Yreka Union School District
After School Program
Parent Handbook

Siskiyou After School for Everyone (SAFE)

Office Location

Yreka Union School District
309 Jackson Street
Yreka, CA
842-1168

Evergreen School Office	842-4912
Jackson Street School Office	842-3561

Siskiyou After School
For Everyone (SAFE)
Parent Handbook

Student Development.....2
Staffing.....3
Registration and Enrollment.....3
Attendance..... ..4
Sign-In / Sign Out..... ..4
Pick-Up Procedure..... 4
Hours and Days of Operation..... ..5-6
Late Pick-Up.....5
Health Requirements.....6
Medical and Health Information..... 7
Discipline..... 8
Reporting Absences.....9
Snacks.....9
Transportation.....9
Dress Code.....10
Use of Computers and Internet.....10
Parent and Family Involvement.....10
Board Members.....10
Important Numbers.....11

Student Development

To increase student awareness and reduce the incidence of juvenile crime and use of tobacco, alcohol and drugs, the Yreka After School Program collaborates with:

- DARE
- Character Education
- Parent Workshops
- Job Skills
- 4-H
- FFA
- Scouting
- Guest Presentations
- Family Resource Center
- College of the Siskiyous
- Y M C A

Staffing

The Yreka After School Program hires certificated and classified staff that adheres to Program requirements. The staff is trained to meet children's social, emotional and academic needs. Staff members follow strict guidelines to ensure your child's health and safety as well as provide a high quality program.

Registration and Enrollment

Enrollment in this program is a privilege, but enrollment shall be granted without regard to race, sex, religion, color, medical condition or disability. Enrollment is open to any child in grades first through eighth grade, provided the program can meet the needs of the child. Enrollment is based on a first come first served basis. The Grant Funding allows Jackson Street School to accommodate 112 students and Evergreen to accommodate 84 students. Once the Program is at capacity a waiting list will be implemented.

All children must be enrolled before they attend the program. A completed enrollment packet must be received before the first day of attendance. An enrollment packet includes enrollment forms for the Yreka After School Program. Also included are forms for medical emergencies, family information and parent agreements. These forms must be completed for each program site.

Attendance

The goal of the Program is to have participants attend all scheduled Yreka After School Program sessions. Students will be excused to attend school functions, doctor and dentist appointments and other established programs as prearranged.

Sign-In / Sign-Out

The student attendance sheet must be signed each day by the student attending the Program and by the parent or authorized person when leaving the Program at the end of the day. PLEASE DOCUMENT THE TIME AND SIGN WITH COMPLETE SIGNATURE.

Pick-Up Procedures

All students must be signed out daily. Your child may only be picked up by someone listed on your registration card as a designated individual allowed to pick-up your child. If your child walks or rides a late bus, please supply the site with a signed authorization to release your student.

Hours and Days of Operation

Hours and days of operation are on a site by site basis. Please call your school or the Program office for site hours. Generally, all sessions start when school is out. The program will be open until 6:00 p.m.

Evergreen	**2:20 – 6:00**
Jackson	**3:00 – 6:00**

SAFE will operate on minimum days starting at 1:15.

Yreka After School Program is closed on any day school is not in session. There is no SAFE on the last day of the school year.

Late Pick-Up

If your child has not been picked up by 6:00 p.m., the following steps will be taken:

1. Parents' home and work will be called, including pagers and cell numbers.

2. Telephone numbers on their emergency card will be called.

3. Staff will try all numbers twice.

4. At 6:30 p.m., the child will be considered "abandoned" and the Yreka Police Department will be called.

The child cannot be released to anyone except those on the authorized list or a responding agency.

Health Requirements

It is the parents' responsibility to monitor the daily health and physical condition of their child and to determine their child's ability to actively participate in the program.

When a child is ill, or shows signs of an infectious or contagious condition, the parent must pick up the child immediately.

Medical and Health Information

The Yreka After School Program is sensitive to the health and physical needs of our children. Therefore, the following policies have been established:

1. The Program must have current emergency information and a "Medical Treatment Form" on file for each child.

2. It is the parents' responsibility to report any change on the emergency card to the site.

3. The Program will not transport children to a medical facility or physician. If the staff cannot locate the parents or an "authorized" contact, staff may secure transportation by local emergency services. If a major injury or illness is involved, the child will be transported by ambulance to a hospital.

4. In all cases of injury or illness, attempts will be made to contact parents immediately and to involve them in the treatment decisions.

5. Parents are responsible for all costs incurred when a medical emergency arises.

Discipline

Discipline will be administered and maintained in a positive manner that is child- centered and contributes to the child's development. Yreka After School Program students will be required to follow established school rules. Behavior that is disruptive, harmful, or may cause injury to others will result in the following disciplinary actions:

First Occurrence – Incident Report/Verbal Warning

Second Occurrence – Incident Report/Parent Conference

Third Occurrence – Incident Report/Student dismissal from the program

Please note: Physical altercations will result in an automatic suspension from the Yreka After School Program.

Reporting Absences

If your child will not be attending on a scheduled day, please call the site to inform the staff. Or, call the Program office and leave a message.

Snacks

The Program provides an afternoon snack. These snacks will be nutritious and shall contain a serving from at least two of the Basic Four Food Groups. It is the responsibility of the parent to inform the staff if their child has any food allergies. In this case, the parent will be asked to provide the snack.

Transportation

Parents are responsible for the transportation to and from the site. When transportation is needed for field trips or activities, contracted transportation will be provided. A field trip permission slip will be required for each trip and must be on file before children can attend.

Dress Code

The Yreka After School Program will require the same standards of dress as the school your child attends.

Use of Computers and Internet

At selected sites, there may be computers with Internet access. The Internet provides a vast, diverse and unique resource to students. The use of the Internet is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges.

Parent and Family Involvement

Parents are important people! Although parents are not required to participate in the Yreka After School Program, parental involvement is strongly encouraged and family activities are provided. During the year, special presentations are held for parents. These are conducted on a site-by-site basis. Parents with unique skills are encouraged to share their special talents as an instructor in our program.

Please contact your child's Site Coordinator or contact the Program office if you would like to share your skills or knowledge.

Yreka Union School District Board Members

Taunya Larsen
Cherie Jones
Gayla Dagata
Jamie Kimball
Marcus Issoglio

The following is a list of Yreka After School Program Sites and important phone numbers.

Mr. Dave Parsons
District Superintendent
Yreka Union School District
(530)-842-1168

EVERGREEN

Dave Parsons, Principal
Amy Dunlap, Assistant Principal
Evergreen Elementary School
(530)842-4912

LuAnn Singleton
Evergreen After School Site Coordinator
(530)340-3935 (between 1:00 & 6:00 p.m.)

JACKSON STREET

Chris Harris, Principal
Amy Dunlap, Assistant Principal
Veronica Hanna, Lead Teacher
Jackson Street School
(530)842-3561

Elaine Dickinson
Jackson Street School After School Site Coordinator
(530-340-3934 (between 1:00 & 6:00 p.m.