

PROGRAM INFORMATION/RULES

Please carefully review these program rules and **keep this page for future reference.**

1. All school rules apply to the after-school program. All rules as outlined in the students' handbook will apply to after-school events and activities.
2. All school bus rules apply to the after-school program. All bus rules as outlined in the student's handbook apply to transportation home and any field trips sponsored by the program.
3. Any changes in transportation arrangements must be made in writing from the parent and presented to the after-school program coordinator as soon as the student arrives that day.
4. The program will follow the school's schedule. If schools are dismissed early, the after-school program is canceled.
5. Students will be dismissed in front of the school. To ensure children's safety, if a parent/guardian or other adult picks up their child, he/she must sign him/her out. Students will be released only to those persons listed on the child's registration form.
6. In the event of an emergency, please contact the site leader directly. **If your child is not picked up from their school at the designated time and prior notification and/or arrangements have not been made with the site leader or program coordinator, we reserve the right to notify the police.**
7. Students will be dropped off at designated locations by school buses. On the registration form, please identify if you wish to be considered for busing. You are responsible for picking your student up at the designated feeder site.
8. All students must report to their assigned classroom/location promptly following the regular school day dismissal.
9. Discipline infractions will be referred to the site leader and/or program coordinator and can result in immediate removal from the program. Serious disciplinary infractions may be handled by the school administration.
10. Parents and/or students must sign the district's Internet usage policy and follow the district's Internet usage policy. Infractions of the Internet usage policy can result in the suspension of Internet access and other disciplinary measures as outlined in the district policy.
11. Before a child can stay after school for the program, a parent/guardian must receive a confirmation notice of enrollment stating the starting day for that child's participation.
12. **Regular attendance is recommended.** If a child is registered to attend on a given day and is not able to attend, a parent/guardian must send a note to the school site leader. Otherwise, the child will be expected to stay after school.
13. Parent or guardian(s) will be notified if a child does not stay for the after-school program.
14. The after-school program staff will apply minor first aid to a child (i.e. bandaids, ice packs) but cannot dispense oral medications. Staff will contact parents/guardians if first aid is necessary.
15. Parents give permission (indicated by signing the Photo/Media release form) for photographs and video of their child to be used to publicize the after-school program including, but not limited to in local newspapers and the site's website.
16. We expect that students participating in this program must work to become proficient on the state assessments in reading, math, and science. This will generally take place during the academic hour. Students will also receive homework assistance. All assigned homework may or may not be completed in the allotted time. We strongly encourage you to discuss with your child whether he or she has additional homework to complete.
17. As a requirement, all students will be expected to participate in the physical activity period if that is the enrichment for the day. Students should be prepared to be appropriately dressed for this activity as it may be outdoors.

The Board of Education of Allegany County does not discriminate on the basis of gender, age, national origin, race, or disability in matters affecting participation in this project or the provision of service, programs, or activities in compliance with the Improving America's Schools Act of 1994, Section 427.