



SAFE and The ZONE Expanded Learning Program Policies

Hemet Unified School District

2018-2019

Hours of Operation

All SAFE and Zone Expanded Learning Programs (SAFE/Zone Program) will serve students and families immediately following regular school dismissal until 6:00 p.m. or three hours if school dismissal is after 3:00 p.m. The SAFE/ZONE program is held every day that there is school, including minimum days for students in grades first through eighth.

Enrollment / Eligibility

The SAFE/Zone Program is funded to provide services to all Hemet Unified School District 1st- 8th schools.

It is the intent of SAFE/ZONE Program to provide an after school academic and enrichment program to families at the elementary and middle school level in most need of support. Need is defined as those students who participate in the Free and Reduced Lunch Program, and the commitment to enroll in the entire length of the expanded learning program. The SAFE/Zone Program will enroll students using a lottery system when applications exceed spaces available. Enrollment will be based on the needs of families who currently participate in the Free/Reduced Lunch Program and need after school support until the End of Program. *If full enrollment isn't reached, then registrations from any family who commits to End of Program will fill the remaining slots.*

Once a student is enrolled, all siblings at that site will be enrolled, as well.

If the enrollment cap still isn't reached for families committing to End of Program each day, then we will enroll students participating in the Free/Reduced Lunch Program and commit to 30 minutes prior to the end of program. Again, any remaining enrollment slots will be filled from the general applications of parents committing to the 30 minutes prior to the end of program.

Enrollment slots will be reserved for recommendations from each school's instructional staff. Every effort will be made to include these students in the enrollment.

Parents will complete an application packet during the Spring proceeding the following school year. Parents will be notified of acceptance or placement on a waiting list prior to the end of school for the following school year via mail.

Attendance

All SAFE/Zone Program enrolled students must attend the expanded learning program every day that they attend regular school. *Students must check into the expanded learning program immediately after school. The program will not be responsible for students who have not checked-in with the program right after school. An unjustified tardy will be a strike notice. Three (3) unjustified tardies will be a reason for dismissal from the program.* Absences from SAFE/Zone Program without notification to the Site Facilitator for three or more days may be dropped from the program.

EARLY RELEASE POLICY

A **Permanent Early Release** must be on file for those students with a release time other than the End of Program. An Early Release Form must be on file for every day that your child leaves before the end of the indicated pick up time for any reason. An Early Release Form may also cover a permanent schedule need with proper documentation. Parents who enroll their children in the program based on the commitment to stay for the duration of the program, may only use a seasonal or temporary Early Release Form to leave the expanded learning program before dismissal. *For instance, if a student is enrolled into the program with a commitment of staying until the End of Program, but needs to leave early for sports or church, a parent may use a Seasonal Early Release Form (Sports/Activities Release form) to pick up his/her child before that time. Please keep in mind that the **Seasonal Early Release is limited to only 2 days per week.***

An Early Release Form may be used three times during a grading period. Students may be dropped from the program if more are requested or used. When a child goes home early due to illness, it is NOT necessary to complete an Early Release Form.

Program Description

All SAFE & ZONE Expanded Learning Programs will provide:

- Homework assistance;
- Extended opportunities for literacy, math and science learning;
- Enrichment activities;
- Physical education;
- Opportunities for community service-learning;
- Recreational activities;
- Youth development activities; and
- A nutritious snack.

It is the students' responsibility to bring their homework to the program for completion. A regular 45-60 minute homework period is scheduled four days a week at all sites. Some sites work with parents and students to provide an additional time period in lieu of enrichment activities to help students complete assignments. The SAFE/Zone homework assistance does not ensure all homework is completed or accurate.

Through community partnerships, SAFE/Zone Programs hope to provide opportunities for students to participate in field trips and guest speakers/teachers to augment program enrichment activities.

Student Pick-Up

For safety, we discourage students to walk home. Parents may give written approval for their child(ren) to sign themselves out. When this occurs, parents/guardians assume responsibility once their child(ren) have signed themselves out. The Hemet Unified School District, SAFE/ZONE Programs will not be held liable.

Parents must indicate on the initial application forms whether their child(ren) can walk home or if they will be picked up. They must further indicate who may sign out and pick up their child(ren) on the application form. The information regarding sign out, walking home, or pick up must be kept up to date. It is the responsibility of parents/guardians to notify the Site Facilitator if there is a change **IN WRITING** prior to expecting any changes.

Late Pick Up

PLEASE call the Site Facilitator if you are running late.

The SAFE/Zone Program at each site starts at school dismissal and continues until 6:00 p.m., or for three hours when school dismisses after 3:00 p.m. We understand that occasionally parents may be a few minutes late, however, we must pay our staff overtime to stay. Therefore, PARENTS PICKING UP THEIR CHILD AFTER THE END OF THE PROGRAM DAY ARE CHARGED A \$1 PER MINUTE LATE FEE, PER FAMILY. Site facilitators will give the parents who are late, a Late Notice Acknowledgement Charge Form. Charges are to be paid by the end of the following day of SAFE/Zone Program. *Unpaid charges after 5 school days will result in the child being dropped from the program, unless payment arrangements have been made with the Site Facilitator.*

On going late pick up is addressed by the following:

Level 1- If a parent/guardian is repeatedly 5-10 minutes late the Site facilitator will remind parents of the pick up policy, and give two weeks notice of being dropped from the program after *three* reminders and the paying of late fees.

Level 2 – When a parent is 15 minutes late they will be reminded that pick up is at 6:00 p.m. and pay the late fees. The second time they will be given a written notice when paying the late fees. The third time they will pay the fees, and be dropped from the program with two weeks notice.

Level 3 – If a parent/guardian is 30 minutes late, and has not called the Site Facilitator, the local law enforcement department will be called and your child will be taken into their care. Site Facilitators will call parents and all designated numbers in efforts to have your child picked up. If this happens a second time, your child(ren) will be dropped from the program. Late fees will also be charged.

Discipline

Participation in SAFE/ZONE Program is a privilege. Behavior of students who attend the expanded learning program is expected to mirror those of the regular instructional day, including cell phone usage. Students who receive three strikes for inappropriate behavior will be dropped from the program. Parents and students will be required to initial a copy of our Parent Initial Sheet at the Mandatory Parent Meetings at the beginning of each year. *Failure of a parent to sign a behavior ticket or strike notice after the Site Facilitator communicates the situation with them, does not invalidate the strike.*

Parent Involvement

All parents are expected to attend one of two mandatory meetings at the beginning of each school year to review policies and guidelines. Failure to do so without contacting the Site Facilitator at each site to receive the information presented, may result in your child(ren) being dropped from the program.

Parental involvement is needed to support our committed and qualified staff. You are an important partner in our program's success. We need and invite you to help with field trips, be a guest speaker, attend our family events and donate supplies as feasible for special projects.

The SAFE/Zone Expanded Learning Program seeks volunteers to enrich our program activities. All on-going volunteers must be fingerprinted and fulfill health screening requirements (TB test). Please contact the S.A.F.E./The Zone office at (951)658-3538 for volunteering information.

Employees

All SAFE/Zone staff who supervise students meet the established qualifications for an instructional aide, pursuant to the policies of the Hemet Unified School District. Additionally, it is expected that all staff participate in professional development activities on a regular basis. Site Facilitators must have current CPR and First Aide training.