



SPARK/ASAP

**Supporting Participation in Academics and
Recreation for Kids**

Parent Handbook

2017/2018

Glenn County Office of Education
After School Program

Tracey Quarne, Superintendent

Program Requirements

State of California requires:

- 1) one hour of academic support**
- 2) one hour of enrichment**
- 3) one hour of structured recreation time**
- 4) afternoon snack**

Enrichment time expands students learning with clubs in: computer technology, engineering, art, science, theater and more. Students are directed by the State of California to stay until 6 p.m. every day unless there is a need for early release.

Administration

The SPARK/ASAP Expanded Learning Programs are operated under the auspices of the Glenn County Office of Education. Programs are funded by the State of California After School Education & Safety Grant.

Staffing

The program hires trained certificated and classified staff who meet program requirements. Activity Assistants are NCLB (No Child Left Behind) compliant. After School Staff follow strict guidelines to ensure children's health and safety, as well as provide a high quality program.

Hours and Days of Operation

SPARK/ASAP is required to operate each school day on the following basis:

*School release until 6:00 p.m.

*Minimum school days from school release time until 6:00 p.m.

SPARK/ASAP is closed on any day the school is not in session.

Registration and Enrollment

Enrollment is open to any child in grades Kindergarten through 8th, provided the program can meet the needs of the child. Enrollment in the program shall be granted without regard to race, sex, religion, color, medical condition, disability, or national origin. School Sites with half day kindergarten schedules is dependent upon space and availability. **A**

completed enrollment form must be received before the first day of attendance before each school year. When a program reaches its enrollment goal a waiting list will be started at that site.

Program Fees

Program fees are due at the time enrollment forms are submitted and enrollment will not be considered 'complete' without the fee. The SPARK/ASAP program charges the following **non-refundable** enrollment fees at:

Murdock Elementary, WIS, CK Price, Fairview Elementary, Mill Street Elementary, Hamilton Elementary, Elk Creek Elementary and Princeton Elementary: \$50.00 per student (\$100.00 maximum per family). *

Early Release/Pick-up Policy

We are pleased to have your child enrolled in the SPARK/ASAP Expanded Learning Program. **To fulfill our program goals and for your student to fully benefit from the program they are expected to attend a minimum of 15 hours per week.** Students must be signed out prior to 6:00 p.m. Student safety is a priority, therefore, students will not be released to any individual that is not authorized on their enrollment form.

The SPARK/ASAP Expanded Learning Program operates with the following Early Release Policy: **Medical appointments, Sporting Events, Last available transportation, walkers and bike riders during Standard Time, Special Campus Events under the direction of the Principal, School Site Closure due to Weather, Family Emergencies.**

Your child must be signed out, when picked up each day, with your signature. Only persons authorized in writing by you (on the enrollment form), the parent(s) and/or guardian(s), may remove your child from the program. Staff members will request photo identification if the person picking up the child is unfamiliar and check the authorization form. Please be aware that we do this for the safety and protection of the children in our programs. Your child will not be released to anyone without prior written notice and/or a telephone call. A SPARK/ASAP staff member may ask you to identify yourself using a password if no identification is available.

*Fee Waiver Forms are available upon request.

Sign-In/Sign-Out

A "Monthly Attendance Sheet" must be kept on all children who attend the program. Students are required to report directly to SPARK/ASAP upon immediate dismissal of school. Students are required to sign in every day. If students neglect to sign in, their attendance will not be counted and could be subjected to removal of program as a result of our attendance policy.

Parents will be informed when students miss an unacceptable number of SPARK/ASAP days. If unexcused absences continue then the student will be removed from the program to make room for students who might fully benefit from the program.

Reporting Absences

If your child will not be attending on a scheduled day, please call the site to inform them. If your child is scheduled to attend and is not present at close of school, staff must locate the child for his or her own safety. That may mean telephone calls to you at work and to other emergency numbers.

Late Pickup Fee Policies

The Program Closes at 6:00 p.m. Parents whose children remain past 6:00 p.m. will be subject to the following:

1st Occurrence - Verbal discussion with parent

2nd Occurrence - \$15 late fee, used to supplement staffing costs and utility expenses

3rd Occurrence - Possible suspension or dismissal from program.

"Abandoned Child" at Close of Program

If your child has not been picked up by 6:00 p.m., the following steps will be taken:

1) Parent/Guardian contact numbers will be called.

- 2) All other authorized individuals listed on the child's enrollment form will be called.
- 3) Staff will continually attempt to contact an authorized individual until 6:30 p.m.
- 4) At 6:30 p.m., the child is considered "abandoned" and the local Police Department, Sheriff's Office, and/or Child Protective Services will be called.
- 5) The child will be released to the responding agency and staff will share with them what steps they have taken to locate the parents.
- 6) Staff will notify the parent/guardian of the agency the child(ren) were released to.

Medical and Health Information

SPARK/ASAP is sensitive to the health and physical needs of children, therefore, the following policies have been established:

1. The program must have current emergency information and a "Medical Treatment Form" on file for each child.
2. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical, or physical information.
3. In case of serious illness or injury, the staff will follow parental instructions on the "Medical Treatment Form" whenever possible. However, in all cases, staff will deal with serious emergencies in the most expeditious way possible.
4. It is the responsibility of the parents to ensure the SPARK/ASAP staff has access to any medications such as inhalers, epi pens, etc. that students may require in emergency situations. *SPARK/ASAP staff does not always have access to school medicine cabinets during after school hours.
5. The program will not transport children to a medical treatment facility or physician. If staff is unable to locate the parents or an "emergency" contact, staff may secure transportation by local emergency services for appropriate treatment at the nearest medical facility, if warranted. If major injury or illness is involved, the child will be transported by ambulance to hospital.
6. In all cases of injury or illness, attempts will be made to contact parents immediately and to involve them in the decision regarding treatment.

7. Parents are responsible for all costs incurred when a medical emergency, accident, or student injury arises during SPARK/ASAP programming.

Health Requirements

It is the parent's responsibility to monitor the daily health and physical condition of their child and determine their child's ability to actively participate in the program.

When a child shows signs of illness or infectious/contagious condition, the parent will be contacted and must pick up the child immediately. The child will be isolated and made comfortable until the parent or designee can pick up the child.

Site Emergency

In the event of an emergency or natural disaster the following procedures will be in effect: Children will be directly supervised and remain at the site until they can be picked up by the parent or other authorized person. OR in the event of a site evacuation, children will be taken to a local emergency center. The location will be posted on the site door when appropriate. Efforts will be made to contact parents AND the program staff will remain with the children until they are picked up by the parent or authorized person.

Discipline

Discipline will be administered and maintained in a positive manner, which is child-centered and contributes to the child's development. SPARK/ASAP Expanded Learning students will be required to follow established school rules. Behavior that is disruptive, harmful, disrespectful and/or causes injury to others may result in the following disciplinary actions:

FIRST OCCURRENCE -Conversation and reflection with student and/or parent

SECOND OCCURRENCE -Formal documentation

THIRD OCCURRENCE - A conference will be scheduled with the child, parent(s), and staff/Possible three day suspension

FOURTH OCCURRENCE - Continued offenses may result in the child's dismissal from the program

SPARK/ASAP is required to provide a safe environment for all students. This involves physical and emotional safety. Students who are not able to provide a safe environment for other students or themselves will be removed from the program. Ed Code: 8483.3(c) (3)

Snacks

SPARK/ASAP will provide an afternoon snack. These snacks conform to government nutrition guidelines. It is the responsibility of the parent to inform the staff if their child(ren) have any food allergies and complete a "Medical Statement" located on the enrollment form. If the child(ren) have other food preferences that cannot regularly be accommodated by the program, the parent is asked to provide the child's snack.

Transportation

Transportation to and from the SPARK/ASAP program sites is the responsibility of the parent. Elk Creek Elementary operates on the last available transportation protocol and students who require services will be bussed home. When transportation is needed for field trips SPARK/ASAP authorizes insured vehicles, and/or School District or County transportation only. Parents must sign SPARK/ASAP field trip permission slips before their child will be allowed to participate in field trips.

Dress Code

The appropriate attire for SPARK/ASAP is aligned to the school day dress code policies. Children must wear shoes at all times unless during a special activity as instructed by staff.

Use of Personal Property or Equipment

Children may not bring personal property and equipment to the SPARK/ASAP Program, unless approved by site coordinator. SPARK/ASAP

will monitor the content use of cellphones in accordance to school day policies. **Cell phones can only be used during designated times with permission.** SPARK/ASAP does not accept responsibility for the loss, theft, repair or misuse of personal property, or electronic devices brought to the program.

Use of Computers & Internet

At selected sites, there may be computers with Internet access. The Internet provides vast, diverse, and unique resources to students. Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in a restriction of those privileges. Before access is granted, students must receive parental permission by approval on the enrollment form. Parents have the option of denying their child individual access to the Internet.

Parent and Family Involvement

We believe that a strong partnership with parents can create a positive learning experience for students. We strongly encouraged parent and guardian involvement through volunteering. If you or a guardian are interested in volunteering in our program please contact Philip James the Coordinator of SPARK/ASAP expanded learning programs.

SPARK/ASAP participates in the yearly national event of Lights On After School celebration during October. Families are encouraged to attend and participate in the celebration of Expanded Learning. For more information, please contact SPARK/ASAP staff.

SPARK is located at the following schools:

C.K. Price (530)680-1904
Elk Creek Elementary (530) 720-4119
Fairview Elementary (530)680-1758
Hamilton Elementary (530)680-1676
Mill Street Elementary (530)680-1817
Murdock Elementary (530)680-1670
Princeton Elementary (530)680-1680
Willows Intermediate (530)624-9613

Main contact for Glenn County Expanded Learning Programs:

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