

Welcome to the
Ukiah Unified School District
After School Education
and Safety Program
(ASES)

Parent Handbook 2018-19

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Educational Services

For additional information
call
UUSD Educational Services
707-472-5050

ASES Program Overview

In partnership with the Ukiah community, Ukiah Unified School District is very pleased to offer the After School Education and Safety Program (ASES), a variety of after school activities for our youth. Each elementary school and each middle school has a program of activities to meet the needs of their students.

SITES AND COORDINATORS

Elementary ASES Sites

Calpella Elementary
151 Moore Street, Ukiah
ASES Coordinator: Viviana Carlon
(707) 472-5681 (after 3pm only)

Frank Zeek Elementary
1060 North Bush Street, Ukiah
ASES Coordinator: Dolores Silva
(707) 472-5108 (after 3pm only)

Grace Hudson Elementary
251 Jefferson Street, Ukiah
ASES Coordinator: Melena Kaye
(707) 472-5517 (after 3pm only)

Nokomis Elementary
495 Washington Avenue, Ukiah
ASES Coordinator: Weeda Sayed
(707) 472-5626 (after 3pm only)

Oak Manor Elementary
400 Oak Manor Drive, Ukiah
ASES Coordinator: Ruth Powell
(707) 472-5212 (after 3pm only)

Yokayo Elementary
790 South Dora Street, Ukiah
ASES Coordinator: Desiree Studer
(707) 472-5743 (after 3pm only)

SITES AND COORDINATORS

Middle School ASES Sites

Eagle Peak Middle School
8601 West Road, Redwood Valley
ASES Coordinator: Kenneth Elston
(707) 472-5268 (after 3pm only)

Pomolita Middle School
740 North Spring Street, Ukiah
ASES Coordinator: Melissa M. Humphrey
(707) 472-5449 (after 3pm only)

Program Components

The daily components of the after school program have been designed to meet the needs of school-age children in Transitional Kindergarten through eighth grade. These daily components include:

Academic Support

The ASES program provides 45 to 60 minutes of academic support which may include homework time and other academic activities.

Regarding homework, while students will be provided the opportunity to receive additional help with homework, it is not the responsibility of the ASES program staff to ensure that students complete homework assignments. Parents hold the ultimate responsibility for ensuring completion and checking homework thoroughly.

Enrichment

Students enrolled in the ASES program will be given the opportunity to participate in a number of age appropriate academic enrichment and recreational activities. Enrichment activities vary at each site and may include: gardening, cooking, scrapbooking, sports & recreation, computer technology, science fair support, etc.

Snack

The ASES program provides a nutritional snack daily, usually near the start of the ASES program. As an ASES program, each snack will have the required nutrition components as well as the serving size per guidelines. If your family should have specific food preferences for your child, we encourage you to send a snack with your child, as the ASES program is not able to meet individual food preferences. If your child brings his/ her own snack, it may only be eaten at designated snack time and may not require refrigeration or preparation. Please do not send fast food, soda or candy!

Recreational/Choice Time

After six hours or more of school, it is very important to have some time for students to choose activities of their own (usually the last ½ hour of the program day). Many of these activities are disguised learning activities and during free time range from playing in the gym or outside, crafts, drawing, puzzles, board games, manipulatives, etc.

Days & Hours of Operation

The ASES program runs from the first day of school in August through the day before the last day of school in June. The program is open Monday through Friday from the close of the school day until 6:00 pm with the exception of school holidays and required trainings (those dates are: April 12, and June 6).

California Education Code EC Section 8483.7[1][C] allows after school programs to close for up to three days per year for the purpose of providing professional development to program staff. Parents/guardians will be notified in advance of any planned professional development days to allow ample time to make alternative arrangements for their students.

Enrollment Policy

Priority for enrollment in the ASES program will be given to foster/homeless youth, students with academic need, teacher referral through a CARE team, and then wait list. TK/ K spots will be prioritized based on whether they have a sibling already accepted into the ASES program. All enrollment forms must be completed and returned to the site before a student may attend the program. Required forms include the following:

- Registration Form
- Fee Schedule
- Behavior Agreement and Contract
- Parent Agreement

Wait List

A wait list will be established at each site once the program capacity has been reached. Students may be added to the ASES program from the wait list as space allows. For information on your student's wait list status, please contact your ASES Site Coordinator. School office staff does not maintain the wait list and will not be able to provide you with this information.

Attendance

Student success is dependent on regular attendance. Elementary school students are required to attend 3 hours every day and middle/junior high school students are expected to attend the program for a minimum of nine hours a week and three days a week to accomplish program goals. If, for any reason, your child will be absent from the ASES program, please notify the school office or the ASES coordinator as soon as possible.

Due to limited space in the ASES program, if a student acquires more than 5 absences in one month or if a student's attendance drops below the required five days per week, the student may be dropped from the ASES program and placed at the bottom of the wait list.

Early Release-Policy

In order to make the attendance requirement, students are required to attend 3 hours every day. However, early release from the after school program is acceptable for the following reasons:

- a. Family emergencies,
- b. Medical appointments,
- c. Weather conditions,
- d. Transportation necessity,
- e. Child accidents or illnesses that occur during program time,
- f. Attendance in a concurrent activity which fulfills the enrichment portion of the program,
- g. Other special conditions that meet the specific needs of a child or family.

Students must always be signed out by a parent or other adult authorized to pick up the student. The sign out time must be recorded with the letter indicated to that reason.

Parents must provide written permission for students to walk/ride/bicycle, etc. home and said notice to include time and reason for early release. Students will then sign themselves out, recording the time that they leave.

Please indicate the reason(s) for the
Early Release on the sign out sheet.

Late Arrival Policy

Students may not attend the after school program on a day in which the student has not attended school.

Late arrival is permissible for the following reasons: medical appointments, child accident that does not require going home, participation in a parallel program which fulfills the enrichment portion of the program, or other special conditions that meet the specific needs of a child or family.

Student Pick-up & Release Policy

Elementary Schools

Students may only be released to a parent/guardian or other authorized adult (18 years or older) as specified on the students' registration form. Students must be signed out by an adult at the time of pick up. Students will not be released to individuals who are not listed on the students' enrollment form unless prior parent/guardian consent is provided in writing. Students will not be released to minors at any time. No parent will be denied access to his/her child unless a legal custody agreement that affects such rights is on file at the school office and the ASES program. Parents/guardians and other adults authorized to pick up students must be prepared to show identification when picking up students.

Middle Schools

The Release Policy for elementary schools also applies to middle schools. However, there are circumstances in which a parent/guardian prefers to give permission for his/her child to walk home/ leave the program without adult supervision. A *Permission for Student Self Sign-Out* form is available to students in grades 6 through 8 at Eagle Peak and Pomolita only. The purpose of this form is to give permission for your student to sign him/herself out of the afterschool program and walk home and to agree to waive all claims against UUSD, from any and all liability or claims, which may arise out of the student leaving the UUSD ASES program without adult sign-out or adult supervision.

ASES Fees

Fees are calculated per child by the number of school days in a month @ \$5.00 per day. Fees are to be prepaid at the beginning of each month.

Registration Fee	\$ 30	one-time fee
Late Payment Fee	\$ 1	per day
Late Pick Up Fee	\$ 10	Each 5 minutes

Monthly Fees	# of Days	Fee	Due Dates		<i>Delinq</i>
August	10	\$ 50	August	20	31
September	19	\$ 95	September	4	14
October	22	\$ 110	October	1	12
November	15	\$ 75	November	2	13
December	14	\$ 70	December	3	14
January	18	\$ 90	January	7	14
February	18	\$ 90	February	1	11
March	21	\$ 105	March	1	11
April	15	\$ 75	April	1	12
May	22	\$ 110			
June	<u>3</u>	<u>15</u>			
May & June	25	\$ 125	May	1	10

Students with outstanding fees not paid by the delinquency date (“Delinq”, below) may be suspended from the program until all fees are paid.

Fee Waivers

Families may ask to waive the registration and monthly fees in the following circumstances:

- The student(s) qualify per the Education Benefits Form.

Please note that there is no waiver for late pick up fees. Please see *LATE PICK-UP POLICY* below for further information.

Late Pick-up Policy

If you are unable to pick up your student before the 6:00 pm closing time, please make arrangements with one of your emergency contact people to pick up your student for you. The ASES program has adopted the following fee schedule for late pick up.

6:01 – 6:05 \$10

6:06 – 6:10 \$20

6:11 – 6:15 \$30

An additional \$10 will be charged for each additional increment of 5 minutes. Late fees are necessary to pay staff for overtime. Late fee payment is due and payable when students are picked up. There is no waiver for late pick up fees. Failure to pay late pick up fees within 3 school days of accrual may result in suspension from the program until fees are paid.

Student Behavior and Discipline

The ASES program is designed to offer an environment where all children and staff feel respected, safe and secure. All students are expected to adhere to the same behavior rules and guidelines in place during the regular school day and after school.

Students are expected to **BE RESPECTFUL, BE RESPONSIBLE, AND BE SAFE** at all times. Parents will be notified if a child is disruptive, engages in dangerous behavior, uses inappropriate language, bullies or threatens others. If such behavior persists, the child will be suspended and/or removed from the program. Please review this policy with your child so that everyone involved is aware of what is expected while attending the ASES program.

When situations arise where students are disrespectful, the ASES program will follow the behavior agreement and contract policy.

Personal Items

ASES will follow all school policies regarding personal items, including but not limited to toys, cellular phones, MP3 players, game systems, etc. Such devices will not be allowed during the hours of the ASES program. Students violations of school/ASES policy regarding personal items will result in the item being placed in the care of the ASES Coordinator and given to the parent when the student is picked up, or will be given to the school principal.

Computer Usage

Part of the ASES program's academic enrichment is computer technology. Students will be given the opportunity to learn how to use different programs as well as to navigate the internet. Students will not be allowed to use email or social media such as Facebook, Twitter, etc. Unauthorized use of school computers may result in a student being banned from the computer lab. All school policies apply to the use of computers during the ASES program.

Photo Release

The ASES program occasionally conducts various projects and activities which may include photographs of students enrolled in the ASES program. It is the policy of the program to protect the identity of each student. Names will not be included in such publications without the written authorization of parents/guardians