

Afterschool Parent Handbook



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WELCOME

Thank you for trusting DIA X with the care and well-being of your youth during afterschool hours. We believe that all of your youth and families have the capacity and desire for success. We seek to provide the support and opportunity for all of our youth to reach their highest potential. We believe that by providing enriching and rigorous opportunity for enhanced learning we are able to present creative ways to help youth learn academic and social skills necessary to excel in their lives. necessary to develop positive social skills and build the foundation for their future. At DIA X we believe that all of our kids are superheroes.

MISSION STATEMENT

With the help of the input of families we have put together our mission statement:

We are dedicated to providing a safe space for youth to attend afterschool so that they can continue to grow in a rigorous, supportive and nurturing environment while also supporting parents & guardians as they work to provide for their family. We believe that by providing out of the box academic engagement opportunities & opportunities to practice healthy social skills we impact our students lives and continue to prepare them to become Spanish-English bilingual, bi-literate, and bicultural so that they can become healthy, motivated, proactive, and engaged adults.

FEE'S & PAYMENT SCHEDULE

Payment is required for all youth enrolled in the DIA X program. Enrollment fee for DIA X starts at:

- \$35 per **month**, per youth.
- \$300 per **year**, per youth.
- \$10 per **month**, per youth if family qualifies for free/reduced lunch/
- * Scholarships are available. Families must submit application prior to enrollment. Please ask the front office for the proper form and submit paystubs to apply.

Payments are required September through May. Payments may be accepted via email through an electronic invoice, electronic auto payment, or may be made at the front office. Payments are due on the **5th** of every month and may be subject to a late fee of \$10 if they are not paid by the **15th**. If two months of payments have not been received, then youth will be removed from program.

SIGNING IN/OUT POLICY

If a youth has not attended school for the day, then they will be unable to attend the afterschool program as well.

All youth must sign into program no later than 3:15 pm. A tardy to program will result in a call home. Chronic tardiness may result in a youth being asked to be removed from program.

To sign out, all parents must come INSIDE the building and sign youth out of program. You may call ahead to have youth come to front office but youth **cannot** leave until they have been signed out.

Teens that want to leave the club without their parents being present must have a signed consent form stating that youth are allowed to walk home.

LATE PICK UPS

Program ends at 6:00 p.m. As per school policy, we are required to call state authorities for youth that have not been picked up within 30 minutes of program ending. If there is a situation where parents/guardians are chronically late to pick up they will be asked to find alternatives for afterschool care and will be removed from program. It is important to make sure that you are on time for pick up in order for us to be able to continue to run a low-cost program and to also ensure the positive development of your youth.

ILLNESS

As regulated by the state youth with a fever of 100.1 or higher, exhibiting flu symptoms or any other communicable disease. If a child gets sick in program parents/guardians will be notified and are expected to pick up within one hour

MEDICINE

As with day school, afterschool cannot be administered medication unless

- A medication authorization form has been completed.
- The medication is in the original container with the doctor recommended dosage and the child's full name is on the label.

MEALS

Afterschool youth are provided snack and hot dinner. **No outside food is permitted in program.**

*Please let the school know if a youth as well as afterschool know on the registration form if a youth has any food allergies. A doctor's note **must** be provided. Our site does serve snacks and meals containing nuts. While we will not serve your youth any food they are allergic too, we are not responsible for youth sneaking or stealing food.*

DRESS CODE POLICY

DIA X and Dual Immersion Academy are both working towards preparing our students to be career ready. Students are required to follow the same uniform policy in afterschool as they would during the day. This includes wearing a uniform shirt, sweatshirt, and pants.

The following items are not permitted in program:

- Flip flops.
- Colored bandanas.

DIA X is not responsible for youth's personal belongings. This includes items being damaged or lost.

FIELD TRIPS

If you have signed that you authorize your youth to attend a field trip on the registration form, then we will not be sending home a field trip permission slip.

If you do not submit a field trip permission slip, then your youth will not be able to attend program that day as there will not be staff at the school to supervise them.

Parents will be informed of all field trips with a minimum of two weeks advance notice. If a student misbehaves during a field trip, parent(s) or guardian(s) may be required to pick up at the field trip location site.

CUSTODY ISSUES/DISABILITIES/SPECIAL NEEDS

It is the parent/guardians responsibility to notify both day school and afterschool about any changes in custody agreements or special needs. You are required to provide a copy of custody or protective orders with instructions on procedure if an incident occurs.

If you have any questions or concerns, please reach out to the Afterschool Director.

ELECTRONICS POLICY

The afterschool program follows the same policy as the day school does. Electronic devices are absolutely prohibited during the afterschool hours. This includes cell phones, iPads, and tablets. DIA X cannot be held liable for missing or damaged items.

If a student has a device during program the item will be confiscated by staff. After the first offense parents can get the item back at the end of the day by a parent, after the second offense a parent meeting must be set up and after a third offense a youth cannot have their phone back until the end of the school year.

DISCIPLINE POLICY

One of the goals of the afterschool program is to model and help youth develop positive methods to resolve conflict. This includes positive reinforcement and providing alternative methods to cope with feelings of intense anger or sadness.

DIA X works with a two warning system during the day where parents are contacted as a last resort if there is a safety concern. Because of this serving as a last result parents are required to be able to respond within thirty minutes of first contact by a school official.

Please refer to the following chart in the case that a disciplinary consequence must be issued:

<i>Infraction</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Minor	Parent Note & 1 day ISS	Parent Email & 2 days ISS	Parent Email & 3 Days ISS
Serious	Parent Phone Call & 4 days ISS	Parent Phone Call & 5 days ISS	Parent Meeting & 1-3 day suspension
Major	Parent Meeting & 1-3 day suspension	Parent Meeting & 4-6 day suspension	Parent Meeting & referral to alternative services

EXAMPLES OF OFFENSES:

1. Minor Discipline
 - A. Refusing to work
 - B. Disrespecting peers or teachers
 - C. Dress Code Violation
2. Serious Discipline
 - A. Inappropriate Language
 - B. Chronic refusal to work
 - C. Harassment in any form
3. Major Discipline
 - A. Running away from the group and/or leader
 - B. Putting a peer, staff or self in a dangerous situation
 - C. Vandalism or inappropriate use of school materials
 - D. Theft
4. Removal from program and referral to alternative services
 - A. Assault of any kind
 - B. Arson
 - C. Bringing a weapon or alcohol, drugs, etc. on campus

ATTENDANCE POLICY

Research has shown that student who attend an afterschool program three days or more a week reap the most benefits. Because of this we have informed our attendance policy to require that youth attend a minimum of three days a week.

Youth with an excessive amount of absences will forfeit their spot in the DIA X afterschool program as well as any fees already paid.

Parents may call and excuse a youth's absence if they have a medical, family or pre-approved vacation that day school has also been made aware of.

STUDENT HEALTH

Parents, if a child was unable to attend day school then they cannot attend the afterschool program either. If your child becomes ill during program, we will contact primary guardians first and then emergency contacts. The child will need to be picked up from program.

ACCIDENTS

Minor injuries will be dealt with during program and a copy of an incident report will be provided at pick up.

In the case of a serious injury including a head injury the Afterschool Director will contact parents and follow the appropriate course of action as informed by directions provided on youth's registration form.

HOMEWORK POLICY

During the DIA X afterschool program students are provided with a minimum of thirty minutes for homework and tutoring. Although this time is provided it is the youths responsibility to make sure that they do their best to complete as much homework as they can during this time. Staff will not be held liable for youth that refuse to work.

PARENT INVOLVEMENT

Parents are always welcome to join the DIA X afterschool program as volunteers. Please let staff know if you are interested and coordinate your volunteer time with the Afterschool Director.

PROGRAM CLOSURE DATES

The DIA X program will follow the same schedule as the day schools schedule. This means that holidays and other school closure days will also be no program days.

In addition to these closure dates, there may be additional dates that program will be closed for staff professional development. These dates will be posted at the beginning of every month.

APPLICATION

Every year and Summer term families must reapply for the afterschool program. Groups will be divided so that each group has a maximum of 15 youth per group. This leaves limited room for youth so please make sure to get your applications turned in completely and as quickly as possible. Incomplete applications will not be considered.

STUDENT EXPECTATIONS

- ★ Be on time. Students should be in program and signed in by 3:05 pm. **Students should not be leaving campus before program.** If a student does leave campus they will not be allowed into program and parents/guardians will be expected to pick them up within thirty minutes of contact.
- ★ Help clean with their team at the end of each activity and meal time.
- ★ Follow instructions the first time they are given by their group leader.

- ★ Participate in all activities and be open to trying new things.
- ★ Follow the school day rules which includes wearing their uniform, no cell phone use and refraining from cursing and hitting.
- ★ “Take a minute” Youth are to model healthy coping with intense feelings which means being able to ask for a minute to their group leader where they can take a break within sight of their leader.

CLASS DOJO

Make sure that you are signed up and connected to the DIA X afterschool group on Class Dojo to receive current and the most recent communication from the Afterschool Director. If you are having trouble connecting, please let the Afterschool Director know.

EMERGENCY PROCEDURES

It is highly recommended that all families have an emergency plan in place with their families. Below are the following procedures that the DIA X afterschool program will follow.

Fire: In the case of a fire students will exit the building with their group leader and meet across the street in the church's small parking lot. We will hold monthly fire drills where groups are expected to be out of the building and accounting for in five minutes or less. **If a student were to chronically struggle during a fire drill with following directions, parents will be asked to find alternative care for them.**

Inclement weather: At the Executive Director's discretion, school may be closed due to bad weather. If there is no day school, then it can be expected that the afterschool program will also be closed.

Hazardous Spill: All windows will be closed and the program will await further instructions.

Flood: Students will be moved to the highest elevation and the Afterschool Director will contact parents/guardians with further instructions.

Earthquake: Students will drop, cover and hold. The program will evacuate when told to an outdoor open space away from power lines.

Bomb Threat: DIA staff will note any suspicious packages and the school will be evacuated if deemed after law enforcement has been contacted by the Afterschool Director.

Evacuation: Parents are required to claim their children according to procedures normally followed by the school as soon as possible. Children may be relocated to the LDS Church across from the school or the Sorenson Multicultural Center. A campus exit route map is posted in each classroom. In case of an emergency evacuation, DIA X will release students to only to the people listed on their registration forms. **Please make sure that all contact information is current.**

A copy of the complete Emergency Plan is available at the office.