

THE ANNUNCIATION ALL STARS
WHAT YOU NEED TO KNOW TO BE ONE

A HANDBOOK FOR 4TH, 5TH, AND 6TH GRADERS



Annunciation School Extended Day Program
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Minneapolis, Minnesota 55419
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Arts, Recreation, Learning and Leisure for School-Agers

Welcome

We're excited to have you as a member of the Annunciation All STARS program. You are a special group of 4th, 5th, and 6th graders with a lot of privileges and opportunities that are not available to the younger children at Extended Day. We thought this handbook would help you have a better idea of what it takes to be a great ALL STAR.

Why You're Here/What We're Here For

The reason for the ALL STARS program in the first place is to provide a place where you can feel at home, relax, make friends, and enjoy doing those things you like to do, while developing an individual sense of confidence, independence, and respect for yourself and others.

Freedom and Supervision

Being an ALL STAR means you will be able to make choices about how you spend your time here. We will provide a great variety of opportunities for you to choose from. But because you are older now, we also feel it may be appropriate for you to be in a place without direct adult supervision at all times. Your parents and we are going to trust you a lot to act properly and respectfully both when adults are present and when they're not. Before you go someplace without an adult, you must ALWAYS ask permission from a staff. The one thing we do ask is that you always let us know where you are at ALL TIMES.

There are a lot of other people and groups using the school, so the ALL STARS must stay within areas that are designated for our use. Areas which are off limits are: 1st, 2nd, 3rd floor classrooms, the school office, the teacher's lounge, the front of the school (facing 54th street), Walgreens, Mr. Movies, Starbucks, etc.

Checking In/Checking Out

When you arrive in the morning, either you or your parent/guardian must sign in on the sign-in sheet. After school, ALL STARS must check-in with a staff person immediately. Every day before you leave to go home, one of your parents/guardians will have to sign you out on the sign-out sheet. You also need to inform a staff person that your parent/guardian or other authorized adult, unless your parents make special arrangements, in advance, with the staff.

Care of Property

The equipment and furnishings in the ALL STARS room A02 should be taken care of as if they were your own. Many of the items were donated by ALL STARS kids, parents, or staff and this makes it very much "your room". The rule for all games, art and craft materials, sports and stereo equipment, etc. is "If you use it, you help clean it up and put it away."

Respect for Others

The ALL STARS staff are here for your benefit. Whether it's a regular staff person or a substitute, they are to be respected and listened to. They will attempt to listen to and understand each student. Please remember that ultimately they are in charge. The basic principle of respect for others applies to other students, as well as to regular and volunteer staff. The following are a few important guidelines about respect:

Language- Speak respectfully to others. Swearing and excessive teasing or cut-downs will not be allowed.

Respect the personal property of others. If something does not belong to you, you may ask to use it. If permission is given, then use it carefully and return it to the owner.

Backpacks and Book Bags-Each student's is private. Respect that privacy.

Staff- the staff also has personal property that must be respected. Supervisor's desks, files, certain shelves, etc. are private for staff only.

Behavior

You are encouraged to work out PROBLEMS with each other on your own. Try to listen and understand one another. In a **threatening** or serious situation, you need to get an adult to help. The safety of each student is what matters the most.

Homework

ALL STARS will be provided time and space for working on homework after school. During the officially designated time, only quiet talking will be allowed. This time will not be used for playing games or other activities— Only homework, writing or reading. There will be a staff person available to help with homework, if needed. The school library may be available as a quiet space to work during the designated homework time.

Food

Snacks will be available to you after school every day. All snacks must be eaten while sitting at a table. They may not be taken to any other rooms for health reasons. Food crumbs and spills attract pests, so it must be eaten in an area where it can be easily cleaned up. Carpeted areas are off limits for snack time. Snacks brought from home may be eaten at the 4:30 p.m. break time after working on homework. Pop and candy are not acceptable as a nutritional afternoon snack.

Activities, Events, and Fun Stuff To Do

When you are here at ALL STARS you will always be able to choose from a variety of board games, art and craft projects, reading from our own library, sports and active games, foosball, and many other fun activities. You will have access to the computer lab one or two times per week. We also schedule other specials on an occasional basis, such as videos, cooking projects, nature and science projects, music, sports, community service and

special parties. On school release days, we also go on field trips to fun and interesting places.

Input From You

The ALL STARS staff is going to depend a lot on you as an ALL STAR in the planning of special events, programs, and activities for your group this year. Your enthusiasm, ideas, and suggestions are encouraged and very much needed. We know that with your creativity and energy this will be a great year for the ALL STARS.

Behavior Procedures

Consequences will be enforced for behavior that staff feel is in violation of the signed ALL STAR contract.

There are three levels:

Minor violation = Verbal Warning; time outs; exclusion of some privileges

Intermediate Second violation = detention
(time may vary at staff's discretion and severity of violation)
Minimum of 15 minutes
Maximum of Two week Period of One Hour Each Day

Third violation = Complete a Behavioral Journal and
Staff/ Parent Conference

*Staff reserve the right not to let children go on field trips if several behavioral infractions occur

Examples of Minor Infractions:

Not listening
Talking out of turn
Running in halls
Not Cleaning
Being loud
Not asking for permission before leaving an Extended Day area
Computer Lab rules
*see specific page
And other rules in the Annunciation Handbook and Extended Day Handbooks

Examples of Second Level Infractions: (infractions with immediate second level consequences)

Disrespect of staff, other students, and property
Physical harm to another student
Includes: hitting, biting, taser, snake bites, slapping, etc.
Verbal Teasing and put downs are not tolerated

Examples of Third Level Infractions: (Infractions with Third Level Consequence)

Continued or extremely
Stealing of any kind



Annunciation Extended Day Program

EXTENDED DAY COMPUTER LAB

The Extended Day has installed five computers and will serve both Small Star and All Star programs. These computers will follow regular computer lab procedures. They are:

- Children will be staffed at all times with the computers
- No internet access
- No food or drink is to be near the computers.
- Children are to walk in the room
- Game CD's are to installed by staff
- Computer games MUST be returned at the end of each session complete with original jackets or the child will NOT be allowed to return to the Computer activity for one week
- All Children will sign out a Computer and a game.
 - Kids are to clean up and log off before leaving the Computer area
 - Games are to be kept in game shelf
 - All Star equipment is not to be used during computer lab time by the Small Stars. (foos, bumper pool, etc.)

Child/ Children's Name & Signature _____

Parent/ Guardian's signature _____ Date _____

**Children will not be allowed to use computers until this form is returned to
Extended Day**

ALL STAR EXTENDED DAY
STUDENT CONTRACT

I, _____ do acknowledge that I
(child/ Children's Name)

have read the All Star **Handbook for 4th Thru 7th Graders** and will do my best to abide by the rules and guidelines as **they are** outlined in the handbook.

I understand that there will be consequences for behavior that staff feel is in violation of this signed contract and I have been informed of those rules and consequences at the beginning of the school year

I, _____ do acknowledge that
(Parent's Name/ Guardian's Name)

my child has read the All Star Handbook and that both my child/ Children and I understand the guidelines outlined for consequences at the beginning of the school year.

Child/ Children's
Signature _____

Parent's Signature or Guardian's
Signature _____

Date _____