



Newman-Crows Landing Unified School District  
Before and After School Program  
Parent/Student Handbook 2018-2019

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## **INTRODUCTION**

The Newman-Crows Landing Unified School District After School Program (**ASP**) is offered to all students across all grades levels within the boundaries of the Newman-Crows Landing Unified School District (NCLUSD). The K-8 programs are funded through After School Education and Safety (ASES) grants. The high school program is funded through Local Control Accountability Plan (LCAP).

The goal of ASP is to align and expand on the regular day curriculum by introducing hands-on enrichment activities coupled with a connection to cultural experiences to stimulate the brain and educate the senses. Simply said, the ASP staff strives to connect with every child in a meaningful way every day.

The District approach focuses on improved student academic achievement and increased social development activities for youth to promote connectedness and to develop the ability to navigate multiple cultural contexts in an effort to reduce drug use and youth disengagement.

## **MISSION STATEMENT**

To provide a safe and positive environment while empowering children to achieve their potential.

## **REGISTRATION**

A registration form must be filled out prior to the student starting in ASP at all elementary sites. Besides the parent/guardians listed on the form, three emergency contacts must be listed in case the parents/guardians are unavailable. For the safety of your child, please make sure all phone numbers listed on the form are current. Please update the clerk or coordinator at each site if numbers change.

Registration forms at the middle school and high school level must be turned in within one week of signing up for the program.

Information regarding the student's ability to walk home, whether the child rides the bus and photograph permission are listed on the form. Each section must be signed by the parent/guardian.

## **BUSES FIRST STUDENT**

(Telephone: 862-2921)

All pupils are expected to follow instructions regarding bus conduct. Bus riding is a privilege and may be revoked temporarily or permanently if students do not abide by safety regulations. For the safety of your child, the school cannot accept "bus/dismissal" phone calls, except in an extreme emergency. The school secretaries can identify the voices of several parents/guardians, but we would not want to be responsible for sending your child with someone by mistake. Anyone we dismiss the child with must be written on his/her First Student Registration form. It is critical, once your child has established a dismissal routine to continue using that daily routine. Remember, any change from your student's daily dismissal routine, **MUST** have a signed note from the parent/guardian. This note is turned in to the teacher/office. Please include the following information:

1. Date(s) the note will be effective
2. Your child's first and last name (remember we have several students with the same first name)
3. Your child's teacher or room number
4. The first and last name of the student your child will be going home with
5. The bus number (or name of driver) they will be riding with
6. Your signature.

If someone other than the established person will pick up your child, they must be written on the First Student Registration form or the parent/guardian MUST send a signed note stating the first and last name of the person who will be picking up the child. That person may be requested to show identification. If you do not send a note, or the person is not listed on the First Student Registration form, for your child's safety, we cannot release your child. The student will be instructed to follow their normal dismissal routine.

### **BUS DISCIPLINE**

District provided transportation is a privilege, not a right. Students shall follow all rules set by First Student. Student Referrals will be issued for students that do not follow bus rules and procedures. These rules and procedures are in place to provide safety for all students. The following consequences may be enforced in addition to site based and/or educational code based discipline merited:

1st Offense Warning to student and/or alternative means of correction.

2nd Offense Not allowed to ride the bus for 1 day.

3rd Offense Not allowed to ride the bus for 3 days.

4th Offense Not allowed to ride the bus for 5 days.

5th Offense Not allowed to ride the bus for 10 days or the remainder of the current semester/trimester, whichever is greater.

6th Offense Not allowed to ride the bus for the remainder of the school year.

### **OPERATION DATES AND TIMES**

ASP operates every day that school is in session from the end of the school day until 6:00pm. Please be aware that ASP closes promptly at 6:00pm. Your child may be suspended and/or removed from the program if he/she is picked up after 6:00pm more than (3) times a year.

### **PROGRAM PAYMENT:**

The elementary and middle school programs, within NCLUSD, are funded through the **After School Education and Safety (ASES)** program. The ASES Program is the result of the 2002 voter-approved initiative, Proposition 49. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and communities to provide literacy support, academic enrichment, and safe, constructive alternatives for students in kindergarten through grade nine (K–9) (California *Education Code [EC]* Section 8482).

Besides the recent increase to the grant provided by Governor Brown signing the 2017-2018 state budget, funding for ASP has not increased for over a decade. With the increased staff wages, staff benefits and increased program enrollment the district felt the program would have to increase program costs to parents and guardians to cover the growing cost of the program.

The cost of the program is as follows:

- **Group A** – Families qualified for the Free/Reduced lunch program will pay \$30.00 per month per child or \$300 for the full year
- **Group B** – Families not qualified for the Free/Reduced lunch program will pay \$40 per month per child or \$400 for the full year
- **Kinder Care** – All Families will pay \$60 per month per child

Maximum charge per family not to exceed \$100 per month

Please note:

- ASP does not prorate the short months as the entire cost of the program, per child, is divided evenly over 10 months.

Please contact your site coordinator if you are experiencing a hardship and are unable to make a payment.

### **EARLY RELEASE POLICY**

Educational Code states the following:

**Section 8483(a)(2): It is the intent of the Legislature that elementary school pupils participate in the full day of the program every day during which pupils participate and that pupils in middle school or junior high school attend a minimum of nine hours a week and three days a week to accomplish program goals.**

ASP runs from the end of the regular school day until 6pm. NCLUSD hopes that families and students will take full advantage of the program, however, NCLUSD understands that sometimes students need to be checked out early. If checking out a student early, before the program closes, please mark down one of the early release codes below.

1. Off-site enrichment programs
2. Family emergency
3. Family needs
4. Medical appointment
5. Transportation
6. Child accident/injury
7. Safety issues (darkness, weather)
8. Participation in school athletic programs and team sports

If one of the above codes is not marked the student will be marked as an unexcused absence and it will count against their attendance in the program.

Due to staffing, please provide written notification when your child will be picked or early or will not attend the program on a certain day.

Please note that this early release policy is the exception and not the norm. If it becomes the norm your student may be suspended or removed from the program.

Students with more than (3) unexcused absences may be suspended or removed to the program and placed at the bottom of the wait list.

Unique situations will be dealt with on a case by case basis in a private manner.

District and ASP staff will be monitoring early release and attendance to ensure that students receive the full benefit of the program.

If you have any questions about the early release policy or the codes provided, please contact your site coordinator.

### **BEFORE SCHOOL PROGRAM /LATE ARRIVAL POLICY**

The Before School Program is located at Von Renner Elementary School and operates every day school is in session from 6:00am-8:00am. Attendance is taken at the beginning of the program until 7:00am. Leaders will mark the reason the student is late on the attendance.

Students attending the Before School Program at Von Renner are allowed to arrive after the start at the program but will need to write one of the following codes during sign in.

1. Family emergency
2. Family needs
3. Child accident/injury
4. Safety issues (darkness, weather)
5. Transportation

Breakfast is served at 7:30am in the cafeteria and is available to all students.

### ATTENDANCE

Attendance is taken at the beginning of the program and double checked throughout the program.

As a courtesy at the K-5 sites, ASP staff will attempt to contact parents if they have not called to inform ASP about an absence when the child attended the regular school day. Staff are directed to call the parent or guardian until they reach someone or until they can leave a voicemail message. Staff will not contact those listed as “emergency contacts.”

K-8 students meet in designated areas and are checked in by the program leaders. Students are signed out by a parent at the K-8 programs unless they have prior permission to walk home and then the students are able to sign themselves out before they walk home. Please note that during the fall time change students are to sign out and walk home at 4:30pm. Student in 2<sup>nd</sup> grade and below are not able to walk home by themselves; they must be accompanied by an older sibling.

9<sup>th</sup>-12<sup>th</sup> grade students sign in at the beginning of the program, either in the main room or at the beginning of each session. Students are allowed to sign themselves out at the high school level.

It is required that each child must be signed in and out of ASP each day. If someone other than the child’s parent/guardian will be picking up the child from ASP prior written authorization must be given. The parent/guardian are the only person who can authorize the site to release the child to another individual. ASP staff is not responsible for a child before being signed in, or after a child has been signed out of the program.

### SCHEDULE

Schedule at each of the elementary sites may vary due to activities and outside conditions. Below is a tentative schedule, please check with the site coordinator at each of the elementary sites for a more detailed schedule.

<b>Regular Day</b>	<b>Early Release</b>	<b>Minimum Day</b>
Leaders take attendance	Leaders take attendance	Leaders take attendance
Snack 2:45-3:15	Snack 2:00-2:30	Snack 2:00-2:30
Homework Help 3:15-4:15	Homework/Academics 2:30-3:30	Homework/Academics 2:30-3:30
Outside Free Play 4:15-4:35	Outside Play 3:30-4:00	Rotation Activities
Enrichment Activities 4:35-5:30	Enrichment Activities 4:00-5:30	<ul style="list-style-type: none"> <li>• Science</li> <li>• Math</li> <li>• Outside Play</li> </ul>
Free time 5:30-6:00	Free time 5:30-6:00	
Program Close 6:00	Program Close 6:00	

**PHYSICAL EDUCATION**

Monday – Von Renner  
 Tuesday – Hunt  
 Wednesday – Bonita  
 Thursday – Barrington  
 Friday – Rotation of Sites

**BAND**

Tuesday – Barrington  
 Wednesday – Hunt  
 Thursday – Bonita  
 Friday – Von Renner

Please find below the schedule of the Middle School Program at Yolo

**Regular Day**

2:48 – 3:00: Use  
restroom/get water  
 3:00: Check in with ASP  
Leader  
 3:00 – 4:00: Sessions  
 4:00 – 4:15: Snack  
 4:30 – 4:45: Bus arrives  
 4:15 – 5:00: Sessions  
 5:00 – 5:30: Clean up  
 6:00: Program Closes

**Early Release**

1:35 – 1:45: Use  
restroom/get water  
 1:45: Check in with ASP  
Leader  
 2:00 – 2:45: Sessions  
 2:45 – 3:00: Snack  
 3:15 – 3:30: Bus arrives  
 3:00 – 5:00: Sessions  
 5:00 – 5:30: Clean up  
 6:00: Program Closes

**Minimum Day**

12:00 – 12:30: Get lunch/use  
restroom  
 12:30: Check in with ASP  
Leader  
 1:00 – 2:45: Sessions  
 2:45 – 3:00: Snack  
 3:15 – 3:30: Bus arrives  
 3:00 – 5:00: Sessions  
 5:00 – 5:30: Clean up  
 6:00: Program Closes

**DISCIPLINE**

It is a privilege to be a part of ASP and students should follow the rules set forth at the beginning of the year. If students are unable to follow the rules they will receive a conduct violation. A conduct violation from is to be filled out for the following:

**Safety Violations**

- Playing in the restroom
- Improper use of playground equipment
- Throwing objects
- Rough playing
- Possession of dangerous object for no reasonable use to student\*\*\*

**Disrespect for Others and Self:**

- Ignored directions
- Disrespectful/Rude/Disruptive Behavior
- Used foul language/actions
- Name calling
- Bullying of another student
- Getting into teacher's/students desk or belongings

- Stealing\*\*\*
- Bodily harm to another person\*\*\*

The consequences of the conduct violation follows:

1<sup>st</sup> – Warning, student guidance and parental contact

2<sup>nd</sup> – Suspension, parental contact, student counseling and administrator/student conference

3<sup>rd</sup> – Dismissal from the program

\*\*\* Immediate suspension or dismissal

\*\*\*Any suspension from ASP does not extend to the regular school day.

#### **SITES, STAFF AND CONTACT INFORMATION**

Chanelle Raboteau, Director of After School Programs  
Phone 209.862.3670 Email: [craboteau@nclusd.k12.ca.us](mailto:craboteau@nclusd.k12.ca.us)

Carlos Rios, Orestimba High School Coordinator  
Phone 209.542.3051 Email: [crios@nclusd.k12.ca.us](mailto:crios@nclusd.k12.ca.us)

Kim Tyer, Yolo Middle School Coordinator  
Phone 209.216.7300 Email: [kyer@nclusd.k12.ca.us](mailto:kyer@nclusd.k12.ca.us)

Julie Thurman, Yolo Middle School Co-Coordinator  
Phone 209.543.5078 Email: [jthurman@nclusd.k12.ca.us](mailto:jthurman@nclusd.k12.ca.us)

Cindy Perry, Von Renner Elementary Coordinator  
Phone 209.605.7090 Email: [cperry@nclusd.k12.ca.us](mailto:cperry@nclusd.k12.ca.us)

Connie Souza, Bonita Elementary Coordinator  
Phone 209.837.4401 Email: [csouza@nclusd.k12.ca.us](mailto:csouza@nclusd.k12.ca.us)

Theresa Navarro, Hurd Barrington Elementary Coordinator  
Phone 209.380.8099 Email: [tnavarro@nclusd.k12.ca.us](mailto:tnavarro@nclusd.k12.ca.us)

Yvonne Alvarez, Hunt Elementary Coordinator  
Phone 209.505.0221 Email: [yalvarez@nclusd.k12.ca.us](mailto:yalvarez@nclusd.k12.ca.us)

#### **ACCIDENTS AND INJURY**

Mild scrapes will be reported to a parent/guardian by way of an Accident Report or written notification. An incident report or Head Injury form will be completed for more serious injuries and parents/guardian notified. Staff will use standard first aid when treating scrapes or falls. Staff are not allowed use any medicinal items such as Neosporin on students

When a serious accident or injury occurs, the site coordinator will attempt to notify parents and emergency contacts. More serious accident/injuries may require:

- Ambulance / Paramedic / 911 notification
- A hospital visit
- Follow-up care by a doctor

#### **HOMEWORK POLICY**

The After School Program will continue with the following homework policy for K-5 programs.



During homework support time, students will be encouraged to be independent and responsible for getting their work finished. ASP staff will assume the role of homework coaches and help students assume this responsibility. The after school grants are very specific as to the amount of time spent on homework.

Therefore, all students enrolled in the program will attend homework support time every day. Grades 1, 2 and 3 will be provided with 45 minutes of homework support and grades 4 and 5 will receive 60 minutes of homework support. If students do not complete their homework during this support time period, then they will be expected to finish the homework at home.

It will not be the responsibility of the homework coaches to grade/check homework. They will assist students with problems when the student asks. The homework support room will be silent for the benefit of all students.

Students will be asked if they have homework every day and their responses will be charted for parents and teachers. Homework coaches will not look in backpacks for homework.

### **ACADEMICS**

Students are encouraged to attend the program until 5:00pm to receive the full benefit of the academic assistance of the program. Throughout the program academic enrichment is offered through Math fluency, reading and writing activities, which build on the skills of the regular school day.

Students attending Yolo Jr High ASP have the option of attending homework club which is facilitated by a program leader or credentialed teacher. Academic Recovery Program (ARP) is available through ASP, by credentialed teachers and program leaders for students who are academic ineligible.

At the high school after school program, students are able to receive tutoring help from program leaders, student tutors and credentialed teachers throughout the entirety of the program.

### **ENRICHMENT ACTIVITIES**

Enrichment activities are essential to bringing academics into the lives of students from NCLUSD community. Academics coupled with enrichments add to the learning process as a whole and strengthens the attachment to education for both the student and the parent. Students at all levels of the program are involved in enrichment activities that align with the regular school day. These activities involve arts and crafts, science experiments, poetry, math, language arts, presentation and health and fitness.

Arts education activities include a music program, which consists of band. Band is offered to all ASP students in the 4<sup>th</sup> and 5<sup>th</sup> grade. Once a week the music instructor will meet with the students and help them learn their instruments in preparation for a spring concert.

Math Olympics is held once per trimester where ASP participants are put on teams and rotate through a series of events. Each event involves computation of basic facts culminating in running to help other teams complete their event. As the year progresses 5<sup>th</sup> graders are trained to run the Math Olympic events, thus developing leadership skills.

### **SNACK**

ASP offers students a nutritious snack at the beginning of the program. Snack menus are designed to meet Federal Reimbursement Snack guidelines to provide vital nourishment to students participating in ASPs. Snacks provide at least two of the four required components: milk, vegetable/fruit, grains/bread or meat/meat alternative. Milk is 1% white milk Fruit consists of 100% fruit or vegetable juice, canned or fresh product. Grain products that list whole grain as the first ingredient are chosen to increase fiber and nutrition consumption. Meat alternative components consist of kid-friendly products that provide protein and essential fatty acids to promote brain and heart health while fueling students throughout the afternoon.

Thank you for your participation in the NCLUSD After School Programs.

- Please contact the coordinator at your site if you have any questions.
- Please sign and return the bottom portion of this page if you have read the packet in its entirety.

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I have read the

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Student's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_