



Sequoia Healthy Start

east bay agency for children

AFTERSCHOOL PROGRAM

ACADEMIC SUPPORT & ENRICHMENT

1st-5th grade

SEPTEMBER 1, 2010 - JUNE 15, 2011

FAMILY HANDBOOK

“Every student’s spark is kindled, nurtured and encouraged to radiate!”

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(510) 531-6696 SEQUOIA HEALTHY START

Sequoia Healthy Start (SHS) is a collaborative program of EBAC staff, community members, parents, teachers, and administrators. Together, we have provided educational and family support services at Sequoia Elementary School since 2000.

VISION

Every student's spark is kindled, nurtured and encouraged to radiate!

MISSION

SHS exposes students to a variety of academic and enrichment activities, carried out in a safe and supportive environment. We support and encourage students to use their voice, build their character, and connect with their communities.

SPARK VALUES

- I am Responsible
- I am Respectful
- I am Honest
- I am Compassionate

The SHS Program offers services in three **major areas of activity**:

1. Afterschool Program—Academic Support and Enrichment Activities for students in grades 1 - 5.
2. Mental Health Services—Social and emotional support for children and families provided by an on-site PALs social worker.
3. Family Engagement Activities—Family Potlucks, Events and Educational Workshops.

SHS is a program of East Bay Agency for Children (EBAC). Founded in 1952 by local parents, EBAC is a comprehensive regional agency making a lasting impact on the lives of more than 17,000 children, youth and their families annually. Our framework is designed to maximize access to social, health and educational services so that children and families have what they need to thrive and become contributing members of their community. EBAC provides three types of programs including: 1. Student and Family Support Services; 2. Specialized Therapeutic and Educational Programs; and 3. School and Community-Based Prevention Programs. In keeping with our mission statement, EBAC's 13 programs are "*dedicated to assuring the health and educational well being of children and families through specialized therapeutic, educational and peer support.*"

To learn more about EBAC, please visit us at: www.ebac.org

ABOUT SHS AFTERSCHOOL PROGRAM

PROGRAM INSTRUCTORS

The Sequoia Healthy Start instructors are employed by our parent agency, East Bay Agency for Children. All of our instructors are well-qualified and screened. In order to work for Healthy Start, instructors must undergo a rigorous hiring process including two in-person interviews, three phone reference checks and both Department of Justice and FBI fingerprint background checks.

The Healthy Start instructors all have extensive training in various areas such as: youth development, positive discipline and behavior management, relationship building, child abuse reporting and cultural sensitivity. Our instructors are also trained in the areas of emergency preparedness (earthquake, fire, lockdown and general student safety and injury.) We provide ongoing training to our instructors throughout the school year.

Our instructor to student ratio is smaller than the school-day teacher to student ratio. Our upper grade ratio is no larger than 1:20 and our lower grade (1st/2nd) is 1:15.

We pride ourselves on the quality of our instructors many of whom come back year after year. Several have also been hired on by the school-day as support staff and instructors. As a result of our high retention rate and our strong collaborative partnership with Sequoia school, our instructors are very successful in building safe and supportive environment for our students. Please get to know our incredible instructors!

FUNDING

The Healthy Start Afterschool Program is funded through government grants and parent fees. Our program receives After-School Education and Safety (ASES) funds from the state and funds from the Oakland Fund for Children and Youth (OFCY) through the city of Oakland. SHS also relies on parent fees to help support the quality of our program.

ENROLLMENT

Enrollment in the **Healthy Start Afterschool Program** is open to students in grades 1-5 and is filled based on our priority list: academic need, social and/or emotional need, and students who need to be engaged in learning. There are limited spots in each of the grades. Students not accepted into the program will automatically be placed onto our waiting

list. Wait listed students will be moved into the Healthy Start Program as soon as space is available.

PROGRAM COMPONENTS

There are two main components of the Healthy Start Afterschool Program: Academic Support and Enrichment Activities.

Healthy Start has an open-door policy and encourages Parents/Guardians to discuss their child's behavior or performance with our instructors. Parents/Guardians may also arrange to sit in on classes and observe.

ACADEMIC SUPPORT

The goal of the academic support component is to create an environment where students can have fun writing and see themselves as successful writers. Students are divided into grade-level classes and work with an Academic Instructor for an entire school year on various writing projects. The writing projects are closely aligned with the school-day writing goals and California State Standards. The Academic Instructors are supported by our Academic Liaison who is a school-day teacher. The Academic Liaison ensures that the Healthy Start program is connected and academically aligned to Sequoia School. Academic Instructors send home Progress Reports (distributed with student report cards) and meet with the students' school-day teachers throughout the year. Students also have time to work on their homework. **However, due to time constraints, we cannot guarantee homework completion.**

All of the students in the academic support component participate in a program-wide writing project. This project will be showcased at our winter potluck on **Thursday, December 16th from 5:30-8.**

ENRICHMENT ACTIVITIES

The goal of the enrichment activities is to expose students to a variety of classes, opportunities and to support their individual interests. The enrichment component is divided into a lower grade (1st/2nd grade) and upper grade (3rd, 4th, 5th) track. The lower grade students participate in grade-level enrichment activities such as: Arts & Crafts, Team-building, Legos, Music, and Gardening. The upper grade students participate in mixed group (3rd-5th) enrichment activities such as: Boys' & Girls' Recreation, Legos, Life Skills, Music, Needle Crafts, Visual Arts, Gardening, Science, Nutrition and Community Journalism. Upper grade students request the classes they want to participate in. We do our best to place students in the classes they have selected as well as exposing

them to a variety of classes. These students rotate enrichment classes two times per year.

The Healthy Start Afterschool Program Showcase is scheduled for **Thursday, May 26th from 5:30-8**. This showcase gives the students an opportunity to show off all of the skills they learned all year. You don't want to miss this great event!

For the 2010-2011 school year we are offering two options for Afterschool Programming.

Option 1: Academic and Enrichment Program

- Open to 1st -5th graders
- Program operating hours: **M, T, TH, & F: 3-6:00 p.m.;**
W: 1:10-6:00 p.m.
- Students must attend five days/week
- Students may not leave earlier than 5:45 p.m. or 4:30 p.m. on Wed. without signing and returning an early release form
- Students receive both academic support and enrichment activities everyday
- Students receive snack and juice everyday
- Limited spots available

Option 2: Enrichment Only Program

- Open to 3rd -5th graders
- Program operating hours: **M, T, TH, & F: 3:00-4:30 p.m.;**
W: 1:10-4:30 p.m.
- Students must attend five days/week
- Students must be picked up by 4:30 p.m. everyday
- Students may not be picked up earlier than 4:30 p.m. without signing and returning an early release form
- Students receive enrichment activities only. **NO Academic or Homework Support!**
- Students receive snack and juice everyday
- Limited spots available

TYPICAL DAILY SCHEDULE FOR HEALTHY START AFTERSCHOOL PROGRAM:

1ST & 2ND GRADE PROGRAM

Times	Monday	Tuesday	Thursday	Friday	Times	Wednesday
3:00-3:30	Snack & Recess	Snack & Recess	Snack & Recess	Snack & Recess	1:10-1:30	Recess
3:30-4:30	Writing Activity	Writing Activity	Writing Activity	Writing Activity	1:30-2:30	Team Building
4:30-5:30	Enrichment	Enrichment	Enrichment	Enrichment	2:30-3:00	Story Time
5:30-6:00	Homework Help	Homework Help	Homework Help	Team-Building	3:00-3:30	Snack & Recess
					3:30-4:30	Circle Time & Workshop
					4:30-5:30	Writing Activity
					5:30-6:00	Homework Help

3RD - 5TH GRADE PROGRAM (ENRICHMENT ONLY STUDENTS LEAVE @ 4:30)

Times	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-3:30 Wednesday 1:10-1:30	Snack & Recess	Snack & Recess	Recess	Snack & Recess	Snack & Recess
3:30-4:30 Wednesday 1:30-3:00	Dance	Music	Legos	Music	Dance
	Community Journalism	Recreation	Science Club	Recreation	Community Journalism
	Eco-Art	Arts & Crafts	Needle Crafts	Arts & Crafts	Eco-Art
	Life Skills	Gardening	Nutrition & Cooking	Gardening	Life Skills
Wednesday 3:00-3:30			Snack & Recess		
4:30-5:30 Wednesday 3:30-4:30	Writing	Writing	Circle Time & Workshop Time	Writing	Writing
5:30-6:00 Wednesday 4:30-5:30	Homework Help	Homework Help	Writing	Homework Help	Team-Building
Wednesday 5:30-6:00			Homework Help		

* Enrichment classes subject to change

DAYS & TIMES OF OPERATION

The Healthy Start Afterschool Program will begin **Wednesday, September 1, 2010** and will end **Wednesday, June 15, 2011**.

Note: Different start and end date from school calendar. We are sorry for the inconvenience.

PROGRAM DAYS AND HOURS OF OPERATION

ACADEMIC AND ENRICHMENT PROGRAM

Mondays, Tuesdays, Thursdays, Fridays 3:00-6:00 p.m.

*Early Release forms must be signed if students leave before 5:45.

Wednesdays & School Minimum Days

1:10-6:00 p.m.

*Early Release forms must be signed if students leave before 4:30.

ENRICHMENT ONLY PROGRAM

Mondays, Tuesdays, Thursdays, Fridays 3:00-4:30 p.m.

Wednesdays & School Minimum Days 1:10-4:30 p.m.

*Early Release forms must be signed if students leave before 4:30.

*Early Release forms are located on the Early Release clipboard in the cafeteria or in the SHS office.

SCHOOL DAY AND HEALTHY START AFTERSCHOOL PROGRAM HOLIDAYS

Please note the Healthy Start Afterschool Program follows OUSD's school calendar. Therefore we are closed on the following school holidays:

August 30-31.....No Healthy Start Afterschool Program
September 6.....Labor Day
October 8.....Teacher Professional Development Day
November 11Veteran's Day
November 22-26Thanksgiving Recess
Dec. 20-31Winter Recess
January 17.....MLK Holiday
January 28.....Teacher Professional Development Day
February 21President's Day
March 31Cesar Chavez Day
April 18-22.....Spring Recess
May 27, 30.....Memorial Day
June 16No Healthy Start Afterschool Program

SEQUOIA SCHOOL MINIMUM DAYS Sequoia school lets out at 1:10 on these days:

- November 5, 2010
- December 10, 2010
- February 25, 2011
- March 25, 2011

PROGRAM CALENDAR

August 2010

- M • 8/30—First day of School
- T • 8/31—Parent/Guardian ASP Orientation 6-8

September 2010

- W • 9/1—First day of Healthy Start Program
- M • 9/6—**Labor Day—No Program**
- T • 9/7—September Payment Due
- TH • 9/30—1st Family Workshop 6-7:30

October 2010

- TH • 10/7—October Payment Due
- F • 10/8—**Professional Development Day--No Program**
- W • 10/20—Spark Attendance Party
- TH • 10/21—Lights on Afterschool
- TH • 10/28—2nd Family Workshop 6-7:30

November 2010

- F • 11/5—Minimum Day
- M • 11/8—November Payment Due
- TH • 11/11—**Veteran's Day No Program**
- W • 11/17—Spark Behavior Party
- 11/22-11/26—**Thanksgiving Recess No Program**

December 2010

- T • 12/7—December Payment Due
- W • 12/8—Spark Attendance Party
- F • 12/10—Minimum Day
- TH • 12/16—Winter Potluck and Academic Showcase 5:30-7
- 12/20-12/31—**Winter Recess No Program**

January 2011

- F • 1/7—January Payment Due
- M • 1/17—**MLK, Jr. Day—No Program**
- W • 1/19—Spark Behavior Party
- TH • 1/27—3rd Family Workshop 6-7:30
- M • 1/28—**Professional Development Day—No Program**

February 2011

- M • 2/7—February Payment Due
- W • 2/16—Spark Attendance Party
- M • 2/21—**President's Day No Program**
- TH • 2/24—4th Family Workshop 6-7:30
- F • 2/25—Minimum Day

March 2011

- M • 3/7—March Payment Due
- W • 3/16—Spark Behavior Party
- TH • 3/24—5th Family Workshop 6-7:30
- F • 3/25—Minimum Day
- F • 3/31—**Cesar Chavez Day No Program**

April 2011

- TH • 4/7—April Payment Due
- W • 4/13—Spark Attendance Party
- 4/18--4/22—**Spring Recess No Program**
- TH • 4/28—6th Family Workshop 6-7:30

May 2011

- M • 5/9—May Payment Due
- W • 5/11—Spark Behavior Party
- TH • 5/26—Annual Showcase 5:30-8
- F • 5/27—**Holiday No Program**
- M • 5/30—**Memorial Day Holiday No Program**

June 2011

- T • 6/7—June Payment Due
- W • 6/8—SHS Field Trip
- M • 6/13—End of the Year Celebration
- T • 6/14—Carnival Day
- W • 6/15—Dimond Park Party Last Day of Program

STUDENT ATTENDANCE POLICIES & PROCEDURES

- For safety reasons it is necessary for the Healthy Start Program instructors to know where each student is at all times.
- For funding purposes we must have accurate attendance data. **Funding for this program is reliant on student attendance.**
- In order to evaluate our afterschool program, we look at attendance to monitor and measure student progress. High attendance is one possible measure of a program's interest to students. Therefore, we can only attribute students' successes to our program if they actually attend!

For these reasons, we follow the these attendance policies:

SIGN-IN

Students must report to the cafeteria after school is dismissed and sign-in on the sign-in sheet at their designated table. Students that have recess first must sign-in before going to recess. Students can sign only themselves in. Attendance is taken at 3:10 p.m. on Mondays, Tuesdays, Thursdays, and Fridays and at 1:20 p.m. on Wednesdays. **Students who are late must have a note from their school-day teacher.** We are required to follow OUSD's missing children's procedure for students who cannot be located. **Truancy can be grounds for permanent dismissal.**

PICK-UP & SIGN-OUT

Students enrolled in the Enrichment Only Program are dismissed at **4:30 p.m.** everyday. Students enrolled in the Academic and Enrichment Program are dismissed at **6:00 p.m.** everyday. Students may be picked up starting at **5:45 p.m.** on Mondays, Tuesdays, Thursdays and Fridays and **4:30 p.m.** on Wednesdays but **NO EARLIER** unless prior arrangements have been made.

When students are picked up, they must be signed out in the cafeteria. Only authorized persons who are **18** years old and older may sign a student out. Students will only be released to people listed on the student's pick-up list unless a parent/guardian sends a note of calls us. It is important to keep this information up-to-date. **It is also important that students know who has permission to pick them up.**

EARLY PICK-UPS

Funding for this program is reliant on student attendance for the full three hours/day, 5 days/week. Therefore, students in the Enrichment Only Program must stay until **4:30 p.m.** everyday. Students who are in the Academic and Enrichment Program **may not** be picked up before **5:45 p.m.** on Monday, Tuesday, Thursday, and Friday. On Wednesday only, students **may not** be picked up before **4:30 p.m.** *Early release waivers may be signed for doctor's appointments and other emergencies. Early Release forms must be on file in order to excuse the early pick-up. Early Release forms can be obtained in the Healthy Start Office or on the Early Release clipboard located in the cafeteria. If a student has 3 unexcused early pick-ups, they may be permanently dismissed from the program.*

LATE PICK-UPS

Students in the Enrichment Only Program must be picked up promptly by 4:30 p.m. everyday. Students in the Academic and Enrichment Program must be picked up promptly by 6:00 p.m. If a student is picked up late 3 times they may be permanently dismissed from the program.

ABSENCES

If a student attended school during the school-day, but was absent from the Healthy Start program, it is considered an unexcused absence. We must have a note or phone call to excuse the absence. If a student was sick during the school-day, a note or phone call must be sent to the Healthy Start Program in order for the absence to be considered excused. If a student receives 3 unexcused absences, they may be permanently dismissed from the program.

WALK-HOMES

Students are dismissed from the program at 4:30 p.m. (Enrichment Only) or 6:00 p.m. Students are permitted to walk-home as long as the Healthy Start program has written permission from the parent/guardian and they are at least 8 years old. Walk-home forms are available in the Healthy Start Office.

POSITIVE BEHAVIOR & DISCIPLINE SYSTEMS

“Every student’s spark is kindled, nurtured and encouraged to radiate!” In order to put this vision into action, we must build a climate that provides our students with a safe and supportive environment to learn. Our program behavior system is structured around our 4 program Spark Values which students and instructors are exposed to and expected to model. Each of us should be able to say at all times:

- I am RESPONSIBLE
- I am RESPECTFUL
- I am HONEST
- I am COMPASSIONATE

If students represent these values they will be celebrated through our positive behavior system. In the event that a student disrupts the safe and supportive climate, we will follow our structured discipline system. The Healthy Start Program does follow the Sequoia School Discipline Code. We have clearly stated both our Positive Behavior System as well as our Student Discipline System after the Spark Values.

HEALTHY START SPARK VALUES

SNACK TIME

I am RESPONSIBLE.	I am RESPECTFUL.
<ul style="list-style-type: none">▪ When the bell rings, I go straight to the cafeteria and sign-in.▪ I sit in my assigned seat when I eat snack and when I am finished.▪ I raise my hand and get permission before getting up.▪ When I have a star by my name, I wipe the table with the blue cloth.	<ul style="list-style-type: none">▪ I place my backpack down gently on my assigned table.▪ I raise my hand if I need to talk to an instructor.▪ I respect my health by not eating junk food or CDC snacks.▪ I throw all my trash away in the trash can.▪ I line up quietly and carefully.
I am HONEST.	I am COMPASSIONATE.
<ul style="list-style-type: none">▪ I sign myself in and no one else.▪ I take one snack and one juice.▪ When I am late to program, I bring a note from my teacher.	<ul style="list-style-type: none">▪ I keep my hands to myself and talk in a quiet, inside voice.▪ I walk in the cafeteria and look out for other students.

RECESS TIME

I am RESPONSIBLE.	I am RESPECTFUL.
<ul style="list-style-type: none"> ▪ I play where I can be seen by an instructor. ▪ I ask for permission before leaving a supervised area, and I always take an assigned buddy. ▪ I use the bathroom and get water during recess time. ▪ I only play with SHS students and equipment. 	<ul style="list-style-type: none"> ▪ I solve problems with other students peacefully. ▪ If I am eating a fruit bar, I sit on the bench/stairs until I am done. ▪ I throw all trash away in the trash can. ▪ I line up immediately when I hear the whistle blow. ▪ I take care of SHS equipment and do not let strangers borrow it.
I am HONEST.	I am COMPASSIONATE.
<ul style="list-style-type: none"> ▪ I wait my turn, play fairly and follow the rules of the game. ▪ When I have a check by my name I sit on the bench/stairs for the full recess ▪ I notice and follow the instructions by my name. 	<ul style="list-style-type: none"> ▪ I keep my hands to myself. ▪ I include all SHS students. ▪ I share SHS equipment with SHS students.

HOMEWORK TIME

I am RESPONSIBLE.	I am RESPECTFUL.
<ul style="list-style-type: none"> ▪ I come prepared with my homework assignments everyday. ▪ I check off "Homework Started" when I come in to the cafeteria. ▪ I sit in my assigned seat so I can concentrate on my homework. ▪ I tell instructors when I finish my homework so they can check it. 	<ul style="list-style-type: none"> ▪ I put any supplies (pencils, books, etc.) that I borrow back where I got them from. ▪ I leave my homework space neat and clean. ▪ I raise my hand for help. If no one can help me right away, I work on something else until they can.
I am HONEST.	I am COMPASSIONATE.
<ul style="list-style-type: none"> ▪ I show instructors my homework when asked. ▪ I tell instructors when I start reading so they can time me. ▪ When I am finished with my homework, I ask permission to move to another activity. 	<ul style="list-style-type: none"> ▪ I work quietly so that others may have a quiet place to study. ▪ I help my fellow classmates by not giving them the answers.

HALLWAY & BATHROOM TIME

I am RESPONSIBLE.	I am RESPECTFUL.
<ul style="list-style-type: none"> ▪ I ask for permission to use the bathroom or leave a supervised area. ▪ I always take an assigned buddy. ▪ I leave the bathroom or hallway if a stranger is there. 	<ul style="list-style-type: none"> ▪ I wash my hands and throw my trash away in the trash can. ▪ I admire the hallway bulletin boards with my eyes not my hands. ▪ I walk and use inside voices while in the hallway or bathroom.
I am HONEST.	I am COMPASSIONATE.
<ul style="list-style-type: none"> ▪ I go straight to and from the place I told my instructor I was going. ▪ I tell an instructor if there is a stranger in the bathroom or in the building. ▪ I only go to the SHS office if an instructor is there. 	<ul style="list-style-type: none"> ▪ I keep my hands to myself. ▪ I stay close to my buddy at all times. ▪ I stay in the bathroom until my buddy is finished.

POSITIVE BEHAVIOR SYSTEM

Positive Behavior System	Description	Procedures
“Caught Sparking”	The “Caught Sparking” notes are used to immediately highlight positive behaviors.	<ul style="list-style-type: none"> ▪ When an instructor sees a student exhibit one of the Spark Values, they fill out a blue “Caught Sparking” note. ▪ The “Caught Sparking” note is sent home to the parents. ▪ The student’s name is entered into a “Caught Sparking” raffle twice a year. ▪ A monthly certificate summarizing the student’s monthly “Caught Sparking” is awarded and sent home.
“Spark Bucks”	“Spark Bucks” are used to support daily positive behavior and program attendance on a monthly basis.	<ul style="list-style-type: none"> ▪ Each student receives one Spark Buck (SB) for each day the student attends the program and is Spot-free. (Five SB max/week) ▪ At the end of each month, the PC tallies all SB. All students are given the opportunity to purchase prizes from the “Healthy Start Spark Store” with their earned SB. ▪ The more days students attend the program and the better their behavior the more SB they receive and the more prizes they can purchase. ▪ If a student receives a warning letter they will receive zero SB for the <u>week</u>.
Spark Behavior & Spark Attendance Parties	Spark incentive parties are used to recognize students who regularly demonstrate Spark Behavior and Spark Attendance.	<ul style="list-style-type: none"> ▪ Students who have received the maximum number of SB for two consecutive months are invited to attend the Spark Behavior party. ▪ Students who attend the program everyday for two consecutive months are invited to attend the Spark Attendance party. ▪ Parties are hosted on alternating months on the third Wednesday of each month. ▪ In addition to attending the party the student’s name is posted on our Spark Behavior and Spark Attendance bulletin board located in the school hallway. ▪ Each student starts off with a clean slate at the end of each party.

DISCIPLINE SYSTEM

Student Behavior	Student Consequence(s)	Expected Behavior During Consequence(s)
<ul style="list-style-type: none"> ▪ Violation of Sequoia school Rules ▪ Violation of the SHS Student Policies ▪ Failure to represent Spark Values <p>(SHS Student Policies and Sequoia School rules are listed on the following pages)</p>	Verbal Reminder <ul style="list-style-type: none"> ▪ Student is reminded to represent Spark Values and follow Student Policies or Sequoia School rules 	<ul style="list-style-type: none"> ▪ Student follows all directions given by instructor ▪ Repeated violations will lead to student getting moved/time-out
	Student Moved/Time-out <ul style="list-style-type: none"> ▪ Student sits in location instructor chooses for a set length of time 	<ul style="list-style-type: none"> ▪ Student follows all directions given by instructor ▪ Silence ▪ Student must remain seated ▪ Repeated violations will lead to benching and/or a Spot note
	Benching <ul style="list-style-type: none"> ▪ Student sits on bench for a determined amount of time during upcoming recess 	<ul style="list-style-type: none"> ▪ Student follows all directions given by instructor ▪ Silence ▪ Student must remain seated ▪ Repeated violations will lead to a Spot note
<ul style="list-style-type: none"> ▪ Any consistent and/or repeated violation of Sequoia School Rules, SHS Student Policies or failure to represent Spark Values ▪ Play-fighting ▪ Leaving a supervised area without permission ▪ Use of profanities, vulgarities, obscenities and/or spitting ▪ Unreasonable refusal to participate 	Spot Note <ul style="list-style-type: none"> ▪ Instructor fills out yellow Spot note describing student behavior ▪ Spot note will be given to student's parent/guardian ▪ Student may also receive a consequence listed above ▪ Student is benched for 15 min. during the upcoming recess. ▪ Student is sent to the Healthy Start office and loses a SB for that day. 	<ul style="list-style-type: none"> ▪ Student (with instructor/PC/PD present) will inform parent/guardian of behavior that day, and discuss situation ▪ Student follows expected behavior while sitting on the bench
<ul style="list-style-type: none"> ▪ Receiving two Spot notes in one day ▪ Receiving three Spot notes in one week ▪ Fighting ▪ Inappropriate touching ▪ Disrespect to peers and/or adults based on socio-economic background, gender, race, physical ability, sexual orientation, religion, or cultural values ▪ Bullying-any action that makes other students feel unsafe ▪ Stealing &/or cheating ▪ Leaving school grounds without permission ▪ Truancy 	Warning Letters <ul style="list-style-type: none"> ▪ Letter #1 is sent home on letterhead describing behavior in detail, conference is set up with parent/guardian to discuss behavior ▪ Letter #2 is sent home on letterhead describing behavior in detail, conference is set up with parent/guardian to discuss behavior, student placed on behavior contract ▪ Letter #3 is sent home (along with letters #1 and #2) describing behavior in detail, final conference arranged, and student is immediately dismissed from program. 	<ul style="list-style-type: none"> ▪ Letter #1: After conference, student works with Healthy Start instructors to correct behavior discussed ▪ Letter #2: Student follows behavior contract set up during conference with support from Healthy Start instructors ▪ Letter #3: Dismissal is immediate. Student waits quietly in Healthy Start Office to be picked up by parent/guardian

Note:

- When a student receives a Spot note from an instructor, a yellow note is filled out explaining what behavior took place. A copy of the Spot note is placed in the student's file. The original Spot note is sent home to the parent/guardian.

The previous page describes in detail our positive behavior and discipline systems. Below are the SHS Student Policies and the Sequoia School Rules that students should follow and instructors will enforce in order to maintain a safe and supportive environment.

SHS STUDENT POLICIES	
SNACK TIME	No sharing snacks unless there is enough to share with the entire class.
	No eating unhealthy snacks (candy, cookies, hot chips, soda, etc.)
	Lower grade students may not go back to the classroom once they have signed into the program.
	Upper grade students may go upstairs to get their homework or jacket only if it is within the first 15 minutes of program. They may not go back to their classroom after the first 15 minutes of program.
	Students must sign into program and place their back packs on their designated table. Students must sign themselves into the program.
	All “toys” and balls should be put away during snack time. Students may play with their “toys” during recess.
RECESS	No tag on the green mat.
	All students must be in visible sight of an instructor at all times.
	No buying snacks/fruit bars without permission.
AUDITORIUM	No running or throwing objects in the auditorium during rainy day recess.
	No students allowed on the stage or playing the piano without permission.
BATHROOM	No bathroom during class time.
	Students must take a buddy at all times. They must also wait in or just outside the bathroom for their buddy.
SIT LIST	Coming late to program without a note.
	Not signing in or throwing back packs.
	Bathroom or water use during class time.
	Lining up late when the whistle blows.
	Not cleaning up during snack time.
GENERAL	Any minor infractions.
	No leaving a supervised area without permission.
	Students should not enter the Healthy Start Office without an adult present.

SHARED SEQUOIA SCHOOL RULES:

1. RESPECT YOURSELF AND OTHERS AT ALL TIMES!
2. Respect the personal space and belongings of others.
3. Respect the personal beliefs of ALL people.
4. Racial and homophobic slurs are not tolerated.
5. Bullying is not tolerated.
6. Respect ALL classroom, cafeteria, auditorium, computer lab, bathroom, hallway, and playground rules.
7. Respect ALL school and personal property.
8. Keep your hands, feet, and ALL body parts to yourself.
9. Students must leave skateboards, scooters, cell phones and ALL electronic equipment at home. If found during program, these items will be taken away and kept in the Healthy Start office. Students may pick up items when they leave. Parents/guardians must pick up items if students bring them more than once.
10. If students bring personal items, they must be clearly marked with the student's name. ALL personal equipment must be shared with other students at the same grade level.
11. Students may not bring junk food (candy, gum, chips, soda, etc.) or glass bottles to school. These items will be taken away if found.
12. Students should only bring money to school for fruit bars or transportation. Money should be secured in a pocket.

SHS is not responsible for lost or stolen personal property.

Note: As a condition of admittance into the Healthy Start Program, all students signed a behavior contract indicating their responsibility for their behavior. We have also clearly stated our behavior system here.

PARENT BEHAVIOR

It is important to remember that we are all here to provide a safe and support environment for our students. We all work very hard to set positive examples for our students to follow. Keeping this in mind, if you have any problems or concerns please speak to the PC or PD. We have an open door policy and are always interested in receiving feedback and comments from parents/guardians. We are all striving to provide an environment where “every student’s spark is kindled, nurtured and encouraged to radiate!”

Ways in which parents/guardians can help keep our campus and program safe:

- Please do not allow your older child to be on campus unsupervised.
- Please do not allow your child to sign themselves out and then linger on campus. If they are signed out please advise them to

go straight home. Once a student has signed out of the program they will no longer be supervised by our program instructors.

- Please pick up your child on time.
- Please come to the cafeteria when signing out your child from the program and allow our instructors to call your child to come to the cafeteria.

MISCELLANEOUS INFORMATION

SNACK

Every student is provided with a snack and juice every day. Food is only allowed to be eaten during snack time and in the cafeteria. Students are welcome to bring their own snack from home. However, please remember that **soda, candy, cookies, chips, gum and other junk foods are not allowed.** This is a school-day policy. We encourage families to send healthy snacks with their child. Only foods that do not need preparation can be sent with your child (i.e. no microwavable snacks.)

PARENT VOLUNTEERS

If you are a parent interested in volunteering with our Healthy Start Afterschool Program please stop by the Healthy Start Office. We are always looking for volunteers.

Areas you can help with:

- Office support: database entry, bulletin boards, certificate maker, inventory, translation, etc.
- Special events support: Spark parties, workshops, etc.
- Instructor support: academic and enrichment classroom helpers
- Field trip chaperones and drivers: walking field trips to the library and Dimond Park, drivers for our end of the year field trip, etc.

FAMILY WORKSHOPS

Sequoia Healthy Start Program will host 6 family educational workshops this year. The workshops are centered on parent/guardian needs. These workshops will consist of topics selected by our parents/guardians. Some ideas for topics are: nutrition, saving for college, homework help, summer camps, etc. If you have a topic idea, please tell the PC or PD. The workshops will take place from 6:00-7:30 so that families can attend. There will be child care provided for the students older than 5.

These students will participate in their own workshop on the same topic. We are excited to announce that a light dinner will be served!

- Thursday, September 30th
- Thursday, October 28th
- Thursday, January 27th
- Thursday, February 24th
- Thursday, March 24th
- Thursday, April 28th

COMMUNITY PARTNERS

HEAD ROYCE

The Healthy Start Program has an ongoing partnership with Head Royce, a high school located up the street from Sequoia on Lincoln. High school students from Head Royce have two options for volunteering with our program. The first option is that students are paired with a Healthy Start student for tutoring and mentoring. The second option is that they can volunteer to be a classroom assistant helping instructors and students with their work. They can help out in both academic and enrichment classes. The volunteers have provided a very positive experience to our students.

MIDDLE SCHOOL STUDENT VOLUNTEERS

Former students in the Healthy Start Afterschool Program have the option to volunteer when they reach middle school or high school. They can volunteer as a classroom helper or in the Healthy Start Office. If you know of any former students interested in volunteering, please contact the PC or PD. Students who volunteer with our program will go through a mandatory volunteer training, commit to a set schedule, and sign a volunteer contract.

PROGRAM FEES

We thank all of our families for supporting our efforts to continue serving the same number of students and retaining program quality. These fees allow us to continue our services preserve the quality of our programming despite significant reductions in the grants that have traditionally supported our program.

Just a reminder, families are not being charged the full cost of the program. Program fees are based on a sliding scale* according to families' GROSS (before taxes) monthly household income. We do not

ask for proof of income, but expect all families to be honest and fair. By requesting a sliding scale discount and indicating your family income, you make a financial declaration that the income stated is completely true.

- The amount you contribute will remain confidential.
- You may qualify to claim childcare credit on your income taxes.
- If you are facing significant economic hardship, scholarships are available. Please let us know so we can work with you to make the program accessible.

*Please ask PC or PD if you need to see a copy of the actual scale.

Program fees are due on the 7th of every month (unless otherwise discussed with the PC or PD). If the 7th falls on a weekend then the payments are due the next Monday. Invoices for late payments will be sent out after the 7th of each month.

We accept cash, cashier's check, check or money order (**MADE OUT TO: *East Bay Agency for Children or EBAC***). Please note we are able to accept personal checks for program. However, if a check bounces different payment options will have to be used. Program fees are accepted on a monthly or bimonthly basis. Please deliver payment directly to the Healthy Start PC or PD, not an instructor. Please make sure you receive a receipt with every payment. If you have any problems paying your program contributions please discuss this matter with the PC or PD.