After School Program Expectations and Behavior Plan

Dear Parents and Guardians,

As your child begins working in the After School Program (ASP), we would like for you to have an understanding of the expectations that our staff will have and the behavior plan that will be in place for your child. These expectations were developed to help your child have a positive and successful experience with the ASP.

EXPECTATIONS

1. **COMPLETE ASSIGNMENT NOTEBOOK:** Each student is expected to show his or her updated assignment notebook to the room leader or adult volunteer. The assignment notebook should show all of the assignments the student needs to work on for the afternoon.

2. **BE PREPARED:** Each student is expected to bring homework and all resources needed to work on homework, such as handouts, text books, paper, pens, pencils, calculators, etc. Also, students should come to the program with their assignment books updated each day.

3. **BE RESPECTFUL:** Each student is expected to be respectful and kind to all staff, adult volunteers, high school volunteers, peers, and property.

4. **WORK QUIETLY**: During homework time, students will work quietly and/or with a tutor to complete their work. If they finish early, they must provide other students the same opportunity for a quiet work time. If homework is finished before dismissal, students are expected to work on long range projects, work or read ahead in classes, study for tests, work on appropriate computer assignments, or read a book that they choose to bring to ASP. If they need to leave early, parent permission must be given.

Reward System:
We will encourage these positive behaviors with many verbal affirmations, but the best reward is having the student know that their work is completed correctly, that they are better prepared for school, and they can feel proud of their accomplishments. Students will be rewarded with a celebration party every quarter end for good behavior, hard work, and organization.

In the event that your child is having a difficult time meeting the program expectations, the following behavior plan will be implemented to help create the best possible environment for your child and the other students in the program.

BEHAVIOR PLAN

1. **WARNING:** If your child is not following the directions of a staff member, a verbal warning will be given to your child indicating they have a <u>choice</u> to follow directions or "take five" where they will sit apart from the group for five minutes. Sometimes a little break from the activity will help students regroup and regain focus.

2. **TAKE FIVE:** If your child continues to choose not to follow the directions of a staff member, the staff member will let your child know that he or she needs to take five minutes apart from the group to regroup and try again.

3. **TRY AGAIN TOMORROW:** If after a verbal warning and a "take five" your child is still not following directions, your child will be asked to try again tomorrow. At this point, the student is not working on his or her own work and has become a distraction to others trying to work. Your child will be sent home if you can be reached for permission. If a parent cannot be reached to give permission, your child will be separated from the rest of the group until the program is over. By using the "try again tomorrow" plan, we hope to create a calm and positive working environment for all students in the program, while assuring your child that he or she can come back the next day and try again.

Our goal is to provide a supportive environment for all children. Please be assured that every effort will be made by staff to encourage positive choices by your child, and all staff members hope to work with you to create the best possible experience for your child at the After School Program. Thank you for your support and the opportunity to work with your child during the 2015-2016 school year.

Sincerely,

Debi Allen
After School Program Coordinator
_____

I _____(parent/guardian signature) understand and support the Expectations

and Behavior Plan for my child_____(Printed name of child).

Date _____