



### **Objective:**

To provide an experience that supports the academic, social, and emotional growth of each student engaged in the program. To utilize various methods of learning modules, teaching practices, and a nurtured heart approach. To promote a safe environment that allows students to thrive while sharing experiences, joy, and learning new skills and tools.

### **Basic Structure-After School Program:**

The Achieve More, [A.S.P.](#) is offered to Achieve students in grades TK-6th grade and will start immediately following the regular school day and end promptly at 5:30 pm. Students will begin Homework Club/Tutor Time as an opportunity to complete homework, practice academic skills such as creative writing, reading, typing, learning games, computers, and more. They will be greeted at the door by a familiar, caring staff member. Students will also have time to play outdoor group games and sports as well as unstructured outside time. Throughout each day, there will be a variety of engaging and enriching activities from academic support, games, S.T.E.A.M. activities, reading, social-emotional learning, and performing arts.

### **Basic Structure-ELOP Dates:**

ELO-P dates will be offered throughout the school year, please see the ELOP School Calendar. We will begin at 8:00 am and end promptly at 5:00 pm, parents *must* sign their student in at drop off and out at pick up. Students will engage in academic skills such as creative writing, reading, math, learning games, computers, and more. Each week there will be a variety of fun and engaging activities: crafts, S.T.E.A.M., social-emotional learning, and field trips!

### **Basic Structure-Summer Program:**

The Summer ELO-P will begin at 8:00 am and end promptly at 5:00 pm. Parents *must* sign their student in at drop off and out at pick up. Students will engage in academic skills such as creative writing, reading, math, learning games, computers, and more. Students will have structured games, and water play as well as unstructured outside time. Each week there will be a variety of fun and engaging activities: crafts, S.T.E.A.M., social-emotional learning, and field trips!

# Achieve More! 2026/2027

## E.L.O.P. - Handbook



### **Registration:**

Families are expected to register and pay for the dates they need for the upcoming month by the fifth of each month. This can be done by filling out the form sent to your email and paying online through the PayPal link in the email or on the school website. Adults can also sign up and pay in the school office. Unfortunately, if your child is absent on a date paid for, a refund will not be given.

### **Cost:**

#### ***Free for qualifying families.***

Monday-Thursday = \$8.00 per day    Friday = \$10 per day    Minimum Days = \$10 per day  
ELOP/Summer Days=\$10 per day

### **Snacks/meals**

The after-school program will provide a small snack based on the California Nutrition guidelines.

- 200 calories for snacks
- Total fat. 35% of total calories.
- Saturated fat. 10% of total calories.
- Trans fat. 0 grams.

(It's a good idea to have an extra snack if you have a child who will be in the program for a longer duration of the day.)

ELOP/Summer dates will provide two small snacks and a lunch based on the California Nutrition guidelines.

- A nutritionally adequate lunch that meets the federal meal pattern requirements for the National School Lunch Program.

# Achieve More! 2026/2027

## E.L.O.P. - Handbook



### **Pick Up:**

For the After School dates Students need to be picked up no later than 5:30 pm, E.L.O.P. and Summer Program at 5:00 pm. Please be considerate of our staff. If someone will be picking up your child who is not on the list for pickup, please notify the Expanded Learning Director.

### **Emergency Contact:**

The Achieve More staff will administer basic first aid to children in need. If the child requires emergency treatment, the Expanded Learning Director will notify the parent (or emergency contact if the parent cannot be reached), and emergency personnel will take the child to the hospital. Achieve More Staff also has permission to allow the child to leave the school with one of the Emergency Contacts listed on the emergency card if the parent is unable to be located. In the event there is an emergency on campus, staff will follow emergency procedures designated by ACS.

### **Positive Reinforcement/ Discipline Policy:**

Achieve More's Positive Reinforcement/ Discipline policy is based on behavioral science and principles of PBIS (Positive Behavioral Interventions and Supports) and the Nurtured Heart Approach.

School Rules

1. Be safe
2. Be Respectful
3. Be Responsible

POSITIVE REWARDS FOR EXPECTED BEHAVIOR;

Achieve More Staff emphasizes and rewards expected choices. Students can earn positive rewards for exhibiting virtuous behavior and following the school rules. Students will be recognized through encouragement, verbal acknowledgment, incentives, or special privileges.

SHOULD A CHILD CHOOSE TO BREAK A RULE;

Consequence Level will be determined by the severity of the action. Level 1: Verbal Warning. Level 2: Removal from the situation for an age-appropriate time. Level 3: E.L.O.P. Director will call home and the parent/guardian will be asked to come pick up their child. If level 3 happens we consider this a strike, and once your child gets three strikes they will need to take a 30 day break from our program.



***Please sign and return this portion to the office***

### Parent Agreement

My student(s), \_\_\_\_\_, will be attending Achieve More during the 2025-2026 school year. I have read the Achieve More! ELOP Handbook and agree with the policies, procedures, and behavior expectations required for participation in the Program.

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

Please list the names of people allowed to pick up your child from Achieve More. In the event you need someone who is not on this list to pick up your child, please notify the Expanded Learning director.

**Name**

**Relationship to Child**

\_\_\_\_\_

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