After School Class & Club Procedures

This document outlines the procedures for our after-school programs. We need to consider the safety of our students while maintaining the viability of the programs.

This should be a living document and reviewed each school year to make sure these procedures are still viable. Updates must be reviewed by the office manager and principal before being published.

This document should be visible to the public and accessible through the after-school web page on the arcoirisschool.org web site.

Concerns or recommendations for this document should be sent to (email afterschoolclubs@arcoirisschool.org)

The Arco Iris office officially closes at 4pm. There will not be anyone that can let parents into the building until the classes come to the main entrance for dismissal. Occasionally our administrator is working late. They are in the building late for meetings and are unable to hear the doorbell ringing. If you arrive at the school early to pick up your child, please be patient and wait for the class to come to the main entrance for dismissal.

The Buenas Tardes staff will not be able to verify that you are authorized to pick up a child and should not be expected to let you into the building unless your child is in Buenas Tardes.

Registering for Classes

Vendor Provided Classes

Each vendor will provide a web interface for sign ups and families will pay them directly.

Vendors set their prices based on many factors. Some offer early registration discounts, multiple children from one household discounts or discounts if you register for multiple sessions up front.

In some cases, we are able to offer a scholarship to a student in need. If your child would like to attend a class and you may qualify for a scholarship based on financial need, contact the after school coordinator (email afterschoolclubs@arcoirisschool.org)

Vendor registration will collect information from you that they need for their instructors: homeroom info, people authorized to pick up, contact phone and email, allergy or medical concerns. Remember they don’t have access to the Arco Iris records or the office after 4pm. If something happens to your child, they would need this information quickly so be sure you complete it thoroughly.

Vendor registration will detail out the class dates. They will not have class when there is no school at Arco Iris. They are provided with no-school dates when classes are set up. If you find a discrepancy, contact the after-school coordinator (email afterschoolclubs@arcoirisschool.org)

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Specific questions about in-class procedures (snacks, supplies needed, whatever) should be directed to the vendor. Each has different policies. Most allow the students to bring a small snack or encourage the student to eat their snack and use the restroom between homeroom dismissal and after school class start time. Athletic programs may require specific attire and the student would be responsible for changing before class start times.

**Arco Iris Provided Classes**

A web registration form will be provided for any Arco Iris run after school classes. You will be asked to pay Arco Iris directly by check or money order. Bring payment to the office or send it with your child on the first day of class and a school rep will collect them.

The money collected pays for the curriculum, supplies and teacher. The price will be set based on these factors.

In some cases, we are able to offer a scholarship to a student in need. If your child would like to attend a class and you may qualify for a scholarship based on financial need, contact the after school coordinator (email afterschoolclubs@arcoirisschool.org)

Our registration form will collect information from you that we need for the instructor: homeroom info, people authorized to pick up, contact phone and email, allergy or medical concerns. Remember they don’t have access to the office after 4pm so we provide a roster to the teacher. If something happens to your child, they would need this information quickly so be sure you complete it thoroughly.

There is no class when there is no school at Arco Iris. If the teacher is sick, there will be no class. The office will contact the families so they can pick up their children.

Specific questions about in-class procedures (snacks, supplies needed, whatever) should be directed to the teacher or after school coordinator (email afterschoolclubs@arcoirisschool.org). We will allow the students to bring a small snack to be eaten in the first 10 minutes of class. Athletic programs may require specific attire and the student would be responsible for changing before class start times.

**Communication**

**Vendor Provided Classes**

Vendors should confirm registration with you directly. All communication will come directly from the vendor.

If a teacher is sick, they make an effort to get a substitute. In the event they cannot find a viable sub, they will contact the families to let you know class will not be held.

If you have concerns about a vendor or instructor, please let the after-school coordinator know (email afterschoolclubs@arcoirisschool.org). We encourage you to give feedback directly to the vendor but since Arco Iris decides what programs to offer, we would like to know about any concerns so we can follow up and make sure they are addressed.

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Arco Iris Provided Classes
You will receive registration confirmation from the after school coordinator. They will communicate directly with details of the class.

If an Arco Iris teacher is sick, there will be no after school class. You will receive communication from the office when this happens.

If you have concerns about an Arco Iris class or instructor, please let the principal and office manager know. The principal will decide whether to involve the after-school coordinator. We will do our best to address issues quickly.

No School Days
If there is no school at Arco Iris, there are no after school classes. This includes snow days.

We do our best to keep the website calendar accurate. Please report concerns to (email afterschoolclubs@arcoirisschool.org).

How do students get to their class?

First Day of Class
Students must come to the gym at dismissal and look for the teacher. The teacher will be holding a sign that says “after school class”.

Classes may not all start on the same week. Double check your registration for the correct date.

If a student forgets about their class, their homeroom teacher has a copy of every class roster and can remind them to go to the gym.

If a child forgets and goes to Buenas Tardes, the Buenas Tardes staff also has copies of all the rosters and can remind the child to attend class.

If the child is not present when the class instructor takes attendance, they will send 2 older students to the child’s homeroom and/or Buenas Tardes to collect the student.

Please remind your child about their classes. It takes time from class for the older students if they have to go looking for a student that forgot.

Remainder of Class
The after-school class instructor always checks in at the office when they arrive at the school. They will find out from the office staff if any of their students were absent that day so they know who to expect in class.

After the first day, the students will go directly to the room where their class is held. The teacher will take attendance and if a child is not present, they will send 2 older students to the child’s homeroom and/or Buenas Tardes to collect the student.
Please remind your child about their classes. It takes time from class for the older students if they have to go looking for a student that forgot.

During class procedures

When students need to use the restroom during class, the teacher will send them with a buddy and instruct them to return quickly.

Students should not be roaming the halls of the school during after school class. If they are found roaming the halls, appropriate action will be taken according to the policies of Arco Iris School. Please remind your child that during after school classes they are still expected to maintain proper behavior and are subject to the same consequences as during school hours.

Dismissal

All after school programs will follow the following procedures:

- Students going to Buenas Tardes will be escorted to the room and checked in with the Buenas Tardes staff.
- Students being picked up will be escorted to the main entrance of the school. Only the teacher will open the door for parents. Children will be released ONLY to the individuals that you have authorized on the registration. The after-school provider will not have a copy of the list you provided to the school of people authorized to pick up a student.
- If the class is running late (sometimes this happens if clean-up is not going well), DO NOT ask to be admitted to the school through the Buenas Tardes door. The staff in Buenas Tardes cannot verify that you should be allowed into the building which compromises the safety of the students in their care.
  - If you are waiting for more than 5 minutes, feel free to call the Buenas Tardes phone number and ask if they can check on the class to see if there is a problem. Please don’t pressure them to let you into the building.
- If a parent is late for pick up, the instructor will call them.
  - Vendor instructors will stay with the student until an authorized pickup person arrives. The vendor may charge you a late pickup fee.
  - Arco Iris instructors are authorized to take to take students to Buenas Tardes if the parent is late. They will call the contact phone(s) and inform the parent that the student will be in Buenas Tardes. Arco Iris may charge you the drop-in fee for Buenas Tardes.

Arco Iris sponsored classes will ask the parents to sign out their child.

Since Arco Iris teachers must stay in their classrooms until their homeroom students are picked up, their classes may start a little late. That means dismissal may be delayed, please have patience – they are doing what is right for all the students while still providing the best experience in the after-school program.

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