

Wasatch Elementary  
**SATCH'S DEN**  
HOMEWORK CLUB  
**PARENT HANDBOOK**  
**2018-2019**

*The Wasatch Elementary After School Homework Club (SATCH'S DEN) strives to provide each student with the help needed to improve and succeed in academics, learning, and interpersonal relationships. The SATCH'S DEN staff and volunteers create a safe environment where students can be introduced to new skills and become confident, lifelong learners in order to reach their full potential.*

*Wasatch Elementary School  
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Provo, Utah 84604  
(801) 374-4910*

**Christie Bowman**  
*Site Director*  
[Christieb@provo.edu](mailto:Christieb@provo.edu)  
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**ABOUT US**

The Wasatch Elementary SATCH'S DEN Homework Club provides an opportunity for students to receive the extra help they may need to complete homework. It also serves as enrichment to the student's classroom experiences. The focus is to provide academic support and a stimulating environment for students to develop positive character traits and interests in many different subjects. Each student will receive a snack and be involved in activities each day. This program is an opportunity and a privilege for those who attend. Our goal is to provide a safe educational program that works as an extension of the regular school day.

**ELIGIBILITY**

Current Wasatch students in grades first through sixth are eligible to participate in our program. If you think your child needs extra academic support with their homework in order to meet district standards, please talk with your child's teacher. Before starting the program, parents **must** register their student(s) and fill out **all** necessary forms. These forms will be available by contacting the Site Director.

If your child/ren is not a Wasatch student, but you are interested in entering the program, we will try to accommodate you. However, Wasatch Students have first priority in the registration process and in our available slots.

### **REGISTRATION**

Registration forms are included with the Parent Handbook. *ALL FORMS MUST BE FILLED OUT COMPLETELY, **BEFORE THE STUDENT MAY ENTER THE PROGRAM.*** It is very important that we receive all registration materials in order to safely serve the needs of your child(ren).

### **TUITION**

The SATCH'S DEN charges a monthly tuition according to the schedule below. (This calculates out to be \$1.60 per day for the whole year.)

<b>September</b>	\$25	<b>January</b>	\$25	<b>May</b>	\$25
<b>October</b>	\$25	<b>February</b>	\$25		
<b>November</b>	\$25	<b>March</b>	\$25		
<b>December</b>	\$25	<b>April</b>	\$25		

Please give your money to the front office by **the first Tuesday of each month**. Tuition will be charged whether or not the child/ren attend/s every day, but you are never charged for holidays or when no After School Program is being held. Reminders will be sent in advance to remind you of upcoming tuition payments. We appreciate your support with this monthly tuition. ***There will be a late fee of \$3.00 charged for all tuition payments received after the first week that tuition is due.*** If an issue does arise, please avoid the late fee by contacting the Site Director. You may request a fee reduction or waiver from the Principal.

### **REFUNDS**

Parents may receive a tuition refund with one week prior notice. **Refunds will not be given for students who have been suspended or permanently removed from the program.**

### **DRESS CODE**

Students will follow the Provo School District and Wasatch Elementary dress code policy.

### **PERSONAL BELONGINGS**

Due to health and safety concerns, students **must** keep personal, unrelated class belongings in their own backpacks. **Wasatch Elementary is not responsible for lost, stolen, or broken personal items brought to SATCH'S DEN. No toys are allowed in the After School Homework Club.**

### **HEALTH/SAFETY**

Parents and/or emergency contacts will be called to pick up their child/ren if he/she becomes sick after school. **Please be certain that any emergency numbers we are given are correct and working.** If you have any changes in emergency numbers please provide the updated

information to the Site Director. We would hate to have an emergency and be unable to contact you due to an incorrect number.

### **EMERGENCY CARE**

When staff deems emergency medical attention is necessary, they will call 911 then **immediately** contact the parent/guardian. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. Provo School District will not be responsible for any cost; the parent will be responsible for any/all medical costs.

### **SNACK PROGRAM**

Snacks will be provided to every student enrolled in SATCH'S DEN. This is a **snack only**; we are not able to provide a meal. If you have any questions about the snacks served please speak to the Site Director. Snacks will be distributed Monday-Friday. Students must abide by the same rules during snack time as they do during lunch.

### **DAILY ACTIVITIES**

Students may participate in daily activities when they have finished with their snack, may be rewarded with outdoor or gym play, or have other physical activities as part of an Enrichment education on healthy living. If your child(ren) are unable to participate in these physical activities, they must bring a written note from home in order to sit out.

### **PROGRAM SCHEDULE**

SATCH'S DEN will be available Mondays-Thursdays, from 3:30 - 4:30pm and Fridays from 1:40-2:40pm. We will notify you in advance of days the program may be cancelled. Our program includes **Homework Help, Reading Time, and Enrichment Activities.**

### **DAILY SCHEDULE**

#### *Monday-Thursday*

3:30 – 3:40	Sign In, Snack, and possible brief Activity
3:40 – 4:05	Homework/Read
4:05 – 4:30	Read/Homework
4:30-4:40	Clean-up, sign out, and Pick up

#### *Enrichment Fridays!*

1:40 – 1:50	Sign In & Snack
1:50 - 2:40	Exploration, Experimentation, Games, and other fun projects!
2:40 – 2:50	Clean up, Sign out, and Pick up

### **FIELD TRIPS OR GUEST SPEAKERS**

Throughout the year, we **may** take field trips, and we will have guest visits. These will all be planned with the goals of further enlightening your students, cultivating unity and friendship within the program, and providing interesting and worthwhile education and enrichment. Parents will be notified in advance of these activities and will be asked to sign a release form for anything requiring the students to leave the school. Any student who does not turn in their release form **will not** be allowed to participate. Depending on the activity, you may be asked to make a small donation to help cover the cost of these field trips.

### **ATTENDANCE/PICK-UP**

#### *Daily Attendance Policy*

Attendance in the After School Program is very important. Please encourage your student(s) to attend every day they are enrolled. Due to size limitations, we want to make sure we can serve as many students as possible.

**Students will not be released early without prior written or verbal permission.** This means that if a student suddenly remembers that he/she has a sport or church activity, we will not be able to allow the student to leave before 4:30 p.m., or on Fridays, 1:40 p.m. **Please be advised that it is your responsibility to inform us if your student will be absent for any reason.** You may email the Site Director at [christieb@provo.edu](mailto:christieb@provo.edu) or call (909)8907179 during SATCH'S DEN if you need to reach the Site Director.

#### *PICK-UP POLICY*

The After School Program is located in Wasatch Too in Room 108. Please pick up your students from the East parking lot. There will be a SATCH'S DEN staff member there to make sure your child safely reaches you and that you sign your child out for the day. If you have designated someone else to pick up your student(s), please inform them where they are to go to pick up students. Due to safety concerns students **will not be sent to leave through the main building.** **All Students must be picked up from the Wasatch Too parking lot and follow the school hours pick up procedures.** Do not drive down the small drive leading directly to Wasatch Too. Please have your pick up procedures planned ahead of time. Students are not allowed to call home daily to make pickup arrangements.

If you need to pick up your student **before** the 5:15pm release time for SATCH'S DEN, please send a REMIND message to a staff member and they will bring your child to the door and have you sign them out. The doors will be locked to maintain the safety of your students and our school, so you will not be able to just come find your child and leave without informing staff. If a child goes missing because we have not been informed, we are legally obligated to contact the police or child services

For safety reasons, only those authorized individuals listed by the parent on the registration form will be allowed to pick up students. **We will not release a student with any other person unless we have received a note from the parent, prior to pick up time,** giving us permission to release their student. *In the case of last minute changes, a phone call, to the site director, or a message on the REMIND app, will be accepted.*

Parents are required to come to the back door and sign their child/ren out of SATCH'S DEN between 4:30 and 4:40pm each day (2:40-2:50pm on Fridays) **if they have marked "Child signed out and picked up by authorized adult only" on the transportation form.** If a parent or guardian needs to add an authorized adult to their pick up list please contact the Site Director.

If your child has been permitted to walk home, they will sign themselves out and we will release them between 4:30-4:40 (on Fridays, 2:40-2:50) to walk home. Walking with a buddy and going straight home is encouraged

#### *LATE PICK-UP FEE*

**Students must be picked up by 4:50 pm, 2:50pm on Fridays).** A late fee of \$5.00 per child per 10 minutes will be given **starting at 4:50pm.** For any students picked up late, fees are made payable to Wasatch Elementary upon arrival. If there are conflicts with this pick-up time please contact Christie Bowman (909) 890-7179 or Rene Cunningham at (801) 374-4910 and alternative options may be discussed.

***Thus, a parent who arrives at 4:51pm (2:51pm on Fridays) to pick up a student will be charged \$5.00 per student and will increase by \$5.00 every 10 minutes. Payment must be made to Wasatch Elementary and must be received at the time of pick up. If necessary, payment may be processed the next school day before 3:20pm. Students will not be able to return to the program until the late fee has been paid.***

We encourage parents to please have an emergency plan when students must be picked up. It is understood that conditions are sometimes beyond one's control (i.e. inclement weather, traffic, etc.) If these conditions arise, it is imperative that parents notify the staff as soon as possible, and put their emergency plan into effect. **Consistent late pick-up may result in the student's removal from the program.**

Staff will remain with a student up to **20 min.** past their required pick up time(5:00p.m. & 3:00p.m.). At this time, students will be walked down to the main office and may wait there until parent arrival. If the office staff is leaving and we have not been contacted, and parents or emergency contacts cannot be reached by phone, the student(s) may be released to the local police department and social services.

## **Health & Safety Policies**

### *Medication Policy*

The Club does not administer any medications to youth.

### *What should I do if my child is sick?*

A student may not attend any Club program with any type of communicable disease, including any of the following symptoms:

- Fever over 100°
- Severe Cold
- Discolored nasal discharge
- Diarrhea
- Sore throat
- Inflamed or watery eyes
- Undiagnosed rash
- Vomiting

Parents and/or emergency contacts will be called to pick up their child if the child comes with or develops any of these symptoms during the day.

### *Emergency Pickup Procedures*

In the event of an emergency or catastrophic event that the Club becomes structurally unsafe or destroyed, you will be able to pick up your child from Club staff at the same location as designated by Wasatch Elementary's Emergency Disaster Plan; The Club will follow the School's plan to provide additional consistency between the school and the Club.

## **Bathroom Accident Policy**

If your child is prone to having bathroom accidents, a set of clean clothing should be brought to school and be kept in case of an accident. If a child has an accident and the school does not have a clean change of clothes for that child, the parent will be contacted, and the child must be taken home.

Staff members will not help the child change out of soiled clothing; either the child must change by themselves or a sibling may be asked to assist. If the child cannot change by themselves, a parent will be contacted to assist in cleaning up and changing the child's clothes.

### **BEHAVIOR EXPECTATIONS**

Please review these guidelines with your student(s) prior to their enrollment.

Students are expected to follow these guidelines:

- Follow all school rules
- Respect others
- Stay with your group
- Leave personal belongings (such as toys) in backpack

### **DISCIPLINE PROCEDURES**

We care about your student's needs and concerns. In order to best meet those needs please call (909) 890-7179 to set up an appointment with the Site Director to go over any concerns. Please know that if a student exhibits continued behavior problems, permanent removal from the program may be necessary.

### **HOME COMMUNICATION**

If needed, a report on homework and behavior can be sent home or you can speak to the Site Director about any questions you have with your student's work.

*Thank you for your interest in the Wasatch Elementary SATCH'S DEN. I am looking forward to getting to know you and your children. The task of giving children knowledge, skills, and understanding is a challenge and the greatest opportunity of a lifetime. Thank you, to all parents for being the unwavering support that you are for your children and their bright futures.*

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*SATCH'S DEN Site Director*  
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