



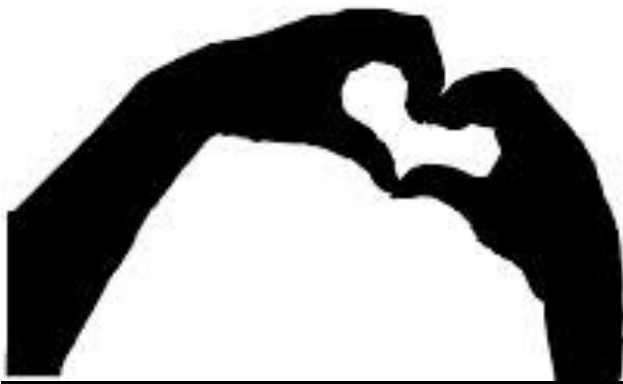
# The BEAT

**“STEPPING UP OUR GAME IN RECREATION  
AND EDUCATION”**

Parks  
Make  
Life  
Better!

## **FREE AFTER SCHOOL PROGRAM AT GRAHAM MIDDLE SCHOOL**

The BEAT is a free after school program available to Graham Middle School students. The BEAT provides a safe environment where teens are supported academically and engaged with a variety of recreational and social activities. The program is led by trained Recreation Staff.



**BEGINNING  
AUGUST 15**

**#THEBEAT**

**Please submit completed application to:**

Graham Middle School– Front Office (1175 Castro St.), or  
Mountain View Community Center (201 S. Rengstorff Ave), or  
The Beat Staff (located on the Graham Middle School Campus)

For more information, contact the Mountain View Recreation Division at (650) 903-6331 or  
Daisy Pagayon, Recreation Coordinator, at (650) 903-6445.



# The BEAT

## “STEPPING UP OUR GAME IN RECREATION AND EDUCATION”



The BEAT is a ***FREE***, supervised, after school program at Graham Middle School. **PLEASE TAKE A FEW MINUTES TO CAREFULLY READ THE FOLLOWING IMPORTANT INFORMATION**

### **When does The BEAT take place?**

Tuesday, August 15, 2017 – Friday, May 18, 2018

Regular Days: 2:50-6:00 pm

Minimum Days: 12:15-6:00 pm

For more information, please contact  
Daisy Pagayon, Recreation Coordinator,  
at (650) 903-6445.

### **Where?**

Room 53

### **Who is eligible to participate in The BEAT?**

All students attending Graham Middle School are eligible to participate in the after school program. Students of all ages, skill levels, ethnicities, languages and backgrounds are encouraged to register!

### **THE BEAT'S SCHEDULE:**

School is released at 2:50 pm

2:50-3:15 pm: Check-in & Homework Prep

3:15-4:15 pm: Homework assistance

4:15-4:30 pm: Rec Talk (review of daily activities)

4:30-4:45 pm: Transition to Recreation Activities

4:45-5:15 pm: Group Activity

5:15-6:00 pm: Choice between two recreation stations

\*Pick up takes place in between 5:45 pm – 6:00 pm.

\*\*Minimum days will follow a similar schedule, but will begin at 12:15 pm and include more activities.

### **STATIONS:**

**HOMEWORK ASSISTANCE** – Homework Assistance occurs Monday through Friday. **Staff encourage and ensure a positive, interactive, yet quiet study environment for students.**

### **RECREATION:**

A group activity and at least two recreation activity stations will be planned each day. Participants will have the opportunity to choose which activity they would like to participate in when two activities are offered. Activities include indoor and outdoor recreation activities (such as games, sports, tournaments, and team challenges), as well as enrichment activities such as cooking days, arts & crafts, science activities, and more.

### **SUPERVISION:**

The BEAT Program is staffed by trained Recreation Leaders who create a fun and safe environment for all participants. We maintain 12:1 (participant to staff) ratio.

### **SNACKS:**

Snacks are currently not provided to participants on a daily basis. Youth are typically hungry during the after school hours. Please provide an afternoon snack for your youth daily.

### **Checking In:**

In order for your teen to participate, he/she must check-in promptly after the school bell rings. If your teen arrives after 3:05 p.m., a note from a teacher or coach must be presented to staff to enter the program. By 3:05 pm, participants should be checked into program.

### **Stay and Play Policy:**

The BEAT's Stay and Play policy requires that once a participant signs into program, they may not sign out until 5:45 pm. Staying until 5:45 pm allows for participants to receive the full benefit of the program. If a participant needs to leave early for appointments, sports, etc., the parent must communicate with a staff member directly. Participants who check themselves out must immediately head home, and may not linger on the Graham School campus. **Participants who do not abide by this policy will be removed from the program.** *For the safety of participants who walk or bike home, during Fall/Winter daylight savings (November-March), participants who are able to sign themselves out may do so at 5:00 p.m.*

### **Picking up your Teen:**

The BEAT operates from the time school is released until 6:00 pm, and pick-up takes place in between 5:45-6:00 pm. It is your responsibility and obligation to ensure that your teen is picked up **no later than 6:00 pm**. Parents must check in with a staff member and sign out their teen on the roster. As a reminder, parents may elect for their teen to sign out on their own, however, the participant may not sign out until 5:45 pm (See the Stay and Play policy).

### **Late Pick-up Policy:**

Parents/Guardians who arrive late to pick up their teen(s) from any Recreation program will pay a fee of \$6.00 per 15 minutes and the parent/guardian will receive a participation violation form. Three participation violation forms in a trimester will be allowed, and up on the fourth, the student will be removed of the program. Please ensure that you plan accordingly so that you will arrive on-time to pick up your teen(s). If you are allowing your child to walk, bike or skate home, they must leave the school campus as soon as program ends. Participants are NOT allowed to wait outside for their ride. It is the parent's/guardian's and teen's responsibility to ensure that everyone knows and understands all rules, regulations, and standards.

### **Behavior Guidelines:**

The BEAT has guidelines that all participants must abide by to stay in the program. A behavior contract must be signed by both the participant and parent prior to the teen attending program. Please review the attached guidelines sheet with your teen, sign, and turn into a staff member.

### **Consequences for Teens Who Choose Not to Follow Guidelines:**

If your teen does not comply with the program rules/guidelines, you will be notified and a behavior violation may be issued. Participants who receive three behavior violations within the year will be removed from the after school program for the remainder of the school year.

*All behavior violations and late pick-up forms must be signed and returned (with money if applicable) by the next day after the violation is issued. Your child may not return back to The BEAT unless the required materials are returned to staff.*

### **You may register your teen into The BEAT by completing and submitting the following items:**

- Registration Form
- Behavior Contract

Students may not attend program until these two forms are completed and turned in. Once the forms are turned in, assume that your teen will be added to the roster and will be ready to attend the program. If staff have questions regarding your teen's registration in the program, they may contact you.

We will see you at The BEAT!







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## PROGRAM GUIDELINES CONTRACT

In addition to the normal school day rules, all participants will be expected to comply with the following guidelines:

### Safety:

- Check in with a leader when you arrive to program and sign in by 3:05 pm.
- If you arrive later than 3:05 pm, make sure you bring a note from your teacher.
- Ensure that your parent signs you out each day or that you sign out yourself if you have been given permission by your parent. You may only sign out once per day – ins and outs are not allowed.
- You may not sign out early and wait for your ride in front of the school. Once you sign out, you must leave Graham immediately, and may not linger around the school campus.
- You must be with a buddy at all times, and stay with your group. You should be able to see the leaders and they should be able to see you at all times.
- Do not climb trees, tables or on the leaders; throw sticks, rocks, sand or tan bark.
- Bike riding/skateboarding or In-line skating is not allowed during the program.
- Bullying others will not be tolerated.
- Fighting and play fighting will not be tolerated. Talk it out or get a leader.

### Respect:

- Respect and listen to all BEAT staff.
- Profanity and put-downs will not be tolerated.
- Respect other people’s belongings.
- Respect the Recreation equipment and room.
- Respect the locations that we visit and follow any other site rules.

### Responsibility:

- Clean up after yourself.
- Ask a leader when you need to use the restroom.
- Do not bring valuables to The BEAT.
- Follow the Stay and Play policy (staying at program until 5:45 pm each day).

### Attitude:

- Give your best effort to participate in all activities being offered.
- Try your best.
- Encourage your peers to have as much fun as you are!

**Participation Violation Forms will be issued to participants who do not comply with the guidelines listed above. The participant cannot return to the program until we receive a signed copy of a participation violation form. If the participant receives four behavior violations year for behavior issues, the participant will be removed from the program.**

I, \_\_\_\_\_, agree to follow the guidelines outlined above. I understand that failure to  
(Participant’s Name)

comply with these rules will result in disciplinary action which can include sitting out from activities, meeting with parents/guardians or school administration, suspension from the program day or event, and/or being dismissed entirely from the program.

PARTICIPANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_