

After School Program Parent Handbook

2023-2024

**Luther Elementary
10123 Connecticut Ave.
Live Oak, CA. 95953
(530) 695-5450**

**Live Oak Middle School
2082 Pennington Rd.
Live Oak, CA. 95953
(530)695-5435**

Contacts:

**After School Coordinator:
Bianca Johnson
(530) 845-3925**

**Luther Elementary Lead:
Magali Aguilar Araujo
(530) 845-0846**

**LOMS Lead:
Evelia Barajas
(530) 845-1263**

KEEP THIS HANDBOOK-This handbook serves as an addendum to the Luther Elementary School Parent/Student Handbook 2023-2024. All policies and procedures in the Parent/Student hand book apply to the After School Program.

After School Program Handbook 2023-2024

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Foreword

Dear Parents and Guardians:

Welcome to the After School Program!

This handbook is designed to give parents and guardians a helpful insight into the After School Program offered by Luther Elementary School and Live Oak Middle School. It includes detailed information about After School Program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The After School Program strives to provide an atmosphere where children can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us to make your child's time at the After School Program beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

Many thanks go to the school staff for their commitment and support to the After School Program and to the parents and guardians of the children in the After School Program for their support and encouragement. The children benefit greatly from the many special qualities contributed to the After School Program by so many wonderful and caring people.

If you have any questions about the content of this book, please feel free to call me at (530) 845-3925. I look forward to the time that we will be spending together.

Best regards,

Bianca Johnson

Contact Information

For concerns about your child and/or questions about schedules, policies, or staffing, please call the Program Coordinator at (530) 845-3925.

To report an absence, a change of pickup information, or a pickup delay, please call the school site lead.

Mission Statement

The mission of Luther Elementary School After School Program is to provide a safe nurturing environment for students to learn, thrive, and grow.

The Purpose of Live Oak Unified School District After School Program is:

- To support the academic achievement of all students by providing homework assistance, tutoring, and targeted supplemental instruction to accelerate student learning.
- To support students' socio-emotional development by providing a safe positive environment that includes opportunities to build relationships with caring adults and access other developmental supports.
- To enhance school culture and student engagement by offering a variety of extracurricular and recreational enrichment activities through which students can explore their interests and talents.

Alignment with Luther Elementary School and Live Oak Middle School-Day Policies and Procedures

Luther Elementary and Live Oak Middle School After School Programs are tightly aligned with the school day. Students are expected to follow each site's student code of conduct. All school behavior rules and expectations apply during afterschool time. In addition, the After School staff work closely with teachers to target instruction to meet student's learning and developmental needs.

Calendar of Operation and Program Hours

The program starts on August 10, 2023 and will be through May 30, 2024 from dismissal at 2:40 pm until 6:00 pm. On minimum days the program will be open from dismissal at 1:00 pm to 6:00 pm. The program is closed during school breaks, holidays, the last day of school and weekends.

The program closes at 6:00pm. It is imperative that all students leave campus on time by 6:00 pm. **Failing to pick-up your child by 6:00 pm may result in termination from the program.** Parents/guardians must authorize staff by telephone/email/writing to release the child to adults not identified on their child’s registration card. At time of pick up adults will be required to show photo identification if they are unfamiliar to staff.

Consequences for Late Pick-Up Beyond Closing:

First Incident	Second Incident	Third Incident
Verbal Warning. Sign late pick-up form.	Sign late pick-up form. Receive written warning letter.	Sign late pick-up form. Receive written warning letter. Meeting with the Program Director. Termination may be issued upon the fourth incident.

JOINT CUSTODY: In the event that custody of children is shared, children will be released to either parent and to any adult listed on the child’s registration form. Should disagreements arise related to issues of who may pick-up the child; staff will follow all procedures outlined in court orders.

Intersession days (TK-6th)

The After School Program runs during Spring Break, Summer Break and Winter Break. Intersession days run from 7:45am-5pm. We offer breakfast, lunch and a variety of field trips and activities for the students to participate in.

2023-2024 Intersession Days

Winter Session

December 18th-22nd

Spring Session

April 1st-5th

Summer Session runs in conjunction to Summer School

Attendance Procedures

Students who are enrolled in the After School Program are expected to attend every day that the student is in school. If special circumstances arise which would affect students' attendance parents/guardians can contact the After School Program coordinator.

The safety of each child is paramount to the staff of the After School Program. If a child will not be attending the After School Program as scheduled, it is **essential** that the child's parent/guardian notify the After School Program. When a child who is scheduled to attend the After School Program does not arrive we will institute an immediate search. When students are absent from school or signed out in the front office during the school day it **is not required** for parents/guardians to contact the After School Program staff. If students are absent from school they are not allowed to attend the After School Program. If students were signed out from school for an appointment they are allowed to return to the school to attend the After School Program.

Any student who falls in under chronic absentee status (18 absences or absences that exceed 10% of the school year at any given point in the school year), will be ineligible for the After School Program. The student will be removed from the program once they are deemed absentee.

Attendance and Early Release Policy

Luther Elementary After School Program operates from regular day dismissal time until 6pm, each school day. We provide the following activities daily:

- Academic Support
- Enrichment and Recreational Opportunities

Elementary students are expected to attend the After School Program Daily, for a minimum of 3 hours each day for a total of at least 15 hours per week.

Under certain conditions, students may need to leave/be picked up early. These conditions are as follows:

1. Students attend parallel programs, i.e sports, scouts, dance class, etc.
2. Family Emergency/Medical Appointments
3. Transportation

A doctor's note must be provided for scheduled ongoing medical appointments, stating the day, time and whether the appointment is scheduled weekly, bi-weekly, or monthly.

Students that are picked up before 4:30 pm for reasons other than medical appointments, parallel programs, or family emergencies will be dropped from the program. Sign out sheets will be checked monthly.

Walk Release (LOMS)

Live Oak Middle School After School Program allows students to walk home with parent permission. Students are released 30 minutes before dark and if weather permits. Students will need parent permission to walk home in rainy weather. Students will not be released if it is after dark. Students will sign themselves out when released. Students will not be allowed to walk without a release on file

Programming

The After School Program strives to meet each child's need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational programs. A schedule of activities will be posted for parents/guardians to see.

Sample of Daily Schedule

2:40pm	School Dismissed
2:40-3:00pm	Roll Call & Snack
3:00-4:00pm	Homework Time
4:00-4:45pm	Recess/Bathroom Break
4:45-5:45pm	Enrichment Activity
5:45-6:00pm	Recreation in Cafeteria or Outside
6:00pm	After School Program Close

Snacks

Daily nutritional snacks will be provided to children during the After School Program. A snack schedule will be posted next to the schedule of activities for parents/guardians to see. If your child has any food allergies or dietary restrictions please make sure to let the After School Program staff know.

Homework Policy

The After School Program stresses the importance of homework and sets time aside every day for the children to complete their assignments. After School staff is available to supervise the homework, and to assist children with their work. With the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. It is not guaranteed that students will have sufficient time every day to complete all homework assignments. It is the students' and parents/guardians responsibility to ensure that homework is completed.

Health Policy

If a child becomes ill while attending the After School Program a parent/guardian or emergency contact person will be notified. The program will provide a quiet area for the child while they wait for their parent/guardian to pick them up. Children who attend the After School Program should be well enough to follow the normal routine of the After School Program. Children who have a contagious condition, eye ailment, head lice, rash, fever, or vomiting should not attend the After School Program.

Accidents or Injuries

In the event of an accident or injury, every effort will be made to notify the child's parent/guardian. If a situation requires immediate attention, 911 will be called.

- **Please report any changes of emergency contact information to the After School Program Coordinator as soon as they become available.**

Medication Policy

The After School Program will dispense prescription and non-prescription medication only when the written permission of the child's doctor and parent/guardian is on file with the school site. All medication administered by the school nurse/health aide or by the After School staff. A parent/guardian must bring the medication into the program; children are not allowed to transport medication. Expired medication will be returned to the families.

Transportation Policy

Transportation is provided to students who are attending the After School Program from Encinal Elementary School to Luther Elementary School and/or Live Oak Middle School. Transportation is not provided home for students attending the After School Programs. **All students must be picked up from Luther Elementary School and/or Live Oak Middle School.**

Movie Policy

The After School Program has a movie library. These movies are used for Movie Day Fridays, rainy days, and rewards for positive behavior. Many of the movies are rated PG (Trolls, Moana, Lorax, etc.). We assure you that we will only watch age appropriate material that will be approved by the After School Coordinator.

Behavior Policy

All students enrolled in the After School Program are expected to follow Luther Elementary School and Live Oak Middle Schools student code of conduct, all school behavior, rules, expectations, and dress code. If students are not able to follow rules while attending the After School Program students may receive: a behavior slip which must be signed by a parent/guardian. **Three behavior slips throughout the year may result in suspension. or possible termination from the After School Program.**

The rules and behavior expectations utilized by the After School Program will be explained to the children clearly and reinforced in a consistent manner. Under no circumstances will a child be subjected to neglect, physical or verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the well-being of the child or others in the After School Program.

If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made by school staff during the school day.

Any child who does not accept the physical boundaries of the program. or exhibits behavior that threatens his or her wellbeing. or the wellbeing of others. is subject to dismissal.

Sports/Club Policy (LOMS)

LOMS offers many clubs, dances and sporting events throughout the year. We encourage our program students who are maintaining good grades/behavior to participate in many of these activities. Students are required to check in with program staff before participating in these events. Since many of these activities are during program hours please notify staff that you do not want your student to participate.

Abuse and Neglect Policy

All staff of the After School Program are mandated reporters and as such are required to report all suspected instances of abuse or neglect to the Department of Social Services.

Communication

Please feel free to direct questions or concerns related to any facet of the After School Program to the Program Coordinator or Site Leads at any time. The After School Program believes it's important to work alongside parents/guardians to make sure their child's needs are being met. The After School Program will have a place for parents/guardians to see what enrichment activities their child is participating in each week along with a schedule of what their child's daily snack is at the program.