

Wasatch After-School Homework Club  
Registration Form

Student's Name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home- \_\_\_\_\_ Cell- \_\_\_\_\_ Work- \_\_\_\_\_

Parent Name: \_\_\_\_\_  
\_\_\_\_\_

Parent preferred language: English \_\_\_\_\_ Spanish \_\_\_\_\_ Other (specify) \_\_\_\_\_

Transportation: (Please mark one)

My child will be released to walk home at the end of Homework Club at 4:30p.m.

I will pick up my child at the end of Homework Club at 4:30p.m.

My child will ride home in a carpool with the following parent:

\_\_\_\_\_ Ph. # \_\_\_\_\_

My child will be signed out and picked up by authorized person **only**.

\_\_\_\_\_ Ph# \_\_\_\_\_

I have read the Homework Club Parent Handbook provided with this registration form and have reviewed it with my student.

Parent Signature: \_\_\_\_\_ date: \_\_\_\_\_

By signing this form, I agree I will follow all school rules and policies of Wasatch Elementary. I understand that failure to comply with W.A.S.P. rules may result in not being allowed to participate in the W.A.S.P. program.

Student Signature: \_\_\_\_\_ date: \_\_\_\_\_

Medical Problems/Allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACT:** In the event of an emergency, please contact the following if a parent or guardian cannot be reached:

Name: \_\_\_\_\_ ph.# \_\_\_\_\_

Name: \_\_\_\_\_ ph.# \_\_\_\_\_

Please return this form with Payment to the Main Office, or  
The site director, Mrs. Bowman, in rm. 107 in WasToo.

# Wasatch Homework Club Parent Handbook

## 2017-2018

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

Wasatch Elementary School  
1080 N. 900 E.  
Provo, Utah 84604  
801-374-4910

Christie Bowman  
Site Director  
[Christieb@provo.edu](mailto:Christieb@provo.edu)  
909-890-7179

Rene Cunningham  
Principal  
[renec@provo.edu](mailto:renec@provo.edu)  
801-374-4910

### ABOUT US

The Wasatch Elementary After School Program provides an opportunity for students to receive 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 different subjects. Each student will receive a snack and be involved in homework activities each day. This program is 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

*THE REGISTRATION FORM 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 After School Program charges a monthly tuition according to the schedule below. (This calculates out to be ~\$1.32 per day for the whole year.)

<b>September</b>	\$25.00	<b>December</b>	\$25.00	<b>March</b>	\$25.00
<b>October</b>	\$25.00	<b>January</b>	\$25.00	<b>April</b>	\$25.00
<b>November</b>	\$25.00	<b>February</b>	\$25.00	<b>May</b>	NO FEE

Please give your money to the Site Director or the front office by **the first Tuesday of each month**. Tuition will be charged whether or not your child/ren attend/s every day. You are not 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 the After School Program. No toys are allowed in the After School Program.**

## 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 the After School Homework Club. 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. Students must abide by the same rules during snack time as they do during lunch.

## DAILY ACTIVITIES

Students will participate in 10 min. daily activity similar to a recess break.

## PROGRAM SCHEDULE

The After School Program 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 **Snack & Recess, Homework Help, Silent Reading, and Enrichment Activities.**

## DAILY SCHEDULE

*Tuesday-Friday Students will rotate through the centers below:*

*(Fridays will be from 1:40-2:40, but same rotations)*

3:30 – 3:40 SIGN IN, Snack & Recess(whole group)

3:40 - 4:05 Silent Reading (half the group)

4:05 - 4:30 Homework Help (half the group)

4:30 - 4:40 Sign out, and pick up

*Enrichment Mondays!*

3:30-4:30 *Sign In, Enrichment Activity*

4:30-4:40 *Sign out, and pick up*

## FIELD TRIPS OR GUEST SPEAKERS

Throughout the year, we may take field trips or have guest visitors. 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 pm.

**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) 890-7179** during the After School Program if you need to reach the Site Director.

### *PICK-UP POLICY*

The After School Program is located in the Wasatch Too gym. Please pick up your students from the East parking lot. There will be a Homework Club staff member there to help direct traffic. 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 4:30 pm release time, please find a staff member and ask to sign out your child. **DO NOT** find your child and leave without informing staff. If you do so 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, will be accepted.*

Parents are required to come into the building and sign their child/ren out of the After School Homework Club between 4:30 and 4:40 pm each day (2:40-2:50 pm on Fridays) **if they have marked “Child signed out and picked up by authorized adult only” on the registration form.** If a parent or guardian needs to add an authorized adult to their pick up list please contact the Site Director.

### *LATE PICK-UP FEE*

**Students must be picked up by 4:40 pm (2:50pm on Fridays).** A late fee of \$5.00 per child per 10 minutes will be given **starting at 4:50pm(M-TH); 3:00 pm(Fri.).** 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 374-4910. Alternative options may be discussed.

***Thus, a parent who arrives at 4:50pm (2:50pm 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 **one hour** past their required pick up time. If 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°	Diarrhea	Undiagnosed rash
Severe Cold	Sore throat	Vomiting
Discolored nasal discharge	Inflamed or watery eyes	

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 to be kept in case of an accident. If a child has an accident and the school does not have a set of clean clothes, the parent will be contacted and the child must be taken home to change within 20 min. to be eligible to return.

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:

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

### **DISCIPLINE PROCEDURES**

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

*Thank you for your interest in the Wasatch Elementary After School Homework Club. 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.*

—  
*Christie Bowman*

*After School Homework Club Site Director*  
*christieb@provo.edu — (909) 890-7179*