



Afterschool Guidebook

Expanded Learning Programs – A.S.E.S./21st CCLC/ASSETs
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Everyone at the Expanded Learning (E.L.P.) (A.S.E.S./21st CCLC/ASSETs) Programs welcomes all new and returning students to our 2020-2021 school year. Program staff, schools, community members and organizations are working together to provide the best programming that will be **delivered virtually through Distance Learning** (subject to change in accordance to C.D.C./R.C.O.E. Guidelines) and will provide activities that promote an environment that is welcoming and promotes a safe and secure environment that is educational, recreational, and enriching.

Please read this booklet and become familiar with this year's program policies, goals and expectations. We want to encourage your participation in the program and the many special events this year. Please sign the last page of this guidebook and return it to your school Site Coordinator. Together we'll have a great year.

What is E.L.P.?

Expanded Learning Program (E.L.P.) is comprised of After School Education and Safety (ASES) and 21st Century Community Learning Centers (21st CCLC) Grants. E.L.P. partners with schools and community sources to provide academic enrichment and safe constructive alternatives after-school for students in Elementary (K-6) and Middle School. All fourteen elementary schools and all four middle schools in Coachella Valley Unified School District (C.V.U.S.D.) are currently served.

By following a structured program of instructional practices, routines and program dynamics we implement a culture of: Love-Spaces, Dignity-Self, Respect-Relationships, Trust-Cultural Wisdom, allowing a space for expression through our program.

For information on E.L.P. or enrollment at our High Schools, After School Success for Teens (A.S.S.E.Ts) at CV, DM and West Shores, please contact the High School or go on our website.

Statement of Nondiscrimination

E.L.P. centers will not discriminate against any person on the basis of his or her race, gender, age, religion, sexual orientation, national origin, cultural heritage or political beliefs. The program is only offered to students Kinder-12th Grade. Signing up for the program is free.

Our Goals

Our program brings together parents, youth, school staff, governmental agencies, and community-based organizations to:

Provide a welcoming space that has a safe and healthy environment, increase student's knowledge through academic enrichment activities and a space for expression.

- Improve student's attendance in school.
- Improve or maintain student's grades.
- Maintain a high level of quality in the delivery of the program.
- Expose students to activities that may lead to scholarship opportunities through exploration.

Provide a positive and welcoming learning environment after-school, where students can develop personal growth and social awareness.

- Provide opportunities for students to learn and enhance skills and dexterity.
- Provide areas and resources otherwise unavailable to students' after-school.
- Provide opportunities for students to engage in cultural enrichment activities.
- Improve student's career aspiration and choices.
- Reduce/avoid harmful risk-taking behaviors among participants

Program Operations and Regulations

Enrollment

Enrollment is free of charge and will be regulated by individual school sites dependent upon funding. All active Coachella Valley USD students grades K-8 are eligible to participate in the E.L.P. program. Fees for special activities may apply and parents will be notified ahead of time.

When enrollment is offered at an E.L.P. center, parents are required to sign and submit an **enrollment packet** to a **School Site Coordinator** in order to secure a space for their child. In addition, an **emergency card** containing vital student health info and emergency contacts must be provided. These forms are required for each individual student. Any student who is not able to secure a spot in the program, will be placed on a waiting list.

The program will operate in three sessions: **Fall, Winter and Spring**. Families on a waiting list will be notified if space becomes available and given a deadline for submitting enrollment forms at this time.

Program hours and Early-Release

E.L.P. will operate **Monday - Friday until 6:00 p.m.** (Middle schools may have a different end time) beginning immediately after the end of the regular school day. If your child cannot stay until 6:00PM parents must sign the **early release** form at the school site. Please be aware that if a student consistently leaves before 6:00 p.m. we reserve the right to offer the program to a student who can take full advantage of the program. During virtual learning, the program time may be adjusted.

E.L.P. will hold special events on Saturdays such as sports tournaments or events. Some sites have a supplemental attendance requirement in which students will be invited or required to participate. They may include breaks, holidays or weekends.

Activities during Distance Learning will be posted and participants will be notified of availability.

Special Events

There will be several events planned throughout the year, which may include weekends. Students will be included in the planning when appropriate. We encourage any family member to join in and help with the events. You will be notified as events are scheduled.

Transportation

Transportation will not be offered during Distance Learning. Transportation will be provided at some sites. Please check with the Coordinator. Parents must provide transportation for their child if they need to leave earlier than **6:00PM**.

Students will not be on campus during Distance Learning. Students are not allowed to walk home from the program without a parent or authorized person. In the case that a student who walk-home, need to leave before the closure of the program, a parent or other **authorized** adult must pick up the child.

Students are allowed to leave the program early with an **authorized** adult in unique circumstances or emergencies (doctor, dentist app). In order to be **authorized**, the person must be in the child's **emergency card** and must present a Photo ID.

Daily Operations and Attendance

Academic: All activities provided through E.L.P. are tied to academic standards and best practices.

Educational enrichment: Offering activities that promote positive youth development as well as complementing the school's academic program. Such activities may include visual and performing arts, music, robotics, physical activity, health/nutrition promotion, and general recreation.

A **nutritious Dinner** is provided daily to students participating in the program by CVUSD Nutritional Services Dept. upon return to campus.

ASES program participants are expected to attend the program as a whole on a regular basis. If a student is consistently absent for **three unexcused days** per semester, the parent will be informed, and he/she will be dismissed from the program. This will be strictly enforced at sites where there is a sizable waiting list.

If a student is not picked up on time, the parent will receive a warning and a written notice. If parent's continuously do not pick up their child at the conclusion of the program, the child will be dismissed from the program.

Safety and Conduct

Each student is responsible for their personal conduct. We value when students are engaged, feel welcomed and make others feel welcomed and valued. Safety and Conduct is based on school wide expectation. It is an important part of our program and our implementing a culture of: Love-Spaces, Dignity-Self, Respect-Relationships, Trust-Cultural Wisdom, allowing a space for expression through our program.

Desired Conduct to ensure a safe and healthy environment:

1. Student actions must not create or contribute to the physical harm or abuse of others.
2. Student must not incite or participate physical threats or verbal abuse of others.
3. Students shall refrain from using foul, sexual, or harassing language/actions.
4. Students shall respect themselves, other students and staff members or other adults on campus.
5. Students must not leave designated safe areas, building or activities which may create a dangerous situation for themselves or others.
6. Students must not participate in acts of vandalism
7. Students must not destroy personal, staff, peer or school property.
8. Students must not be in possession/use of tobacco, alcohol, or drugs or paraphernalia.
9. Students must not be in possession/use of weapons or harmful objects.

Consequences of harming a safe and healthy environment:

The level of disciplinary action is determined by the severity/continuation of the behavior. The student will be given opportunity to explain the behavior before any consequence is applied.

The program guidelines are:

1. Coordinator will discuss the desired conduct with the student/s.
2. Coordinator will contact parents/guardians and discuss the situation
3. Coordinator may exclude a student from events or merit based events.
4. Coordinators will issue a write-up if needed. If a Coordinator issues three write ups, they may exit the student from the program. Write ups require a signature from the student and parent. If a parent refuses to sign, it will be noted on the write-up and maintained on file
5. Coordinator may suspension a student from the program and possibly school depending on the situation
6. Continuous violations of a safe and secure environment as well as any extreme circumstance

may result in expulsion from the program by the Coordinator.

7. Coordinator may refer a family to other services including law enforcement in accordance to our Safety and Conduct Guidelines.

Anyone who acts in an inappropriate manner will be removed from the activity and appropriate action will be taken. If a parent(s)/guardian(s) have a concern in regards to our safe and secure environment, they will only communicate with the Site Coordinator only and not directly with line staff. Participants that have been dismissed and who are still age-eligible to attend, may apply for re-instatement at the beginning of the next school year. Both the parent and the child must meet with the program staff to discuss re-enrollment.

A student and their parent can choose to exit the program at any time. Parents are expected to notify the site coordinator of the child's last day in the program.

Health

We understand how difficult it is for parents to miss work in order to care for an ill child. Because of this, we ensure that if it is not in the best interest of the child, or the children/staff in the program's care, we will contact parents to pick up their child. Additionally, if your child is too sick to attend the regular school day, then they will not be admitted to the after school program.

State regulation prohibits staff from administering prescription medication without a form signed by the parent(s), and signed physician's order which states the type, dosage, and time at which the medication is to be given to the child. All prescription medication must be in the original pharmacy container labeled with the name of the child who will receive it, the required dosage, and a current date. Please see your child's school Nurse, Health Service technician or Site Coordinator if your child needs to take prescribed medication during the hours of the after-school program. Children with asthma may medicate themselves as necessary in the presence of an authorized staff member. With non-medical gels or ointments, we require parental authorization to administer nonprescription medications such as sunscreen, various ointments, insect repellent, lip balm, etc.

Early Release Policy

A child may be released early from the After School Program prior to the end of the Program time at 6:00 pm on the following conditions and by signing this form:

- ____ 1. Attending a parallel program (sports, travel teams, community center activities, religious programs) as long as an agreement or partnership with the program exists thus making this collaborative program the child's enrichment component. A schedule or calendar of events will be required from the parallel program.
- ____ 2. Family emergencies
- ____ 3. Medical appointments (must bring a doctor's note)
- ____ 4. Transportation / Safety issues (due to darkness, rural areas)
- ____ 5. Other conditions agreed upon by the administration such as student injury or legal agreements

Program Staff must ensure that the Parent or Guardian record the date and time of the early release/departure of the child/children. Please be aware that if a student consistently leaves before 6:00 p.m. we reserve the right to offer the program to a student who can take full advantage of the E.L.P. Program.

Parent/Guardian Name (print)

Parent /Guardian Signature

Student Name

School

Grade

Student Name

School

Grade

Student Name

School

Grade

Student Name

School

Grade

Student Name

School

Grade

E.L.P. Site Coordinator

Student & Parent Contract

Return this page to your school Site Coordinator

We have read and understand the policies, expectation and goals provided by E.L.P.
Program staff for the school year of 2020-2021 in this After-school guidebook.

Parent/Guardian name (print)

Date

Parent/Guardian signature

Contact Number

Student Name

School

Grade

Student Name

School

Grade

Student Name

School

Grade

Student Name

School

Grade

Student Name

School

Grade

E.L.P. Site Coordinator

If there are any questions about anything in this guidebook please feel free to ask any staff member.
Thank you for taking the time to read this very important material.

