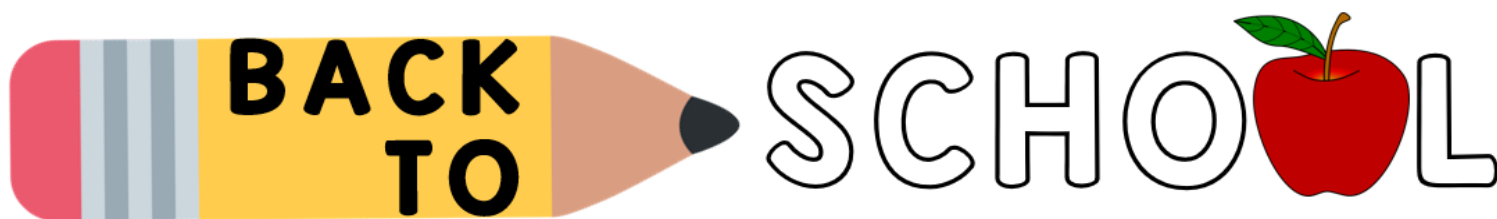
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SALT LAKE CITY SCHOOL DISTRICT COMMUNITY EDUCATION



Section I: Introduction

Vision:

Every district student will have lifelong learning access to high-quality programs through the Community Education Department.

Mission Statement:

Community Education provides a range of enrichment experiences that ensure every student is **Ready for Tomorrow**.

Program Philosophy

The gap between the skills people learn and the skills people need is becoming more obvious, as traditional learning falls short of equipping students with the knowledge, they need to thrive in the 21st century. Today's job candidate must be able to **collaborate**, **communicate**, solve problems (**critical thinking**), and think outside the box (**creativity**). The Community Education After-School Program believes that we can develop all these skills mainly through **social** and **emotional learning (SEL)**.

Our Community Education After-School Programs' enrichment activities focus on SEL because the research has shown that the long-term benefits of its outcomes have produced higher rates of employability and educational fulfillment. Focusing on the social and emotional proficiency of a student will equip children to succeed in this evolving 21st century world and to be **Ready for Tomorrow**.



Goals:

1. Provide quality supervision to students while parents are at work.
2. Promote social and emotional growth of all students in the after-school program.
3. Offer enrichment programs that supplement academic learning time during after-school.

Program Overview:

The Community Education After-School Programs' enrichment activities are designed to provide a safe place for children to experience academic enrichment, SEL growth, keep kids active and healthy, and meet the needs of the Salt Lake City School District (SLCSD) community. The Community Education After-School Programs are funded by tuition and grants. All our SLCSD elementary and middle schools have an after-school program to support our families.

The After-School Program expectations align with the school day expectations. Daily rotations include **CARE** (Café, Academics, Recreation, & Enrichment):

- **Café**: a daily healthy [Smart Snack](#) is provided (Kids Café meal served at Title 1 schools);
- **Academics**: homework time with assistance, drop everything and read (DEAR) time.
- **Recreation**: daily physical fitness activity.
- **Enrichment activities**: daily **Harmony SEL**; **Science**, **Technology**, **Engineering**, **Art**, and **Math (STEAM)** activities; Digital Citizenship; Health and Wellness; Multicultural Arts; Service-Learning projects; special interest enrichment clubs, and content area field trips.

This handbook is a guide to understanding the policies and procedures of the program. The program hours are from school dismissal until 6 p.m. Monday through Friday.



We will not be in session on:

- non-school days,
- scheduled SEP days,
- the day before winter break, or
- any early release days that have been set by the schools.

Please read and discuss this family handbook with your child. If you have additional questions, please feel free to ask your Site Coordinator.

CARE	After-School Program (Sample Schedule)				
	Each program runs approximately 3 hours after school, please check the district calendar for exact days off.				
	Monday	Tuesday	Wednesday	Thursday	Friday
3:00 – 3:45	(C) Snack Time (5min) (E) Meet Up (10 min) Welcoming Routine	(C) Snack Time (5min) (E) Meet Up (10 min) Welcoming Routine	(C) Snack Time (5min) (E) Meet Up (10 min) Welcoming Routine	(C) Snack Time (5min) (E) Meet Up (10 min) Welcoming Routine	(C) Snack Time (5min) (E) Meet Up (10 min) Welcoming Routine
3:45 – 4:15	(A) Homework/DEAR Time (30 min)	(A) Homework/DEAR Time (30 min)	(A) Homework/DEAR Time (30 min)	(A) Homework/DEAR Time (30 min)	(A) Homework/DEAR Time (30 min)
4:15 – 4:25	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)
4:25 – 4:35	BREAK	BREAK	BREAK	BREAK	BREAK
4:35 – 5:00	(E) SEL (25 min)	(E) STEAM (25 min)	(E) SEL (25 min)	(E) STEAM (25 min)	(E) Virtual Field Trip (25 min)
5:00 – 5:10	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)
5:10 – 5:20	BREAK	BREAK	BREAK	BREAK	BREAK
5:20 – 5:45	(E) Digital Citizenship (25 min)	(E) Virtual Field Trip (25 min)	(E) Enrichment Club (25 min)	(E) Digital Citizenship (25 min)	(E) Enrichment Club (25 min)
5:45 – 5:55	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)	(R) Physical Activity (10 min)
5:55 – 6:00	(E) Buddy Up (5 min) Optimistic Closure	(E) Buddy Up (5 min) Optimistic Closure	(E) Buddy Up (5 min) Optimistic Closure	(E) Buddy Up (5 min) Optimistic Closure	(E) Buddy Up (5 min) Optimistic Closure

Section II: Attendance

Attendance Policy:

Attendance is a very important part of our program. To get the most out of the program, your child should attend daily for the full program year. Parents are responsible for contacting the site before the program begins if a child will be absent, to get contact information please look at the school website under the after-school program drop-down menu.

If a child has a prior commitment, written notice containing the parent's or guardian's signature and stating the reason for the weekly/monthly absence must be provided to the site coordinator. This notice will become part of the student's ASP file. Frequent absences may result in your child's removal from the program.

For every student in our after-school program, there are three waiting to get in, space is limited, spots are coveted, and we cannot have students in our programs that are not going to have consistent attendance. We must give preference to students that attend daily our after-school programs.



Excused Absences:

- Illness of student
- Serious illness or death of family member
- Doctor or dental appointments
- Religious holiday
- Unforeseen emergencies (e.g., natural disasters)
- Prior commitment that has been documented in student file by the parent/guardian.

The site coordinator will contact the parent or guardian of any student who has more than three (3) unexcused absences to set-up a meeting.

Unexpected Absences:

Please contact the site coordinator in advance if you know your child will be absent from the ASP. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child is attending the program. That is why communication with the site coordinator is so important. It's about your child's safety!

After three (3) consecutive, unexcused absences a meeting will be scheduled. After the (4th) consecutive, unexcused absences, parents will be notified by phone and mail that the student is in danger of being removed from the Community Education After-School Program due to excessive absenteeism. Parents will be asked to contact the site coordinator for further information within two (2) days. If no communication occurs, the student will be removed from the program. The parent will be notified by a letter sent home via the mail system.

Section III: Program Hours

Hours of Operation:

The Community Education After-School Programs function with grant, district, state, federal, and tuition funding. All our programs operate from school dismissal until 6 p.m. Monday to Friday. The Community Education After-School Program **begins on September 7, 2021 and ends on May 27, 2022.**

During the afternoon hours, students participate in daily rotations which include **CARE** (Café (snack time), **A**cademics, **R**ecreation, & **E**nrichment). Activities vary throughout the year; consult the program activity calendar displayed at the sign-out table for details of current activities or the school site Canvas page for an electronic version of the calendar.

Holidays and Bad Weather Policies:

During the regular academic year, the calendar for the ASP follows the school district calendar. On days when there is no school, including bad weather days, the ASP is not in session. If school is released due to bad weather, the program will not occur. On school days when regular classes are in session, but bad weather is predicted for late afternoon, the afternoon program hours may be canceled.



Site coordinators will notify parents via the Remind app with any news in regards of any cancellation notices for the ASP. Make sure that you sign-up to the Community Education After-School Program Remind app that your site coordinator sets up for your school to remain in constant communication if bad weather occurs.

Dismissal of Students:

As described in Section II of this handbook, attendance is important. To get the full benefit of this program, your child should attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Parents who pick up students will go to the sign-out table, where they will meet with staff to sign students out for the evening on the "Daily Sign-in/Sign-out Form". If students are to be picked up by persons other than

those designated at the time of registration (those listed on the student's registration form), the site coordinator must be notified prior to pick-up time, or the student will not be released.

- Your student will only be released to people that have been identified on the application and who have appropriate picture identification. It is your responsibility to notify the program of any additions or other changes to the list of those who have your permission to take your child(ren).
- If authorization to pick up your student is done over the phone, you will be asked to verify certain information. Even if it is an emergency, the program needs your permission to release your student to someone other than you. Written documentation naming the person(s) authorized by the parent/guardian for the release of the student is required for dismissals. An adult 18 or older must sign the student out on the "Daily Sign-in/Sign-out Form".
- It is very important to the Community Education After-School Program that your student arrives home safely. Therefore, if the person who arrives to pick up your student appears intoxicated or otherwise incapable of bringing your student home safely, the site coordinator will call the other parent or the emergency contact. If the parent refuses to agree not to transport the student, the staff will notify the police and report the parent as intoxicated. The Community Education After-School Program will not place any student in a situation where a student may be at risk of not arriving home safely.

Early Pick-Up Policy:

We discourage picking up your child early. Program staff plan activities based on the full program time available. Your son or daughter will not receive the full benefit if they do not participate in the full program day. We understand that early pick-up may be required sometimes. Please try to limit those times as much as possible.

When you arrive, please check-in with the Community Education's After School Program staff and be sure to sign your child out for the evening before leaving the building. Whenever you pick-up your child, prior to the end of program, please be aware that the staff will write by your "Daily Sign-in/Sign-out Form" one of the following codes:

1. Other Program Attendance	2. Family Emergency	3. Personal Family Circumstances	4. Medical Appointment
5. Transportation	6. Community Safety	7. Child Accident/Injury	8. Other Conditions

We must give preference to students who can meet the criteria explained below because for every child in our after-school program, four are waiting for a spot to open. **A student may be removed from the program if they are picked up early more than five times in one quarter.** Please note, this does not include prior commitments that have been documented in the student's file by the parent or guardian.

Early Pick-Up Criteria:

- A student has not been picked up early more than five times in one quarter.
- If a student has a prior commitment, written notice containing the parent's or guardian's signature and stating the reason for the weekly/monthly absence must be provided to the site coordinator. This notice will become part of the student's CEASP file.
- A student has more than four unexcused absences **after** the site coordinator spoke to parent/guardian about the importance of contacting the site coordinator via a written note about absences.

Late Pick-Up Policy:

Parents are expected to pick their children up from the after-school program no later than the closing time of the program. **A \$1.00 per minute fee will be assessed for late pick up after 6:00 PM. This charge must be paid prior to the student's next attendance date.** If a parent is more than ½ hour late for pick up, the staff may contact Child Protective Services or the Salt Lake City Police Department.



Section IV: Code of Conduct

The Community Education After-School Program strives to provide the highest level of safety and enjoyment to all participants and staff during its programs. It's important that everyone attending a Community Education After-School Program is having a fun and safe experience.

The code of conduct section of the handbook was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time

by participating in activities and interacting with others. The main reasons for establishing behavior expectations are these:

- to prevent possible harm to self or others
- to prevent infringing on the rights of others; and
- to prevent damage to equipment and property.

Staff Code of Conduct:

Our program staff are our all-year-round employees in Community Education and have a wealth of after-school program experience and youth development expertise. All staff have had a background check which included fingerprinting. Daily, our staff promise to teach classes professionally: come prepared, begin on-time, and treat all learners with respect.

- Adhere to the After-School Program schedule.
- Respond in a timely manner to parent/caregiver/guardian questions.
- Communicate with the parent/caregiver/guardian in a professional manner. Staff will never contact students outside of activity times. If a staff member needs to contact a family, they will reach out to the parent/caregiver/guardian listed on the registration card.
- Create a safe and welcoming space for learners and families from all backgrounds, beliefs, and locations.

Student Code of Conduct:

As stated by the Utah State Board of Education, "Students are encouraged to engage in the highest standards of civil and ethical behavior on school grounds, during school sponsored activities, and in school-related communications and interactions."

Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to ignore the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. The same school behavior and discipline rules and expectations that apply during the regular school day also apply during after-school program hours.

In addition, to provide a safe and secure environment for everyone, the following expectations will always be in effect:

- The expectations found in the [Salt Lake City School District handbooks](#).

The Community Education After-School Program – Rules:

- Be Safe
- Be Responsible
- Be Respectful



The Community Education After-School Program – Behavior Expectations:

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none">• Keep Hands, Feet, Mouth, and Objects to Yourself.• Walk in the Building.• Ask permission to leave an area.	<ul style="list-style-type: none">• Use Materials and Equipment Properly.• Be in the Proper Place at the Proper Time.	<ul style="list-style-type: none">• Follow Directions the First Time Given.• Quiet Voices in the Building.• Put People Up, not Down

Whenever possible, natural, and logical consequences will be provided for inappropriate behavior. If a student has a discipline issue, the parent or guardian will receive an incident report. Parents will be informed of their child's behavior and may be asked to participate in a discussion to resolve special situations.

The Community Education After-School Program – Bus Expectations:

- Act in a safe, courteous manner while waiting for the bus.
- Always remain seated while the bus is in motion.
- Obey the bus driver.
- Do not disturb the bus driver.



The Community Education After-School Program – Electronic Device Expectations:

- The Salt Lake City School District Board of Education promotes an environment conducive to teaching and learning. Salt Lake City School District is not responsible for lost or stolen personal belongings brought to school. Students bring electronic devices on school property or to school activities at their own risk. Electronic devices may not be used during **school or school events**.

Consequences:

- The student will receive a warning for the **first violation** of the above procedure. A parent will be notified if a student violates the above procedure a **second time**. The electronic device will be confiscated by a school administrator if the student violates the above procedure a **third time** as well as parental notification will occur.

Definition of School or School Events (from above):

- Any hours that make up a school day, during students' individual courses or during the entire period of the elementary/intermediate school day including school-provided transportation to and from curricular activities and extracurricular activities including athletic events, field trips, extended school-sponsored trips, or activities such as after-school programs.

The Community Education After-School Program – Three-Opportunity Policy:

These behaviors will be documented, reported, and could result in the removal of a participant from the Community Education After-School Program as per our three-opportunity policy. Behaviors that are **NOT** permitted in the Community Education After-School Program include, but are not limited to:

- Physically striking another participant or staff
- Bullying, harassing, or threatening any of the other participants or staff
- Stealing anything from another participant, staff, or location
- Possession of any harmful objects (such as knives, lighters, etc.)
- Purposefully breaking anything that is supplied for their use or belongs to another participant or staff member.
- Any behavior that may pose a safety risk to the individual, other participants, or staff

The Community Education After-School Programs maintain a **ZERO**-tolerance policy toward all types of violence, including threats of violence ([Board Policy G-11: Violence Prevention](#)). Any child may be removed from the program if his/her behavior threatens his/her welfare or the welfare of others. Parents will be contacted and asked to pick up their student as soon as possible. We cannot refund tuition for days a child misses due to suspension or expulsion from the Community Education After-School Program.

Three-Opportunity Policy

1 st Opportunity	2 nd Opportunity	3 rd Opportunity
<ul style="list-style-type: none">• If the participant's behavior is deemed inappropriate by a site coordinator, a parent/guardian of the participant will be notified immediately.• The participant is encouraged to review the Community Education After-School Program Behavior expectations and the participant is removed (by site coordinator for the remainder of the program, parent picks up, etc.) from the Community Education After-School Program for the remainder of the day.• The participant, parent/guardian, Site Coordinator, Support Specialist, and School Administrator MUST attend a meeting to discuss behavior expectations moving forward to avoid reaching a 2nd behavior incident before student can attend again the after-school program.• The incident will also be documented and kept on file.	<ul style="list-style-type: none">• If the participant's behavior is deemed inappropriate by a site coordinator, a parent/guardian of the participant will be notified immediately.• The participant is encouraged to review the Community Education After-School Program Behavior expectations and the participant is removed (by site coordinator for the remainder of the program, parent picks up, etc.) from the Community Education After-School Program for the remainder of the day.• The participant, parent/guardian, Site Coordinator, Support Specialist, and School Administrator MUST attend a meeting to discuss behavior expectations moving forward to avoid reaching a 3rd behavior incident before student can attend again the after-school program.• The incident will also be documented and kept on file.	<ul style="list-style-type: none">• After the third behavior incident a participant may be removed from the Community Education After-School Program and from any other programs they may be registered for.



Section V: Enrollment

The Community Education After-School Program strives to align with, integrate, and build upon existing initiatives and priorities of the Salt Lake City School District. Students are enrolled in the program based on the ability to hire staff. Families need to be able to make plans regarding after school needs as soon as possible, and Community Education wants to be responsive to those needs. Therefore, **it is our practice to not have a wait list once a program is full at a specific school site.**



Registration:

Registration for **ALL the Community Education After-School Programs** coincides with the schools Fall

Registration Dates. Every year families will need to register for the Community Education After-School Program.

1. Students must be enrolled as a school-day student in the school to attend the after-school program provided at that school.
2. For students to participate in the after-school program, parents must register and enroll students through the Community Education Department Online Portal and pay the Salt Lake Board of Education approved participation fee.
3. The Community Education After-School Program Online application requires the same student PIN and student ID number, to register a student for the day-school as it is to apply for the after-school program.
4. Students are required to be toilet trained to participate in the Community Education After-School Programs unless an accommodation is warranted under Section 504.
5. Fee waivers apply to after-school program activities. See, Board Policy S-10: Student Fees and Fee Waivers. Parents can apply for a fee waiver during the [Online School Registration](#) process for their student.
6. If the previous year's after-school program account has not been paid in full, the parent will not be permitted to apply for the after-school program this current year until the past due account has been brought current.
7. Students are enrolled in a site's after-school program on a first come, first serve basis. **Families will be notified via an email indicating that their application has been received** into a site's after-school program.
 - a. This does **NOT** mean that the student has been accepted into the after-school program for that school site.
8. **The school administrator and site coordinator of the school building collaborate to make ALL decisions involving the enrollment in the Community Education After-School Program for that school site.**
 - a. **Families will be notified via an email if their student has been accepted** into a site's after-school program.
 - b. The email provides instructions to complete the non-refundable registration fee. If payment is not received within three (3) business days from the enrollment email time frame; the next student will be offered the opening.
 - c. We need to be mindful that for every student that receives an enrollment email for our after-school program, there are many waiting for an enrollment email too. Space is limited, spots are coveted, and parents are anxiously waiting for a spot to open. Please be prompt with your response. We want to be responsive to all our family's needs in a timely manner.
9. When a site's after-school program reaches capacity, no additional students will be allowed to enroll in that site's after-school program.
 - a. **Families will be notified via an email if their student has NOT been accepted** into a site's after-school program.
 - b. If an opening in a particular school's after-school program becomes available, that school will communicate the opening to its school community.

Students with Special Needs:

- Students are accepted to the after-school program on a first-come, first-served basis.
- Salt Lake City School District provides all students with equal access to its programs.
- One way to safeguard that objective is to provide students with required accommodation and/or modifications at enrollment.
- No student shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity because of gender, race, religion, national origin, age disability or ethnicity group.
- The administrator of the building will reach out to the parent when the enrollment email is sent.

Section VI: Communication

It is important to keep the lines of communication open between the Community Education After-School Program staff and families of enrolled students. Site Coordinators are available at the sites during regular program hours. The Support Specialist for each school and the Administrator/Supervisor of the Community Education After-School Program is available on a regular basis inside the Liberty CLC.

The entire Community Education After-School Program staff serves to answer questions, accommodate needs, and provide a growth-oriented experience for your child. For the well-being and safety of both staff members and students, it is against district policy for staff members to babysit or watch program participants outside of the Community Education After-School Program. Thank you for your understanding in this matter.

Listed below are ways we plan to keep families updated, and a way for families to contact program staff.

Homework:

Staff will assist your child with assigned homework. However, based on the daily program schedule, there may be times when not all homework is completed. This is a learning engagement program, not just a homework completion program! Staff will let you know the status of your child's homework by using a homework log.



Program Activities:

The Community Education After-School Program supports a positive self-image, educational support, recreation, leadership opportunities and exploration. Students are encouraged to participate in all program activities; however, staff will never force a child to participate.

A newsletter will be sent home once a month. A monthly calendar will be included with each newsletter. Activities and schedules are also located on the Canvas pages of each of the Community Education After-School Program for each specific school site. Please note that all schedules are subject to change.

Family Engagement:

Family engagement is a very important component of your child's education; we encourage each adult family member to participate in the after-school program as much as your schedule allows. We plan to offer at least four activities in the evenings, two each in the fall/winter and spring semesters, for both the parents and their children, or just for parents throughout the school year. Activities may include, but are not limited to, the following types of workshops: Financial Literacy for All, Computer Science for All, Sanford Harmony Social and Emotional Activities, Connecting Families to Supports, how to be a Good Digital Parent, and community/family events.

The community/family events are designed to be fun for the whole family, so we hope you will attend! We will provide the information for these events in advance.

We select the adult workshop topics based on community feedback and the sessions have been designed for adult learning. Please let the site coordinator know if there are workshops that would be of interest or benefit to you.

Questions, Concerns, or Suggestions:

Your comments and suggestions are welcomed. You may speak to our staff when you are in the Community Education After-School Program, leave a comment in the suggestion box, or you may call the Community Education After-School Program.

Complaint Procedure:

1. If you have any issues or concerns, please address them privately with the Site Coordinator of the Community Education After-School Program as soon as possible, so it can be resolved in private as quickly as possible. Contact the program via telephone or email and verbally request, or submit a written request, to speak with the Site Coordinator of the Community Education After-School Program during non-program hours.

2. If you feel that you were not able to resolve your concern adequately with the Site Coordinator of the Community Education After-School Program. Then please contact the Support Specialist of the Community Education After-School Program of that specific school. They are the direct supervisor of the site coordinator. [Their number is located on the back of the handbook.](#) They will be able to set up a meeting to address any issues or concerns about any aspect of the Community Education that may not have been addressed at the school level with the site coordinator.

If we are unaware that there is a problem, we cannot work to resolve it. We want to provide an atmosphere where your child feels safe and has fun while learning through enrichment activities, and we want to work closely with you in a positive and constructive way to ensure that happens.

Section VII: Financial Section

Fees:

- **Non-Refundable Registration Fee:** \$50.00 (Standard Fee Schools) \$15.00 (Title 1 Schools)
\$25.00 (Nibley Park and Middle Schools)
- **Monthly Tuition Fee:**
 - \$260.00 (Standard Fee-Based Schools)
 - \$ 50.00 (Title 1 Schools)
 - \$ 75.00 (Nibley Park School)
 - \$ 75.00 (Middle Schools – one-time fee for the year)
 - Tuition is billed on the 15th of the previous month.
 - Tuition is due on the 1st of each month.
- All families should notify the Community Education After-School Programs staff of any transfer requests before the monthly billing cycle (the 15th of each month), or they will be charged for the following month's tuition.
- Give us two (2) weeks' notice if your child will no longer be attending our Community Education After-School Programs. If you choose to remove your child out of the program, please contact the site coordinator of the school site. Look for the school contact in the [Community Education After-School Program School Directory](#).
- Due to our expenses remaining constant, fees are not prorated based on number of days of attendance, absences due to illness, or vacations.

Cash Update:

- The after-school program school sites will no longer accept cash, credit and/or debit cards as an option for payments in the after-school program.
- All parents must pre-pay for the after-school program tuition services using a credit and/or debit card through the [Parent Portal account](#).
- Checks can be mailed to Community Education at the risk of the customer. There is a \$20.00 charge for overdrawn checks. The Community Education address is:
Community Education
1078 South 300 East
Salt Lake City, UT 84111
- If you need to make a cash transaction, call the Community Education District Office at (801) 587-8275 to make an appointment.

**NO CASH
ACCEPTED**

Fee Waiver:

To ensure that no student is denied the opportunity to participate in programs, courses, or activities because of an inability to pay the required fee, deposit, or charge fee waivers are required to be provided by the Salt Lake Board of Education. A fee waiver is a full release from the requirement to pay a fee. This means that those students who are eligible for a fee waiver can participate in any school class or activity free of charge.

Parents can apply for a fee waiver during the [Online School Registration](#) process for their student. Inform the school administrator that a Fee Waiver Application Form has been filled-out and needs their approval. Once the school administrator (principal or assistant principal) has approved or denied the Fee Waiver Application form, the school administrator will contact the parent with the fee waiver decision using this [form](#). The parent has parental appeal rights if they disagree with the decision; the notice of appeal is on the same [form](#). The site coordinator for the after-school program will be notified by the school administrator of the fee waiver decision using the same [form](#) given to the parent. A student must reapply for a fee waiver each school year. The school year includes summer.

Reduced Tuition Fee Scale:

If a parent does not qualify for a fee waiver under the income eligibility guidelines for the school year, but who, because of extenuating circumstances are not reasonably capable of paying the after-school program fee, the after-school program offers an opportunity for parents to qualify using the "[Reduced Tuition Fee Scale](#)". Please ask the program site coordinator for more details.

Refunds:

The Community Education After-School Program may withhold 25% of the refund (program tuition fee) for administrative costs. All refunds may be requested via phone, accompanied with a written refund request via email. No refunds shall be given after the first day of the program.

Fees are non-refundable – you will not be reimbursed or prorated if you decide to withdraw from any Community Education After-School Program after payment is made for the month.

Section VIII: Staff and Volunteers

Staff:

The Community Education After-School Programs has a teaching team that consists of teachers, site coordinators, and group leaders from the school day and part-time staff hired specifically for the Out-of-School-Time Program.

Each activity adheres to a 1 to 15 staff-to-student ratio, which provides several benefits:

- More one-on-one attention from the staff
- Students get to know each other; and
- Staff can tailor instruction to students' individual needs.

Volunteers to the After-School Program:

We welcome all family members who would like to volunteer with the after-school! Salt Lake City School District takes security in our schools seriously. It is also a state law ([Background Checks](#), [Reference Checks](#), and [Professional Standards and Training for Non-Licensed Volunteers](#)). Anyone can volunteer; however, all volunteers with unsupervised access to students must go through the background check process. Background checks will "**red flag**" **misdemeanors and felonies** that may affect the safety and security of students. A parking ticket, off-leash dog, or failure to shovel snow from a sidewalk will not limit a volunteer's ability to work with children. **The fee for the background check is \$31.25.** The one-time background fee covers constant monitoring until a volunteer asks to be released from the volunteer program. The district does not have the funding to pay for background checks. To apply click on the volunteer button or use this [link](#).



Section IX: Additional Details

Snack

A nutritious snack will be provided daily at no charge through the Child Nutrition Department for the Title I schools. A [USDA Smart Snack](#) will be provided daily at no charge through the school site for the standard fee-based schools. Students are welcome to bring their own snacks from home. Candy, gum, and soda are not allowed. The site coordinator must be notified of any special dietary concerns.



Health and Safety:

Our staff provides a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition (such as asthma, diabetes, ADD, autism, seizure disorder), be sure the site coordinator knows what to do if a problem should occur during program hours. Please notify us of your child's physical or health condition so we can do our best to serve your family.

If you suspect that your child has any of the symptoms listed below, please do not send them to the after-school program. Because colds and flu share many symptoms, it can be difficult (or even impossible) to tell the difference between them based on symptoms alone. Special tests that usually must be done within the first few days of illness can tell if a person has the flu. Colds are usually milder than flu. [Flu](#) can have very serious associated complications.

- Fever of over 100.4°F (38°C) or higher
- Chills
- Sneezing
- Runny or Stuffy Nose
- Headache
- Muscles or Body Aches
- Fatigue, Weakness
- Chest discomfort, Persistent Cough
- Sore throat
- Diarrhea or frequent, loose, watery stools

Please follow the [guidelines for illness](#) and contact the school, the Community Education After-School Program, and keep your child at home as direct by your physician, if your student has been diagnosed with any of the following illnesses:

• Conjunctivitis – Pink Eye	• Drainage from ears, eyes, etc.	• Impetigo (until sores are dried)
• Infestation – Scabies – Lice	• Parasites – Pinworm	• Rash with fever
• Ringworm Infection	• Strep Throat	• Varicella – Chicken Pox

Medication

Staff are not certified to administer medication to any child. If you have a specific need, please contact the Support Specialist for your school to discuss your options. Support Specialist information are located at the back of the handbook. The Support Specialist will contact the [school nurse](#) in charge of the school to ensure safe administration of [medication](#) to the student is followed and administered.

Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them.

Illness During Program:

If a child becomes ill while in the out-of-school time program, the parent, guardian, or approved adult will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student. If a child has any of the following symptoms or behaviors, the parent or guardian will be notified to pick up the child immediately:

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice



- Ringworm
- Pink eye
- Accident requiring medical attention
- Any type of head injury

Accidents and Injuries:

All the staff are certified in CPR/AED and first aid. If a child has an accident, is injured, or receives medical attention, parents will be notified by phone or at pick up.

Injuries that appear to be minor in nature will be treated with first aid on the premises and/or according to the instructions provided on the student's emergency card.

In the presence of a life-threatening emergency responsible staff will call 911. The responsible school authority or a designated SLCSO employee will notify the parent or legal guardian of the emergency as soon as possible to determine the appropriate course of action.

Emergency Policy

In case of an accident or illness, we will call the parent or guardian of a child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived. If the EMT determines the need to transport the student and you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.



Lost Child:

Staff take attendance daily using the "Daily Sign-in/Sign-out Form" and count the children regularly throughout the day. If a child has not been signed out and is not in the room, the staff call the home to ensure that the parent picked up the child. Names from the "Daily Sign-in/Sign-out Form" are often used to group children for activities, line up, etc., making it extremely rare that a child is misplaced. They check the "Daily Sign-in/Sign-out Form" after each session to ensure that every child was picked up.

If a child is discovered missing, the following procedures take place:

1. A staff member searches the area until the child is found and returned to the group.
2. If the child has not been found within 15 minutes, the Support Specialist for the school is contacted.
3. Parents will be notified as well as the proper authorities and the Administrator/Supervisor of the Community Education After-School Program if the child is not found within 1 hour.

Natural Disasters and Other Emergencies:

The Community Education After-School Programs follows the emergency action plan procedures of the Salt Lake City School District in the event of a natural disaster or other emergency. During adverse conditions, we encourage parents to make attendance decisions for their children based on their specific ability to get to school safely. We trust parents to make the ultimate call when it comes to their child's safety. Not all streets are plowed at the same time, and snow totals may differ throughout the city. If you do not think it is safe to send or take your kids to school during a weather incident, you have the option to keep them home.

If severe weather conditions or other events force a school closure, delayed start, or early release, the following procedures will be implemented. **If you hear nothing, you can assume your school and after-school program is open.** Parents and employees should listen to local news media outlets for information. Authorization will come from the [superintendent](#) or his/her designee.

We will make every attempt to stay open during inclement weather, but when needed, closings will be announced using the following platforms: Canvas, [Community Education website](#), Remind app. Given to you by the site coordinator of your school. In the event of a state of emergency, all programs will be closed.

- **Fires:** In case of a fire, an alarm sound. Group leaders escort children out of the building. Attendance is taken after they have reached a safe place. The site coordinator is the last to leave the building.
- **Blizzard:** In the event of a blizzard that prevents parents from picking up their children, staff remain at the site with them.



Personal Belongings – Lost and Found:

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpacks. These devices should not be used during program hours unless there is an emergency, or a student has permission from the program staff. If your child is missing anything, please check the program's Lost and Found area as soon as possible. Remember to label everything. Unclaimed items are given to charity after a reasonable length of time. We will not replace or reimburse for any lost or stolen items. Students are **not** permitted to return to their classrooms once the school day is over.

Field Trips:

Fridays are frequently field trip days and/or special project days that take students to a different location. These are organized by the after-school program Site Coordinator; each site has an assigned day each month. Parents will be notified, in advance, of plans for any scheduled field trips. Permission slips are required if a student is taken off campus. Verbal permission (such as a phone call) is not considered enough. The usual district and school policies for field trips will carry over to the Community Education After-School Programs.

Students will not be bringing their belongings with them on field trips for convenience. If you plan your child up early from field trip location, please contact us in advance and let us know if your child should bring their belongings.



On behalf of the entire Community Education After-School Program team, we look forward to an outstanding year of learning and fun!

Section X: Appendix



Office Hours

School Year Hours M-F 8:00 AM – 5:00 PM

Summer Hours M-Th 7:00 AM – 4:30 P M

Community Education District Office Staff

Administrative Assistant

Name: **Maxine Gilmore**
Phone: 801-578-8275
Email: maxine.gilmore@slcschools.org

Administrative Secretary

Name: **Nancy Watts**
Phone: 801-578-8236
Email: nancy.watts@slcschools.org

Finance Specialist

Name: **Claudia Medina-Fabian**
Phone: 801-578-8364
Email: claudia.medina-fabian@slcschools.org

IT Support Technician

Name: **Jeff Fullmer**
Phone: 801-578-8224
Email: jeff.fullmer@slcschools.org

Support Specialist

Name: **Elisa Bridge**
Phone: 801-578-8311
Email: elisa.bridge@slcschools.org

Support Specialist

Name: **Tim Perkins**
Phone: 801-578-8399
Email: tim.perkins@slcschools.org

Support Specialist

Name: **Melissa Andrews**
Phone: 801-578-8482
Email: melissa.andrews@slcschools.org

Administrator

Name: **Liz Gonzalez**
Phone: 801-578-8275
Email: liz.gonzalez@slcschools.org

Ready for Tomorrow



Support Specialist with Support Schools

Elisa Bridge 801-578-8311	Melissa Andrews 801-578-8482	Tim Perkins 801-578-8399
Washington Edison M. L. Bennion Mary W. Jackson Newman Parkview Franklin Meadowlark Uintah Rose Park	Bonneville Emerson Hawthorne Highland Park Wasatch Beacon Heights Ensign Indian Hills Dilworth Escalante	Backman Nibley Park Whittier SLCSE Bryant Middle Riley Clayton Middle North Star Northwest Middle Glendale Middle Mountain View Liberty Hillside Middle

School Directory

Standard Fee-Based After-School Programs		Title 1 After-School Programs	
Elementary School	Phone Number	Elementary School	Phone Number
Beacon Heights	801-201-3338	Backman	385-218-9731
Bonneville	801-201-7770	Edison	385-218-8462
Dilworth	801-209-8255	Escalante	385-218-9735
Emerson	801-209-1085	Franklin	385-234-0443
Ensign	801-209-9358	Liberty	801-558-9036
Hawthorne	801-712-7216	Mary W. Jackson	385-242-8079
Highland Park	801-230-6623	Meadowlark	385-242-9786
Indian Hills	801-558-1709	M. Lynn Bennion	801-558-5734
Nibley Park	385-252-8478	Mountain View	385-242-9910
Uintah	801-712-4969	Newman	801-201-5610
Wasatch	801-232-9417	North Star	385-252-9785
Middle School	Phone Number	Parkview	385-259-9740
Clayton Middle	801-481-4810 Ext. 2040	Riley	385-282-8879
Hillside Middle	801-481-4828	Rose Park	385-355-5213
		Washington	385-355-5405
		Whittier	385-355-5526
		Middle School	Phone Number
		Glendale	801-974-8324
		Northwest	801-578-8547
		SLCSE Bryant	801-578-8118 Ext. 158

