



2023-2024 After School Education and Safety (Encore: ASES) Expanded Learning Program

Dear Parents, Guardians, and Students,

Welcome to the Fullerton School District After School Education and Safety (Encore: ASES) Expanded Learning Programs. The Site Teams and I are excited to have the opportunity to be a part of your child's after-school and developmental experiences.

The following Parent Handbook will provide you with information regarding our approach taken to promote the program's philosophy, goals, and objectives. In addition, you will find policies, procedures, and expectations for participants of the Encore: ASES Expanded Learning Programs. Please take some time to read the handbook to familiarize yourself with the program. Please use this handbook as a point of reference for understanding the program's policies and procedures. I also encourage parents and guardians to read it with your child who participates in Encore: ASES, so that they, too, can become familiar with expectations as they pertain to their participation in the program..

We look forward to working together as a team in supporting your child's developmental experiences. You are always welcome to contact me if you have any questions. I wish you and your child an enjoyable experience in our Encore: ASES Expanded Learning.

Sincerely,

Marisa Wasserman

Encore: ASES After School Programs Supervisor
Child Development Services
Fullerton School District

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Our Approach

Vision

Our vision is to make a positive impact on our students' lives by providing a transformative experience that fosters confidence and readiness to be successful.

Mission

Our mission is to empower, enrich, and inspire students to ignite their passion for learning. We offer diverse opportunities tailored to meet the needs and interests of all students, from academic enrichment to extracurricular opportunities, and leadership development. It is our mission to defend and promote the potential of all students by providing a developmentally appropriate and caring environment that supports social, emotional, cognitive, and physical development. We are committed to establishing a partnership in which parents, program staff, and community partners collaborate to engage students in ways that are inclusive, inspiring, and joyful.

Values

- Active Engagement
- Cooperation
- Integrity
- Passion
- Persistence
- Resilience
- Respect
- Responsibility

Philosophy

- **Reggio Emilia - Inspired Constructivist Approach**

The Reggio Emilia approach was developed from a city-sponsored educational system in a town in northern Italy. With this approach we provide curriculum and enrichment that build on the interests of the child and youth, by allowing them to learn through experiences and opportunities within their environment that will develop their potential.

- **The Image of the Child**

We view every child as strong, capable, independent, curious, and full of imagination. We empower children to think, question, investigate, explore, and help navigate their journey in constructing their own journey in learning.

- **The Role of Parents**

Parents are an essential component of the program. They are considered co-responsible partners and play an active role to support the needs of the child's ongoing learning experiences and interests of their child. We encourage parents to participate with our Team in special events.

- **The Role of the Teacher**

Teachers, program leaders and children are partners in learning. By listening, observing, and documenting children's work, we are equipped to guide children's learning and enrichment experiences.

- **The Role of Environment**

The environment of the school (its classrooms, common spaces, and playground) is viewed as the "third teacher." The environment should be a reflection of the children, teachers, and parents who live and learn there. It should be thoughtful, imaginative, enticing, and respect the image of the child.

- **The Power of Documentation**

Transcriptions of children's remarks and discussions, photographs of their activity, video, written word, displays and other representations of their thinking and learning are indicators that are considered in the development of the child.

- **Emergent Curriculum**

Learning opportunities and an integrated curriculum is created based on the interests and ideas of the child or youth. By exploring projects of personal interest, our curriculum activities will elicit enthusiasm that will foster a predisposition for "life-long" learning.

- **Integration of STEAM - Science, Technology, Engineering, Arts, and Math**

Children and youth meet dual learning and enrichment objectives when they engage in the creative process to explore connections between an art form and another subject area. They express their interests, values and beliefs in personal and communal contexts through Dance, Drama, Music, Media and Visual Arts as ideas and possibilities transcend into the exploration of science, technology and math.

Encore: ASES Program Policies, Procedures and Expectations

Encore: ASES Program Elements

Daily academic support and enrichment opportunities are required as part of the Encore: ASES grant. Programming will provide a balance of academic and enrichment activities that are meaningful and intentional while simultaneously meeting the needs of children and youth. Using shared space, support staff maintain physically and emotionally safe environments to enhance the after school experience.

Academic Support

Academic support is an essential component of the Encore: ASES Program. This includes a minimum of 60 minutes in an environment that is conducive to learning and where students can work on homework assignments and academically enriching activities. During this time your child is encouraged to complete their homework assignments. Staff will supervise and assist as best as possible. **However, we cannot guarantee homework is completed while they participate in programming.** Students work at different paces, therefore, students may need additional time at home to finish homework assignments. Parents will still need to review their child's homework assignments to ensure completeness and accuracy. This will also allow parents to stay aware of the work being done in class and to assist their child in as needed.

Enrichment Opportunities

In addition to the academic support and per the Encore: ASES grant, programs are required to provide quality enrichment opportunities for students. These experiences allow children and youth to explore, investigate, learn, and build skills that enrich their educational, physical, and social-emotional development. Students are surveyed on their interests and encouraged in expressing their voice and develop leadership skills. Encore: ASES Program staff are required to align activities/experiences to Common Core State Standards and/or California Expanded Learning Quality Standards. A monthly calendar of activities will be posted for view. Below is a list of areas we focus on while incorporating enrichment experiences for students:

- Hands-On
- Engaging
- Project-Based Learning
- Social-Emotional Learning
- STEAM (Science, Technology, Engineering, Arts and Math)
- Character-Building
- Youth Development
- Student-Led Experiences and Projects
- Digital Citizenship
- Sports and Team-Building
- Clubs (Weekly and Monthly)
- Off-Site Activities (i.e. Field Trips)

Encore: ASES Program Staff

Each program has a designated “Site Supervisor” in addition to site support staff who are recreational/bilingual aides. Staff employed by the Fullerton School District, are carefully selected from a pool of qualified applicants and screened by the Classified Personnel Department of the Fullerton School District. Staff employed by the Boys & Girls Club of Fullerton are also carefully selected among many qualified applicants using their own agency’s hiring process. Each new employee is trained and will participate in ongoing professional development opportunities to ensure they are equipped with the necessary tools to meet the needs of the program and interests of the families served. All sites are required to have First- Aid and CPR Certification.

Registration

Each school site is funded for a specific number of students. Funding is through the California Department of Education, Expanded Learning Division, After School Education and Safety grant (Encore: ASES). It is imperative that attendance is maintained at the funding level and sites do not exceed enrollment. Students wishing to attend the Encore: ASES program school may only attend the program at the school the student is registered for the school day. For example, students that attend Valencia Park Elementary School may only attend the Encore: ASES program at Valencia Park.

For new enrollment, registration interest will be received until a specified date. After that date, a lottery will take place to fill the available spots until the program has reached capacity. Once the program has reached capacity, a waiting list will be created. In certain instances, priority enrollment may be given to students with teacher/principal recommendations or other specific circumstances.

The Encore: ASES Program is a voluntary program and a parent/guardian may disenroll a student at any time and will have the option to be placed on the current waiting list (the waiting list is only current for the current school year). Once a student has been disenrolled and then re-enrolls into the program two times during the same school year, the child may not be enrolled again for the remainder of the school year.

Student Emergency Information

A registration form must be completed for each child through our registration platform, EZChildTrack (EZCT). It is the parent’s responsibility to ensure the registration form for each child is filled out completely and accurately. Contact information, such as home address, contact phone numbers for all adults, including parents, who are listed as emergency or alternate adults authorized to pick up your child from the program, **must be current at all times.**

At least two adults, other than parents, must be listed as emergency contacts. You will have the option to also add other adults authorized to pick up. Please be sure these contacts are local and able to care for your child in an emergency.

Student Emergency Information (continued)

Be sure to include on the registration form any medical/special needs for which your child may need extra care, such as allergies, asthma, other accommodations, and if there are food allergies, restrictions or other dietary needs that your child has.

If at any time your contact information changes, please make the update by logging in to your account on EZCT and notify the Site Supervisor of the update. **Please note that only the *primary account holder* can make changes.**

Attendance

The Encore: ASES grant is the only funding source of the program. Maintaining grant compliance is imperative. The intent of participating in the program is for the student to have regular attendance every school day and remain in the program. Parents have the option to pick up their child at **5:00 P.M.** or before the program closes at **6:00 P.M.** (6:30 pm at Ladera Vista). Parents are required to indicate their pick up time at the time of registration. Having frequent unexcused absences could be cause for dismissal. The Encore: ASES programs may provide reasonable accommodations to help meet the needs of families. Speak to the Site Supervisor for accommodations, special circumstances, and emergencies. It is the parent's responsibility to ensure that such needs are discussed and approved in advance with the Site Supervisor.

Student Absences

Notice of student absence must be made in advance via a phone call or an email to the Site Supervisor. If the Site Supervisor cannot be reached, please contact the program supervisor, or, the Educational Services office. The school office is not responsible for relaying messages to the After School Program staff. ***Please note, three (3) unexcused absences can lead to dismissal from the program.***

Student Late Arrivals

To ensure student safety and to maintain accurate student attendance students in grades 1st-8th are expected to physically check-in with Encore: ASES Program upon dismissal from the school day. A designated location will be set and the Site Supervisor and the Encore: ASES Team will meet students there. Students in grades TK-Kindergarten will be picked up at their dismissal area. If a student is participating in other school sponsored programs or events, they must first check in with the Encore: ASES Team to avoid being considered a late arrival to the program. We ask that parents communicate with the Site Supervisor if their child is scheduled to participate in other school sponsored programs or events.

Students must attend school through dismissal in order to be able to stay in the Encore: ASES program. For example, if a student is absent from school, leaves campus for an appointment, or other events, and the student does not return to school before dismissal, the student will not be permitted to stay in the Encore: ASES program.

Early Release Policy

The Early Release Policy allows for reasonable early release of students for regularly long term scheduled events (medical appointments, extra curricular activities, or other needs the family may have).

Parents and guardians are required to indicate the reason for early release regardless if the early release is **unplanned** or **long-term**. At sign-out the authorized adult picking up the child will indicate the reason for early release as: Medical (M), Personal (P), Extra Curricular (EC), or other. For all medical or extra curricular activities that have regularly scheduled activities, a doctor's note or schedule of the EC will need to be provided to the Site Supervisor. If the child's attendance becomes inconsistent for excessive, unexcused or unplanned absences, the student may be terminated from the program. Please be sure to communicate any and all absences to the Site Supervisor to avoid dismissal from the program.

Procedures for Signing Out

Parents/Guardians and/or authorized adults, age 18 or older, who are listed on the Registration Form will be the only adults allowed to sign students out of the program. **For your child's safety and well-being, adults MUST physically sign out the student at all times and provide a valid and legible picture identification (I.D.) when requested.** Please be prepared to provide a state issued picture I.D. whenever a Site Team member asks for it. We ask for your patience when picking up your child from the program as you might need to wait for an I.D. to be verified, wait for your child to make their way to the sign-out area, or you might need to wait for other parents to sign out. Please anticipate these situations that might slightly delay pick up and plan accordingly.

All students in TK-8th grades must be signed out by an adult, unless they are designated as a "Walker."

ONLY students in grades 4th-8th may sign themselves out only if they are designated as a "Walker" on the registration form.

Students may not sign-out as a "walker" and wait on campus/school grounds for a parent to pick them up. This puts students in an unsupervised situation, even if on campus, that can potentially put a student in an unsafe situation. This will violate our program policies and the student may be subject to dismissal.

If a person not listed on the registration form will sign a child out, the Site Supervisor must receive a signed written note, email, or a phone call from the parent/guardian. Please make sure you have made contact with the Site Supervisor to ensure they are aware of your request. If you are unable to reach the Site Supervisor, then please contact the program supervisor.

Procedures for Signing Out (continued)

Your child may be released to attend other after school activities such as scouts, sports programs, interventions, tutoring, or etc. The parent must notify the Site Supervisor prior to the start of the activity and provide to the Site Supervisor a schedule and update the authorized adults to pick up..

STAFF WILL NOT DISMISS CHILDREN TO:

- Anyone who is not designated as an alternate/authorized to pick up
- Anyone is not 18 years or older (must provide a valid picture I.D.)
- Anyone who is behaving in a way that poses a significant risk to the child

PLEASE NOTE: The Encore: ASES Program staff or school administration cannot legally prevent either parent from picking a child up, unless we have on file, a current legal court order that specifically restrains a parent from contact with and/or custody of a child. Changes and updates to court-ordered or other legal paperwork must be provided. Because the program and Site Team are not able to enforce those documents, they will contact local law enforcement to enforce them.

Late Pick-Up Policy

The Encore: ASES Programs operate from school dismissal to 6:00 P.M. Parents/Guardians are responsible to pick up their child(ren) from the program by the time indicated at the time of registration (Ladera Vista closes at 6:30 P.M.).

However, if you designated your pick up time to be 5:00 P.M., you must pick up your child(ren) by that time on a daily basis. Due to staffing and ratios parents/guardians must adhere to their designated pick up time and maintain that schedule for the remainder of the school year. Any changes must be approved by the Site Supervisor. Late pickup fees will apply and policy violations may lead to dismissal (see below for details).

Please notify the Site Supervisor if your child will be picked-up late. Parents will receive a courtesy warning for the first two late pick-ups. However, **parents are liable for any fees.** All late pickups, regardless of the reason, will be documented. On the third occurrence, the student will be dismissed from the program.

Late pick-ups will be documented as follows:

- 1st late pickup: 1st courtesy warning; liable for fees
- 2nd late pickup: 2nd and final courtesy warning; liable for fees
- 3rd late pickup: 1st policy violation; liable for fees
- 4th late pickup: 2nd policy violation; final warning before program dismissal; liable for fees
- 5th late pickup: 3rd policy violation; Dismissed from program; liable for fees

Any child not picked-up within 30 minutes of closing, and after parents and all other authorized adults could not be reached, will be placed in the care of the local police department and/or Department of Social Services.

Late Pickup Fees

The Encore: ASES After School Program is funded to provide services until 6:00 P.M. A late pick-up will be applied when student(s) are not picked up by the closing time of 6:00 P.M. (6:30 P.M. - Ladder Vista **only**), or by the designated time of 5:00 P.M.

Parent/Guardian will need to sign a "Late Sign-Out" Sheet and will be assessed the following late fee:

6:01 P.M.- 6:15 P.M.:	\$1.00 per minute per child
6:16 P.M. - and on:	\$2.00 per minute per child

Late pick-up fees are due to the Site Supervisor within 5 business days (excluding holidays). You may pay via the following:

- Cash
- Personal Check*
- Money order*

*Please make these forms of payment payable to: Fullerton School District; memo your child(rens) first and last name(s) and school site

NOTE: Checks returned for non-sufficient funds (NSF) will be charged a \$25.00 NSF fee. Only cash or a money order will be accepted for the late fee and the \$25.00 NSF fee.

Failure to pay any late fees or fees incurred for a NSF, within the allotted time will be considered a policy violation. Parents/guardians will receive three (3) notices for non-payment. If after the 3rd notice payment(s) have not been received, the student will be dismissed from the program.

Student Elopement

If a student elopes (leaves without permission) from campus, or moves away from the Site Team/group, it will put the student in an unsupervised and unsafe situation. It also may create an unsafe environment for other students. Appropriate measures as discussed in the behavior policy will be implemented. We appreciate your cooperation with keeping our students safe while they participate in the Encore: ASES Program. Please discuss with your child the importance of this matter so that they understand the expected behavior.

Children with Special Needs

The Encore: ASES Programs are available to any child who attends a school in the Fullerton School District with an Encore: ASES Program. However, all children attending the Encore: ASES Programs must be able to function in a setting of one adult to ten students (1:10) in grades TK-Kindergarten or one adult to twenty students (1:20) in grades 1st-8th. If requested, an accommodation meeting will be facilitated by Encore: ASES Support Team and Parent/Guardian to discuss needs and establish a care plan. The Encore: ASES Program will make reasonable modifications to our policies and practices in an effort to meet the needs of the student. A second accommodation meeting will be scheduled to further discuss and reevaluate the student's needs.

Encore: ASES - Program Staff Expectations

It is the responsibility and expectation of the Encore: ASES Team to positively guide and support students in making appropriate and safe choices by coaching and modeling community-like norms and behaviors. In addition, program staff are expected to stay engaged, proactive, and remain approachable for students. They are to meet student needs as best as possible and redirect challenging behaviors using positive reinforcement. Maintaining an emotionally and physically safe and welcoming environment is our priority. Program staff are required to communicate behavior concerns with parents.

Encore: ASES - Program Students Expectations

Students are expected to have fun learning and socializing in a positive and safe environment. By participating in our program, students are expected to follow Encore: ASES Group Agreements, Encore: ASES Noise Levels, and school expectations as they are assigned at their respective school site and program. Additionally, students are expected to respectfully, safely, and responsibly interact with their Site Team and peers in all settings throughout their participation in the program.

Parent and Family Engagement

The Encore: ASES Program is required to provide Parent and Family Engagement opportunities. Parent Engagement opportunities include: improvement of student achievement, reduced absenteeism, and parents building confidence in their child's education, strengthening social skills, or improved behavior.

The Encore: ASES programs offer a variety of parent workshops with relevant information on healthy development of children and adolescents, parenting tips on the latest youth trends, social media safety, digital citizenship, in addition to community and program events, and guest speakers. A parent or family representative (18 years of age or older) is required to attend a minimum of two (2) parent workshops, Family Fun Nights, or other events offered during the current school year.

Behavior Policy

If Encore: ASES Program or school behavior expectations are not met, and/or the school rules are broken, a student is subject to the intervention of the Behavior Intervention Plan. The Encore: ASES Site Supervisor and administrative Team will assess the situation and determine the behavior intervention that is deemed to be most appropriate. Below is our behavior policy.

Behavior Intervention Plan

- Verbal Warning: Student is advised about making positive choices
- Redirect Behavior: After verbal warning and if behavior persists, the student's behavior will be redirected (removal from area if needed)
- Reflection Writing: If behavior still persists a *reflection writing* will be given to the student to complete. Parents will be notified of the student's behaviors and the *reflection writing* will be shared.
- Discipline Notice: Notice given to parent/guardian informing them of their child's behavior.
- Behavior Intervention Agreement (BIA): A BIA allows program staff, students, and parents to come to an agreement by establishing accountability for the student's actions.
- Termination/Dismissal from program - After the third (3) Discipline Notice.

**Please note: Serious infractions of school rules and expectations may result in immediate dismissal. Additionally, it may be turned over to school administration to support the situation. The school administration reserves the right to collaborate with the program supervisor to determine if other consequences are necessary.

Student Dismissal From Encore: ASES Program

Participation in the Encore: ASES Program is voluntary. The Site Team will do their best to meet the needs of all students participating in the program by providing a safe environment with enriching experiences to support learning and personal growth. It is imperative that all participants, students, parents, and other adults, respect the staff, other participants, and the program's policies and expectations at all times while participating in the program and while on campus.

We reserve the right to terminate the enrollment of any student from the program for the following reasons including, but not limited to: non-cooperation of student or parent/other adults; inability or unwillingness of the child or parent/other adults to follow the program's policies, procedures, or expectations; continued behavior policy violations; it has been determined the student does not benefit from, or impairs the ability of other students to benefit from the program; or that the student's continued participation in the program presents a danger to themselves, others, or to school/program property. The Site Team and the administrative Team will assess the circumstances to determine if actions will result in termination from Encore: ASES.

Bullying Policy

“BULLYING IS NOT ALLOWED AT FULLERTON SCHOOL DISTRICT.”

The Board of Trustees for the Fullerton School District recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber-bully, cause bodily injury to, or commit hate violence against any other student or school personnel in a systematic or recurring manner.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage or victimize that person’s reputation.

- Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.
- School staff that witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)
- Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Any student who engages in bullying on school premises or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to appropriate disciplinary actions. In accordance with District policies and regulations, such disciplinary measures might include suspension or expulsion from the program.

Incidents of Bullying shall be immediately reported to any of the following Fullerton School District employees:

- Encore: ASES Program Site Supervisor or program Supervisor, classroom teacher, principal or assistant principal, or the Child Welfare and Attendance office at: 714-447-7528

Student Illness

A child who appears to be ill will not be admitted to the Encore: ASES Program and parents or an authorized adult will be contacted. We ask that the child be picked up within thirty (30) minutes of being contacted. If a child does not attend school for any reason, including illness, they may not attend the Encore: ASES Program on those days.

Please note that the Encore: ASES Program will follow all guidelines pertaining to mitigating student illnesses on school campuses as they are directed by the Fullerton School District and the Orange County Department of Education.

Medications

All medications (prescriptions or over the counter) must be administered prior to your child arriving at the Encore: ASES Program. Children may not have medications on their person and may not medicate themselves while participating in the Encore: ASES program. Medications include but are not limited to: all pills, injections, inhalers, eye and ear drops, cough drops, cough medicine, throat lozenges, aspirin, Tylenol, ointments, lotions, sunscreen, or any other medication.

The Encore: ASES Program will have access to rescue medication, such as EPI pens/rescue inhalers, while the school office is open. However, if a student needs any other medications, Encore: ASES Team will contact the parent, unless they deem it is necessary to call 9-1-1. Please consult with the Site Supervisor for any other rescue medications that you might be able to provide for the program..

School office staff leave the school site between 3:30-4:30 P.M. and the program staff may not have access to medication stored at the school office. If you would like to provide the Encore: ASES program with medication for your child, the following procedures must be followed:

- The proper medication forms must be on file with the school office and Encore: ASES Program.
- It is the responsibility of the parent/guardian to provide the proper paperwork and medication.
- The medication must be issued by a licensed physical and in the originally prescribed container with the label that is clearly legible as it is prescribed to the individual (student).
- Please provide medication in a clear ziplock bag labeled with your child's complete first and last names and a current picture.
- Only the program staff who are trained to administer medications may give medications.

Injuries and Medical Emergencies

Most staff are trained in First-aid and CPR and will handle minor injuries. Staff will use their best judgment in evaluating the severity of injuries/illnesses. Parents will be immediately notified of head or serious injuries. For minor bumps, cuts, scrapes, etc. parents will be notified at pick up time. Typical first-aid treatment includes washing the wound with ONLY soap and water, applying a cold compress or bandage as needed.

Parents contacted by phone concerning serious injuries will be responsible for deciding if medical attention beyond basic first aid is needed. For this reason, parents must keep all phone numbers current and accurate. If parents cannot be reached, the Site Supervisor will determine the need to contact emergency service personnel through 9-1-1. Parents will be responsible for all costs incurred in the treatment of injuries/illnesses that may occur while their child attends the Encore: ASES Program.

Although the Site Team makes every effort to be in the line of sight of all students, injuries can occur and can go unseen. To allow for proper care as soon as possible, please encourage your child to communicate to the Site Team of any injury they might sustain while actively participating in programming.

Meal (Supper) Program

In collaboration with Fullerton School District Nutrition Services Department, students will be provided a daily meal (Supper) that meets California Department of Education Nutritional Guidelines. Students will be provided at minimum 30 minutes to consume their supper/snack. Those supper meal items must be consumed during this time and discard any uneaten foods.

Please inform our program staff of any:

- Food allergies
- Dietary or food restrictions

Efforts to accommodate and provide alternative meal items will be made in efforts of meeting the needs of the student. Parents are welcome to send additional snacks. However, Fullerton School District's nutrition guidelines for healthy choices are strongly encouraged. For health and safety reasons, students are only allowed to consume foods the program provides, or those which are brought from home.

For the safety and consideration of the dietary needs of other students, students are only allowed to consume food they bring for themselves. Sharing foods is not allowed for any reason.

Wellness Policy

In 2016, Fullerton School District Board of Trustees adopted the current policy regarding student wellness. This policy is the result of the combined efforts of the District's Educational Services Department and Nutrition Services Department. This policy incorporates nutrition education, physical education, and implementation of strict requirements for food and beverages offered by the District's Nutrition Services Department to our students. The District must also comply with State and Federal requirements because it participates in the National School Lunch, Breakfast and Supper Programs.

Nutrition Services develops monthly meal menus based on this Board policy and makes healthy food options available to our students. Whole grain breads, low-fat foods, reduced-fat foods, and reduced-sugar cereals are among the items offered to our students. These are essential building blocks in the USDA food pyramid. Parents are encouraged to offer healthy foods in their homes.

Insurance

The Encore: ASES Program and the Fullerton School District will not be liable for injuries due to accidents that your child may endure while attending the program. All expenses incurred as a result of injuries are the responsibility of the parent/guardian.

Safety and Emergency Preparedness

Our Team is trained to be proactive with regard to the safety of students and the environments students engage in. Program staff are to maintain CPR/First-Aid Certification. Additionally, the Site Team will facilitate monthly emergency drills (earthquake, fire, and lockdown) and quarterly QEmergency Communication Drills. As part of the Fullerton School District, we participate in the CA Great Shake out.

Emergency Procedures

The school is designated as an emergency shelter, therefore, in the event of a natural disaster, or other emergency, the Site Team and students will remain onsite, unless notified by emergency personnel to evacuate or relocate to the designated sister school or other emergency relocation area. The Site Team will assess the situation and determine if emergency entities need to be notified. Additionally, as soon as they are able, the Site Team will notify parents/guardians of the situation and keep parents informed and updated of any changes in the situation or procedures for picking up students.

Understanding that an emergency may be unsettling for parents/guardians, we ask for your patience during pick up. Please note, program staff have received training in CPR and First-Aid and will be able to render basic first aid as needed. Emergency resources (water and food) are onsite and accessible on an as needed basis. In case of student illness, parents will be notified immediately, and if required, staff will contact emergency response.

Field Trips

Only a permission form signed by the parent/guardian will be accepted for any student who attends a field trip. Field trips are a privilege, therefore, students must maintain and follow behavior expectations while on off-site field trips. If necessary a Parent/Guardian will need to pick the child up from the field trip location.

Personal Belongings

All personal items of high monetary or sentimental value (i.e. but not limited to iPods, iPads, handheld gaming devices, cameras, etc) must be left at home. Students are not to bring to the Encore: ASES Program any item they would not be permitted to bring to class during the school day. If they are allowed during the school day for special occasions, those items must remain inside the student's backpacks (bags) and not create a disruption to programming.

Toys: Personal toys, games, stuffed animals, or similar should not be brought to the Encore: ASES Program since we cannot guarantee their care and safety or prevent them from being lost, stolen or broken.

Cell Phones: Students carrying cell phones are expected to keep them in their backpacks in silent mode or powered off. Please note that cell phone usage during programming will only be limited to parent communication. Students must ask for permission to use their phone. Parents/Guardians assume responsibility for any damages or loss of their child's cell phone.

If toys, phones, etc. create a distraction or disruption to programming, such items can be taken. Items taken will be handed over to parents/guardians or the student once the student has been signed out of the end of the day.

Site Phone

The program site phone is for program communication between parents, school personnel and the community. In the event of an emergency, the Site Supervisor may allow students to use the site phone to communicate with parents/guardians.

Parent and Staff Communication

It is in the best interest of students that parents and program staff communicate regularly. It is important for the staff to understand situations at home, which may influence the typical behavior of students. Please feel comfortable in explaining reasons for changes in behavior and inquiring with program staff about your child's day. The Encore: ASES Program strives to meet the needs of our students. We welcome feedback and comments regarding concerns, and/or suggestions you might have to help improve your child's participation in our program.

Community Agreements

Students, parents, and program staff are all stakeholders of our Encore: ASES Program community. It is important that all stakeholders support each other to help establish and maintain for students a healthy and enriching environment that fosters academic, social, emotional and physical growth. Modeling appropriate behavior and communication skills respectfully and positively will impact the Encore: ASES Program experience for your child. We ask that all stakeholders model community-like norms and behaviors, in all settings and while on school campus, such as in the parking lot, or while waiting to sign-out.

Technology Equipment

Students who participate in the 1:1 Fullerton School District Technology Programs may use iPads/laptops during programming for homework and/or educational purposes only. Only those websites, learning games/apps, etc. will be allowed with permission from the Site Team. All other types of games, social media/chat platforms are not allowed while the student participates in the Encore: ASES. Parents/Guardians assume responsibility for any damages or loss of their child's cell phone for lost, stolen, and/or damaged technological devices (iPod, iPads and Laptops), including chargers and cEncore: ASES. Students may charge devices in the classroom, but must be attentive to ensure the well-being of their device. The Encore: ASES Technology Policy Form will need to be signed by all students to use the device during program hours.

Confidentiality Policy

Information regarding children and their family is kept confidential within the Child Development Services office, Encore: ASES Site Team, and school administration. State Law mandates that only a parent/guardian and the above mentioned personnel can discuss issues relating to a child or their family. If a parent has a concern regarding another student enrolled in the program, the parent must bring those concerns to the attention of the Site Supervisor and/or program supervisor.

Program Calendar of Operations

The Encore: ASES Program follows the instructional calendar of the Fullerton School District and is closed on school holidays and breaks and student-free days. You can find the current Pupil Calendar by navigating your child's school, or the Fullerton School District website (www.fullertonsd.org).

Encore: ASES Social Media Accounts

Please follow our Encore: ASES Social Media accounts for program highlights and announcements.



@fullertonASES



@fullerton_ASES