



Peralta After School Enrichment Program

Our Mission

The Afterschool Program is designed around several key beliefs and principles. First and foremost, we believe that all children can reach high standards and that all children can profit from an after school program. We regard the health and safety of children as a major priority, and the Afterschool Program provides a nurturing environment and safe haven for children during critical non-school hours.

The purpose of our program is to expand learning beyond the school day and beyond classroom doors and walls. Our program compliments, supports and enhances daily classroom instruction. Our program encourages creativity, imagination and flexibility. Our program also focuses on creating educational projects that make learning fun. Students participate in a balance of individual activities, small and large group activities, indoor and outdoor activities, and quiet as well as active play.

The Afterschool Program fosters the development of lifelong learners by integrating content areas through reading and literature; by providing lessons that accommodate multiple learning and teaching styles; and by supporting teaching and learning through the content areas.

In support of this mission, the Afterschool Program recognizes a child's individual needs and attributes; understands the need for active involvement; promotes cultural sensitivity and awareness; encourages participation, cooperation and creativity expression, and strengthens academic skills.

After School Program Staff

Sherice Tyler- Site Coordinator
Jamilah Muhammad - Program Assistant/Instructor
Diana Strong- Program Instructor
Kenneth Jackson - Program Instructor
Ebony Westbrook-Program Instructor
Scott McCandless-Program Instructor
Vincent Esquivel-Program Instructor
Angelina Drummer-Program Instructor
Jill Melaas-Coach/Program Instructor
Adam Williams-Program Instructor

Daily Operations

The Afterschool Program operates Monday through Friday, from school dismissal time to 6:00 p.m., throughout the school year. The Program staff remains with the students throughout the afternoon program, which includes snacks, homework and/or tutoring assistance, enrichment activities linked to core academic curriculum, and recreational activities.

Attendance

The Afterschool Program is a drop-in program, but program coordinator must be notified a day in advance. Students are invited to participate and enrollment means attending on days they are scheduled for enrichment classes. **Please notify after school staff if your child/ren will not be attending program on their scheduled day.**

NOTE: Funding for the Afterschool Program is through the State After-School Education and Safety Program (ASES) legislation which requires attendance accounting and that target numbers of students are served each day if funding is to continue. It is critical that the students enrolled attend daily. The dismissal of students prior to the end of the

program can result in the student being released from the program. Families with special situations need to discuss those situations with the Site Director.

Pick-up Policy

The afterschool program ends at 6:00 p.m. each day. Students must be signed out of the program each day by either the parent/guardian or their designee. The After School Program staff can be the designee, releasing students to walk home or ride the bus as per written parent/guardian instructions. A grace period of fifteen minutes will be granted if the Site Coordinator is called **no later than 5:30 p.m.** to let her know that you will be late. However, this extension will only be granted three times.

If a situation exists that requires the student to leave at a certain time on specific days (i.e. baseball practice at 3:00 on Thursdays) an "Early Release Waiver" may be completed.

Activities

Students will participate in a variety of academic, enrichment, and recreational activities each day. Academic activities will include Language Arts and Mathematics skill building as well as time to work on and assistance with homework. Enrichment activities include cooking, arts and crafts, mural, painting, music, world games, origami, gardening and singing. Recreational activities include structured sports/movement activities such as kickball and Steal the Bacon, Hip Hop Dance, as well as structured free play.

Discipline

It is our goal to be able to share something positive about your child with you each day that we have an opportunity for a conversation. However, some days we will need to share with you something about your child's behavior that is not positive. Please support our after school program by providing input into ways to help your child.

We believe in discipline not punishment. The difference, we believe, is that discipline is proactive and punishment is reactive. There is a difference between inappropriate behavior that is unacceptable because it is annoying, irresponsible, or disrespectful, and behavior that is unsafe and causes harm to others. Therefore, our discipline procedure is two-fold. If your student is

causing harm to him/herself or others, he/she will be immediately sent to the Site Coordinator. The Site Coordinator will determine the appropriate course of action which could include a telephone conversation with you, asking that you pick the child up immediately, suspending the child from the program for 1-5 days, and communicating the incident to the principal. If your student is being annoying, irresponsible, or disrespectful, our discipline procedure is different. Following are the steps to that procedure:

1. Inappropriate behavior is discussed with the student, and the student is told that continued behavior will result in a time-out. The Program Instructor restates the program's expectation of behavior.
2. Should inappropriate behavior continue, the student is given a time-out. Behavior is discussed, and the Program Instructor restates the program's expectation of behavior. The student is advised that should the behavior continue, a longer time-out will result.
3. Should inappropriate behavior continue, the student is given the second time-out. Program Instructor restates the program's expectation of behavior. The student is advised that should the behavior continue, they will be sent to the Site Coordinator.
4. Should the behavior continue, the student is referred to the Site Coordinator. The Site Coordinator will discuss the behavior with the child and the parent. Parents are advised that continued inappropriate behavior will result in removal from the program.
5. The Site coordinator follows up with the parent, advising them of positive changes or the student's removal from the program, as appropriate.

Participation in the Afterschool Program is a privilege, not a right. Students are expected to follow all rules and behave appropriately at all times.

Although every effort is made to accommodate the children, our program is not designed for all children. When challenges manifest after enrollment, and it is determined that the needs of the child cannot be accommodated by reasonable measures, we reserve the right to require that the parents withdraw the child from the program. Acceptance into the program is always conditional upon the child's ability to function within the structure and staffing of the program. Parents are a critical partner with the Afterschool Program, and your support is essential. If parents have questions or concerns, they should begin by discussing those with the Program/Activity Leader and the Site Coordinator, if needs are not met in the discussion with those two, the program manager can

be contacted. Working together, we can make a difference in the lives of the children and youth we share.

NOTE: Records are confidential and kept to help the staff discern behavior patterns, and serve as a written record that can be used in discussions with parents. They can also be useful in evaluating alternate procedures designed to help the child adjust to the program. They are NOT for public discussion or to be shared with other staff members or adults not the parent or guardian of the child.

Incident Reports

Within 24 hours of observing an incident regarding an accident, student discipline, or any other unusual event, it is the responsibility of each employee to report the observation in writing, including their signature and date, and turn this report in to the Site Coordinator. The Site Coordinator will share the incident reports with parents.

Mandatory Child Abuse Reporting

Employees of the after school program are mandatory reporters of child abuse (physical, sexual, emotional) and neglect. Abuse can be witnessed or suspected (information relayed to you by the child; a bruise seen on the arms, legs, or face that the child cannot reasonably explain; inappropriate behavior typical of abused/neglected children).

Important Dates

Labor Day (Schools/offices closed)	Sept. 6
Professional Development Day (No school)	Oct. 8
Veterans' Day (Schools/offices closed)	Nov. 11
Thanksgiving Recess (Schools closed)	Nov. 22-24
Winter Recess (Schools closed)	Dec. 20–Dec 31
Martin L. King, Jr. Day (Schools/offices closed)	Jan. 17
Professional Development Day (No school)	Jan.31

Presidents' Day Holiday (Schools/offices closed)	Feb.21
Cesar Chavez Day (Schools/offices closed)	Mar. 31
Spring Recess (Schools closed)	Apr. 18-22
In Lieu of Lincoln's Day Holiday (Schools/offices closed)	May 27
Memorial Day Holiday (Schools/offices closed)	May 30
Last Day of P.E.A.C.E	June 16
Last Day of School for Students	June 16

As the sole providers of care for Peralta elementary, the P.E.A.C.E program will be honoring the systems held by CDC and Rainbow, being open on professional development days, and parts of holiday breaks. Our availability will depend on parents needs.