

San Leandro Unified School District and Boys & Girls Clubs of San Leandro  
-- a sixteen-year strong partnership.



# PARENT/ LEGAL GUARDIAN HANDBOOK 2023-2024

San Leandro Unified School District and Boy & Girls Clubs  
After School Expanded Learning Programs  
(ASES & ELO-P)





Welcome to San Leandro Unified School District (SLUSD) and Boys & Girls Clubs of San Leandro (BGCSL) Expanded Learning Program, a more than sixteen-year strong partnership providing after-school services for students and families. Starting in the 2022-2023 school year, the Expanded Learning Opportunities Program (ELO-P) and the After School Education and Safety (ASES) was executed as one comprehensive program. The ELO-P/ASES Expanded Learning Programs are designed to provide, academic support, enrichment and recreation in a safe and constructive environment for students in grades TK-8

This Parent Legal Guardian handbook is a guide to understanding the policies and procedures of SLUSD and BGCSL Expanded Learning Program. As a parent of a child enrolled in the Expanded Learning 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 in the Boys and Girls Clubs parent portal.

SLUSD and BGCSL will follow all local and state Covid-19 mandates. This document may be updated as more information regarding COVID-19 becomes available. Policies and procedures take precedence over those in SLUSD and BGCSL Expanded Learning Program Parent Handbook, which reflects school operations when there is not a pandemic in the community.

**PROGRAM ELEMENTS**

According to Ed Code 8482.1 “Expanded learning” means programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

The ELO-P/ASES Expanded Learning Program is aligned with SLUSD and the BGCSL mission and vision and consists of four major components.

- 1. **Academic Support** - we create links to the classroom by offering homework assistance, small group or individual tutoring and mentoring. The programs are in communication with the daytime staff in order to best provide appropriate academic activities.
- 2. **Enrichment Opportunities** - includes traditional and non-traditional activities to introduce and enhance skills and interest.
- 3. **Recreation** - we provide organized games and competitive and non-competitive sports programming to build skills, confidence and promote teamwork.
- 4. **Community Building** - includes youth development, service-learning projects and daily SEL activities.

**REGISTRATION:**

BGCSL has moved away from a paper-driven enrollment process to a user-friendly online platform, which allows parents and caregivers to complete an online application by visiting: [www.bgcsl.org](http://www.bgcsl.org).

To register your child in our Expanded Learning Programs, you must complete a Clubs Membership online application. Once you become a Clubs Member, you will log into your BGCSL parent portal and select the program and site you would like to register for.

**PROGRAM SITES**

BGCSL Expanded Learning Programs will be offered at all TK-8 SLUSD school sites.

**REGISTRATION FEES**

Free enrollment is offered to all San Leandro Unified School District students in grades TK-8 that qualify under the ELO-P/ASES program requirements.

**ENROLLMENT PRIORITY**

Priority enrollment in our Expanded Learning Programs is given to students who are Housing Insecure, Foster Youth, English Language Learners, at risk of academic failure, performing academically below grade level, referred through the COST(Coordination of Services Teams) and/or SARB (Student Attendance Review Board) process, qualify for free and reduced price meals, and students of working parents who are at risk due to lack of supervision after school that are unable to afford fee-based programs.

**OPERATING HOURS AND DAYS**

The Expanded Learning Program is offered every day that school is in session. Please refer to the school calendar. The Program begins when students are released from school and closes at 6pm. Students are highly encouraged to attend the 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 Program Director at your school in writing so she/he can determine whether your reason falls within Policy guidelines.**

SAN LEANDRO UNIFIED SCHOOL DISTRICT

AFTER SCHOOL EDUCATION AND SAFETY (ASES) PROGRAM  
AND EXPANDED LEARNING  
OPPORTUNITIES PROGRAM EARLY RELEASE or LATE ARRIVAL POLICY

If you need to pick up your child before 6:00 pm regularly, please fill out the early release form and submit it to your Program Director.

1. Participation in school athletic programs and team sports (example-girl scouts, sports, etc.)

2. Off-site enrichment programs

3. Family emergency

4. Medical appointment

5. Transportation

6. Child accident/injury

7. Safety issues (darkness, weather)

8. Other conditions (state reasons)

San Leandro Unified and Boys & Girls Clubs will track student attendance for safety, Continuous Quality Improvement and grant purposes.

**SHIRTS – ELEMENTARY STUDENTS ONLY**

All students will receive one Boys and Girls Clubs shirt that is required to be worn each day by the members. Replacement shirts or parents wishing to have an extra shirt for their students can pick one by contacting our main Clubhouse at 510-483-5581. A donation of \$10 is suggested.

**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 them 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 is over at 6:00PM. If your child is picked up after 6:01PM, 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 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 may 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 make changes/updates as needed. If the staff is unfamiliar with the person picking up your child, we will ask for identification.

**FIELD TRIPS**

BGCSL may schedule field trips throughout the school year. Students must wear their Boys & Girls Clubs T-shirt when attending field trips. Parents/Guardians will be responsible for ensuring their child has their T-shirt for subsequent field trips. For the safety of our youth and staff, we do not allow parents/guardians to pick up or drop off their child at field trip locations unless arrangements have been made in advance. Field trips may be canceled or rescheduled due to unforeseen circumstances. We will notify families of any changes as soon as we are able.

## **CUSTODY ARRANGEMENTS**

The parent/guardian is responsible for providing legal documentation concerning custody arrangements and instructions indicating who has access to the child and permission to provide pick up. The program may not deny a parent/guardian access to their child without legal documentation.

## **BABYSITTING/CHILD CARE**

BGCSL staff shall not socialize with children enrolled in any of our after-school programs outside of approved BGCSL activities, including babysitting or transporting children. Immediate disciplinary action will be taken by the BGCSL toward BGCSL staff if a violation is discovered. **PLEASE DO NOT ASK OUR STAFF TO BABYSIT or TRANSPORT YOUR CHILD outside of approved BGCSL programs.**

## **STAFFING**

BGCSL staff members meet the minimum qualifications and hiring requirements for an instructional aide. In addition, all staff have 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 Expanded Learning Program is 20:1 in grades 1-8 and 10:1 in grades TK-K.

## **BEHAVIOR/DISCIPLINE SAFETY POLICIES**

Students will be expected to follow and support their school rules. Each program reviews their behavior/discipline guidelines, policies and expectations with participants. 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 Expanded Learning Program as they would during the school day. Staff will follow progressive discipline policies which may include being placed on “time-out,” participating in a restorative process or asked to pause from the program while additional interventions are considered. Parents will be notified by the Program Director when incidents occur. Students can be called into a conference with the Program Director, Boys and Girls Clubs Administrators, and/or the Expanded Learning Program District Manager to discuss possible solutions and next steps.

## **INCLUSION OF STUDENTS WITH DISABILITIES**

The BGCSL Expanded Learning Program recognizes and supports the rights of students with disabilities to participate alongside their peers. 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. The program will provide reasonable accommodation 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.

## **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 your child additional healthy (no candy or soda) snacks. 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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](mailto: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**

Please be sure to keep all emergency contact information, including emergency contacts in the BGCSL Parent Portal (My Clubs Hub) up to date. In the case that your child becomes ill, this is the information we will use to contact you. Please be sure to notify the staff of any changes in your child's medical needs, as well.

## **ACCIDENT OR INJURY**

Safety precautions are followed to ensure the safety of participants in the program. When incidents occur, parents/guardians will be notified immediately. 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 Program Director will attempt to notify parents and emergency contacts. More serious accidents/injuries may require Ambulance/Paramedic/911 notification or a hospital visit- accompanied by an Expanded Learning Program staff member. Upon enrollment a *Consent Form* must be completed. 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 the Expanded Learning Programs. 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 BGCSL Expanded Learning Program staff suspects that your child is being abused in any way, section 11166 of the Penal Code requires reporting 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 including neglect. All suspected types of abuse will be reported.

## **MEDICATIONS**

The Expanded Learning Program Staff **does not** dispense any medication to children; however, if your child has a condition that requires medication during the program, please contact the Program Director to discuss the specific circumstances to best determine how your child’s medication needs may be met. Expanded Learning 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 Program Director are required for use of any medication (prescription or over the counter)

## **PHOTO OR VIDEO PRESENTATIONS**

The BGCSL occasionally includes photos or videos of students in presentations that may be displayed beyond the classroom. In some instances, photos or videos of students will be displayed to publicize student or program accomplishments including on the BGCSL website.

## **PARENT CONCERNS**

If at any time you have a concern about the program or a staff member, you are encouraged to first discuss the matter with the site’s Program Director or your Area Director. You may also follow up with the Boys & Girls Clubs Administrator: Consuelo Zuluaga, Director of Expanded Learning Programs by phone at:510-363-5075 or by email [consuelo@bgcsl.org](mailto:consuelo@bgcsl.org)

## **SLUSD COMPLAINT PROCEDURES**

The district’s complaint procedures for parents, residents and students can be found on the district’s website at [www.slusd.us](http://www.slusd.us).

**SLUSD/BGCSL EXPANDED LEARNING PROGRAM 2023-24 *Permission to Review School Data***

I give permission to the BGCSL Expanded Learning Program and School District staff to review my child/children’s school data, including test scores and 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:
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**EXPANDED LEARNING PROGRAM 2023-24  
*PARENTAL/LEGAL GUARDIAN AGREEMENT***

- 1. I agree that I have read, understand and agree to abide by the policies of the Expanded Learning Program as stated in the Parent/Guardian Handbook. \_\_\_\_\_ (Initial)
- 2. I understand that Clubs shirts are required to be worn by my student each day \_\_\_\_\_ (Initial)
- 3. I understand that my child must follow the Expanded Learning Program rules and procedures. My child may be placed on “time-out,” participate in a restorative process or asked to pause from the program while additional interventions are considered. 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 Program Director, Boys and Girls Clubs Administrators, and/or the Expanded Learning Program District Manager to discuss possible solutions to continual situations. \_\_\_\_\_ (Initial)
- 4. I understand that all participants, including those authorized to pick up students, are expected to be respectful to all staff and other participants. \_\_\_\_\_ (Initial)
- 5. 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 \_\_\_\_\_ (Initial)
- 6. I understand that any items that are lost or stolen are the responsibility of my child and not the staff of the Expanded Learning Program \_\_\_\_\_ (Initial)
- 7. I understand that it is the responsibility of my child to get himself/herself from their school dismissal to the Expanded Learning Program start time. If my child does not show up at the appropriate time or does not stay in the 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)
- 8. I understand that the Expanded Learning Program ends at 6:00PM on all days unless otherwise specified. 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 added 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 6:30 PM may 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)
- 9. 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	_____

2023-2024 EXPANDED LEARNING PROGRAM STUDENT AGREEMENTS

1) Be Respectful:

- ✓ Always show respect for yourself, fellow Clubs members, Expanded Learning Program 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 the Expanded Learning Program.

3) Be prepared to participate.

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

4) Stay on school grounds:

- ✓ Students are not permitted to leave the 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 Expanded Learning Program:

- ✓ Snacks will be provided at a specific designated time daily

7) Personal belongings: (Cell phones, I-Pods, and electronics for example)

- ✓ Electronic devices are not allowed at the Clubs. The Expanded Learning 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:

- ✓ Receive a phone call home from the Expanded Learning Program Director,
- ✓ May be asked to “take a time out” or participate in a restorative process.
- ✓ Be asked to pause from the program for a period of time to be determined by the Program Director,

YES, I understand the rules and expectations for my participation in the Expanded Learning Program. I will respect all the above agreements and any additional agreements within my Expanded Learning Program classes. By signing, I agree to follow the guidelines of the Expanded Learning 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): \_\_\_\_\_