



AFTER SCHOOL PROGRAM

Parent Guidebook 2019-2020

J.E. Hester
Snowden
Freedom
FJHS

**Welcome to the Expanded Learning Program!
Policies, Procedures, & Expectations**

Our services are provided by California Teaching Fellows Foundation



Please read this booklet and become familiarized with this year's program policies, expectations and goals.

Welcome to our Expanded Learning Program, an ASES funded department of Farmersville Unified School District. The ASES grant partners with schools and communities to provide literacy, academic, enrichment, safe and constructive after school alternatives to students in kindergarten through eighth grade. We offer one free After School Program: California Teaching Fellows Foundation, which serves kindergarten through 8th grade.

Our goals in the program are to:

- Provide a safe and positive learning environment for students of the Farmersville Unified School District during the after school hours by providing daily educational, recreational, and enrichment activities.
- Provide homework assistance**
- Improve students' attendance in school.
- Improve or maintain students' grades.
- Provide students opportunities to engage in cultural enrichment activities.

Enrichment is free, but limited. Registration will be taken on a first come, first served basis. Students who register after program enrollment is full will be placed on a waiting list. Priority will be given to Foster and homeless students.

PROGRAM HOURS

The After School Program operates Monday through Friday until 6:00 p.m., beginning immediately after the end of the regular school day.

DAILY OPERATIONS

The program consists of three components per day.

- Academic- the program offers two days of Language Arts and Two days of Math with one day being a review. The lessons are aligned with the day school instructions. Homework** assistance is also provided (See Homework Policy)
- Enrichment- offering positive youth development through activities such as visual and performing arts, STEM, Literacy, and activities that complement the school's academics.
- Recreation- activities designed to promote physical activity, health and nutrition.

****HOMEWORK POLICY**

The program stresses the importance of homework(hw) and sets time aside every day for students to complete their assignments. Staff members are available to supervise hw time and to assist the student with their work, however, a child who needs individual help with his or her hw must ask. Because of the number of students who require assistance during hw time, the staff members are unable to check each child's hw for accuracy or provide the type of one-on-one hw help. Although we encourage the children to do their homework when it is assigned, using the time set aside to complete hw is the responsibility of the child.

ATTENDANCE

Students are expected to attend DAILY for the full program as required by the ASES grant. If a student is consistently absent for three (3) unexcused days or picked up early on a regular basis, the parent will be informed, and the student may be drop from the program. Every student must be sign in at the beginning of the program.

Students are allowed to leave the program early for special circumstances such as a doctor or dentist appointment (**See Early Release Policy**).

All other children enrolled in the After School Program must be signed out by a parent or authorized adult who is older than 16 years old.



EARLY RELEASE POLICY

Students who are picked up prior/before 6:00 p.m. must notify the Site Director ahead of time. It must be based on the following conditions.

ER -1 Attending a Collaborative Program -Attending an academic or enrichment program (such as Intervention, Sports, Dance, etc.) Provide appropriate collaborative schedules.

ER-2 Transportation Needs - Parents who must pick up their children due to vehicle problems or schedule conflicts which necessitate pick up before 6:00 p.m.

ER-3 Safety Concerns-Time Change/Weather Conditions (i.e., heavy rain, fog, snow, storms) - Children who are given permission by their parent or guardian to walk home before 6:00 p.m. or those whose parents/guardians walk them home and pick them up before 6:00 p.m.

Daylight Saving is in effect (dark before 6:00 p.m.) or weather conditions warrant it.

Other Safety Considerations – If a situation arises which can reasonably be assessed by the Site Lead as a risk to the safety of a student.

ER-4 Family Obligation-Custodial Issues – Children who have limited visitation with a parent, and it is in the best interest of the relationship between the child and parent to be picked up before 6:00 p.m. Court documents must be provided.

Family Emergencies (Such as death in the family, catastrophic incidents, etc.)

Family Event/Affair (Such as Family Reunion, Special Occasions, Open House, etc.)

ER-5 Medical/Dental Appointments

ER-6 Sent home – Injury/Illness/Behavior issues Program staff will notify parent/guardian

ER-7 Other conditions prescribed by the school and/or School Board (Gas leak, Power Outage, etc.) This Code applies to reasons when the Program is closed by the School or District Administration ONLY.

You must sign your child out at the time you pick him/her up and write the coordinated Early Release code in the "ER" column (found on the sign out sheet)

To ensure student safety, please do not go to the classroom to pick up your child. He/She will come to you. Unless the Site Director authorize it.

LATE PICK UP

We understand that there are times when late student pick up is unavoidable. However, out of courtesy for the staff, respect for the guidelines, and for budgetary reasons, we ask that you make every effort to pick up your child at 6:00 p.m. Please call to let us know if you will be arriving late. If your child has not been picked up by the end of the program, staff will try to contact you or your emergency contacts; if no one is available to pick the child up, law enforcement will be called to take responsibility for the child. Repeated late pickups may result in removal from the program.

WALK HOME

NOTE that unless you designate on the emergency form that your child has permission to walk home, we cannot release your child for a walk-home. There is a single group Walk Home time for authorized students ONLY. Release time for walkers:

- 6:00 p.m. 8/14/19 – 11/01/19
- 4:45 p.m. 11/04/19 – 03/07/20
- 6:00 p.m. 03/10/20 – 06/06/19

STUDENT HEALTH

State regulations prohibit staff from administering prescription medication without a signed form by the parent(s) and signed physicians' order which states the type, dosage, and time at which the medication is to be given to the child. Due to the school office being closed after school we will need an additional medication in the program too. For the safety of your child he/she may not start the program until we have the medication at site.

NUTRITION & WELLNESS

Students will receive a fresh, nutritious, preservative free meal call "Super Snack" If you wish to send a nutritional snack with your child, it must be eaten during snack time only. We urge you to tell your child(en) that sharing snacks is not permitted.

PHOTO & VIDEO TAPING

During activities and events, occasionally there are pictures and videos taken. These photos and video materials may be used in school wall displays, on bulletins boards, in newsletters, newspaper articles, and in presentations. In order to use your child picture it is necessary that you marked the appropriate box on the Registration Form.



FIELD TRIPS

Throughout the school year students have the opportunity to attend field trips.

Reasons a student may be kept from a field trip

1. Write Up given at least a month before the field trip
2. At the middle school if a student has below a C grade

CELL PHONE

Student personal cell phones used is not allowed. The staff will be happy to convey messages to students when necessary. Parents are welcome to call the program at any time to speak to the Site Lead about questions or concerns regarding their child. There will be consequence given if student has to be address about it multiple times which may lead to the removal of the program (see Safety & Behavior).

EMERGENCY CONTACTS & PHONE NUMBERS

For the safety of your student you must be present to add or remove a contact person on the application. If you have change your contact information please let the site lead know as soon as possible. We need to keep emergency contacts up to date in case of an emergency.

SAFETY & BEHAVIOR

Participation in the After School Program is a privilege. Each student is responsible for his/her own behavior. Our program follows the same discipline as the day school. There is discussion and redirection, as a means of discipline for inappropriate behaviors. IF a behavior escalates or continues a report will be used to document and address the behavior based on the type and severity of the incident.

Disruptive or disrespectful behavior toward other students or Program staff is reason for dismissal. Acts of violence toward others will not be tolerated.

Inappropriate Behavior:

- Physical abuse of others or self.
- Threats or verbal abuse of others.
- Foul, sexual, or harassing language/actions.
- Lack of respect for staff or others.
- Acts of vandalism, including destruction of personal or school property.
- Possession/us of tobacco, alcohol, drugs, or weapons.



Behavior Logs

A behavior log is a document logging an ongoing behavior problem that may lead to a Write Up.

Write Ups

A Write Up is issued to a child and parent as a written notification of a behavior problem or that an incident has occurred. Students may receive up to three Write Ups however, depending on the severity of the incident it may be an automatically removal from program.

- 1) When a staff member fills out a Write Up, you will be asked to sign it
- 2) Consequences for a Write Up may be suspension or removal from program
- 3) Copies of the Warning Reports are kept at the program site.

Disciplinary Actions:

Discipline for inappropriate behavior will be determined based on individual student actions. Failure to follow program rules may result in the following action/actions

(not necessary in this order):

- Verbal warning.
- Student misses activity/special event/field trip
- Student is suspended from the program from one to three days– depending in the severity of the behavior

The severity and frequency of inappropriate behavior may result in immediate exclusion from the after school program, as well as be referred to the regular school day for further disciplinary action.

Please Note:

- At any time, you have the option to request a conference with the Site Lead or the District After School Liaison.
- Your child may not start in the After School Program until all the required forms have been received and you have attended a mandatory orientation.
- We asked you to be respectful to all of our after school staff.



For more information about our programs, please contact:

Alma Cuevas
(District After School Program Liaison)
District Office (559) 592-2010
acuevas@farmersville.k12.ca.us

After School Program are currently offered at:

School	Regular Time	Phone Number	Early Release Days
J.E. Hester	Kinder 1:20pm – 6:00pm 1st Grade 2:00pm – 6:00pm	936-5265	11/22/19 12:00pm –6:00pm 12/20/19 12:00pm –6:00pm 04/03/20 12:00pm –6:00pm 06/04/20 12:00pm –6:00pm
Snowden	2nd & 3rd grade 2:10pm - 6:00pm	936-5287	Conference Week Nov 4 – Nov 8
Freedom	4th, 5th, & 6th grade 2:30pm – 6:00pm	936-5279	With the exception of Kindergarten at 11:30 a.m.
Junior High	7th & 8th grade 2:30pm – 6:00pm	936-5447	



Farmersville Unified School District
ASES –After School Program
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