

NUESTRO ELEMENTARY SCHOOL DISTRICT
Expanded Learning Program

Expanded Learning Program

Parent Handbook

PROGRAM FUNDING:

The Nuestro Elementary School District operates one comprehensive Expanded Learning Program using Expanded Learning Opportunities Program (ELO-P), After School Education and Safety (ASES) Program, and other allowable funding sources. When multiple funding sources are used, the District ensures that all applicable requirements associated with each funding source are met.

HOURS OF OPERATION:

Nuestro Elementary School's Expanded Learning Program (EXLP) operates from regular day dismissal to 6:00pm on all student attendance days. Late Pick-up after 6:00pm will not be permitted and will result in a written warning after the first time. Late pick-up after the written warning will result in removal from the program. Intersession dates will be offered on designated non-school days and will run from 7:00 a.m. - 4:00 p.m. Funding sources and applicable program requirements may differ from those of the regular after-school program.

ATTENDANCE REQUIREMENTS:

Regular attendance is strongly encouraged. Students participating in the Nuestro Elementary EXLP are expected to participate daily for the duration of the program unless they are released early in accordance with the District's established Early Release Policy. The program will maintain daily attendance and sign in/out records.

SIGN IN/OUT PROCEDURES:

An authorized individual listed on the emergency contact list must sign all students out each day. Photo ID's will be checked when a new staff or authorized individual is facilitating the pick-up of students. **FOR YOUR CHILD'S SAFETY, THESE RULES ARE STRICTLY ENFORCED.**

HEALTHY SNACK/MEAL:

A healthy snack/meal program will be provided to each student based on USDA guidelines.

ACADEMIC TIME:

Time will be set aside each day for students to complete assigned homework. This time is a priority above all other activities in our Expanded Learning Programs. Academic Time classes offer quiet, safe environments for students to complete their homework in a timely manner. This is an independent study opportunity. Tutoring is not offered in our Expanded Learning Programs.

ENRICHMENT ACTIVITIES:

Our EXLP staff focus on making connections to the regular school day curriculum, introducing students to new ideas, and developing the talents and interests of each student. Enrichment activities encourage exploration and learning in creative ways. The activities are based on students' needs and interests. Activities include, but are not limited to, STEM, arts and theater, healthy living, crafts, music, career awareness, technology, and community service learning.

RECREATION:

SPARK and Skillastics curriculum are used for physical education activities, as well as, offering a variety of other physical activities and team sports opportunities.

BEHAVIOR MANAGEMENT/DISCIPLINE PROCEDURES:

All EXLP personnel treat students in a fair and impartial manner by modeling the appropriate behaviors of mentors and teachers when leading activities with students. “Positive discipline” protocols are used to redirect students to avoid disruptive behavior and increase responsible choices and student cooperation. All EXLP sites have simple, clearly defined classroom agreements that align with the regular day but are flexible and accessible to ensure inclusion for all students participating in the program. EXLP staff monitor student behavior to ensure that all children are safe, treated with respect, and valued for their individuality.

PROFESSIONAL DEVELOPMENT CLOSURES DAYS:

All Expanded Learning Programs are entitled to three Professional Development days per school year. Parents will be given a minimum of two weeks notice before any site closures.

WAITLIST POLICY:

If the number of students wishing to participate in the program exceeds program capability, students shall be selected for enrollment based on the following guidelines:

1. First priority for enrollment shall be given to unduplicated students, which include, homeless and foster youth, English language learners, and economically disadvantaged students. The district is not required to disenroll a current student to secure the enrollment of a student who has priority for enrollment.
2. Second priority for enrollment shall be given to students selected on a “needs basis”.
3. All remaining students shall be placed on a waitlist that will be established to accommodate additional students, if space becomes available.

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Expanded Learning Programs

Enrollment Form

Name:	Grade:	Student ID #:	Date of Birth:
Address:		Home Phone:	
Parent/Guardian Name:		Parent/Guardian Cell Phone:	
Parent/Guardian Address:		Parent/Guardian Work Phone:	
Emergency Contact #1:	Cell Phone:	Work Phone:	Home Phone:
Emergency Contact #2:	Cell Phone:	Work Phone:	Home Phone:

Please indicate below how your child will get home:

To ensure student safety while students attend [Insert District Name] Elementary School Expanded Learning Programs, they must be signed out when leaving. In order to accommodate parent needs and student safety, the following sign-out options are available to parents. Please indicate the option that best meets your needs:

_____ I will sign my child out from the Expanded Learning Program (K-8th)

_____ My child may sign themselves out when leaving the school campus (4th-8th grade)

Parent's Signature: _____ Date: _____

Health/Medical/Consent Information:

In the event of an emergency involving my child, and listed emergency contacts are unable to be reached, I authorize site staff to arrange for any necessary emergency medical/surgical treatment or procedure on my behalf. (The district does not assume responsibility for medical expenses.)

Please list any medical conditions or allergies (including food allergies): _____

- Is your child on any medication that must be taken during the Expanded Learning Program? ____ yes ____ no
- Is your child allergic to insect bites? ____ yes ____ no

Please list other adult/s who are authorized to pick your child up from the expanded learning program:

Name:	Relationship:	Work Phone:	Cell Phone:
Name:	Relationship:	Work Phone:	Cell Phone:
Name:	Relationship:	Work Phone:	Cell Phone:

I have read and understood the information in the enrollment packet. My child and I both understand that school rules remain in effect during the EXLP. My child has my permission to attend the EXLP at his/her school site and I will notify the coordinator of any changes in the contact information provided above.

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____

Date: _____

September 2026

NUESTRO ELEMENTARY SCHOOL DISTRICT
Expanded Learning Programs
Early Release Policy

Students participating in the Nuestro Elementary School District Expanded Learning Program are expected to attend the full program day on each day they participate. However, the District recognizes that students may need to leave before the end of the program day due to individual or family circumstances.

In accordance with the District's Early Release Policy, a student may be released prior to the end of the program day for a reasonable purpose as identified by the parent/guardian. The reason for early release will be documented for attendance and program compliance purposes.

My child will be leaving prior to the end of program for the following reason:

1. My child attendance a parallel program
2. Family schedule make full program attendance difficult
3. My child has a non-program obligation

My child may be picked up by the following individuals:

Name _____ Relationship to child _____

Name _____ Relationship to child _____

Name _____ Relationship to child _____

Name _____ Relationship to child _____

Student's Name _____

District ID Number _____ Grade Level _____

Parent/Guardian Name _____

Home Phone _____ Cell Phone _____ Work Phone _____

NUESTRO ELEMENTARY SCHOOL DISTRICT
Expanded Learning Program
Acknowledgement of Rules and Responsibilities

Dear Parent/Guardian,

We are so pleased you have enrolled your child in the Nuestro Elementary School District Expanded Learning Program. Please read the following Parent/Guardian Acknowledgment of Rules and Responsibilities.

- 1. I understand that, for my child’s safety, I must sign my child out when picking her/him up from the program. I also understand that my child will only be released to the persons listed in my child’s emergency contact information, and that I will be contacted immediately, if any unauthorized persons attempt to pick up my child.
- 2. I understand that I am required to pick up my student by close of business each day and that failure to comply with this rule can result in the termination of services for my student.
- 3. I understand that in order to participate, students must follow all program rules, demonstrate appropriate behavior, and listen to and follow directions from staff members. If any behavior concerns arise, a staff member will reach out to the parent/guardian. We will be following a three-warning system. Parents/guardians will be notified when a student receives a written warning. If a student exceeds three written warnings, they will no longer be permitted to participate in the program.
- 4. I have read, understand and will adhere to all the above sections and understand that failure to do so, can result in termination of services for my student.

Print Name

Relationship to child

Signature of Parent/Guardian

Date

Site Coordinator Signature

Date

