

Edgemont Before/After School Guidelines

Harmony Kartchner, Principal
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Provo, UT 84604
(801) 221-9873 – Office



Our mission in the Before/After School Program at Edgemont Elementary is to provide a safe place for students to participate in enrichment activities, explore new interests, and discover new skills and talents. Before a student attends any classes, parents should read the **After School Guidelines** and fill out the **Registration Form** online at

PROGRAM COSTS: There is no fee for Chess Club

HEALTH/SAFETY

Illness: A student may not attend with any of the following symptoms: Fever over 100°, Discolored Nasal Discharge, Sore Throat, Undiagnosed Rash, Severe Cold, Diarrhea, Inflamed or Watery Eyes, Vomiting, Contagious Illness. Parents and/or emergency contacts will be called to pick up your child if they come with, or develop, any of these symptoms during the day. Parents must come into the school and check out their student in the main office. The child may attend the program again when they are free of symptoms for a 24-hour period. All parents in the program will be notified in writing if their child has been exposed to a contagious illness. When our staff deems that emergency medical attention is necessary, they will call 911 then IMMEDIATELY contact the parent/guardian. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. The parent/guardian will be responsible for all medical costs. Provo School District will not be responsible for medical costs.

Computer and Network services are provided to students who agree to act in a considerate and responsible manner and in accordance with the Provo School District Acceptable Computer System Use Policy. Since the use of these services is a privilege and not a right, inappropriate use will result in the loss of these privileges and possibly disciplinary or legal action including criminal prosecution, suspension or expulsion.

ATTENDANCE is very important. Attendance is a safety issue, and consistent attendance will also enhance your child's enjoyment and experience in the program. Please encourage your student to attend every class. Attendance will be taken for enrichment classes. Because of class size limitations, we want to make sure we can serve as many students as possible. If your student does not attend regularly you will be notified by the program instructor. If attendance doesn't improve your student may be dismissed from the class so another student may fill their spot.

PICK-UP POLICY: For safety reasons, ONLY those authorized people listed by the parent/guardian on the Registration form will be allowed to pick up any student. If there is a change to these instructions they must be made PRIOR TO THE PICK-UP TIME. In the case of last minute changes, a phone call is acceptable. When a parent/guardian is picking-up a student before the end of an after school class, they must sign out the student at the main office before they can be released to go home. We will only release students according to the Transportation/Pick-up Policy. Students must be picked-up by the time After School program ends.

It is understood that conditions are sometimes beyond one's control (inclement weather, traffic, etc.) If these conditions arise, it is imperative that parents notify the school and put their emergency pick up plan into effect. Consistent late pick-up (more than 3 times) may jeopardize a student's continued participation in the program. If we have not been contacted, and parents or emergency contacts cannot be reached by phone, the student will be released to the local police department or social services. For security and safety purposes, program teachers and/or staff are not allowed to give any student a ride home.

DISCIPLINE: All students are expected to follow these guidelines:

All Edgemont school rules, the Provo City School District Safe School Policies and Computer Use policies.

All students will follow the Provo City School District and Edgemont Elementary dress code policies.

Show respect for other students and teachers.

Stay with your before/after school program group.

Leave all personal belongings (ie: phones, hand held video games and music players, etc.) in their backpacks. The school will not take responsibility for lost, damaged or stolen belongings.

Please discuss these guidelines with your students BEFORE they begin in the Before/After School program. If a student does not abide by the guidelines, they will be given a warning. If they are asked a second time to abide by the rules, they will sit out from the activity for 5 minutes. If behavior has not improved and they are asked a third time to improve behavior, they will sit out for the rest of that day's program and a parent/guardian will be contacted about their student's behavior. If misbehavior continues, a conference between the Program Coordinator, class instructor, parent/guardian, and student will be held to discuss ways to improve behavior and actions of the student and to improve staff and student relations.

Parents/guardians or students, who have questions or concerns about guidelines and procedures may speak with, or set an appointment with the Program Coordinator at 801-221-9873. Parents or students wishing to grieve discipline procedures may do so in writing to the Principal, Harmony Kartchner, up to three days after a disciplinary action. Continued behavior problems or failure to follow the guidelines may result in removal from the program.