

Williams Unified School District



After School Education & Safety Program - Expanded Learning Opportunities Program (ASES-ELOP)

Parent Handbook

Supporting Participation in Academics and Recreation for Kids

Williams Unified School District
260 Eleventh Street
Williams, CA 95987
(530) 473-2550

Program Goals

To enable students to perform at or above grade level as measured by state standards.

- To provide a safe environment and enriching program daily for interested students in the following grades:
ASES-ELO-P Tk through 6th grades
ASES 7th - 8th grades
- To support and supplement the standards-based academic instruction that students receive in their regular classes with tutoring, homework help, and such activities as reading, arts and crafts, sports and games, computer skill development, music, theatre arts, science investigations, and creative writing.
- To draw on a community collaborative of interested partners to help design the desired program, support it through their involvement, and monitor it through periodic review as an advisory.
- To staff the program at a ratio of no more than 10:1 for grades TK-K and 20:1 or less for grades 1-3 with well-qualified and caring personnel, including a program director, credentialed teachers for the academic components, instructional assistants, high school students, and volunteers who will work together to help each student realize his/her academic and personal potential.
- To provide each child with a healthy snack daily, nutritional education, and physical activity.
- To ensure administrative oversight from building principals who will serve as a resource to ASES-ELOP staff, parents and student participants regarding program compatibility, use of facilities, discipline support, and consultation as needed.
- To provide staff with in-service training for working effectively with students and delivering an exemplary program.

Administration

The Williams After School Education and Safety Programs & Expanded Learning Opportunities Programs are run under the umbrella of the Williams Unified School District. Programs are currently funded by state grants.

Staffing

The program hires trained certified and classified staff who meets program requirements. The staff are trained to meet children's social and emotional needs. After School Staff follow strict guidelines to ensure children's health and safety, as well as provide a high-quality program.

Hours and Days of Operation

ASES - ELOP TK-6 operates each school day on the following basis:

TK-K Monday - Friday 1:40 pm - 6:00 pm

1-3rd grade Mon. & Fri. 1:40 pm - 6:00 pm; Tues. - Thurs. 2:40 pm - 6:00 pm

4th-6th grade Mon. & Fri. 2:00 pm - 6:00 pm; Tues. - Thurs. 2:50 pm - 6:00 pm

ASES 7-8 operates each school day on the following basis:

7th-8th grade Mondays 2:30-6:30 pm; Tues. - Fri. 3:30 pm - 6:30 pm

*Minimum school days ASES-ELO-P TK-3rd from 12:40 pm until 6:00 pm.

*7th-8th ASES 12:40 pm-6:30 pm

*ASES-ELOP is closed on any day the school is not in session.

Registration and Enrollment

Enrollment in the program shall be granted without regard to race, sex, religion, color, medical condition, disability, or national origin. Enrollment is open to any child in grades TK through 8th, provided the program can meet the needs of the child.

All children must be enrolled before they attend the program. **A completed enrollment packet must be received before the first day of attendance.**

An enrollment packet includes an enrollment form, medical emergency form, family information, and parent agreement forms. These forms must be completed for each program site.

Enrollment is on a first come first serve basis, or principal/teacher request.

Attendance/Early Release

The goal of ASES-ELOP is to have all enrollees attend all scheduled sessions. Students will be excused to attend school functions, doctor and dentist appointments, and other established programs as prearranged. Parents need to sign an Early Release Policy form and inform ASES-ELOP personnel prior

to an absence or early release whenever possible. Early Release Forms apply to 4th-8th grade students. No TK-3rd grade students will be released to walk alone.

In the case of children leaving the program by bike or other means, a note signed by the parent giving specific instructions and time for the release of the child must be on file.

Children leaving and/or returning to the program for extracurricular activities must be signed in and out each time.

Sign-In/Sign-Out

Each child is required to be signed in and out each day. Students will be able to sign themselves out and indicate where they will be going only if we have an Early Release Form on file.

Departure Procedure

All Students must be signed out daily. Your child may only be picked up by someone on the authorized list unless prior arrangements have been made. The emergency phone numbers will be contacted if a child is left past the scheduled time. It is recommended that you make plans for a backup person (whose name is listed on your emergency form) to pick your child up if you have an emergency and cannot be at the site by closing time. **Three late pickups may result in expulsion from the program.**

"Abandoned Child" at Close of Program

If your child has not been picked up by closing, the following steps will be taken:

- Parent's home and work telephone numbers including cell phones will be called.
- All other telephone numbers listed on the child's emergency card will be called.
- Staff will try all numbers again. REMEMBER, staff may not release a child to ANYONE except those listed on the child's emergency card.
- After closing, the child is considered an "abandoned" child and the Williams Police Department, Sheriff's Office, or CPS Child Protective Services will be called.

- The child will be released to the responding agency and staff will share with them what steps they have taken to locate the parents and all persons they have called or left messages with.
- Staff will post a note on the door advising the parent who the children were released to.

Medical and Health Information

ASES-ELOP is sensitive to the health and physical needs of children, therefore, the following policies have been established:

1. The program must have current emergency information and a "Medical Statement Form" on file for each child.
2. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical, or physical information.
3. In case of serious illness or injury, the staff will follow parental instructions on the "Medical Statement Form" whenever possible. However, in all cases, staff will deal with serious emergencies in the most expeditious way possible.
4. The program will not transport children to a medical treatment facility or physician. If staff is unable to locate the parents or an "emergency" contact, staff may secure transportation by local emergency services for appropriate treatment at the nearest medical facility, if warranted. If a major injury or illness is involved, the child will be transported by ambulance to a hospital.
5. In all cases of injury or illness, attempts will be made to contact parents immediately and to involve them in the treatment decision.
6. Parents are responsible for all costs incurred when a medical emergency arises.

Health Requirements

It is the parent's responsibility to monitor the daily health and physical condition of their child and determine their child's ability to actively participate in the program.

When a child shows signs of illness or infectious, contagious condition, the parent will be contacted and must pick up the child immediately. The child will be isolated and made comfortable until the parent or designee can pick up the child.

Site Emergency

In the event of an emergency or natural disaster the following procedures will be in effect:

Children will be directly supervised and remain at the site until they can be picked up by the parent or another authorized person.

OR

In the event of a site evacuation, children will be taken to a local emergency center. The location will be posted on the site door when appropriate.

Efforts will be made to contact parents AND the program staff will remain with the children until they are picked up by the parent or authorized person.

Discipline

Discipline will be administered and maintained in a positive manner, which is child-centered and contributes to the child's development. ASES-ELOP students will be required to follow established school rules.

Behavior that is disrupted, harmful, or causes injury to others, may result in the following disciplinary actions:

***1st Occurrence:** Verbal Warning/Incident Report/contact parent

***2nd Occurrence:** Incident Report/A time-out will be assigned/contact parent

***3rd Occurrence:** Incident Report/contact parent /dismissal from ASES-ELOP

Snacks

ASES-ELOP will provide a nutritious snack that follows the state nutritional guidelines given to the school.

It is the responsibility of the parent to inform the staff if their child has any food allergies. If the child has other food preferences that cannot regularly be accommodated by the program, the parent is asked to provide the child's snack.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Dress Code

The appropriate dress for attendance at ASES-ELOP will be the same as the school of attendance. Children must wear shoes at all times unless during a special activity as instructed by staff.

Use of Personal Property or Equipment

Children may not bring personal property and equipment to the ASES-ELOP Program. ASES-ELOP does not accept responsibility for theft, repair or misuse of articles brought to the program.

Television and Videos

In keeping with appropriate and responsible role modeling for youth, all programs will be "G "or PG. Occasionally PG-13 movies may be shown with written parental permission.

Use of Computers & Internet

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.

Parent and Family Involvement

Parents are important people! Although parents are not required to participate in the ASES-ELOP program, parental involvement is strongly encouraged.

If you have a special talent that you would like to share with the children, please contact your Child's Site Director to discuss the opportunity to share that talent or assist the program.

And, of course, you are always welcome to drop in anytime to observe or participate in any program activities.

Business Office

The Williams ASES-ELOP business office is located at:

Williams Unified School District
260 Eleventh Street
Williams, CA 95987
(530) 473-2550
Monday thru Friday 7:30-4:30

Locations

Grades TK-3rd
Williams Elementary School
1404 E Street
Williams, Ca 95987
(530) 473-2885

Grades 4th-6th
Williams Upper Elementary
300 Eleventh Street
Williams, CA 95987
(530) 473-5304

Grades 7th-8th
Williams Jr/Sr High School
222 Eleventh Street
Williams, CA 95987
(530) 473-5369

**Williams After School Education & Safety Programs -
Expanded Learning Opportunities Programs
provide a safe, healthy, and enriching environment for
school-age children.**