



Aztec Municipal Schools Elementary After School Program Parent and Student Handbook

Dear Tiger Families,

We would like to take this opportunity to welcome you and your child to the Aztec Municipal School District After School Program. Our program offers age appropriate activities under the supervision of our competent, trustworthy, caring and qualified staff who are working to meet the needs of children within the program.

As we work to meet the physical, intellectual, social, emotional, academic, and recreational needs of your child, our program offers the following:

- A safe and secure environment
- Tutoring focuses on your child's needs (Our tutors work collaboratively with your child's teacher to gain a better understanding of their needs.)
- Time for homework with assistance
- Fun, enriching, and engaging academic and recreational activities.
- A relaxed atmosphere where children can socialize and make new friends
- A nutritious dinner

The Aztec Municipal School District believes that during the hours your child is in the program they should be provided with well supervised activities that stimulate new interests, encourage creativity, build self-confidence, and provide academic support while providing parents with "peace of mind" that their child is well cared for.

This parent and student handbook outlines the policies and procedures of the After School Program. Each site also has a coordinator that is available if you have additional questions or concerns.

We look forward to working with you and your child this school year.

Registration Information

- All children attending an Aztec elementary school are eligible to enroll in the after school program.
- There are limited spaces available at each site. If all slots are filled, your child will be put on a waiting list.
- Registration forms are available at each elementary school office during school hours.
- The following information is required on all registration forms:
 - Child's full name
 - Child's date of birth
 - School name and grade
 - Emergency contact/pick-up information
 - Parent/Guardian and emergency contacts- home and work phone numbers including alternate phone numbers
 - Home address
- Registration forms must be filled out completely and updated when necessary with the site coordinator.
- Aztec Municipal Schools does not discriminate on the basis of race, color, sex, religion or national origin.

Program Dates

Start Date- Tuesday, September 3rd

End Date- Thursday, May 15th

Note: The After School Program follows the Aztec Municipal School district calendar regarding holidays/breaks.

Contact Information/Site Coordinators

McCoy Elementary Avenue

Rebecca Archuleta
Sarah Zick
505- 334-6831
Dial 1 & then 1905

Lydia Rippey

Rita Spigner
Terri Webster
505-334-2621
Dial 1 & then ext. 1824

Park

Elida Perry
505-334-9469
Dial 1 & then ext. 1763

Hours of Operation

Monday- Thursday 3:00-6:00

After School Program Schedule for all Sites

3:00-3:35 Check-In and Recess

3:35-4:00 Dinner Time

4:00-4:30 Homework Help

- Homework Help

4:00-5:00 Tutoring

- Tutoring (Each month the focus area will change based on student needs. Tutoring will take place in small groups based on individual student data.)

4:30-6:00 Clubs-Students will participate in rotations that could include the following: Legos, math and engineering, fine arts, science, family consumer science, physical education, etc.

*Schedule is subject to change depending on site.

Program Policies and Procedures

Attendance Policy

Aztec Municipal Schools requires students enrolled in the program to attend on a regular basis due to the limited number of spots available. Students must attend 3 out of 4 days per week and may not be absent for more than 4 consecutive days, without notifying the Site Coordinator. Failure to meet these requirements will result in your child being disenrolled, and their spot will be given to a child on our waiting list.

Check Out Policy:

All students must be signed out by an adult that is listed on the registration form. If a sibling is picking up a student they must be 16 years of age or older. Children will only be released to those listed on the registration form pickup list. An ID may be asked for by staff, if no ID is provided, the child will not be released. Parents/Guardians may make adjustments to the pick-up list at any time.

Disciplinary Action Policy:

Students will follow the school rules for the site in which they attend. If there is a need for disciplinary action based on a minor infraction, the following actions will be taken:

1. Child will be redirected from negative behavior and asked to obey the rules.
2. Child will complete a reflection/behavior form on the second daily offense and meet with the Site Coordinator.
3. On the third daily offense, a phone call will be made to parents to pick up the student immediately.
4. One Week suspension from the program if minor infractions continue.
5. If the behavior does not improve after one week of suspension then the child will be suspended from the program permanently.

A serious infraction such as physical violence, sexual harassment, offensive language, open defiant behavior that results in safety being jeopardized (of themselves, another child, or staff), and/or threats of any nature will be dealt with immediately and the following actions will be taken:

1. Phone call home to parents to have child picked up immediately.
2. One week suspension from the program.
3. If the behavior does not improve after one week of suspension then the child will be suspended from the program permanently.

Donations:

We always welcome and appreciate donations such as, but not limited to:

- Small prizes for student incentives
- Art supplies
- Office supplies
- New board games
- Books
- Healthy snack items

Health/Safety/Medications:

Every site is equipped with a first aid kit. The site Coordinator will notify parents if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid. A copy of the accident report will be sent home to the parent/guardian with the child, and a copy will be kept on file.

In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately and will be asked to pick up their child. If the parents/guardian cannot be reached immediately, the emergency numbers on the registration form will be called.

In the event of an emergency warranting medical attention or considered life threatening, the Site Coordinator will call 911 or take other necessary emergency procedures. Parents/guardians and/or emergency contacts will be contacted as well.

We provide band aids and ice. Medications, including over the counter medications, will not be given to students during the After School Program hours. If your child takes regular medications, please make arrangements so that they can take it before coming to the program or after they leave.

In the event of a fire or other emergency, students will follow the safety protocols in place within the district. In the event of an evacuation, parents will be notified of a location to pick-up their child.

Homework:

The Aztec Municipal School After School Programs are designed to enrich the students' academics. Homework time will be provided and students are given the opportunity to complete their homework each day. Although homework help is one of our focuses of the program, it is not the only focus of the program. **Please allow your child to attend the full three hour session in order to benefit fully from the program. Schedules may change from day to day and homework may not be addressed until later in the day rather than first thing. If your child stays for the complete afternoon of sessions, homework will be addressed.** Staff will assist students with homework but may not be able to check all problems for accuracy. Parents will need to check over their child's homework to make sure it is correct.

Illness:

If your child is feeling ill during the program you will be called to pick up your child. If there is a fever, diarrhea, vomiting, rash or allergic reaction a staff member will contact a parent/guardian immediately to make arrangements for the child to be picked up. If your child has a contagious condition, they may not attend the program until they bring a written doctor's release.

Late Pick Up Policy:

The after school program closes promptly at 6:00pm Monday through Thursday. All parents and/or guardians are expected to pick up their children **ON TIME**. If you are unable to do so, it is your responsibility to notify the site coordinator that you will be late or are sending an alternate to pick up your child. The alternate person must be on your contact list. In addition, please inform the individual picking up to bring photo identification with them.

After the site closes, a staff member will attempt to contact the parent, guardian or emergency contact person by telephone. If a child remains at the after school program 15 minutes after closing time and neither parents, guardians nor emergency contacts can be reached and there has been no communication from the parents or guardians, we can only assume something drastic has happened to you for you not to pick up your child or call, and **the local police will be contacted and the child released into the custody of the appropriate law enforcement official.**

Three late pick-ups, after 6:15, may result in your child being dismissed from the program.

Meal Policy:

Each day, a healthy meal will be provided for all students attending the program. Your child is not required to have a meal. Alternative meals will only be provided for students who have a health condition that restricts their diet or a documented food allergy. A note from the student's doctor is required in order for us to provide an alternative meal. If you would like to send a healthy snack from home for your child that is permitted. Absolutely no candy or soda is allowed.

Notification of Changes:

It is extremely important that you notify the site coordinator immediately of any changes in home address, phone numbers, and list of contacts for your child.

Parent/Community Involvement:

We welcome parent volunteers and other volunteers, for ongoing service at our program or for one-time events. We understand that many members of our community may have information and experiences that would benefit our students—and you know your child would love to bring Mom or Dad for “Show and tell”. If you are interested in volunteering, please contact the Site Coordinator. All parent volunteers will need to fill out a district background check form before volunteering.

Personal Belongings:

All personal belongings, including jackets, lunch boxes, backpacks, etc. should be clearly labeled with your child’s first and last name to help avoid loss. Lost and Found is available at each site in case your child does lose something.

Reporting an Accident:

When any student is injured at our program, they will receive basic first aid from our staff. If the situation calls for anything more than basic first aid, the parents will be immediately contacted and emergency services (if needed). All accidents and or illnesses occurring at the program will be logged in our Accident Reporting Log with date, time, student’s name, the condition, and treatment rendered, and any contact made with parents or emergency services.

Rules:

The After School Programs adhere to the same rules as their host schools. Any additional rules will be at the discretion of the site coordinator for that program.

School Holidays:

All sites will follow the school’s calendar of closures and holidays. If they are closed, we are closed.

Toys and Electronics:

No toys or electronic devices (portable video games, MP3 players, cell phones, etc.) are permitted. If your child brings any of these items, they will be confiscated by the staff, and kept in a safe location until the child is picked up. We are not responsible for any damage, theft, or loss that may occur.

Tutoring:

The Aztec Municipal School After School Programs have qualified teachers that are available for tutoring in Math and ELA Monday through Thursday. These tutors collaborate with your child’s teacher and work to address students’ gaps along with enriching your child when appropriate.



After School Program Parent and Student Handbook Signature Page

After reading and reviewing the After School Program Parent/Student Handbook with your child please sign and return this portion within 3 days of your child starting the program, *failure to do so will result in your child being disenrolled from the program.*

Child's Name

Date

I understand that the After School Program's policies and procedures have been developed to ensure the safety and well-being of all children attending our program. I have read the Parent/Student Handbook and understand the program policies and procedures. I have discussed the rules of the program with my child and we understand the discipline policy of the program.

Parent/Guardian Printed Name

Signature

Student's Printed Name

Signature

Date

Any questions or concerns regarding the program, student safety, staff, or general issues, should be discussed with the site coordinator of the program during site hours.