

# ICEEC

# 孔子學校

International Cultural Exchange Center  
AFTER SCHOOL PROGRAM



## ICEEC Handbook

LEARNING  
IS  
FUN

# ICEEC

# 孔子学校

International Cultural Exchange Center  
AFTER SCHOOL PROGRAM



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# Principal's Message

Dear Parents and Guardians:

Welcome to the ICEC After School Program!

This handbook is designed to give parents and guardians a helpful insight into the ICEC After School Program. It includes detailed information about After School Programs, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

ICEC is an outstanding place to engage in multi-directional learning. Our balanced academic program focuses on unyielding homework preparation guidance and a daily evaluation process. Furthermore, ICEC's creative enrichment program provides a one of a kind extra-curricular learning experience. ICEC's program strives to install lifelong learning skills and creativity in our children.

ICEC teachers all have lots of teaching experience, they are specialists in Math, English, Music, Art, Science and Social Behaviors. We use California School Standards as our teaching guideline. We provide a learning program based on constructive expectations for all of our children.

ICEC will bring smiles to your family. The children are enthusiastic, fully engaged with our staff and love to learn. Your child will come home with stories about the exciting things they've experienced and learned each and every day. My hope is that you will also feel this ICEC spirit every time you enter our school campus.

Please do not hesitate to contact me if I can be of any assistance to you. We are looking forward to this After School year and the new friends and memories that will be made in the After School programs!

Sincerely,

Cathy Xue

Principal of ICEC

# Overview

## Mission Statement

The ICEC after-school programs provide a safe, engaging, and nurturing environment for families requiring quality after school, and summer vacation. Our mission emphasizes creating an atmosphere that balances student learning, enrichment, physical activity, and free time in a stimulating and enjoyable setting. ICEC after-school programs provide parents with safe, convenient, reliable, and affordable out-of-school time care for their children. The programs maintain clear policies and procedures and actively encourage and welcome open communication and parent involvement.

## About ICEC

ICEC is a well-balanced, multicultural learning institution that serves Pre K thru 12th grade students with individualized homework preparation, Integrated Math, Science, Mandarin and English lessons. ICEC has its own teaching materials Science and Mandarin designed by ICEC teachers who also have deep knowledge about Common Core Standards, Next Generation Science Standards and etc. PBL (project-based and problem-based learning), collaborative learning, technology-enhanced activities are all integrated in the ICEC Science lessons; the ICEC-Hand-Signal learning methods, role play, the ICEC-Story-Telling methods and daily learning journals are the main components of each ICEC Chinese lesson. Abacus is another main program offered at ICEC. Hundreds of kids passed the Abacus Tests organized by CAAA with the help of our teachers and they made huge improvements in their mental math abilities.

In addition to our school curriculum, our program offers the benefits of small class size and extra enrichment activities that include drawing, dance, music classes and various sports. We strive to build a safe, cheerful and nurturing environment to optimize our children's learning capacities and academic and social development. Our Homework Prep Concept and Program Design Objectives strive to optimize academic learning and to develop self-study discipline. We value academic performance in our program which enables your child to maximize valuable family time at home. Our core values are integrated in the ENTHUSIASM, RESPONSIBILITY, and ETIQUETTE teachings of the ICEC program.

## Program Objectives

- Provide an enriching experience for all participants.
- Provide a wide variety of quality recreational and educational activities in a safe, healthy, and fun atmosphere.
- Create positive staff/participant interaction, communication and guidance.
- Promote self-confidence and accomplishment through completion of program activities.
- Provide encouragement and help expand social skills.
- Provide an outlet for physical exertion.

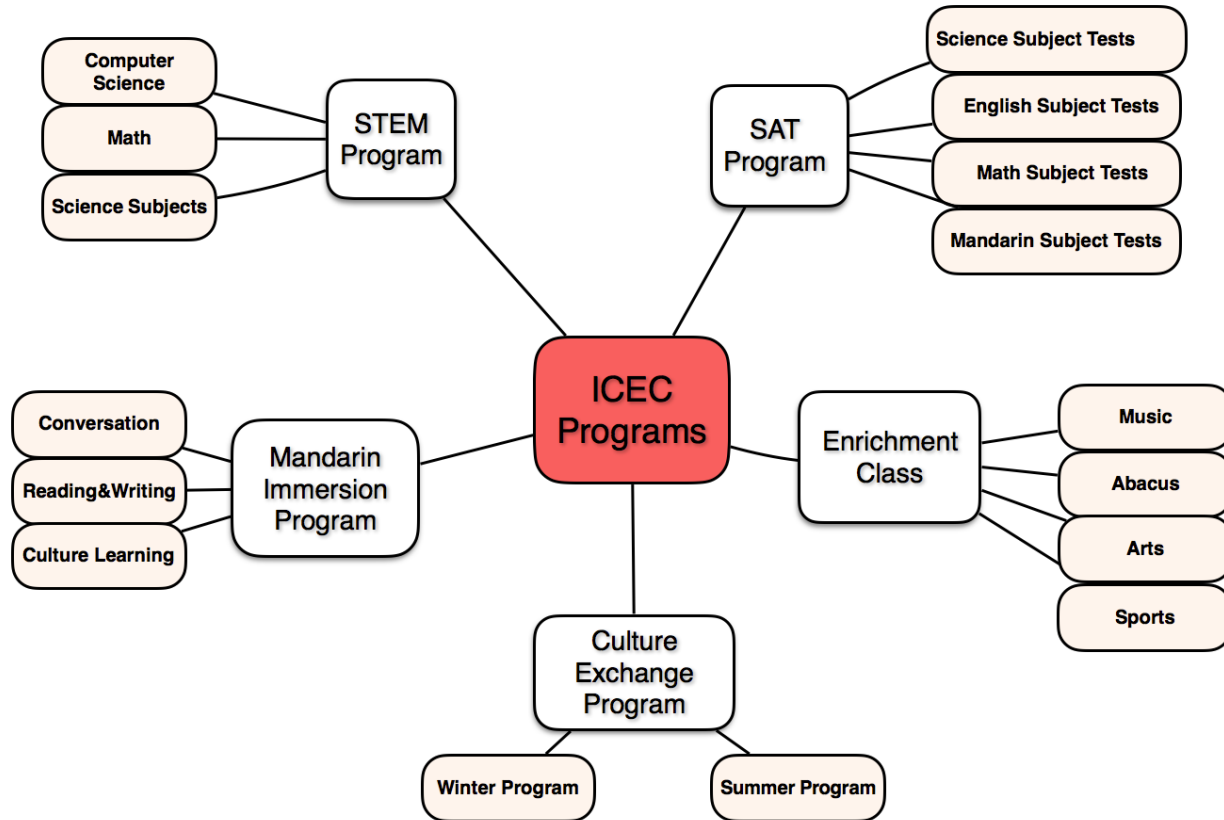
## Non-Discrimination Clause

- No otherwise qualified individual with a disability in the US shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination.
- No person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

## Hours, Days and Months of Operation

School age programs operate from school dismissal until 6 or 6:00 p.m., Monday through Friday. The program begins in August and ends in May or June. The program will follow the school's calendar and adjust for holidays and early release days based on that calendar.

# Programs



- STEM programs

Objective: The types of intellectual capital that are badly needed in today’s economy are closely related to science, math and technology field. The ultimate goal of ICEC STEM programs is to increase careers in STEM fields, and to increase scientific literacy among the young generation (especially we try to broaden the participation of women and minorities in those fields). ICEC STEM programs aim at assisting our future scientists in understanding the connections between scientific inquiry and engineering design and their ability to read, write and apply math and science skills in real life settings. Programs are designed in a way that can strengthen students’ abilities to ask authentic questions, conduct research, create experiment designs, and present solutions to real-life programs and issues.



## 1. Science Subjects

ICEC science program provides elementary to high school students with opportunities to participate in interdisciplinary activities as the program is formed by the fusion of Biology, Chemistry and Physics subject knowledge. The program is designed based on Next Generation Science Standards that aims at helping students develop a coherent and scientifically-based view of the world around them.

Further more, all the teaching and learning activities are designed in a way that can engaging students in the process of doing authentic scientific inquiry, conducting project-based or problem-based scientific researches and operating hands-on experiments.

In the science program, students can

- develop the skills of conducting scientific experiments;
- gain the knowledge of planning and carrying out scientific investigations;
- acquire the knowledge and skills of analyzing and interpreting Data;
- learn to construct explanations and designing solutions;
- apply interdisciplinary knowledge to real life settings;
- get access to all essential science knowledge and get prepared to college level science;
- participate in all kinds of science activities/experiments/projects.

## 2. Computer Science

Computer science is core discipline in ICEC. We aim at helping students to obtain the computational thinking and problem solving skills that are applicable in any industry and empower them to be competent in the global economy. CS classes will teach students a set of essential knowledge and skills that are very important for students' current learning and for their future careers. We offer all kinds of coding classes that are suitable for different grade level students and all the teaching and learning activities are designed based on CSTA K-12 Computer Science Standards.

In CS classes, students will:

- gain essential knowledge of basic coding skills;
- learn to use computer skills to solve problems;
- apply computer skills to real life settings;
- have opportunities to participate different activities, projects and experiments;
- enhance creativity, critical thinking skills.

## 3. Math

ICEC math program is designed based on Common Core State Standards for Mathematics which aims at helping students develop critical reasoning skills and form a

genuine understanding of the logical reasoning processes required to solve advanced math problems. ICEC math professionals use a combination of numerical and pictorial techniques to teach concepts and all the essential knowledge. The ICEC math program's emphasis is on laying a sound foundation and mastery of topics, knowledge, concepts and skills before moving student to the next level. ICEC math teachers use engaging, real life situations to bring math to life and also offer small-group learning opportunities to motivate students to work independently or collaboratively on problem-solving tasks. All the math projects and learning activities offer students authentic learning experiences that extend beyond one math lesson that allow students to deepen mathematical knowledge and skills through their own investigations and researches.

In the math program, students will:

- develop a set of reasoning, critical thinking and problem-solving skills;
- build and construct a solid math knowledge system;
- apply mathematical knowledge to real life settings;
- construct viable arguments and critique the reasoning of others.

- Mandarin Immersion program

Objective: The Mandarin program offered at ICEC aims at helping students acquiring Mandarin fluency and the disposition to be life-long learners. In ICEC Mandarin Learning Program, Students learn Mandarin just as they learn English--by living it. Mandarin Classes are taught entirely in Mandarin with students engaging and absorbing a Chinese-speaking environment. Students are grouped into Beginning, intermediate, advance level class, according to grade and language proficiency.

ICEC- Hand-Signal learning methods, Role Play, the ICEC-Story-Telling techniques and Daily Diary entries are the main components of each structured ICEC Chinese lesson. Students learn Mandarin, socialize in Mandarin, and complete homework under the guidance and support of our Mandarin instructors at ICEC. We also have an additional Basic Speaking course that focuses on speaking and conversation using words and phrases learned in the previous classes.

### 1. Conversation

Conversation classes aim at helping students to build confidence of speaking the language and help them to communicate freely in day-to-day Chinese. We provide students with the Mandarin speaking environment that encourage them to speak Chinese. By offering different real life context that can cover a wide range of topics, students can learn the practical conversation skills and expand their vocabulary at the same time.

In the conversation classes, students will:

- develop oral Mandarin speaking skills;

- build confidence of speaking the language;
- expand their vocabulary;
- learn practical conversation skills;
- get individual feedback and help and support from the ICEC mandarin teacher;
- learn the language at their own pace.

## 2. Reading and Writing

Chinese characters are one of the essential part of Chinese learning, so ICEC reading and writing classes aim at helping students obtain a deeper understanding of the language and make associations and stronger connections with Chinese words. Classes are designed in a way that can help students develop the practical skills of using the language, for example all the reading and writing materials are created based on real-life examples, like learning about reading menus, maps, order deliveries and so on.

In the reading and writing classes, students will:

- develop Mandarin reading and writing skills;
- obtain the practical skills of using the language in real life settings;
- deepen their knowledge about the language;
- get individual feedback and help and support from the ICEC mandarin teacher;

## 3. Culture Learning

Learning Chinese culture is essential for learning the language and also cultivating friendships. ICEC offers students the opportunities to learn Chinese culture and get to know China better. Culture learning classes will learn proper Chinese etiquette, the history of China, the different regions of China, Chinese food, and etc.

In the Culture Learning classes, students will:

- get basic knowledge of Chinese culture;
- make friends with students from China via Skype;
- learn proper Chinese etiquette, the history of China, the different regions of China, Chinese food, and etc.

- SAT subject test preparation program

Objective: ICEC SAT subject test preparation program aims at helping high school students consolidate their essential knowledge and skills so as to achieve score improvements and get ready for college. We offer customized instruction and learning and teaching materials that are based on student's diagnostic test results and their unique learning needs. We ensure every student always get questions and lessons that are the right level of challenging.

We offer three different types classes:

- a. science-related subjects preparation classes such as Math, Chemistry, Physics, Biology;
- b. SAT English subject test preparation classes;
- c. SAT Chinese subject test preparation classes.

In ICEC SAT subject test preparation program, students will:

- get individualized and customized help and support on test preparation;
- consolidate knowledge and skills of math, chemistry, physics, biology, English and Mandarin;
- achieve improvements in test scores;
- get ready for college.

- Culture Exchange program

Objective: ICEC Culture exchange program aims at helping the young generation to further their international goodwill and understanding by providing students with opportunities to visit another country (mainly China for now), make friends with people from other countries, and study some of the problems and accomplishments of people in lands other than their own. ICEC offers the culture exchange program during winter and summer breaks between US and China to enhance students' mandarin learning. We will be adding more details and plans as we go and explore more program opportunities in other countries.

In ICEC culture exchange program, students will:

- form international goodwill;
- have opportunities to visit another country for culture exchange program during summer and winter break;
- make friend from different counties;
- study the culture and people of different countries;
- learn how to be a global citizen.

- Enrichment Classes

Objective: ICEC Enrichment classes aim at providing students with more learning opportunities that are based on their individual talented area so as to foster social, emotional, and educational development. ICEC always emphasizes students' individual strengths and talents.

1. Abacus

Abacus as the joint participation of the Chinese nation's fifth-largest cultural treasures of the invention, its visual, listening, touch and other senses, and thus the effective development of children's right brain potential, promote thinking and to establish the advantage of brain mapping and swept the world, prolonged does not decline. Children

through learning and training of the abacus and mental arithmetic, computing power was significantly enhanced, while enhancing the spatial memory, the degree of focus has been markedly improved, to as further strengthen comprehension, self-confidence, willpower are significantly improved.

## 2. Music

ICEC offers piano/violin lessons, group classes, including beginner classes and enrichment classes for all age students, and duo coaching for pianists of all styles, ages and abilities. ICEC piano/violin class offers fun and engaging one-on-one music classes for preschool and elementary aged children utilizing the piano (or electronic keyboard) as the instrument for instruction. Music classes were developed to foster an educated love and appreciation of music in young children.

By Attending the ICEC music classes, students will

- enhance their listening skills;
- boost their attention span;
- improve critical thinking and mathematical reasoning abilities;
- develop fine motor skills;
- increase self-confidence and self-esteem.

## 3. Arts

Our goal is to teach and help children to find out the beauty of world from the simple lines and colors to the basics of art. We also stimulate children's creative minds to use their unique gift in art. Students complete one new drawing each week and learn a variety of art concepts including portraiture, still life, line and patterning, perspective, color theory and art vocabulary.

## 4. Sports

- Basketball

At ICEC , students can gain the skills and confidence through our fun basketball lessons based on students' individual comfort level and abilities. At ICEC, we coach basketball players on fundamentals, techniques and confidence so they don't feel the pressure of performance. We also focus on improving individual skills, learning new techniques and building teamwork. Each session combines real world basketball activities with fun competitions.

- Soccer

Students will be taught the basic fundamentals and tactics of the game of soccer through our curriculum. Our trained coaches bring a lot of energy and enthusiasm to the soccer field. We teach students of all ages in a high-energy, non-competitive program designed to encourage good sportsmanship and a love for sports. We offer high-energy classes specially designed to encourage a better self-sportsmanship and esteem.

# Communication with Parents

## Procedures For Parent Interaction

Parents are welcome visitors to our program. Please check daily for posted notices, fliers or other information about program activities. We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family.

You may direct suggestions, concerns, compliments and complaints to the immediate caregiver, the child care director or the community executive director.

## Parental Notifications

Parent notifications may be made in writing via letters, emails, fliers and/or signage at the parent table at each site. Notifications may also be made by phone calls or directly in person by site staff. Open communication is very important to the success of your child's learning experience. Conferences may be requested at any time. Activity schedules, menus and other pertinent information will be available for you to view at the front table.

## Parent Participation in Program And Volunteering

Parents are encouraged to participate with their children in a variety of activities. Volunteers will need to have clear criminal background and FBI checks in order to volunteer in ICEC programs. Parents and volunteers are never left alone with a group of children and will have a staff member with them at all times.

# Parent Educational Program

We believe that good parenting styles are essential to students' growth , so ICEC Parent Educational Program aims at fostering competent parenting and family management skills among ICEC parents community. ICEC offers regular parent meetings, lectures and parent education seminars for parents of all age students. We try to help parents to develop realistic age-level expectations from knowledge of childhood behavior and growth.

## **Health and Safety Policy**

### **Medical Emergency**

In the case of a medical emergency, we will call 911 and contact the child's parents/guardians. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician. In the event that this information is not specified, the child will be transported to the nearest available hospital.

### **Snacks (Food Service Practices)**

An afternoon snack and water is provided each day. This snack will meet USDA requirements. Weekly snack menus are posted on the ICEC websites. The menu states the daily snack offering. If you send an additional snack with your child, please ensure that it does not contain any form of peanut products.

### **Abuse and Neglect Policy**

The staff of the ICEC After School Program are mandated reporters and as such, are required by Law to report all suspected instances of abuse or neglect to the Department of Social Services.

### **Head Lice**

The ICEC After School Program has a no lice, no nit policy. If the Program is notified that a child who attends the ICEC After School Program has been sent home with head lice, the staff of the After School Program will check all of the children in the affected child's grade. If head lice are found, the parents of the child will be notified and asked to take the child home for treatment. A notice will be posted on the white board in the parent center whenever head lice are found in the After School Program.

Children who have been sent home with head lice may return to the ICEC After School Program once they have been cleared for return by the Program Director

the ICEC After School Program. In order to prevent the spread of head lice, children should be encouraged not to share clothing, combs, or hair accessories.

## Attendance

In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care without a note from their physician. Weather permitting, children go outside everyday. We cannot keep one child inside due to illness. If your child becomes ill during the program day, we will contact you to pick him/her up. In case of injury, parents will be notified immediately.

The safety of each child is paramount to the staff of the ICEC After School Program. If a child will not be attending the ICEC After School Program as scheduled, it is **essential** that the child's parents send email to us at least 5 hours before the after school program starts or call the school phone at **650-952-5525** at least 3 hours before the after school program starts to report the child's absence from the Program. To avoid miscommunication, please be sure to send us email or call the school line whenever an absence is communicated to ICEC program director. **The After School Program relies solely on the email/school line for absence information.**

### \* **Check-in Procedures**

When a child who is scheduled to attend the After School Program does not arrive, and the Program has not received an absence call from the child's parents, we will institute an immediate search.

An unexcused absence will initiate the following actions:

- The child's school will be called to see if the child was absent or dismissed from school.
- The child's home will be called. A message will be left if no one is home.



- The child's parents will be called at work. Messages will be left if no one is available.
- Each parent's cell phone and/or pager will be called. Messages will be left if no one is available.
- Once a child's parents have been contacted, the After School Program will assist in the effort to locate the child but will shift the primary responsibility for locating the child to the child's parents.
- If a child's parents cannot be contacted, someone on the child's emergency contact list will be sent to the child's home.

Please help us to avoid unnecessary concern about a child's safety by sending email or calling the school phone at **650-952-5525** whenever a child will be absent from the Program. **A \$10 fee will be charged for every unreported absence.**

## Arrival Procedures

The ICEC's responsibility for your child begins when:

- Your child enters the ICEC After School program space and is checked in by ICEC staff located in a participating school.
- Your child boards a ICEC vehicle. Children should proceed directly to the program area following school dismissal and check-in with ICEC counselors.

## Departure and Release

Parents must enter the building and sign their children in and out of our program. This ensures child safety and compliance with state licensing.

Photo ID may be required for the release of your child. The child will only be released to his/her parent and/or those adults that the parent(s) specifically designate on the enrollment form. Amendments to the release section of the enrollment form must be submitted in writing by the parent or guardian who completed the form. Children will not be released to anyone other than a parent, guardian, or person listed on the child's permission form unless the child's parent notifies the After School Program prior to pickup time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released.

If a parent is not allowed to pick up a child, the center must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either parent. The ICEC after-school will only follow what the court order states.

## Pick-Up Time and Procedures

Parents can pick-up children at three different time schedules: 4:30pm, 5:30pm or 6pm. Please send us email at [icec.afterschool@gmail.com](mailto:icec.afterschool@gmail.com) or call us at 650-952-5525 for special arrangements on a particular day. Please check-in with ICEC staff at the front and wait for your kid at the lobby. Our staff will walk the kids to the lobby.

## Late Pickup Policy after 6:10 p.m.

The After School Program closes at 6:00 p.m. We ask parents to arrive by 5:55 p.m. in order to allow the children enough time to tidy up and gather their belongings. If a 6:00 p.m. arrival is unlikely, please take a moment to call us at **650-952-5525** so a staff member can speak to the child about the delay. However we understand that there's a lot of traffic during rush hours and it would be very hard for parents to make it on time, so we will wait another 10min which is until 6:10pm. If you cannot come on time, please pay the teacher who's taking care of the kids when you come . **The rate is \$1 per minute in cash.** Continual late pickup may result in a child's suspension or removal from the program.

## Registration Process

### Register

Children must be registered before they can attend the program. Enrollments are accepted on a first come, first serve basis. A child is considered registered once a registration form and all other necessary paperwork have been completed and the first month's fees are paid in full. Forms that must be completed include a registration form, medical emergency information and authorized pick-up form for each child enrolled. The After School Program is required to maintain up-to-date

records of attendance and emergency information on each child in the program. Please notify us immediately of any changes in residence, telephone numbers, medication, health, etc.

Please note that tuition is due every the 7th of every month and there will be 6% late fee added if over due more than 2 days.

## Transportation (If Applicable)

If your child requires transportation, we ask that you speak with your child regarding proper safety guidelines. All children must stay seated with their seat belts fastened while the vehicle is moving and until the vehicle is completely parked. Our primary goal when transporting children is to ensure their safety. The ICEC After School reserves the right to suspend or dismiss a student if safety procedures and policies are not followed.

If your child misses the bus to ICEC After School program, staff will NOT be able to go back to the school to get your child.

## Teachers' Packet

Our goal is to provide a safe and fun filled learning environment for our students. Keeping our school/facility clean is one of our obligations to provided a healthy environment for our students and have a good presentation of our school. We want to provide a comfortable and worry free environment for our parents and our students.

Listed below are some ways we can guarantee these services we are offering:

1.) Teachers must provide a complete lesson plan weekly and an agenda daily. A well balance schedule to help our student excel in the courses they're taking.

2.) Teachers are to make sure that the students are completing their homework. They MUST finish their homework first before engaging in any other activities.

3.) Teachers are only allowed to use their cell phones during an emergency or when teachers need to communicate with the other teachers or with parents (only if necessary).

4.) Teachers are responsible for teaching the kids how to clean their classrooms, clean up their desks, and keep their things organized.

5.) Teachers are also responsible for every child's safety in their classroom.

- Teachers need to report every little injury whether if it's a small cut, a splinter, bloody nose or a headache. (Injury Sheet)

- Every physical encounter with other students must also be reported.

- Every little misunderstanding between students must be reported. This prevents miscommunication between the parents and us. Parents can easily believe everything their child is saying, in most cases children would be too afraid to get in trouble and this causes their memories to get a bit hazy and their stories biased towards their situation.

- We must keep a close eye on our students especially every break time, we are responsible for every child within our facility and we will answer to everything that happens to them.

6.) Teachers are also responsible for keeping the kids active. Drawing, Math practices, games, etc should be provided to the kids. If any teachers need help with any form of activities teachers can approach JC or Lu Zhang and they will be more than happy to help.

7.) Wherever your class is located, you are solely responsible for every student's action whether they are mixed with other kids; other teachers and parents are present.

8.) On top of everything that has been said we would like to remind our teachers to make sure that our students are having fun in our after-school program. Their feedback is the most crucial, if they come home and tell their

parents “Mommy! Daddy! ICEC was so much fun!” then their parents will be convinced that their kids are safe and are having a fun time learning.

## **Teachers Professional Development Program**

ICEC believes that teachers are life-long learners and great teachers can create great students. ICEC Teacher Professional Development program aim at enhancing individual teacher’s personal growth and teaching skills and improving individual teacher’s performance so as to contribute to outstanding educational results for students. ICEC pays great and close attention to teachers’s professional training and emphasizes subject-matter mastery and provide many opportunities for teachers to improve their teaching skills. By offering ongoing and regular opportunities for teachers to learn from each other and experienced teachers, ICEC keeps teachers up-to-date on new research on how children learn, emerging technology tools for the classroom, new curriculum resources, and more.

## **School Policy**

### **Rules and Regulations**

- Running is prohibited on school grounds.
- Be responsible for personal belongings.
- Loud noises are strictly prohibited including yelling, screaming, loud stomping, banging on any kind of object, and playing any kind of instrument (only allowed in the music room).
- Any conflict between students must be reported to one of the teachers to prevent fighting, and arguing. Resolve disagreements in a positive way.
- NO BULLYING. Avoid the use of improper or abusive language. Name-calling, hateful comment and gossiping will not be taken lightly. Here at ICEC we want our students to feel safe free from any kind of bullying.

- Students are not allowed to engage in any rough physical activities that may result in injuries.
- Students are expected to be at their best behavior during class and homework time.
- Students must do their own work. Copying another students' work is strictly prohibited. Homework assistance will be provided for the students when necessary.
- If given tasks are already completed students are not allowed to wander the halls or bother other students.
- Be respectful of ICEC's staff and volunteers.
- Be respectful of other students and their property.
- Be respectful of ICEC's building and equipment.
- Eat and drink only in designated areas.
- All electronic devices are prohibited inside the school.
- Say good and encouraging things to others.
- Applaud the efforts of other members.
- Follow proper safety procedures at all times, including:
  - Never opening the outside doors
  - No fighting or using foul language
  - No running in school
  - No playing in the restrooms
  - No playing on or under the tables.

### **Unacceptable Behavior (includes but is not limited to)**

- Foul language
- Disrespect for another child or counselor
- Fighting
- Refusing to take part in activities
- Ignoring or disobeying rules of safety
- Public or inappropriate displays of affection
- Defacing property or vandalism
- Stealing

\* We want our students to feel safe and secure. We will encourage our students to voice out their opinion and concerns. We are expecting every parent/guardian to participate with their child's development by working with us.

Students are expected to abide by the school's rules. Any disobedience will result in a penalty. If a student receives a THIRD PENALTY, the students' parents/guardian will be requested to speak with the student teacher to discuss the events that resulted in each penalty and discuss a way to prevent any further transgressions. On the FIFTH and FINAL PENALTY, parents and guardians must sit down and have a talk with our principal Cathy Xue to discuss the student's future in the school.

## Disciplinary Actions

### **\*1st Incident**

Parent will be notified verbally and or in writing.

### **\*2nd Incident**

Child will receive a written warning and one day suspension.

### **\*3rd Incident**

The action taken is at the discretion of the site director after appropriate consultation with the parent. This may result in three days of suspension or termination of care.

We encourage that you please take the time to discuss the school rules and expectations with your child. It is important that every student understand them. There will be no exceptions to the code of conduct.

## Homework Policy

The ICEC After School Program stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor.

Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book.

## Possessions from Home

Since we cannot guarantee the safe return of personal belongings, the ICEC After School Program asks that any personal possessions be left in backpacks during a child's time in the After School Program. Children may bring electronic games and toys from home on staff development and vacations days if they are used during scheduled times and with the permission of their teacher. Responsibility for the safekeeping of electronic games and toys brought from home remains with the child. The After School Program does not allow the use of toy weapons or trading cards at any time.

## Telephone Use by Children

The staff will be happy to convey messages to children when necessary but it is not possible for children to make or receive telephone calls at the ICEC After School Program. Parents are welcome to call the ICEC After School



Program at any time to speak to the Director about questions or concerns regarding their child.

## Behavior Management Policy

The children and staff of the After School Program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the ICEC After School Program will be explained to the children clearly and reinforced in a consistent manner.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities where participants purposely exclude another child will not be allowed.

When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. Time out periods will last approximately three to five minutes and will not exceed fifteen minutes. After a time out, the teacher and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the ICEC After School Program.

If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made at the child's home and school. If a child's behavior indicates that the After school Program is not able to meet his or her needs, the Program Director will contact the child's parents to arrange a meeting. A parent or staff member may also request a meeting. With the parent's permission, school staff, and other professionals providing services to the child may be asked to attend the meeting.

Within ten days of the meeting, in keeping with the conclusions of the meeting, an action plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents. A log will be kept of the child's progress.

If the Program Director feels the Program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the Program reserves the right to terminate the child's participation in the Program with two weeks notices.

Any child who does not accept the physical boundaries of the Program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the ICEC After School Program without notice. A suspension or termination decision may be appealed by contacting the faculty members of ICEC After School.

## Bus Rules and Regulations

While children are on a bus, they are under the direct supervision of the driver and must obey the driver at all times. The bus driver has the authority to assign seats to students for safety or disciplinary reasons. Failure to follow the driver's rules will be considered an act of disobedience and will result in disciplinary action.

For the child's own protection, hands, head and arms must be kept inside the bus at all times. Feet and bags must be kept clear of the aisle. Conversations containing offensive language are not allowed and children should avoid any unnecessary, loud or boisterous talking.

Fighting or horse play is not permitted and will not be tolerated. General regulations pertaining to the restrictions on the use of tobacco, knives or other weapons, use of profanity and obscene gestures apply to all children riding the bus.

Children are expected to help keep the bus clean, sanitary and orderly. Paper or other debris should not be left on the floor of the bus or thrown at

other students. No materials should ever be thrown out of the bus windows or doors.

Damages to seats or other bus equipment by a child will require compensation from the child's parents or guardians. Restitution or immediate arrangement thereof must be made before the child's bus riding privileges are restored.

Tampering with emergency doors or any other controls on the bus is not allowed. Opening or closing the front door is prohibited by anyone other than the driver. No recorders, radios, mp3 players or other electronic devices are allowed to be brought on the bus. The bus driver has the right and will confiscate these articles brought onto the bus.