



San Leandro Unified School District
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After School Education and Safety (ASES) Program

ASES Handbook For Parents & Legal Guardians

*San Leandro Unified School District in Partnership with the
Boys & Girls Clubs of San Leandro*

2021/2022

IMPORTANT COVID-19 PANDEMIC INFORMATION FOR SCHOOL YEAR 21-22

We are excited to have students returning to our schools. The San Leandro Unified School District Expanded Learning Programs will follow the most current guidance and protocols for the reopening of schools.

The Alameda County Public Health Department (ACPHD) and the Alameda County Office of Education (ACOE) released the [Alameda County 2021-2022 School Guidance](#). These recommendations guide the district's health and safety protocols for the upcoming school year. This guidance aligns with recommendations from the [State of California Public Health Department](#). SLUSD schools will follow all local and state recommendations. Policies and procedures take precedence over those in our ASES Parent Handbook, which reflect normal school operations when there is not a pandemic in the community

The SLUSD [SLUSD Safety Guide](#) and [Safe Return/In-Person Instruction Plan](#) are in place to minimize the spread of COVID-19 and to ensure the safety of children, staff, and families. Social distancing with young children is a challenging effort. However, the policies set forth in our reopening plan aim to keep children and adults safe and healthy, while ensuring children are in a nurturing and responsive environment. These guidelines are based on the best available public health data at this time, and the practical realities of managing after school programs; as new data and practices emerge, the policies may be updated. The goal of the SLUSD/BGCSL ASES Program is to meet and exceed the standards whenever possible.

PROGRAM DESCRIPTION AND GOALS

The After School Education and Safety (ASES) Program is the result of the 2002 voter approved initiative, Proposition 49. The ASES program is designed to provide safe and educationally enriching alternatives for children and youth during non-school hours. ASES is a partnership among school staff, parents, legal guardians, students, community members and community-based organizations such as the Boys & Girls Clubs of San Leandro. Programs are created through partnerships between schools and local community resources to provide literacy,

academic enrichment, and safe, constructive alternatives for students in grades K-8. By working together, we can create a program that offers all students the opportunity to be successful. If you would like to participate in the Collaborative process to oversee the Program, or if you would like to help out in the Program in any way, please contact the Site Director at the school site.

This handbook is a guide to understanding the policies and procedures of the San Leandro Unified School District ASES Program. Please read it carefully, and keep it handy for future reference throughout the year. As a parent of a child enrolled in the ASES program, we encourage you to observe and participate in activities and events. Any contributions of your time or talents will be appreciated. Please note: It is the family's responsibility to keep all pertinent information current and updated regularly.

PROGRAM ELEMENTS

The ASES program must be aligned with the district's instructional vision, and the after school programs must consist of the two elements below:

1. An **educational and literacy element** must provide tutoring and/or homework assistance designed to help students meet state standards.
2. The **educational enrichment element** must offer an array of additional services, programs, and activities that reinforce and complement the school's academic program. Such activities might involve the visual and performing arts, music, physical activity, health/nutrition promotion, and general recreation; career awareness and work preparation activities; community service-learning; and other youth development activities based on student needs and interests.

REGISTRATION:

In order to register your child, you need to complete an online ASES enrollment application, which is available at the Boys & Girls Clubs Website (www.bgcsl.org) or by contacting your child's ASES site director. **Until registration materials are complete, your student is not enrolled in the Program.**

REGISTRATION FEES

The ASES registration fee for the 2021-2022 school year is \$250.00 (for grades 1-8 only) Registration fee is waived for students who qualify for free or reduced price lunch (No free and reduced lunch application required for the 21-22 school year). Parents interested in applying for ASES scholarship must submit an Income verification form through AERIES Parent Portal). In addition, ASES will not charge a fee to a family for a child if the program knows that the child is a homeless youth or in foster care.

FULL TIME ENROLLMENT

We receive reimbursement from the State of California for students who attend the Program five days a week. **Drop-in students are not allowed.** Full time is considered from the end of the school day until 6:00pm daily. Students who do not attend on a full time basis will be dropped from the program. Notification must be received in writing for a student to be picked up before 6:00pm; see ASES Early/Late Release Policies described below.

OPERATING HOURS AND DAYS

The ASES Program is offered every day that school is in session. Please refer to the school calendar. ASES Programs begin when students are released from school and close at 6pm. Students must attend the ASES program every day that school is in session. However, children may arrive late and/or leave the program early under conditions that have been established and outlined here.

If you need to pick up your child before 6:00 PM, please inform the ASES Site Director at your school in writing so she/he can determine whether your reason falls within Policy guidelines. If your child's absence does not fall within policy guidelines (see below), the absence will be considered unexcused. A pattern of unexcused absences will result in the removal from the ASES program.

LATE ARRIVAL & EARLY RELEASE POLICIES

SAN LEANDRO UNIFIED SCHOOL DISTRICT

AFTER SCHOOL EDUCATION AND SAFETY (ASES) PROGRAM EARLY RELEASE POLICY

Students enrolled in the ASES Program shall attend the program every day after school until at least 6:00PM, except:

- ◆ When a student must leave the program before 6:00 PM in order to honor other non-program obligations such as a medical appointment or other documented enriching event (i.e. sports, medical need or appointments, special events, court order appointment, counseling, religious, music class, dance, safety, etc.); or
- ◆ When a student has been absent from the regular school day due to illness or another excusable cause.

If you need to pick up your child before 6:00 PM, please inform the ASES Site Director at your school in writing so she/he can determine whether your reason falls within Policy guidelines.

LATE ARRIVAL POLICY

SAN LEANDRO UNIFIED SCHOOL DISTRICT

AFTER SCHOOL EDUCATION AND SAFETY (ASES) PROGRAM LATE ARRIVAL POLICY

Students enrolled in the ASES Program shall attend the program at least three (3) hours on each regularly scheduled school day, and shall attend the program until at least 6:00PM, except:

- ◆ When a student must arrive late to the program in order to honor other non-program obligations;
- ◆ When a student has been absent from the regular school day due to illness or another excusable cause.

If you need your child to arrive late, please inform the ASES Unit Director at your school in writing so she/he can determine whether your reason falls within Policy guidelines.

PROGRAM INFORMATION

All San Leandro Unified School District (SLUSD) ASES Programs take place at the SLUSD school site.

SHIRTS – ELEMENTARY STUDENTS ONLY

The registration fee includes one club shirt or mesh pinnie that is required to be worn each day by the members.

SIGN IN AND SIGN OUT

The Program staff will sign your child/children in at the beginning of each Program day. **When you pick up your child/children at the end of each day, you must sign your child/children out on the Sign-Out Sheets, including the time of pick up.** Failure to do so could jeopardize your child's participation in the program. Please be prepared to show a photo identification card for the safety of your child.

PICK-UP TIMES

The program doors close at 6:00PM. If a child is left at the program after 6:00PM, we will consider this a late pick-up. Frequent late pick-ups may result in your child no longer being able to participate in the Program. If you think you will have difficulty in picking up your child on time, we encourage you to arrange for an alternative means of transportation on that day, and to notify the staff of your arrangements. Policy and charges for late pick-ups are as follows:

- After the first late pick-up, parents/legal guardians will receive a verbal notification that a late pick-up has occurred.
- Each subsequent late pick-up results in a \$10 fine per child. If your child remains at the school after 6:05PM, there is an additional charge of \$1 per child, per minute. The fine is due when you pick up your child the next program day.
- Program staff will call the San Leandro Police Department to pick up any child who has not been picked up by 6:30pm.

AUTHORIZATION TO PICK UP A CHILD

Only people authorized by the parents/legal guardians of a child will be allowed to leave with the child. Please be sure to identify those people on the registration form and change/update as needed. If the staff is unfamiliar with the person picking up your child, we will ask for identification.

STAFFING

ASES staff members meet the minimum qualifications, hiring requirements, and procedures for an instructional aide in the school district. In addition, all staff has had some previous experience working with children and have been First Aid and CPR certified. The ratio of staff to students while participating in the ASES program is 20:1.

BEHAVIOR/DISCIPLINE SAFETY POLICIES

Students will be expected to follow and support school rules. Each school reviews their behavior/discipline policy with participants at the program; check with your child's Site Director for site specific policies. Otherwise, please refer to the student agreements page at the end of this handbook.

It is our goal to provide a safe learning environment. Behavior and safety incidents will be addressed on a case by case basis with the intention of finding solutions and meeting the needs of all the individuals involved.

From the perspective of safety, students are expected to follow the same codes of conduct during the ASES program as they would during their school day. ASES staff will follow progressive discipline policy which may include: being placed on "time-out", suspended and/or expelled from the program for severe or chronic misbehavior. Parents will be notified by the unit director or program manager when incidents occur. Students can be called into a conference with the Site Director, Boys and Girls Club Administrators and/or the ASES District Coordinator to discuss possible solutions and next steps.

INCLUSION OF STUDENTS WITH DISABILITIES

The ASES Program recognizes and supports the rights of students with disabilities to participate alongside their peers without disabilities. The program is open to such inclusion, as long as the student is selected for enrollment based on the criteria set forth for all families, follows established program rules, and the family abides by all program policies. The program will provide reasonable accommodations for students with disabilities. In an effort to provide the best environment possible, we ask that you meet with us so that we may work cooperatively on providing accommodations that best meet your child's needs.

Students with disabilities will still be expected to comply with program health and safety standards.

SNACKS

Snacks are provided every day. If your child has allergic reactions to certain foods, we ask that you please notify the staff of those allergies by indicating them on the emergency card in the registration packet. If your child needs more snacks than the program provides, please send additional healthy (no candy or soda) snacks with your child. Every program welcomes donations of healthy snacks.

Notice:

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.

CHILDREN ILLNESS

If your child appears ill, or complains of illness while participating in the program, the staff will notify the parent/guardian immediately. Staff will ask you to pick up your child from the program to prevent the risk of contagion. For the safety of others and the child, the afterschool program is not equipped to take care of ill children.

MEDICAL & EMERGENCY INFORMATION

The emergency contact information you completed in the ASES Enrollment Application is very important if your child becomes ill. Please be sure to notify the staff of any changes in your child's medical needs, as well as any changes that might occur with your home, cell and work numbers, and the emergency contact numbers listed on application.

ACCIDENT OR INJURY

Safety precautions are followed to ensure the safety of participants in the program. When incidents occur, parents/guardians will be notified. Minor injury to your child may be reported to a parent or guardian by way of a phone call or other written notification. Staff will use standard first aid and universal precautions when treating scrapes, falls, etc.

When a serious accident or injury occurs the site director will attempt to notify parents and emergency contacts. More serious accidents/injuries may require:

- Ambulance/Paramedic/911 notification
- A hospital visit- accompanied by ASES Program staff

Upon enrollment a *Consent Form* must be completed. All emergency numbers must be kept current in order to assure that a parent can be reached whenever necessary. Parents are responsible for all costs incurred in the provision of emergency medical treatment for their child.

BELONGINGS

Belongings are the responsibility of the child. A backpack is helpful in keeping your child's belongings in a safe place. Please clearly mark your child's belongings with his/her name. Toys from home, including trading cards, IPODs, MP-3 players, and handheld game devices, are not permitted at ASES. Cell phones must be turned off during program times and used **ONLY** to talk with parents/guardians when necessary.

CHILD ABUSE

If any member of the ASES staff suspects that your child is being abused in any way, section 11166 of the Penal Code requires us to report our suspicions to a child protective agency immediately or as soon as practically possible, and in writing within 36 hours. The definition of

abuse is the infliction of physical, mental, or emotional suffering. This definition includes neglect. All suspected types of abuse will be reported.

MEDICATIONS

ASES Staff **does not** dispense any medication to children; however, if your child has a condition that requires medication during the program, please contact the Site Director to discuss the specific circumstances to best determine how your child's medication needs may be met. After school program staff **MUST** be notified and alerted to any medical condition upon enrollment. The dispensing, carrying or taking of all medications is subject to district policy. Proper permission and approval by the Site Director is required for use of any medication (prescription or over the counter)

Photo or Video Presentations

The school district and Boys & Girls Clubs occasionally show students in photo or video presentations, which are intended for other than classroom use. If the opportunity arises during the school year, we may photograph or videotape your child to publicize student or program accomplishments. In addition, we may use photographs or videotape on our Internet World Wide Website.

PARENT CONCERNS

If at any time you have a concern about one of our staff, or our program, you are encouraged to first discuss the concern with the Site Director. You may also follow up with the Boys and Girls Club Administrators: **Kim Pace, Executive Director, or Akin Joseph, Director of Program Operations, at 510-483-5581.** You may also call the District Office at 510-667-6223. **Thank you for your understanding.**

SLUSD COMPLAINT PROCEDURES

The District's complaint procedures for parents, residents and students can be found in the District's general Student/Parent/Legal Guardian Handbook or by visiting www.slusd.us

ASES 21-22 Permission to Review School Data

I give permission for ASES and School District staff to review my child/children's school data (test scores, report cards for the purposes of:

1) developing and providing effective academic support and enrichment for my child/children; and 2) assessing the effectiveness of extended day academic intervention.

I understand that under no circumstances will the data be shared or reported in a manner that will or could reveal the identity of my child/children.

Parent or Legal Guardian Signature:

Date:

ASES 21-22 PARENTAL/LEGAL GUARDIAN AGREEMENT

1. I agree that I have read, understand and agree to abide by the policies of the ASES program as stated in the ASES Parent/Guardian Handbook. _____ (Initial)
2. I agree to register and pay for the entire year's full tuition fees. _____ (Initial)
3. I understand that the registration fee includes one club shirt or mesh pinnie that is required to be worn by my student each day _____ (Initial)
4. I understand that my child must follow ASES program rules and procedures. My child may be placed "time-out", suspended and/or expelled from the program for severe or chronic misbehavior. I will be notified by staff in regard to incidents that occur. I also understand that my child and I can be called into a conference with the Site Director, Boys and Girls Club Administrators and/or the ASES District Coordinator to discuss possible solutions to continual situations. _____ (Initial)
5. I also understand that all participants, including those authorized to pick-up students, are expected to be respectful to all staff and other participants. . _____ (Initial)
6. I understand that all children MUST be signed out each day by an authorized adult who is carrying a valid photo ID. I further understand that the person(s) whom I authorize to pick up my child (names on the emergency form) must be at least 18 years old in age. _____ (Initial)
7. I understand that any items that are lost or stolen are the responsibility of my child and not the staff of the ASES program _____ (Initial)
8. I understand that it is the responsibility of my child to get himself/herself from their school dismissal to the ASES program start time. If my child does not show up at the appropriate time, or does not stay in assigned class and it is found that my child is roaming without permission from teachers, staff or myself, then he or she will be subject to disciplinary action and possible removal from the program. _____ (Initial)
9. I understand that the ASES program ends at 6:00PM on all days unless otherwise noted. I understand that a late pick-up will result in a \$10 fine per child. In addition, I understand that after 6:05pm there is an additional charge of \$1.00 per child, per minute. Late-pick up fines are due when I pick up my child the next program day. I further understand that children who are not signed out by 6:30PM will be released to the San Leandro Police Department. I understand that children who are picked up late multiple times within a school year may be terminated from the program. _____ (Initial)
10. I, the undersigned, in consideration of participation in the program listed above, agree to indemnify and hold the San Leandro Unified School District and the Boys and Girls Clubs of San Leandro harmless, and release the District and the Boys and Girls Clubs and its employees and agents from any and all liability for any injury or loss which may be suffered by the below named individual(s) arising out of or in any way connected with participation in the above program. _____ (Initial)

I understand the following items listed above and agree to the conditions.

Print Name _____

Signature _____

Child(ren)'s Name(s) _____ **Date** _____

21-21 ASES STUDENT AGREEMENTS

1) Be Respectful:

- ✓ Always show respect for yourself, fellow club members, ASES staff, volunteers and equipment.
- ✓ All school rules will be enforced during the After School Program.

2) Arrive On-Time:

- ✓ All students are expected to arrive on time. You will need a written note/late arrival form from a parent, guardian, or teacher if you are late to ASES.

3) Be prepared to participate.

- ✓ All students are responsible for bringing their homework everyday.
- ✓ All students are expected to participate in their designated enrichment activity. ✓ All elementary students are expected to wear their club shirts everyday.

4) Stay on school grounds:

- ✓ Students are not permitted to leave school grounds during the program with the exception of supervised field-trips.

5) Remain in the designated activity location:

- ✓ If you wish to leave the classroom, MPR/cafeteria, or yard, you must first ask for permission and you will be given a pass.

6) Enjoy the free snack that is provided by the ASES program:

- ✓ Snacks will be provided at a specific designated time only.

7) Personal belongings: (Cell phones, I-Pods, and electronics for example) ✓ Electronic devices are not allowed at the club. The ASES program will not be responsible for lost, stolen or damaged items.

- ✓ Cell phones must be off during programs.

8) Students that do not meet these agreements may:

- ✓ May receive a phone call home from the ASES Site Director,
- ✓ May be suspended from the program for a period of time to be determined by the ASES Site Director,
- ✓ Or may be DROPPED from ASES.

YES, I understand the rules and expectations for my participation in the After School Program. I will respect all the above agreements and any made with my classes or ASES instructors. By signing, I agree to follow the rules and guidelines of the ASES program for the safety of myself and others.

Student Name (please print): _____ Date: _____ Student

Signature: _____ Parent/Legal Guardian

Signature: _____ Date: _____

Parent/Legal Guardian Name (please print): _____