



COLUSA USD

After School Education & Safety Program

ASES

Parent Handbook

Supporting Participation in Academics and Recreation for Kids

Colusa Unified School District

745 Tenth Street

Colusa, CA 95932

530-458-7791

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Program Goals

To enable students to perform at or above grade level as measured by state standardized tests and the Colusa Unified School District Learning Standards.

- To provide a safe environment & enriching program for interested students in 4th through 8th grade to attend between school dismissal time & 6:00 pm.
- To support and supplement the standards-based academic instruction that students receive in their regular classes with tutoring, homework help, and activities such as reading, arts and crafts, sports and games, computer skill development, music, theatre arts, science investigations, and creative writing.
- To draw on a community 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 20:1 or less with well qualified and caring personnel, including a program director at each site, 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, nutrition education, physical activity, and access to personnel who are trained to listen to and counsel students, in order to support their emotional, behavioral and physical well-being.
- To ensure administrative oversight from building principals who will serve as a resource to ASES 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 After School Education and Safety Programs are run under the auspices of the Colusa Unified School District. Programs are currently funded by a state grant.

Staffing

The program hires trained certificated and classified staff who meet program requirements. The staff is 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 operates each school day on the following basis:

*Primary release time from the end of the regular school day to 6pm.

*Minimum school days from school release time until regular ASES closing.

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

*ASES will be closed for professional development up to 3 days per school year.

Families will be notified of these days with a 30 days notice.

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 Kindergarten 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 information, family information, and parent agreement forms. This information must be available for each program site.

Enrollment is on a first come first serve basis, priority is given to families who qualify for unduplicated status. Enrollment is based on student to employee ratio. If space is unavailable at any given time, students will be waitlisted.

Attendance/Early Release

The goal of ASES is to have all enrollees attend all scheduled ASES sessions. Students will be excused to attend school functions, doctor and dentist appointments, and other established programs as prearranged. Parents need to indicate the need for an Early Release and inform ASES personnel prior to an absence or early release whenever possible.

In the case of children leaving the program by bike or by walking, the parent must indicate on the enrollment form that they are giving permission for their child to sign themselves out.

When a child does not attend on a scheduled day, a specific reason must be listed in the "Remarks" column (i.e., had the flu, went to a party, etc.) Children leaving and/or returning to the program for extra curricular activities must be signed in and out each time.

Sign-In/Sign-Out

The Attendance must be kept on all children who attend the program. Each child is required to be signed in and out each day via 6 Crickets Program. Children must be signed out by the parent or authorized person with FULL SIGNATURE.

Students are required to sign in to the program within fifteen (15) minutes of the conclusion of the regular school day. Students who fail to sign in within this designated time period will not be admitted to the program for that day.

Students must remain on campus at the conclusion of the school day in order to participate in the program. Students who leave campus after dismissal will not be permitted to return and sign in to the program on the same day.

Reporting Absences

If your child will not be attending on a scheduled day, please call the site to inform them.

If your child is scheduled to attend and is not present at close of school, staff must locate the child for his or her own safety. That may mean telephone calls to you at work and to other emergency numbers.

Pick-Up Procedure

All Students must be signed out daily. Your child may only be picked up by someone on the authorized list. The emergency phone numbers will be contacted if a child is left past the scheduled time. If the problem persists, a fee will be assessed or the child will be dismissed from the program. Fees will be billed and payable by the 1st of the following month.

Late Pickup Fee Policies

The Program Closes at 6:00 p.m.

***Late pickup three times will be cause for dismissal from the program.**

“Abandoned Child” at Close of Program

If your child has not been picked up by 6:00 p.m., the following steps will be taken:

- Parent’s home and work telephone numbers including cell 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.
- At 6:30 p.m., the child is considered an “abandoned” child and the local Police Department, Sheriff’s Office, or DSS 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 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 Treatment 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 Treatment 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 major injury or illness is involved, the child will be transported by ambulance to hospital.
5. In all cases of injury or illness, attempts will be made to contact parents immediately and to involve them in the decision regarding treatment.
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:

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

OR

2. 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 students will be required to follow all established school rules.

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

FIRST OCCURRENCE

Verbal Warning

SECOND OCCURRENCE

A detention will be assigned and the student will be removed from the activities for a period of time determined by the group leader.

THIRD OCCURRENCE

Incident Report/Ticket will be issued. Parents will be notified and asked to pick up their child. **If the student receives three tickets during the school year, they may be removed indefinitely from the program.**

PARENT COOPERATION AND INVOLVEMENT IS APPRECIATED!

A child may be suspended from the program for one to five days, and/or dismissed from the program, when deemed appropriate by the site facilitator or program coordinator.

Snacks

ASES will provide an afternoon snack. These snacks will be nutritious and shall contain a serving from at least two of the Basic Four Food Groups.

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.

Transportation

Transportation to and from the ASES program sites is the responsibility of the parent unless an alternative is noted. When transportation is needed for field trips, public and contracted transportation, or School District transportation will be used.

Parents must sign ASES field trip permission slips before their child will be allowed to participate in field trips.

Dress Code

The appropriate dress for attendance at ASES 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 Program. ASES does not accept responsibility for theft, repair or misuse of articles brought to the program. This includes cell phones and all personal electronic devices.

Closed Campus

Students MAY NOT leave campus once the school day concludes. They are to report directly to ASES or will be considered "not signed in" for that day.

Television and Videos

In keeping with appropriate and responsible role modeling for youth, all programs will be "G" or "PG" rated.

Use of Computers & Internet

At selected sites, there may be computers with internet access. The Internet provides vast, diverse, and unique resources to students. Our goal in providing this service to students is to promote educational excellence by facilitating

resource sharing, innovation, and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before access is granted, students must receive written parental permission. Parents have the option of denying their child individual access to the Internet.

Parent and Family Involvement

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

During the year, special meetings are held for parents. These are conducted on a site by site basis. 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.

You are always welcome to observe any program activities! We will need 24 hours advance notice. Please schedule a time by working directly with the director.

Business Office

The After School Education and Safety business office is located at:
Colusa Unified School District
745 Tenth Street
Colusa, CA 95932
530-458-4591
Monday thru Friday 7:30-4:30

ASES Locations

Children 4-8	Egling Middle School 813 Webster Street
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After School Education & Safety Programs, provide a safe, healthy, and enriching environment for school-age children.