

## **Academie Da Vinci Extended Learning Program (ELP)**

### Philosophy:

ADV ELP uses a consistent, positive approach in working with our students. Positive measures include smiles, compliments, and structured times. In managing behaviors, we use reminders, redirection, diversion and separation, always promoting self-discipline. We provide a safe environment for children where they are able to socialize and work cooperatively with their peers. We offer indoor and outside time, arts and crafts, free play, videos, story time, and homework support. Each day is structured in the following manner:

7-8:10 Free-time and Breakfast

3-3:30 Free-time, arts and crafts

Snack

Homework – typically 4-4:30 pm- Level 2 parent volunteer homework help is available Tuesdays and Thursdays as parents are available. Students consistently needing homework assistance may be assigned to go to the homework help which is held in another room.

Arts and crafts, free play

On Fridays homework time is not scheduled and a movie may be played usually starting at 5pm. Parents should remember that being in ELP is a privilege.

### Rules and Expectations of ELP

1. Follow the directions given the first time and listen.
2. Be respectful of others, yourself and the property.
3. Remain with an adult unless going to restroom or getting water.
4. Ask permission to use bathroom or get water, sign in and out.
5. Be responsible for your own belongings and respect the property that belongs to others, including the school.
6. Inside the building, walk.
7. Inside the building use talking voices.
8. Use appropriate language.
9. Keep your hands and feet to yourself.

When undesirable behavior occurs, the following consequences are in effect:

1. The student will be reminded of the behavior expected. If further action is necessary:
2. Move seats if necessary, and speak to student(s). If further action is necessary:
3. The student(s) will be spoken to apart from others, the problem will be documented, and the staff will speak with parents. If further action is necessary:
4. The staff will write up a formal incident report. Some behaviors of significant concern: hitting another student, swearing, refusing to follow directions, bullying, safety issues such as not following directions in a fire drill, wandering around the building, walking away from staff. A positive reward plan may be put into effect, as approved by the Principal. The Principal is consulted and reviews all incident reports and all suspensions. If further action is necessary:
5. After three incident reports, the student will be suspended for one day. If further action is necessary:
6. After 3 one-day suspensions in one year or 2 suspensions within two months, the parents will be given one week to find alternate after school care, and the child will be removed from the program.

We have read and talked about these rules.

Child's signature: \_\_\_\_\_

Parent or guardian's signature: \_\_\_\_\_

Today's date: \_\_\_\_\_

Email: \_\_\_\_\_