



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.
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 should work quietly to complete their work and if they finish early, should provide other students the same opportunity for a quiet work time. If homework is finished before recess or dismissal, reading or other quiet work will be provided.

To encourage these positive behaviors, we would like to reward those students who meet or exceed our expectations. Everyday at the beginning of the ASP the room leader or an adult volunteer will check your child's assignment notebook. If it is complete, your child will earn a point. Also at this time, the room leader or an adult volunteer will check that your child has the supplies needed to complete the homework. If your child is prepared, he or she will earn another point. Your child may also earn points for being positive, respectful and kind to staff, peers and volunteers and for working quietly. In addition your child can earn points for weekly grade checks as follows: 4 points for an A+, 3 points for an A, 2 points for a B, 1 point for a C. There will be a reward day each week when your child may cash in points for a prize, or save them to add to new points for another prize day. Our hope is that this reward system will help motivate your child to do his or her best and to also feel proud about their hard work and effort.

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 choice 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 2011-2012 school year.

Sincerely,

Indrani Chatterjee,
After School Program Coordinator

I _____ (parent/guardian signature) understand and support the above expectations
and behavior plan for my child _____ (print name of child).

Date _____