



Dear Parents, Guardians and Families,

In effort to provide safety and success in our afterschool program (ASP), we want to remind you and your students of our norms and protocols. This includes the expectations required of your student to participate in the after school program.

- A. ***BE RESPECTFUL:*** Each student is expected to be kind and respectful to themselves, other students, adult volunteers, ASP program Staff as well as to school property.
  
- B. ***BE RESPONSIBLE:***
  - a. Each student is expected to be responsible for their own personal items (this includes homework, backpacks, coats, lunch boxes, cell phones and any other items that may be brought from home).
  - b. Students are responsible for homework and reading materials to be completed during Homework time.
  - c. Students will only use the front bathrooms of the school and not re-enter villages without approval.
  
- C. ***BE SAFE:***
  - a. Each student is required to be in approved areas of the school only. This primarily means the Multi-purpose Room (MPR).
  - b. Students may be invited into classrooms for clubs, homework help, etc... by classroom teachers.
  - c. All students must check in with ASP before 3:30, prior to returning to classrooms\ clubs. This is needed for accountability purposes.
  
- D. ***KYHFOOTY: Keep your hands, feet and other objects to yourself!***

\*\* These expectations were developed to help your child have a positive and successful experience in our after school program. Students who are unable to follow these expectations will be placed on a behavior plan.



## BEHAVIOR PLAN

Our goal is to provide a safe and supportive environment for all students. Please be assured that every effort will be made by staff to encourage positive choices and a safe environment for your student. Occasionally students will make a choice that requires redirection. Students who struggle to be successful will follow the below listed steps on our behavior plan.

1. ***1st Redirection:*** If a student is unable to follow the expectations previously outlined or directions given by the ASP team (the first time they are given), the student will receive a verbal redirection. Your student will have the choice to follow the direction or sit next to the wall.
2. ***2nd Redirection:*** If a student is being disrespectful or unsafe to themselves or other students that student will receive a 1st redirection, and a possible 2nd redirection. The student may choose to take a break by sitting next to the wall, or next to an ASP staff member and given time to debrief their choices.
3. ***TAKE FIVE:*** If a student continues to be unsafe or not to follow directions (to include being in approved areas of the school) , the staff member will remind the student of the proper choices and locations where they can be. During this time your student will be reminded of afterschool program expectations, invited to sit near their assigned teacher and given a chance to discuss expectations and recommit to being successful.
4. ***TRY AGAIN TOMORROW:*** If the student still has not been able to redirect behavior or follow safety protocols, parents\guardians will be notified about student choices in the School Program and the student will sit out of any planned activity. Students will be encouraged to read, work on additional homework assignments, or put their head down.
5. ***TERMINATE:*** There are situations that could result in a student being terminated from the after school program.
  - a. Failure to be respectful to self and others (inappropriate language\ unsafe behaviors that are not being corrected)
  - b. Physically unsafe to self and others
  - c. Being in unapproved areas of the school after 3:30.
  - d. Damaging School Property

Sincerely,

*Pacific Heritage Academy ASP Staff.*



After School Program Registration 2023-2024

Name of oldest child attending : \_\_\_\_\_ Grade: \_\_\_\_\_  
First Last

Siblings attending the program:

1. \_\_\_\_\_ Grade: \_\_\_\_\_

2. \_\_\_\_\_ Grade: \_\_\_\_\_

3. \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Parent/Guardian Information:**

Mother's/Guardian Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Father's/Guardian Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Emergency Contact:**

*\*Please list people to contact in an emergency if the parent/guardian listed above is unavailable.*

Name

Phone Number

1. \_\_\_\_\_

2. \_\_\_\_\_

*Students are not permitted to sign themselves out. All students must be signed out by a parent or guardian. You may also choose to sign a permission form allowing your student to walk home at a designated time.*

**Authorized Pick Up**

List any person (besides parents/guardians) who is authorized to pick up your student from the After School Program. Please understand if the name isn't listed below, we will NOT release your student to them.

Name	Relationship
1. _____	
2. _____	
3. _____	

I \_\_\_\_\_ have completed the above  
(print parent name) information, ensuring all contact  
information is correct to the best of my knowledge.

*\* I have received a copy of **ASP's Expectations (Norms and Protocols)** as well as **ASP's Behavior Plan**. My child understands and will do their best to meet these expectations. I will do my best to support my student and the ASP staff to ensure a successful positive environment conducive to safety and learning..*

Signature \_\_\_\_\_ Date: \_\_\_\_\_