



Expanding Minds Program

Expanded Learning Opportunities Program (ELO-P)
and
After School Education & Safety (ASES)

Family Handbook

Woodland Joint Unified School District





PROGRAM DESCRIPTION AND GOALS

The goal of the Expanded Learning Opportunities Program (ELO-P) and ASES Program is to provide after-school and full-day intersession enrichment programs for transitional kindergarten through sixth grade in a safe environment. Woodland Joint Unified Expanding Minds Programs are a partnership among school staff, families, students, and community members. Various enrichment programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment in a safe, constructive environment for students in grades TK-6. By working together, we can create a program that offers all students the opportunity to be successful.

This handbook is a guide to understanding the policies and procedures of the Woodland Joint Unified School District Expanded Minds Program. Please read it carefully and keep it handy for future reference throughout the year. As the family of a child enrolled in the Expanding Minds 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 Woodland Joint Expanding Minds program is aligned with the district's instructional vision and with the After School Education and Safety (ASES) program. The after-school programs will 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. The program also provides a healthy snack.

REGISTRATION:

Program participation is FREE to all families of students who request placement. In order to register your child, you need to complete an online enrollment application, which is available at the Woodland Joint Unified Expanded Learning Webpage

(<https://www.wjusd.org/Programs/Family-Programs/Expanded-Learning-Program/index.html>).

Until registration materials are complete, your student is not enrolled in the Program. Interested families will be invited to participate in an orientation.

PROGRAM SITES AND PARTICIPATION

The Woodland Joint Unified Expanding Minds offerings will be located at the following school sites:

1. Beamer Elementary
2. Dingle Elementary



3. Freeman Elementary
4. Gibson Elementary
5. Maxwell Elementary
6. Plainfield Elementary
7. Tafoya Elementary
8. Whitehead Elementary
9. Woodland Prairie Elementary

In partnership with Woodland Joint Unified Expanding Minds, YMCA offerings will be located at the following school sites:

1. Spring Lake Elementary
2. Zamora Elementary

OPERATING HOURS AND DAYS

The Woodland Joint Expanded Learning Program is offered every day that school is in session. Please refer to the school calendar. Programs begin when students are released from school and close at 6pm.

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.** Please be prepared to show a photo identification card for the safety of your child.

LATE PICK-UP GUIDELINES

The Expanding Minds program closes at 6:00 PM. If a child is picked up after this time, it is considered a late pick-up. Three late pick-ups will result in a pause in our program and placement on the waitlist. If you anticipate difficulty picking up your child on time, please arrange alternative transportation and inform the staff.

Late pick up Steps:

- **First Incident:** The family receives a verbal notification and a Late Pick-Up Notice.
- **Second Incident:** The family meets with the Site Support Specialist to discuss causes and solutions. A second notice is issued.
- **Third Incident:** The family receives a final written notice stating that the student(s) have been added to the program waitlist.

**Note: If we cannot reach the family or emergency contacts by 6:30 PM, program staff will call the School Safety Officer (Woodland Police Department) for a welfare check.*

AUTHORIZATION TO PICK UP A CHILD

Only those authorized by the family of a child will be allowed to leave with the child. Be sure to identify authorized persons on the registration form and change/update as needed. If staff are



unfamiliar with the person picking up your child, we will ask for identification.

STAFFING

Woodland Joint Unified Expanding Minds staff members meet the minimum qualifications and hiring requirements for an instructional aide in the school district. In addition, all staff have had some previous experience working with children and are provided with First Aid and CPR training. The ratio of staff to students while participating in the Expanding Minds program in grades 1-6 is 20:1. Program serving students in TK-K will maintain a 10:1 ratio.

DISCIPLINE GUIDELINES

Students are expected to follow and support school rules. Each school reviews its behavior/discipline policy with participants; check with your child's Site Support Specialist for site-specific policies or refer to the student agreements page at the end of this handbook.

Our goal is to provide a safe learning environment. Behavior and safety incidents are addressed on a case-by-case basis to find solutions and meet the needs of all individuals involved. Students are expected to follow the same codes of conduct during Expanding Minds programs as during the school day. Expanding Minds staff will follow progressive discipline policies, including warnings, written referrals, and 'pauses' from the program for severe or chronic misbehavior. Safety concerns, such as elopement or physical aggression, will result in notification to the Principal, a call home, and a family meeting with the Site Support Specialist to review supports and make necessary adjustments. Families may be asked to pick up their child. Students may be called into a conference with the Site Support Specialist, Principal, and/or Expanding Minds District Coordinator to discuss possible solutions and next steps.

Discipline steps:

- **Pause 1:** The family receives a verbal notification and a written notice. The site support specialist meets with the family to review the student's needs and determine the necessary support.
- **Pause 2:** The family meets with the Site Support Specialist and either the Coordinator of Expanded Learning or the Site Principal to discuss concerns, identify causes, and create a support strategy. A second written notice is issued.
- **Pause 3:** The family meets with the Site Support Specialist, the Coordinator of Expanded Learning, and the Site Principal to review concerns and update the support strategies. A third written notice is issued.
- **Incidents after Pause 3:** The family meets with the Coordinator of Expanded Learning and the Director of State and Federal Programs. The family receives a final written notice stating the student(s) are added to the waitlist. Students may reenter the program at the next



enrollment period, pending a meeting to discuss student needs and additional support for success.

INCLUSION OF STUDENTS WITH DISABILITIES

The Woodland Joint Expanding Minds Program recognizes and supports the rights of students with disabilities to participate alongside their peers without disabilities. The program operates with an inclusion model and requires all students, including students with disabilities, to be selected for enrollment based on the criteria set forth for all families, to follow established program rules, and for families to abide by all program policies. The program will provide reasonable accommodations for students with disabilities, as determined by program staffing and policies. All students, including students with disabilities, are expected to comply with program health and safety standards.

SNACKS

Snacks are provided each 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 snacks (no candy or soda) with your child.

STUDENT ILLNESS

If your child appears ill or complains of illness while participating in the program, the staff will notify the family immediately. Staff will ask families to pick up their child from the program to prevent the risk of contagion. For the safety of others and the child, the after-school program is not equipped to care for ill children.

MEDICAL & EMERGENCY INFORMATION

The emergency contact information completed in the Woodland Joint Unified 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 the application.

ACCIDENT OR INJURY

Safety precautions are followed to ensure the safety of participants in the program. When incidents occur, families will be notified. Minor injury to a 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 Support Specialist will attempt to notify families and emergency contacts. More serious accidents/injuries may require:

- Ambulance/Paramedic/911 notification

Upon enrollment, a *Registration Form* must be completed. All emergency numbers must be kept current in order to ensure that a parent can be reached whenever necessary. Families 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 their name. Toys from home, including trading cards, electronics, and handheld game devices, are not permitted. Cell phones must be turned off during program time.

CHILD ABUSE

If any member of the Woodland Joint Unified Expanding Minds staff suspects that your child is being abused in any way, section 11166 of the Penal Code requires staff to report 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

Woodland Joint Expanding Minds 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 Site Support Specialist 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 Support Specialist is required for use of any medication (prescription or over-the-counter)

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 Support Specialist. You may also follow up with the District Coordinator of Expanded Learning- Tori Peterson, tori.peterson@WJUSD.org; 530-662-0201.

WJUSD COMPLAINT PROCEDURES

The District's complaint procedures for families, residents and students can be found on the District's Webpage by visiting <https://www.wjUSD.org/>.



Woodland Joint Expanding Minds Program Family AGREEMENT

1. I agree that I have read, understand and agree to abide by the policies of the Woodland Joint Expanding Minds program as stated in the Woodland Joint Expanding Minds parent/ legal guardian Handbook. _____ (Initial)
2. I agree to register and keep contact information up to date. _____ (Initial)
3. I understand that my child must follow Woodland Joint Expanding Minds program rules and procedures. My child may be placed on “pause” from the program for severe or chronic misbehavior. I will be notified by staff when incidents occur. I also understand that my child and I may be called into a conference with the Program Director, and/or the Woodland Joint Expanding Minds program District Coordinator to discuss possible solutions to recurring concerns. _____ (Initial)
4. 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)
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 in age. _____ (Initial)
6. I understand that any items that are lost or stolen are the responsibility of my child and not the staff of the Woodland Joint Expanding Minds program. _____ (Initial)
7. I understand that it is the responsibility of my child to get themselves from their school dismissal to the Woodland Joint Expanding Minds program at 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 they will be subject to disciplinary action and possible removal from the program. _____ (Initial)
8. I understand that the Woodland Joint Expanding Minds program ends at 6:00 PM on all days unless otherwise noted. I understand that three or more late pick-ups will result in my child being placed on the waitlist. I further understand that children who are not signed out by 6:30 PM, and if the Site Support Specialists are unable to reach family or emergency contacts, the School Resource Officer (or Woodland Joint Police Department) will be contacted to perform a family welfare check. _____ (Initial)

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

Print Name: _____ **Date:** _____

Signature: _____

Child(ren)'s Name(s): _____



Woodland Joint Expanding Minds PROGRAM STUDENT AGREEMENT

1) Be Respectful:

- ✓ Always show respect for yourself, fellow club members, Woodland Joint Expanding Minds 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.

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.

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 Woodland Joint Expanding Minds program:

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

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

- ✓ Electronic devices are not allowed at the club. The Woodland Joint Expanding Minds program will not be responsible for lost, stolen or damaged items.
- ✓ Cell phones must be off during programs.

8) Students who do not meet these agreements may:

- ✓ Will receive a phone call home from the Expanding Minds Program Site Support Specialist,
- ✓ May be paused from the program for a period of time to be determined by the Site Support Specialist.

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 Woodland Joint Expanding Minds Program instructors. By signing, I agree to follow the rules and guidelines of the Woodland Joint Expanding Minds program for the safety of myself and others.

Student Name (please print): _____ Date: _____

Family Member Name (please print): _____