

**Learning
Enrichment &
Activity
Programs**

Sanger After School L.E.A.P.

PARENT HANDBOOK & STUDENT ENROLLMENT PACKET

2019-20

Sanger Unified School District
Adela Madrigal Jones, Superintendent
1905 7th Street
Sanger, CA 93657
(559) 524-6564





Sanger After School L.E.A.P.

Dear Parents or Guardians:

Thank you for your interest in the Sanger After School Learning, Enrichment & Activity Programs (LEAP). During the LEAP program, your child will receive homework assistance, academic instruction, physical education, nutrition lessons, and lots of fun enrichment activities. Our mission is to provide a safe, healthy environment with caring, responsible adults and engaging activities that will connect your child to his or her school, family, and community.

Because LEAP is a grant funded program and we are responsible for helping to close the achievement gap in schools, **it is imperative that your child attends the full program every day.** LEAP is not a daycare program, but an opportunity for your child to receive additional instruction, get help with homework, and do better in school. **Therefore, if your child is frequently absent or picked up early without a critical reason, he or she will be dropped from the program to make room for a student on the waiting list who will attend the full program every day.**

If you wish to enroll your child in LEAP, please read the attached rules and fill out the required enrollment forms found on pages 5-8 (Parent Agreement & Registration/Emergency Cards). On the Parent Agreement, please initial all items that pertain to your child and sign at the bottom. Also, if your child will be walking home alone, or riding a school bus, you will need to read and/or fill out page 6.

Once you have completed the forms, return them to the After School Program Coordinator at your child's school. When we have received all of the required enrollment forms, you will receive a letter or phone call notifying you of the date your child may start the after school program. Enrollment is limited, so prompt return of the application is recommended.

Please be advised that your child may not start the after school program until we have received all of the required forms and you have been notified that your child has been enrolled.

We look forward to your child participating in the wealth of diverse curricular, recreational and enriching activities that we have planned. If you have any questions, please contact the after school coordinator at your child's school, or you may contact me at (559) 524-6564.

Sincerely,

Mandy Chacon
Coordinator, Sanger After School L.E.A.P.

1905 7th Street
Sanger, CA 93657
(559) 524-6564
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Sanger After School L.E.A.P.

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Basic Information and Rules

The Sanger After School Learning, Enrichment & Activity Program is a safe, enriching environment open to all students from the time school releases until 6:00 p.m. on every school day. The after school program focuses on educational, recreational and enrichment activities. It is not a daycare program, but an opportunity for all students to engage in positive experiences in the after school hours.

Our program will provide homework assistance and tutoring; reinforcement for reading, writing, and math skills; fun educational games that are curriculum related; and enrichment activities that will develop and increase students' self-confidence, self-esteem, and social skills.

The program is staffed with a site coordinator who is directly in charge of site management, a daytime teacher liaison to make sure that the school curriculum is integrated into the after school program, and a trained leader for each group of up to 20 students.

- 1. Enrollment:** Enrollment is on a first-come, first-served basis. Only students attending the school are eligible to enroll in the program. Upon receiving all of the completed forms for your child(ren), the after school site coordinator will notify you of your child's enrollment in the program and the date he or she may begin. *(AB 1567 now allows foster/homeless youth priority enrollment.)*
- 2. Attendance:** Regular attendance is important. Students are expected to participate in the after school program five days per week and are expected to stay for the full program each day. Parents should notify the site coordinator of absences in advance. The site coordinator must approve absences for outside extra curricular activities. (Students who attend parallel programs, such as athletics, band, G.A.T.E., etc., must check into the after school program and sign in first.) **Excessive absences or early pick-ups will result in dismissal from the after school program to make room for students on the waiting list.**

Students should report to the program immediately after school. The program will not be responsible for students who have not checked-in with the program right after school. Students seen hanging around the playground or any area within and near the campus instead of being in the program will be considered truant. Three trancies will be reason for dismissal from the program.

- 3. Student Pick-Up:** Children attending the after school program must be signed out daily by their parent (or other **authorized** person as listed on the Registration Form). Your student must be either picked up and signed out by you, OR be given permission to walk home at the same time every day (by filling out page 6). **You may NOT call the LEAP office and ask that your child be sent out to your car. This is not a safe practice, and is a constant distraction to the LEAP staff.**

Your child must be picked up promptly at the end of the program. If your child has not been picked up by the end of the program, staff will try to contact you. If your child has not been picked up within 20 minutes of the ending time, Child Protective Services will be contacted. **Parents who pick up their child late will receive a warning; after 2 late pick-ups the student may lose the opportunity to participate in the after school program.**

For safety reasons, we discourage allowing students to walk home unattended. However, if it is necessary to have your child walk home alone, you must approve it by signing & returning page 6 of this packet. Be advised that after school personnel are NOT responsible for students who walk home.

4. **Discipline:** Participation in the after school program is a privilege. All children must follow the rules of the program and regular school rules at all times. Disruptive or disrespectful behavior toward other students or after school staff is reason for suspension and/or dismissal.

As the LEAP program is part of the Sanger Unified School District, all SUSD rules and regulations apply during the LEAP program, including but not limited to imposing discipline consequences for behaviors as outlined in the District Parent/Student Handbook. Additionally, students who are under a suspension and/or expulsion from their school will not be allowed to attend the LEAP program until he/she returns to school from the suspension and/or expulsion.

5. **Homework:** Homework should be brought to the program every day. Although we provide homework time and homework help, parents are still ultimately responsible for ensuring that their child's homework is correct and complete and returned to school the following day.
6. **Early Release Policy:** The LEAP programs will be operated five days a week until 6:00 p.m. **Students enrolled in the after school program are expected to attend the full program each day.** However, in order to meet the needs of our families and ensure the safety of our students, we have developed an **Early Release Policy.** Please read the LEAP Early Release Policy attached, and if your child requires early release **for a maximum of one or two days per week** due to the reason(s) listed, you must complete an "Early Release Agreement" in advance with your Site Coordinator. **Also, please indicate the reason for any early pick up on the daily sign-out sheet.**
7. **Photo and Videotape Release:** We are proud of our after school program and our students. During after school activities and events, we will occasionally take pictures and/or videotapes of program participants. These photos and/or videos may be used in our website, newsletters, brochures, or other after school promotions. By enrolling your student in the program, you grant permission for your child to be photographed or videotaped for these purposes.
8. **Emergency Procedures:** Emergency cards must be filled out and turned in to the site coordinator before your child will be enrolled in the program. Reasonable measures will be taken to safeguard the health and safety of all after school participants. If, however, an accident does occur, the parent or guardian will be notified. For this reason it is imperative that the after school staff always have current emergency contact information. **If your contact information changes, you must notify your child's leader or the site coordinator immediately.** Please be aware that there is **not** a nurse or health aid on duty during the after school hours. If a medical emergency occurs, emergency medical help will be called.
9. **Parental Support:** Though our staff is committed and qualified, parental support is needed to make the program the very best it can be. Parents/guardians are important partners in the program's success and are requested to attend parent meetings, help with field trips and other events and activities, and provide tutoring with special projects occasionally.
10. **School Rules:** In addition to the above rules, all regular daytime school rules apply.
11. **Food/Medical Allergies:** Please inform your site coordinator in writing of any food or medical allergies before the program begins. LEAP will provide a free snack each day. In addition, we frequently provide healthy "taste tests" to help teach healthy eating habits. If there is a type of food that your student should **not** eat, please let your coordinator know!!
12. **Civility Policy:** SUSD has a Civility Policy (BP 1255) that requires parents, staff and community treat each other with civility, courtesy, and respect.



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PARENT AGREEMENT

I have read the Sanger After School L.E.A.P. Parent Handbook and understand the conditions of my child's participation in the Sanger After School Learning, Enrichment & Activity Program. My initials and signature below are an indication of my intent to have my child participate in the after school program.

Student's Name: _____ Grade: _____
Last First M.I. 2019-20 School Year

I agree to the following (**Initial each applicable statement below**):

_____ I will make sure that my child attends the program regularly. I understand that unexcused absences or early pick-ups may result in dismissal from the after school program.

_____ My designated person(s) or I will pick up and sign my child out each day by closing time. **I understand that I may not call the LEAP office to have my child sent out to my car.**

_____ I give permission for my child to ride the bus home, if available (read bus info pg. 6).

_____ I give permission for my child to walk home alone (sign & return pg.6).

_____ I have read the attached **Early Release Policy** and understand that my child needs to attend the full program each day unless I need to pick him or her up early for one of the reasons stated in the early release policy. If so, I will fill out an Early Release Agreement form with my Site Coordinator **for each separate early release reason; (no more than 2 days per week, and not before 4:00 p.m., except for a critical reason like illness or doctor's appt).**

_____ I understand that my child may be photographed or videotaped during the after school program for use in newsletters, bulletin boards, the LEAP website, or for other promotional items for the Sanger After School Program.

_____ I will notify my child's program leader or the site director of absences in advance.

_____ I will see to it that my child brings his/her homework to the program each day. Even though time is provided for homework completion during the after school program, **I understand that I am ultimately responsible for ensuring that my child's homework is done correctly, is complete and returned to school each day.**

_____ I understand that this is a voluntary program and that disruptive or disrespectful behavior will not be tolerated and will be reason for suspension and/or dismissal from the program.

_____ I understand that school suspension of a child will also mean a program suspension.

_____ I will notify my child's program leader or site director of any changes in our contact information, especially emergency phone numbers.

_____ I understand that enrollment is on a "first-come, first-served basis" and that a list of accepted students will be posted as well as those on the waiting list. If my child is on the waiting list, I will await notification as to my child's first day of participation.

Parent/Guardian Signature: _____ Date: _____



Sanger After School L.E.A.P.

Walker Permission Form

Student Name: _____

Grade: _____

By my signature below, I hereby give permission for the above named student to walk home after participation in a Sanger LEAP After School Program **without** adult supervision.

Please release my student at _____ p.m. in order to walk home alone.

I hereby give permission for the program staff to sign my child out of the facility at the above time. **In signing this form, I understand that the after school staff is not responsible for my child's safety after he or she has been signed out of the program by staff.**

Parent/Guardian

Signature: _____

Date: _____

Site Coordinator Signature: _____

Transportation Information (Centerville, Del Rey, Lone Star & Sequoia Parents)

Dear Parents/Guardians:

Please have someone waiting at the bus stop to pick up your child every afternoon. The SUSD Transportation Department has informed us that bus drivers will be unable to leave very young children at the bus stop without a parent waiting. If there is no parent waiting for Kinder – 2nd grade students, the driver will be forced to return them to the LEAP program where you will be called to pick them up. This will result in a late pick up. Two late pick-ups will cause your child to be dropped from the program.

We are concerned about the safety of your child. Please be aware that there will be no supervision at bus stops, and we strongly recommend that you have someone waiting for your child(ren), regardless of their age, to walk them home each day.

Thank you for your cooperation, and please do not hesitate to contact me if you have any questions.

Sincerely,

Mandy Chacon
 Coordinator, After School Programs



Site: _____

REGISTRATION FORM

PLEASE FILL OUT A SEPARATE FORM FOR EACH CHILD

You must also complete all emergency information on the reverse side of this page.

Student's Name: _____ Birth Date: _____ Age: _____

Student's Address: _____

and Street

Grade: _____ School : _____

City

State

Zip

(For the 2019-20 School Year)

Home Telephone: _____ Classroom Teacher's Name: _____

Does your child have any special needs? Yes No If yes, please explain below:

Parent/Guardian: _____ Work Phone: _____ Cell: _____

Parent/Guardian: _____ Work Phone: _____ Cell: _____

My child will: (check one) *walk home. _____ *ride the bus home. _____ be picked up. _____

**A Release Form should be filled out if a child is allowed to walk home or be dropped off at a bus drop location with no parent present.*

Persons Authorized to Sign Your Child Out:

Safety is top priority in the program, therefore no child will be released from the Sanger After School program without a parent/guardian signature or that of one of the three individuals listed below. (Note: The names that appear below must be of individuals who are 16 years or older.)

Name	Phone	Relationship

I give consent to the Sanger After School Program to collect assessment data.

Parent/Guardian Signature: _____

SITE COORDINATOR USE ONLY:

Any Special Needs/Allergies: Yes No

Student I.D#: _____

Medication Required during LEAP: Yes No

Emergency/Health Form Completed: Yes No

Date Application Received:

Walker Permission Form Completed: Yes No

Notes:



Sanger After School L.E.A.P.

Emergency Card

Child's Name: _____ Date of Birth: _____ Sex: _____
(Last) (First)

Please list two friends or relatives (**other than parents**) who can be contacted in case Parent/Guardian cannot be reached in the event of an emergency:

1. Name: _____ Work #: _____ Cell #: _____

2. Name: _____ Work #: _____ Cell #: _____

Medical Insurance Carrier: _____ ID # _____

Medi-Cal # _____ My child currently has no Health Insurance

Does your child have any allergies or health conditions we should know about? Yes No

If yes, please explain below:

Please check if your child needs to take medication DURING LEAP HOURS:

If so, parent is required to provide: 1) copy of Doctor's orders; 2) a parent note giving LEAP personnel permission to administer medication; and 3) the medication, to the LEAP coordinator prior to student's attendance in the program.

I VERIFY that the information on my child, _____, is complete and accurate. I understand that reasonable measures will be taken to safeguard the health and safety of all participants and that I will be notified as soon as possible in the event of an emergency. In the event of an emergency, if I cannot be reached, I hereby authorize transportation to a medical facility at my expense, to provide the necessary emergency medical treatment of my child. I understand that there is not a nurse or health aid on duty during the after school hours.

Parent/Guardian Signature: _____ Date: _____



Sanger After School L.E.A.P.

EARLY RELEASE POLICY

Sanger After School LEAP is made possible through State of California After School Education and Safety (ASES) grants. Students are expected to attend the full program every day, in order to gain the fullest benefit possible. To do this, programs are open until 6:00 p.m. every school day. However, in order to meet the needs of our families and ensure the safety of our students, a child may be released early under the following circumstances:

1. Walkers only: Early darkness due to time change. (Students whose parents give written permission for their student to walk home will be released early in order to be home before dark).
2. Illness or injury during program time.
3. Attending an on-site Parallel Program (such as intervention, GATE, sports, S.E.S., etc.). Or participating in an off-site, **temporary** program (e.g., Catechism), **but not more than 2 days per week**.
4. Family emergencies or hardships (such as a catastrophic incident or occasional transportation issue).
5. Adverse weather conditions or other unavoidable environmental hazard.
6. Medical or Dental Appointments.
7. Due to safety concerns and restricted space, pick up times between 5:30 and 6:00 p.m. are allowed, however the program is open until 6:00 p.m. every school day, and the intent of the law is that students will participate for the full program.
8. Other conditions directed by the school and/or School Board relating to student safety, student developmental needs, or age-appropriate performance expectations after school. Reason #8 must be recorded on an "Early Release Agreement" and approved by the Site Coordinator in advance.

If your student needs to be released early for any of the above circumstances, the parent/guardian must complete and submit for approval the attached "Early Release Agreement" specifying the days and times the child will be leaving early, and the reason for requesting early release.

But please be aware that students attending the full day every day will be given priority enrollment privileges. Non-compliance with the Attendance and Early Release Policy may result in disenrollment from the program.



L.E.A.P. Early Release Agreement

Student Name

Grade

I understand that my child needs to attend the full program each day to get the full benefit of the after school program. However, my child must leave early for the following reason, which complies with the LEAP Early Release Policy. All early releases require the approval of the Site Coordinator.

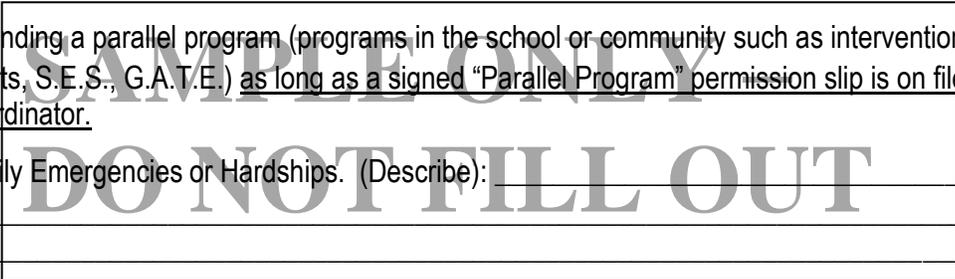
Check applicable box(es):

1. Time Change: In the interest of individual student safety, all students who walk home may be released before dark, if requested by a parent in writing.

2. Illness or injury.

3. Attending a parallel program (programs in the school or community such as intervention, sports, S.E.S., G.A.T.E.) as long as a signed "Parallel Program" permission slip is on file with the Site Coordinator.

4. Family Emergencies or Hardships. (Describe): _____



5. Adverse Weather Conditions (especially if the child walks home).

6. Medical or Dental Appointment

7. Due to safety concerns and restricted space, students may be picked up between 5:30 and 6:00 p.m.

8. Other conditions directed by the school and/or School Board relating to student safety, student developmental needs, or age-appropriate performance expectations after school. (Describe in detail):

My child, named above, must be released early for the indicated reason(s) on the following day(s):

_____ at _____ p.m.

_____ at _____ p.m.

Parent/Guardian Signature: _____ Date: _____

Site Coordinator Signature: _____ Date: _____

