

After-School Policies Fall 2024

Updated 10/2024

Keystone Science School Policies

Attendance

Attendance for after-school programming will take into account the attendance for the school day, if your student was absent from school we will preemptively mark them as absent from after-school. However, if your student(s) was in school and will not be attending after-school, for any reason, please notify your school's administration as well as Keystone Science School at support@keystonescienceschool.org or our onsite staff at 970-409-0407. This helps to ensure students get on the bus, head home, or attend after-school programming as you anticipate.

If your student is repeatedly absent from after-school programming without prior notice, it may result in unenrollment from the remainder of the program.

Pick-Up

Starting at 5 PM, students will be waiting with KSS staff inside the front doors of the school. Please walk inside to pick up your child and be ready to show an ID. If you arrive before 5 PM, there will be a sign posted with the location of the group and contact info. If someone else will be picking up your child, please let KSS know, no less than 24 hours in advance by emailing support@keystonescienceschool.org.

If you would like your child to be able to check themselves out, please fill out this form and email it to support@keystonescienceschool.org, no less than 24 hours in advance of the program. Students will not be permitted to self-checkout until the programming has ended at 5:30 PM.

Please arrange for early pick-ups in advance by emailing support@keystonescienceschool.org. If you have last-minute changes like needing to pick up your student earlier, will be running late, or have any trouble finding us, please call our onsite staff at 970-409-0407.

Students of the program must be picked up no later than 5:30 PM. Staff will contact guardians at 5:30 PM to determine an ETA. In the event that a child is not picked up by 6:00 PM, and KSS staff have not been able to contact the guardians and/or emergency contacts, KSS staff will notify their supervisor and call local authorities to take over.

If late pick-ups become a recurring challenge, it may result in the unenrollment from the remainder of the program.

Proyecto Thrive Policies

Behavioral

Proyecto Thrive believes that each student involved in our programs is entitled to a positive experience. Proyecto Thrive wants all students to have fun and do their best. As part of this philosophy, all students are required to follow the behavioral standards described below...

- Students are expected to be respectful to the team, teachers, Proyecto Thrive Staff, parents, other students, and facility representatives.
- Appropriate language must be used at all times. Name-calling, profanity, bullying, and/or inappropriate actions will not be tolerated.
- Proyecto Thrive expects students to be respectful of property; therefore, any damage intentionally done to property will be repaired or the damaged elements replaced by the student responsible.
- Proyecto Thrive expects purity of self with one's own body; therefore, the use of illegal drugs, alcohol, or tobacco products is strictly prohibited while at a Proyecto Thrive program.
- Proyecto Thrive expects students to dress modestly and appropriately, in a way that promotes a healthy environment and eliminates distractions. Overly tight or revealing clothing is not acceptable. Midriffs must be covered. Undergarments are not to be visible or exposed at any time. For student safety, closed-toed shoes must be worn at all times.

Discipline Procedures

- In response to the first incident, the Director, Staff, and/or individual in charge of a Proyecto Thrive activity will talk with the student about his/her misbehavior.
- If misbehavior continues, the Director will call the parent and explain the misbehavior of the student, as well as the potential consequences of continued misbehavior.
- If misbehavior continues, the Director will meet with the parent and student to discuss possible dismissal from Proyecto Thrive programs and activities, i.e., class, show, etc.
- Continued misbehavior will result in dismissal from Proyecto Thrive activities for the particular session.
- Parents and students should be aware that serious misbehavior will be documented and may affect participation in future Proyecto Thrive programming and activities. In certain cases, misbehavior that Proyecto Thrive considers extreme and/or threatens the well-being of others will result in immediate suspension and/or permanent expulsion from all Proyecto Thrive workshops and activities.

Absences

- After two absences without prior notice, a student's spot can no longer be guaranteed for the remainder of the term.