After School Program

Parent Handbook

The Extended Learning
Division of College and Career Readiness
4120 N. First Street
Fresno, CA 93726
Office: (559) 248-7560, (559) 248-7450
Fax: (559) 248-7533
Office Hours: 7:30 AM - 4:00 PM, Monday - Friday

Revised 03/22/2022
Dear Parent/Guardian:

This handbook is designed to acquaint you with the After School Program (ASP) policies and procedures.

Please see the list of available ASP sites below.

<table>
<thead>
<tr>
<th>School Site</th>
<th>Site Lead</th>
<th>Programs Available</th>
<th>Site Phone #s</th>
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</thead>
<tbody>
<tr>
<td>Bullard TALENT K-8</td>
<td>Sarah Kenefick</td>
<td>AM and PM</td>
<td>(559) 790-7435</td>
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<tr>
<td></td>
<td><a href="mailto:sarah.kenefick@fresnounified.org">sarah.kenefick@fresnounified.org</a></td>
<td></td>
<td>(559) 248-7033</td>
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<tr>
<td>Eaton</td>
<td>TBA</td>
<td>AM and PM</td>
<td>(559) 790-7251</td>
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<td>(559) 451-4473</td>
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<tr>
<td>Figarden</td>
<td>Cathy Rudolph</td>
<td>PM Only</td>
<td>(559) 790-7399</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cathy.rudolph@fresnounified.org">cathy.rudolph@fresnounified.org</a></td>
<td></td>
<td>(559) 451-4480</td>
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<tr>
<td>Forkner</td>
<td>Leeann Collins</td>
<td>AM and PM</td>
<td>(559) 790-7420</td>
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<td></td>
<td><a href="mailto:leeann.collins@fresnounified.org">leeann.collins@fresnounified.org</a></td>
<td></td>
<td>(559) 451-4493</td>
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<td>Gibson</td>
<td>Khue Her</td>
<td>AM and PM</td>
<td>(559) 790-7198</td>
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<td></td>
<td><a href="mailto:khue.her@fresnounified.org">khue.her@fresnounified.org</a>;</td>
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<td>(559) 451-4500</td>
</tr>
<tr>
<td>Leavenworth</td>
<td>Elia Marquez</td>
<td>PM Only</td>
<td>(559) 801-5660</td>
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<td></td>
<td><a href="mailto:elia.marquez@fresnounified.org">elia.marquez@fresnounified.org</a>;</td>
<td></td>
<td>(559) 253-6490</td>
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<tr>
<td>Malloch</td>
<td>Elizabeth De Leon-Streets</td>
<td>AM and PM</td>
<td>(559) 790-7273</td>
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<tr>
<td></td>
<td><a href="mailto:elizabeth.deleon-street@fresnounified.org">elizabeth.deleon-street@fresnounified.org</a>;</td>
<td></td>
<td>(559) 451-4530</td>
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<tr>
<td>Manchester GATE</td>
<td>Kelly Willems</td>
<td>AM and PM</td>
<td>(559) 790-7422</td>
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<tr>
<td></td>
<td><a href="mailto:kelly.willems@fresnounified.org">kelly.willems@fresnounified.org</a>;</td>
<td></td>
<td>(559) 248-7220</td>
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<tr>
<td>Starr</td>
<td>Opal Ayala</td>
<td>AM and PM</td>
<td>(559) 790-7447</td>
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<td></td>
<td><a href="mailto:opal.ayala@fresnounified.org">opal.ayala@fresnounified.org</a>;</td>
<td></td>
<td>(559) 451-4562</td>
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Thank you,

Fresno Unified School District
After School Program
PROGRAM OVERVIEW

MISSION
To provide student centered, quality care programs during out-of-school hours to prepare college and career ready graduates.

To accomplish this mission, the Fresno Unified School District (FUSD) After School Program (ASP) will strive to:
- Provide a safe and supportive environment for children during non-school hours.
- Provide enriching indoor and outdoor educational experiences.
- Provide homework time (varies by site).
- Increase motivation and connection to school.
- Provide a nutritious snack.

HOURS OF OPERATION
- The ASP is open on school days only, Monday-Friday.
- Morning hours of operation are from 7:00 AM to regular school day start time. Start times vary according to sites.
- Afternoon hours of operation are from regular school day dismissal time to 6:00 PM. Dismissal times vary according to sites.
- Program operates on school days only in accordance with the Fresno Unified School District Academic Calendar.

ENROLLMENT
- The ASP is a voluntary program. There are a limited number of children that can be served; therefore, children are accepted depending on a first come, first served basis and the availability of staff.
- The ASP is limited to students in grades TK through sixth grade; seventh and eighth grade students may attend the program at sites where K-8 students are enrolled during the school day.
- All programs are contingent upon minimum enrollment criteria, staff availability, facility availability, and Principal support. If, for any reason, an ASP is cancelled at a current school site, parents will be notified via letter, phone call, email, and/or in person.

POLICIES AND PROCEDURES

DAILY SIGN IN/OUT PROCEDURE
Your child must be signed in and out each day using the available binder by an authorized adult or minor listed on the Release of Liability and/or emergency card. An ASP employee will sign your child “OUT” when he/she makes the transition from AM ASP to begin the regular school day as well as signing your child “IN” when going from the regular school day to PM ASP. All children must check in with the program immediately after dismissal from school so accurate attendance can be taken.
RELEASE OF LIABILITY AND AUTHORIZATION TO PICKUP
When completing the application, provide information for all authorized pickup designees. The Site Lead will provide you with an emergency card to be completed at the beginning of the school year. Please make sure that the information you provide on the Release of Liability and emergency card is current and accurate at all times. Under no circumstances will a child be released to a person without prior written authorization from the legal Parent/Guardian.

LATE PICK-UP (After 6:00 PM)
Services may be terminated for parents who are late (3) three times in one school year. If we have not been contacted within 30 minutes of closing time, we will notify Child Protective Services and/or the authorities and ask them to pick up your child.

DROPPING CHILD FROM PROGRAM
If you plan to drop your child from the program, you may obtain a Drop Form Program Form from the Site Lead at your child’s program or the Extended Learning Office.

CHILD ABSENT FROM PROGRAM
If your child is absent from ASP, please notify the program before the time your child is expected to check-in. If a child is absent from the regular school day, he/she will not be able to attend ASP for that day.

ENROLLING CHILDREN WITH SPECIAL NEEDS
It is the parents’ responsibility to make the ASP site team aware of any special needs your child may have or require, including if your child has a section 504 Plan or Individual Education Program (IEP). The Site’s Administration along with the ASP site team will review with you the ASP’s ability to support your child's special needs in accordance with the section 504 Plan and/or IEP.

STAFFING
The ASP assistants are tutors who go through an application process and are trained in reinforcing and developing student academic skills. To better serve children, tutors receive ongoing training throughout the year.

The number of staff and the program size determine the number of children who may attend. A ratio of one staff member for every twenty children will always be maintained.

PERSONAL PROPERTY, ELECTRONIC DEVICES AND TOYS
Children in ASP must follow all school rules regarding bringing electronic devices, toys, and/or sports equipment to school. It is vital that parents and children participating in ASP fully understand the school’s guidelines and policies. Children are provided a place to put their belongings during program hours. The ASP staff is not responsible for any loss or damages to personal property children bring to the program. This may include, but not limited to, money, electronic devices, toys, and/or sports equipment.
HEALTH AND WELLNESS

INJURY
The ASP staff will make every effort to ensure student’s safety. However, minor accidents may occur. **If your child is injured in ASP, first aid procedures will be followed. In case of a serious accidental injury, we will make every attempt to contact you.** We will also call 911, when and if appropriate, while continuing to administer basic first aid procedures. All non-routine incidents which result in corrective, preventative, investigative, safety or personnel procedures are reported to the District Office using the F.U.S.D. General Liability Accident Report Form.

ILLNESS
According to State Regulations, **ill children cannot be accepted into ASP.** Should a child become ill, a parent will be called to come and pick up the child from the program. The following guidelines will be used in determining if your child should be sent home due to illness:

- A fever of at least 100° or has had one in the past 24-hour period.
- A constant cough, wheezing, nasal discharge, sneezing, vomiting, and/or diarrhea.
- Symptoms of a communicable condition. Please notify our office and/or the Site Lead at once if your child has a communicable disease.
- **See Covid-19 Illness and Quarantine Guidelines**

Parents will be notified if it is discovered that a child in the program has one of the following infectious illnesses and has attended the program during a contagious period: Measles, chickenpox, head lice, impetigo, ringworm, scabies, pink eye, and/or streptococcal infections such as strep throat and scarlet fever.

MEDICATION
**A student is not allowed to carry medication with them on school grounds.** Students who need inhalers or other medication must follow the protocol set in place by FUSD.

CHILD PROTECTIVE SERVICES
All “childcare custodians” are mandated reporters inclusive of public-school employees. **All people who are mandated reporters are required, by law, to report all known or suspected cases of child abuse or neglect to Child Protective Services.** It is not the job of the mandated reporter to determine whether the allegations are valid. No supervisor or administrator can impede or inhibit a report.

DISCIPLINE
**DISCIPLINE POLICY AND PROCEDURES**
The goal of ASP is to help develop each child’s ability to independently control his/her own behavior in an age-appropriate manner. Rules will be explained to all children and consistently implemented. Rules and consequences will be logical and age appropriate. All districts, schools and program rules must be followed. It is vital that parents and children involved with ASP fully understand the discipline guidelines required to attend the program. The program should be a safe and nurturing environment for every child who attends. The ASP is a Fresno Unified School District program. All FUSD Board Policies and the Education Codes apply to all students attending the before school and/or after school programs. Every incident will be treated as an individual case and judged on its own merit. We will always consider the seriousness of the child’s offense and the condition under
which it occurred. Any parent concerns regarding this policy should be addressed to the School Site Principal and/or Program Administrator in writing.

1st Offense*: A written report of the incident will be made. The Site Lead and Site Administration will conference with the parent/guardian. The written report will be submitted to the parent(s)/guardian(s) for their signature(s).

2nd Offense*: The student will be given a 1-to-5-day(s) suspension as determined by the Site Administration. A written report of the incident will be submitted to the Site Administration. Parent(s)/Guardian(s) will also receive a copy of the report.

3rd Offense*: If the disruptive behavior continues, a final written report will be submitted to the Site Administration, and parent(s)/guardian(s). The Site Administration may expel the child from the program.

Expulsion/Suspendable behaviors include, but are not limited to hitting, kicking, stealing, sexual harassment, bullying, vandalism, verbal, or physical abuse of school personnel and/or other students, engaging in disruptive behavior, and/or leaving the school site without the permission of an authorized adult.

*More serious offenses may require immediate suspension or expulsion from the program, as determined by the School Site Principal or Program Administrator.