

The Scholarship Garden

where Scholars come to grow
(After School Program)



Information Manual 2021-2022





TABLE OF CONTENTS

ITEM	PAGE	ITEM	PAGE
Welcome from Coordinator(s)	3	Student Conduct	6-7
Program Mission	3	Re-Entry Expectations	7
Program Vision	3	Discharge	8
Program Hours, Location & Parking	3	Incident Report	9
Daily Schedule	4	Behavior Report	9
SG Registration	4	Head Lice	9
Signing Out	4	Illness/COVID-19	9
Late Pick-up Policy	4-5	Parent/Guardian Involvement	9
SG Registration	5	Reporting Child Abuse	10
Absences	5	Security and Confidentiality	10
Holidays	5	Student's Belongings	11
Minimum Days	6	Medications	11
Homework Assistance	6	Snacks	11
SG Staff	6	Emergencies	12
Activities	6	Incoming TK & Kindergarteners	12-13
		Family/Student Hdbk Sign-off	13
		Registration Form	13-14
		Rules & Guidelines	15-16

Welcome to the 2021-2022 school year! We are super excited for this new year, and all the growth & opportunities your Scholar will have to succeed and put their best foot forward. Here at the Scholarship Garden, we provide a safe and nurturing environment where your student will have the opportunity to complete their homework, build, create and experiment with arts, crafts, science and more. We count on the knowledge and cooperation of our parents to help us provide the best after school environment possible. If you have additional program questions, please contact:

Scholarship Garden Program Lead and Coordinator, Jenny Ohnesorge or Mr. Alex Sosa

Please send all questions or concerns to: JOhnesorge@scholarshipschools.org and ASosa@scholarshipschools.org

If you will be running late for pick up, please text or call us, 442-477-8043.

Program Mission

Program Mission: To provide a safe, educational, and nurturing environment for all students attending Scholarship Garden After school hours.

Program Vision

Program Vision: SPS After School program strives to be an extension of this outstanding learning environment. Families who utilize our service can rest assured that their students will be looked after in a professional manner.

Our primary goal is to help promote the maximum development of students. This includes their physical, emotional, social, intellectual, and creative self. We have carefully prepared a developmentally appropriate environment which provides a place for your student to feel significant and successful.

Program Hours, Location & Parking:

Program Hours:

Monday, Tuesday, Wednesday & Thursday

3:00-5:15 pm (We are open until 5:30, but encourage pick-ups before 5:15pm)

Friday

12:15-4:15 pm (We are open until 4:30, however encourage pick-ups before 4:15pm)

Location: The Scholarship Garden is located at the front of the school.

Parking: When picking up your scholar(s) from the Scholarship Garden, we ask that you pull through the pickup/drop off half circle. Please pull forward, park and walk to the Playground Gate.

Daily Schedule

*Day to Day activities will vary. This gives you an idea of what we do in the ASP.

* We are excited to announce that we will be offering athletics and performing arts rotations throughout the year!

Monday, Tuesday, Wednesday & Thursday:

Recess/Snack, Homework/Reading Time, Free Play, Clubs

Friday:

Recess, Group/Individual Activity, Homework/Reading Time, Snack, Movie and/or Exercise Activity, Art/Craft, Free Play

Registration

- Registration forms are available at the main office or by email.
- A completed registration form must be submitted for *each child attending* the after school program

First-Time Attendees: Parents *MUST* receive a registration form at the time of pickup and return to the main office (Attn: Ms. Ohnesorge) the following day before school ends. (Reminder: Each student attending must have their own registration form.)

Signing Out

- A parent or guardian age 18 or older must sign out at the time of pick up. A minor may only pick up a Scholar with a parent's written permission.
- For safety reasons, adults may be asked to show identification when picking up children from the program.
- Additional authorized adults may be designated on The Scholarship Garden registration form for student pick-up. Identification will be required.

Parents/guardians who fail to comply with these rules are subject to review and possible dismissal from the program.

Late Pick Up Policy

Late Pick Up: Parent/Guardian will be notified when a student remains at SPS after 5:15 pm (M-TH) and 4:15 (Fridays). There is a 15 minute grace period where the child can be picked up from campus. During this time, SPS staff will attempt to reach individuals on the authorized to pick up list provided on the registration form. If you are running late, you can text or call Ms. Ohnesorge (Ms. O) or Mr. Sosa, 442-477-8043. Please note that if a child is picked up late, after 5:30pm Monday thru Thursday and after 4:30pm on Fridays and other minimum days, more than 3x in the school year (2021-2022); or a Scholar who receives three behavior strikes, will be temporarily removed from the program and placed on the waiting list. If by chance there is not a waiting list, the Scholar(s) will have a 2-week probation period where they will not be able to participate in the After School Program. Families will be notified with a verbal warning on strike 1 and then a letter on strike 2.

If no contact is made between SPS staff and the parent/guardian or emergency contact; SPS personnel will contact the Oceanside Police Department to claim the student.

SG Registration

SG Registration: You are required to complete a registration form per student and *Rules and Guidelines* at the time of registration.

Absences

Absences: Please send Ms. Ohnesorge an email if your student will be absent from the SG Program on a day when they are scheduled to attend. If email is not available, you can call the front office or send a text to Ms. Ohnesorge. Program phone numbers are available in this Scholarship Garden Information Handbook for this purpose.

Holidays

The Scholarship Garden is closed on SPS holidays. (Refer to school calendar)

SPS 2021-2022 Holidays:

September 6, 2021	Labor Day
November 11, 2021	Veterans Day
November 22-26, 2021	Thanksgiving Recess
December 20, 2021 -January 7, 2022	Winter Recess

January 17, 2022	Martin Luther King Jr. Holiday
February 21, 2022	Presidents Day Holiday
April 4-8, 2022	Spring Recess
May 30, 20122	Memorial Day Holiday

SPS 2021-2022 Minimum Days*:

September 16, 2021	Back to School Night
October 11-15, 2021	Scholar goal setting Conferences
October 29, 2021	Literature Day
March 2-3, 2022	Scholar goal setting Conferences
March 17, 2022	Open House

Homework Assistance

Homework Assistance: Homework assistance is available to students in the SPS program. Staff members will be available to work with your student if they need help. If your student does not have homework, we will have other activities available.

Scholarship Garden Staff

Scholarship Garden Staff: All staff are selected for their warmth, maturity, enthusiasm, patience, leadership qualities, experience, and knowledge of youth development. All staff are required to be fingerprinted and agree to a thorough background check. SG staff are required to be 18 years or older with experience working with school-aged children.

Activities

Activities: Activities for our students include arts and crafts, science, music, physical activity, technology, character education, community building and much more. Student activities are designed by our SG team and are modified for various age groups. All activities are held on school grounds and are closely supervised by our staff.

On modified days, students may be offered educational videos or G-rated movies. Please advise our staff if you do not want your student participating in movie time so that we may offer your student alternative activities during this portion of the program. Approved movies may be changed without notice.

Student Conduct

Student Conduct: Students participating in the Scholarship Garden program are expected to adhere to all SPS school policies. Students and parents/guardians not in compliance with these obligations may be subject to suspension or dismissal from the program. Each situation is viewed on a case-by-case basis per the discretion of administration and program coordinator(s). Based on our goal of working in partnership with parents/guardians to keep each child safe and happy in our program, the Scholarship Garden program expects the full cooperation of parents/guardians to ensure that any plan developed to support the student in the program will be successful.

When possible, the student will contribute to resolving the conflict with whom he/she was involved. Only SPS staff will carry out any disciplinary action, not volunteers, parents/guardians, or other students.

SPS/SG believes in positive behavior intervention and restorative practices, although scholars will be held accountable for serious behaviors.

A serious behavior problem is defined as *one in which a student is hampering the smooth flow of the program requiring an extraordinary amount of attention; is inflicting physical or emotional harm on self or others; or otherwise unable to conform to the rules and guidelines of the program.* These actions include, but are not limited to, physical actions against others, stealing, bullying, constant inappropriate language (swearing), and disrespect for staff and property. These actions result in a negative experience for fellow students and can be disruptive.

For students with consistent behavior concerns, offenses will be handled in the following manner:

- A **first offense** will receive a verbal warning to the scholar and the first strike.
- A **second offense** will receive a letter and a second strike.
- A **third offense** will result in a third strike and the Scholar(s) will be put on the ASP waiting list, or if there is no waiting list, then they will have a 2-week waiting period before re-entering back into the ASP.

Re-entry expectations

Upon re-entry into the program, each Scholar, along with their parent/guardian will meet with the program coordinator(s) to review the rules and expectations of the Scholar. A plan for success will be discussed and implemented. If by chance the Scholar shows no signs of improvement or fails to comply, the ASP

coordinator(s) with the support of administration have the right to take appropriate actions as needed.

Students may be dismissed from The Scholarship Garden at any time at the discretion of the SG Program Coordinator(s).

We will make reasonable accommodations for students who require special considerations. Our objective is to provide all students with an amazing extra-curricular experience and learn to accept and understand diversity. It is imperative that parents and staff communicate regularly about student needs.

Depending on the individual student and the circumstances, a variety of disciplinary measures are to be considered:

- Redirection to a different activity or area
- A brief separation from the group
- Ignoring: An effective strategy for attention-seeking behavior that does not harm others
- Behavior contract: Outlining both what the staff can do to assist the student and what the student can do to improve behavior
- Suspension: The student may be sent home for the day due to behavior issues. Parents/Guardians have a maximum of one (1) hour to pick up the student from the program. After that time, emergency contacts will be contacted.

Refer to SPS Family Handbook

Discharge Policy

Discharge Policy: The Scholarship Garden program does our best to meet the needs of each student enrolled. We make every effort to communicate and work with the parent/guardian if there are concerns. However, the After School Program reserves the right to terminate enrollment of a student at any time at the discretion of the SG Program Coordinator(s) for one or more of the following reasons:

- A. The program does not meet the needs of the child. Factors to consider in this decision may include:
 - Consistent problematic and disruptive behavior
 - Extra demands on staff time
 - Behavior detrimental emotionally or physically to staff, self, and other Scholars in the program
 - Student cannot adjust to the program's environment

B. A parent/guardian fails to meet their obligations as set forth by SG including, but not limited to, the following reasons:

- Failure to comply with the procedures for arrival/departure of a student
- Physical or verbal abuse of staff by the parent/guardian
- Disrespect for policies and procedures of the program

Incident Report

Incident Report: Students who have been injured to the head/face while attending the SG program will have an Incident report completed by staff detailing the injury. Parents/Guardians need to sign this accident report at student pick-up. Depending on the severity of the injury, parents/guardians may be notified and could be required to pick up the student from the program.

Behavior Report

Behavior Report: Students who have presented a behavior concern while attending the SPS program will have an incident report completed by staff detailing the event. Parents/Guardians need to sign this incident report at student pick-up. Depending on the severity of the incident, parents/guardians may be notified and could be required to pick up the student from the program.

Head Lice

Head Lice: The SPS program will contact parents/guardians of any student who is found to have active head lice. Scholars can attend the program until the end of the day, and they may return to the program once the appropriate treatment has begun. Scholarship Prep School will also inform all other parents/guardians of the case of head lice.

Illness

Illness & COVID-19 symptoms: All school protocols for Covid symptoms and reporting will be followed based on the [SDCOE decision tree](#) and CDC guidelines and/or recommendations. Positive cases should be reported immediately to SPS administration. For the protection of all students, your student must be kept home or will be sent home if he/she shows any of the following symptoms:

- Fever
- Constant runny nose
- Diarrhea

- Vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse yellow nasal discharge
- Diagnosed contagious disease such as strep throat or chicken pox

If your student becomes ill at the SPS program, you will be notified immediately to pick up your student. A parent/guardian or authorized person is to pick up the student immediately. Then we will call others on your authorized to pick up list. Your cooperation with this policy is important. Students that are sent home may not return until they have been symptom-free for twenty-four (24) hours.

Parent/Guardian Involvement

Parent/Guardian Involvement in the SPS program: In order for the SPS program to provide a successful experience, the staff and parents/guardians need to work together to support each other. Whenever you have a suggestion, question or concern related to the program, please report them immediately to the staff. Proper action can only be taken when clear communication takes place. If you need to express concerns to the Scholarship Garden Supervisor, you may email Jenny Ohnesorge at johnesorge@scholarshipschools.org.

Reporting Child Abuse

Reporting Child Abuse: California State law requires anyone who works with children to report suspected signs of child abuse or neglect. Examples include, but are not limited to, physical, verbal, or sexual abuse; lack of personal hygiene or nutrition; or leaving a child alone. Proper authorities investigate after a report is made. We are not allowed to discuss the situation with the parent/guardian before or after reports are submitted to Child Protective Services. All school employees are trained Mandated Reporters.

Security and Confidentiality

Security and Confidentiality: Parents/Guardians are encouraged to discuss with the SPS program staff any relevant information regarding their student. It may be helpful to the staff working with your student to be aware of any situations your student is experiencing at home or at school that may affect his/her behavior during their time at the SPS program.

If there is a restraining order or custody restrictions concerning your student, **we must have a current copy in our files.** All information provided will not be

disclosed for any reason except for purposes legally permissible or directly related to the administrative functions of the program. We may need to discuss issues concerning the health and welfare of your student with SG staff.

Student's Belongings

Student's Belongings: Please make sure that all of your student's belongings are clearly marked and identifiable with your student's full name. Please DO NOT send your student with electronic games or devices, toys, cell phones, etc. to the SG program unless provided by SPS. If these items are brought to the Program, they will be collected until the end of the day. Please note that on special days, we will allow certain items brought from home. If a child does bring their toys and decides to share, **the SG Program is not responsible for lost or broken items from home.**

Medications

Medications: If your student requires prescription or non-prescription medication during program hours, the medicine must be delivered directly to the front office or the Site Supervisor Lead, Jenny Ohnesorge. At no time should medication be in a student's possession. The administration of medication shall only be done in exceptional circumstances and only when such administration has been requested and approved by the student's parent/guardian.

Medication must be in its original container and accompanied with a doctor's note and signature including dosage, times, and your student's name. In addition, written permission must also be provided authorizing designated SPS personnel to give the medication in the dosage so prescribed by the physician.

Snacks

Snacks: Our program offers snacks through our TopNotch lunch provider. We strive to serve healthy and nutritious snacks. Snacks may be brought from home, but please note that students at your school site may have food allergies. We ask that students not bring any foods containing nuts to prevent causing allergic reactions. Notify Ms. Ohnesorge immediately if your student has any food allergies. Also, parents can fill in the allergy information on the Registration Form for each child.

Emergencies

Emergencies: In the event of an emergency, the SPS program will make every attempt to contact the parents/guardians immediately. If parents/guardians cannot be reached, the staff will attend to the student in regards to medical treatment while continuing efforts to contact parents/guardians and/or individuals listed on the student's emergency contact form. Included on each Registration Form is an emergency contact list that must be completed in full, signed by the parent, and returned to the SPS staff prior to the student's attendance in the program.

Emergency Contact Updates: To make additions or changes to the emergency contacts and authorized to pick up list on your registration form, submit the Emergency Contact/Authorized to Pick Up Change Form to the SPS staff at your school or to the SPS office.

Incoming TK and Kindergarteners

Incoming TK and Kindergarteners:

Kindergarten can be an exciting yet stressful time for many students. The following are helpful suggestions for preparing your Kindergartener to begin the SPS Program:

- Encourage your student to wash their hands after using the bathroom and before eating.
- Pack an additional set of clothing (including undergarments) in case of accidents.
- Include additional snacks in your student's lunchbox for their time with the SG Program.

PARENT-STUDENT HANDBOOK SIGN-OFF SHEET

I hereby certify that I have read and do not object to the policies in this handbook, and I understand my rights and responsibilities.

Student Name: _____

Grade level: TK____ Kinder____ 1st____ 2nd____ 3rd____ 4th____ 5th____ 6th____ 7th____ 8th____

Student Name: _____

Grade level: TK____ Kinder____ 1st____ 2nd____ 3rd____ 4th____ 5th____ 6th____ 7th____ 8th____

Parent Name: _____ Parent Signature: _____

Date _____

School Year 2021-2022

Food Allergies:

FT M T W TH F



Scholarship Garden Registration Scholarship Prep School

Student Name _____
Grade _____

Date of Birth _____ Teacher _____

Primary Parent/Guardian

Secondary Parent/Guardian

Last Name _____

Last Name _____

First Name _____

First Name _____

Address _____

Address _____

City _____ Zip _____

City _____ Zip _____

Home Phone (____) _____

Home Phone (____) _____

Work Phone (____) _____

Work Phone (____) _____

Cell Phone (____) _____

Cell Phone (____) _____

Email _____

Email _____

Gmail.com Yahoo.com

Gmail.com Yahoo.com

Emergency Contacts

In an emergency if a parent/guardian cannot be reached, list other persons that are at least 18 years old who are authorized to pick up your student. Student will not be released to persons whose name does not appear on this list:

1. Name _____ Phone (____) _____
2. Name _____ Phone (____) _____
3. Name _____ Phone (____) _____
4. Name _____ Phone (____) _____

____ I/We have read and understand the policies and procedures as stated in the SPS Scholarship Garden Program Information Handbook regarding use of the program.

____ I/We understand that there is a three strike rule. If I (the parent/guardian) arrive after 5:30pm(M-Th) or after 4:30pm (Fridays & Minimum Days), three times, I understand that my scholar(s) will be put on the waiting list or wait 2 weeks before re-entering into the program.

Scholarship Garden Health Information

My student has the following medical conditions and/or allergies:

Symptoms/Warning Signs:

My student has the following special needs:

____ No, my student does not need medication administered by the SPS personnel.

____ Yes, my student does need medication administered by the SPS personnel. (It is required that you submit an "Authorization to Administer Medication" form to be on file with the SPS program and any required medication.)

Scholarship Prep School After School Program personnel are authorized to secure the necessary medical treatment/ emergency services for my student at my expense. This includes paramedic services, emergency treatment, and ambulance service.

Parent/Guardian Signature _____

Date _____ Print Name _____

The Scholarship Garden

Scholarship Prep Public School

(After School Program)



Scholar Rules and Standards

1. I will wear the SPS dress code at all times during the after school program.
2. I will wear my mask indoors at all times and I understand that I have the option to wear or remove my mask while I am outside.
3. I will not use any personal electronic device at any time during the program. I understand that if I do have it out, I will be asked to put it away and if it continues to be out, I understand that it will be taken away and given to my parent when I am picked up. (IF I need to use the phone to contact a family member, I will notify my supervisor.)
4. I will respect all students and staff while in the program.
5. I will not fight with any other students.
6. I will wait with my teacher during dismissal, until I am released to my After School staff.
7. I will use appropriate and kind language.
8. I will complete my homework during the scheduled homework time.
9. I will use my indoor voice while in the classroom, so that I do not disturb any of my other classmates.
10. I will not bring any of the toys that I brought from home.
11. If I bring food or snacks, I will not share them because of allergies that other kids may have. I will also eat my food in the designated areas.
12. I will respect the toys, games and things in the After School Program and I will not take anything from any other student without asking for permission first.
13. I will make sure that I return anything that I have borrowed from my supervisor, staff or any other students.
14. I will ask permission to use the bathroom or leave the classroom.
15. I will make sure that I report to my after school supervisor first before heading home or going to a different classroom straight after school.
16. I will not play rough with other students. I will keep my hands to myself for the safety of myself and others.
17. I will not throw any food across the designated eating areas and I will make sure that I throw away all of my trash.

I, _____ understand that I must follow all rules given to me from the After School Program. If I do not follow or break any rules it may lead to disciplinary action from my supervisor, as follows:

- A **first offense** will receive a verbal warning to the scholar and the first strike.
- A **second offense** will receive a letter and a second strike.
- A **third offense** will result in a third strike and the Scholar(s) will be put on the ASP waiting list, or if there is no waiting list, then they will have a 2-week waiting period before re-entering back into the ASP.

By signing this, myself and my parents understand that I will be kept at the highest regard from my supervisor and supporting staff. I must respect all rules as they are in place for my safety and of others.

_____	_____	_____	_____
Student Name	Grade	Student Signature	Date

_____	_____	_____
Parent Name	Parent Signature	Date

Siblings:

_____	_____	_____	_____
Student Name	Grade	Student Signature	Date

_____	_____	_____	_____
Student Name	Grade	Student Signature	Date

_____	_____	_____	_____
Student Name	Grade	Student Signature	Date