

PARENT HANDBOOK (ASES PROGRAM)

MISSION

The mission of the Grass Valley School District's ASES Before and After School Program is to provide a safe, healthy, and enjoyable environment for students after school.

GOALS

- To increase student academic achievement to meet state standards
- To provide students with a safe, nurturing, and productive after school learning environment with positive role models
- To provide recreational activities to increase the physical activity level of students in the program
- To promote self-esteem and improve life-skills
- To involve parents/guardians in the educational and social development of their children

ENROLLMENT

Grass Valley School District students in grades K-8 are invited to join the ASES Programs. Enrollment is on a first-come, first-served basis subject to availability. Priority enrollment is given to those parents/guardians who have attended the mandatory annual ASES Parent Orientation and to students who have attended at least 50% of the total days enrolled in the preceding after school program year.

Parents must fill out an enrollment form each year and return form to the ASES Program staff or the site school office. If program is full, parents will be called and told that their child has been placed on a waiting list. When a space is open, the parent will be notified of the open spot.

LOCATION

There are ASES Programs offered at Bell Hill, Lyman Gilmore and Scotten schools.

Hours

Bell Hill Academy hours

7:00 a.m. - 9:00 a.m.
3:15 p.m. - 6:15 p.m.
1:50 p.m. – 6:15 p.m. Early Release Wednesday

Scotten School hours

7:00 a.m. – 9:00 a.m.
3:25 p.m. – 6:30 p.m.
1:50 p.m. – 6:30 p.m. Early Release Wednesday

Lyman Gilmore hours

7:00 a.m. – 9:00 a.m.
3:30 p.m. - 6:30 p.m.
1:50 p.m. – 6:30 p.m. Early Release Wednesday

All programs are closed on in-service days, school breaks, school holidays, summer vacation and snow days. Please see ASES calendar for specific dates.

ATTENDANCE POLICY AND PROCEDURES

The State Department of Education requires that the Sign-In/Sign-Out sheet be kept on all children who attend the program. Each child **SHALL** be signed in and out by a responsible adult. Children attending the program in the afternoon will be signed in by staff and signed out by the parent (or authorized person). In the morning programs, the parent (or authorized person) must sign the child in and out. Please sign with your complete name – no initials. Siblings must be 18 years or older to sign-out student.

Students who attend the Before School Program are expected to attend on a regular basis. Under certain conditions students may need to arrive after 7:00 a.m. but no later than 9:00 a.m. Examples include student attends a parallel

PARENT HANDBOOK (ASES PROGRAM)

program (programs in the community such as organized sports, scouts, youth group activities, private music or dance lessons, etc.) Breakfast is provided free of charge.

It is expected that students attend the After School Program on a regular basis. Students may be signed out of the After School Program in accordance with the Early Release Policy of each school site. This policy includes family schedule, doctor's appointment, religious class, counseling appointment, organized sports practice or game, club meetings, family emergency, illness, suspension, parent/guardian pick-up, walkers (Lyman Gilmore School only) etc.

SAFETY

Any person who is authorized to pick up a child should be prepared to show proper identification to a staff member. Any time an adult arrives to pick up a child, staff should ask for identification if they do not know the adult. If the adult has not picked up the child before and cannot provide identification, the child cannot be released to that adult. We will try to reach the parent or someone on the emergency form who might be able to confirm the identity of the adult. Please notify all persons designated or authorized to pick up your child of this policy.

ALTERNATE AFTERSCHOOL ACTIVITIES

If your child will be attending any activities and/or enhancement or enrichment programs during scheduled contract hours, you must complete the Alternate Arrival and Dismissal Form. You must specify the program name, the location, start and end dates, days of the week and times. **Any changes to this schedule must be made in writing. ASES staff is not responsible for a child until s/he arrives at the ASES classroom. It is the parent's responsibility to make arrangements for their child to arrive promptly and safely to our program.**

Under most circumstances, children are not allowed to sign themselves out, walk to an activity or walk home.

Alternative arrangements for a responsible adult to pick up your child must be made.

LATE PICK-UP

It is imperative that all children be picked up by the end of the After School Program time. This handbook contains each site's time schedule. Emergency contacts will be called for any child who is not picked up by the end of the After School Program time. A late pick-up warning will be given for the first infraction. After that you will be charged \$1.00 per minute per child. State law considers children left at the school site after closing time, without notification, to be abandoned. If we have used every contact available and cannot find anyone to pick up your child, the Grass Valley Police Department will be contacted to take custody of the child.

VERIFICATION OF ABSENCES

Because the safety of your child is our highest concern, **it is imperative that you notify your site when your child is absent from the program.** Site Supervisors are required to track down all children who are scheduled to attend every day. They are required to call every number on the emergency list until they are able to verify the whereabouts and safety of your child. If they are unable to reach anyone within 10 minutes, the appropriate law enforcement agency may be contacted to assist in locating your child. **It is also your responsibility to inform the site your child attends that s/he will not be attending that day.** A message on the phone machine at the site or a written note is acceptable. Your cooperation is essential to the safety of all the children in our program

Parent/Guardian Involvement

Although parents/guardians are not required to participate in ASES, their involvement is certainly encouraged. It is the responsibility of the Site Supervisor and staff to establish good relationships with parents. Parents are to be provided a Parent Handbook at orientation and are to receive monthly newsletters and other written communications. Parents and siblings are always invited to any special activities such as celebrations, carnivals, talent shows and presentations. Parents are welcome to drop in at any time to observe or participate in the program. Any other persons visiting the

PARENT HANDBOOK (ASES PROGRAM)

program must have full clearance and approval from Administration. If you have a special talent that you would like to share with the children, please contact your child's Site Supervisor to schedule your participation.

A Parent Bulletin Board exists in each classroom. Please look for it when you come into the classroom. You'll find important information regarding the curriculum, daily and monthly schedules for the classroom, and much, much more.

Smoking/Alcohol and Other Drugs - Secondhand smoke is harmful to children and GVSD prohibits smoking in and around areas where children are present. The consumption of alcoholic beverages or use of illegal drugs, on school grounds or at any sponsored function or activity is prohibited.

COMMUNITY INVOLVEMENT

ASES Program Collaborative/Community Involvement

Partner	Roles and Commitments
GVSD	GVSD will serve as the Local Educational Agency and will provide full fiscal and personnel administration and support, use of facilities, insurance, plus monitoring implementation, collecting and reporting required data and conducting evaluation activities.
Community Support Network of Nevada County	The CSNNC contributes to the ASES Program by providing monthly community partner meetings to integrate and support community networking to provide family services for residents of Nevada County. Examples of support include Child Abuse Mandated Reporter Training, Holiday Assistance Help, What's Happening in Court Activity Book (for children who are in court for any reason), and much more.
Grass Valley Family Resource Center	The FRC funds many evidence-based services, programs, and curriculum to support local children and families. The FRC will provide direct services to referred children, conduct community outreach and education, and offer expanded Triple P parenting education and literacy support to parents.
Twin Cities Church	Twin Cities Church actively participates in our local community by providing food, family centered events, workdays for the GVSD school sites and tutors for the GVSD after school program.
Parent Teacher Club (PTC)	PTC will continue to provide District-wide Open House BBQ, Ice Cream Social, special Book Fair preview for after school participants, and the Light's on Afterschool BBQ.
Parents and community members	GVSD is privileged to have the willing involvement of parents and community members who volunteer to teach enrichment classes (ropes course, family traditions and parent careers) and provide in-kind donations to the program.

HEALTH AND SOCIAL SERVICES

Our staff recommend community health and social service resources which include the GVSD Family Resource Center, Healthy Smiles and Healthy Kids and follow-up with parents to support the needs of our students and families.

NUTRITION

The GVSD Child Nutrition Services (CNS) department serves snack and supper to the BASP program. All food and beverages served meet Child and Adult Care Food Program standards; are prepared and served by child nutrition professionals; conform to the nutrition standards in Article 2.5 of Chapter 9 of Part 27, commencing with Education Code 49431. GVSD is an area wide school district with at least 50% of the students enrolled that are eligible for free or reduced price meals which allows all snack and supper to be provided free to all participants.

DISCIPLINE POLICY

Students participating in the ASES Programs are expected to follow the rules of their specific school and any other site-specific established rules. In order to maintain a safe and fun environment the ASES Program staff will work closely with you and your child to ensure proper behavior. If, however, the inappropriate behavior persists, a disciplinary write-up will be issued. The ASES Staff, Program Director, and parent will receive a copy of the write-up. Three disciplinary write-ups can result in suspension and possible dismissal of your child from the program.

PARENT HANDBOOK (ASES PROGRAM)

HEALTH AND SAFETY

Our staff is sensitive to the health and physical needs of children. Therefore, in accordance with school policies, the program has adopted the following:

- The program must have current emergency information on file for each child
- It is the parent's responsibility to keep the program informed of any change in their child's emergency numbers as well as medical or physical conditions
- Mild scrapes will be reported to a parent or guardian by way of a phone call or written notification. An Incident Report will be completed for more serious injuries and will be placed on file. Staff will use standard first aid and universal precautions when treating scrapes or falls
- 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 expedient way possible
- The program cannot transport children in medical emergencies. If staff is unable to locate the parents or an emergency contact, staff will secure appropriate treatment at the nearest medical facility. The child will be transported by trained medical professionals
- In all cases of injury or illness, attempts will be made to contact parents immediately and involve them in decisions regarding treatment
- Parents are responsible for all costs incurred when a medical emergency arises

ILLNESS POLICY

Health rules are designed to protect the well being of all children. It would be greatly appreciated if you would keep your child at home if experiencing:

- A fever
- A cold with heavy nasal discharge
- A persistent cough
- Symptoms such as: sore throat or vomiting
- A contagious disease

If an ASES Program participant becomes ill, a parent or authorized person will be called to pick up the child. If your child missed the regular school day because of illness, your child should not attend the After School Program.

ILLNESSES/MEDICATIONS

A special Medication Form will need to be signed by the doctor and given to our Site Supervisor before any medication is to be taken at school. All medication must be kept in the original container, labeled with the physician's name, phone number, directions, prescription expiration date, prescription directions, and pharmacy contact. Only trained Before and After School Program staff will give students their medication.

CHILD ABUSE REPORTING

All staff are mandated reporters of child abuse because they work directly with children. The primary purpose of the Reporting Law is to protect the child. A report may lead to intervention ultimately assisting the family. All staff are required to read and sign a Child Abuse Reporting Requirement, and are required to report any of the following situations:

- A physical injury
- Sexual abuse including sexual assault and sexual exploitation, or witness thereof
- Willful cruelty or unjustifiable punishment
- Corporal punishment or injury
- Neglect

PARENT HANDBOOK (ASES PROGRAM)

- Any of the above types of abuse or neglect occurring in out-of-home care.

When a staff member believes abuse or neglect may have occurred, a report will be filed with Child Protective Services.

SITE EMERGENCY

IN THE EVENT OF AN EMERGENCY OR NATURAL DISASTER, THE FOLLOWING PROCEDURES WILL BE IN EFFECT:

- Children will remain at the site until they can be picked up by the parent or other authorized person. When you are notified by site or office staff of an emergency, you must pick up your child immediately or make other arrangements
- In the event of a lock-down or shelter-in-place, the children will remain at their school site classroom until the proper authorities remove the lock-down orders. Do not attempt to enter the classroom. Staff has been trained not to open the door for anyone. Knocking loudly on the door or yelling to someone inside will only upset the children
- In the event of a site evacuation, children will be taken to the temporary relocation site. The location will be posted on the site door. Efforts will be made to contact parents should evacuation be necessary

The ASES staff will remain with the children until they are picked up by the parent or authorized person. Please remember to bring identification.

CONSENT TO RELEASE INFORMATION

The ASES Program works closely together with and shares information with school day staff, program evaluators and funders. Sharing this information ensures continued funding as well as the best possible services and support for your child.

MEDIA RELEASE

The ASES Program staff may photograph, videotape, and/or audiotape members and others participating in the program. Any or all of these forms of media may be used at the discretion of the Grass Valley School District After School Programs for working with and promoting the program. If you do not want your child photographed or published, please check "no" on the student enrollment form.

SECURITY CAMERAS

The Grass Valley School District is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. Security cameras may be used to monitor buildings, interior areas, exterior areas, including, but not limited to: parking lots, perimeters, and entrances and exit doors and on school buses operated by the district or contracted carriers. Signs will be posted informing persons that the building and grounds may be under video monitoring.

PERSONAL BELONGINGS

ASES is not responsible for theft, misuse, damage, and/or repair of any personal items brought to the site. Children are discouraged from bringing items from home in order to prevent loss of special items.

TRANSPORTATION

Program staff are not permitted to provide transportation to children or parents to or from the program. When transportation is needed for field trips, only California Highway Patrol approved vehicles will be used. Parents must have signed permission slips on file before their child will be allowed to participate.

BATHROOM SUPERVISION

PARENT HANDBOOK (ASES PROGRAM)

Children who attend the ASES Program must be potty trained. For the safety of the children, only one child will be allowed to use the restroom at a time. Staff will supervise the restroom while a child is using it and will be within reasonable proximity of the restroom. If another child needs to use the restroom, they will be asked to wait until the other child is done or will be directed to use another restroom if available.

PROGRAM ETIQUETTE

Our staff must say hello. Be certain that your child has been acknowledged before you leave. Don't let him/her slip in/out without a greeting from our staff.

Please follow these steps when signing in your child:

1. Allow your child to say hello and goodbye to the teacher in your presence, or be a role model by doing so yourself if the child is not ready. Make sure your child washes their hands upon entry to the program.
2. Be certain that a teacher or an assistant, who knows you, has seen you arrive and depart. Take no chances.
3. Go out of your way to get to know the staff. Don't be shy! Know their names and talk with them so they will know you well. This really helps.
4. Bring a written note to the Site Supervisor if someone "different" is going to pick up your child. (They will need to bring identification so we know who they are).
5. If you have a court restraining order or other official documentation limiting someone from picking up your child, bring a copy to the Site Supervisor.

DAILY SCHEDULE

SNACK/LUNCH/SUPPER

A healthy approved snack and supper is provided in the morning and afternoon program. It is the parent's responsibility to inform the staff if their child has any food allergies. If the child has other food preferences that cannot regularly be accommodated by the program, the parent is asked to provide the child's snacks/lunch.

HOMEWORK

Staff members work with students to help them complete assignments and strengthen academic skills. Parents and students are responsible for bringing homework to the program and double-checking to make sure homework is complete.

RECREATION

Students have the opportunity to participate in organized sports activities and to learn fair play and good sportsmanship. Activities may be developed by the instructor to develop large motor skills and provide social interaction through group activities.

GROUP TIME

This time may include story time, listening and dancing to music or structured group interaction.

ENRICHMENT

Students are involved in a variety of enrichment activities. Examples include computer lab, art, science projects, music, and dance.

UNSTRUCTURED PLAY TIME

Children will have the opportunity for unstructured play utilizing the school facilities and resources.

CREATIVE TIME

PARENT HANDBOOK (ASES PROGRAM)

Children may be involved in either structured activity developed by the instructor or individual activities, which enhance creative, artistic or thinking skills.

FIELD TRIPS

ASES offers some field trips and/or special activities for our students. Some of these fieldtrips may include “walking” field trips to a local library, park, store, or fire station. Some of these activities may require transportation. Information regarding upcoming field trips or activities will be available at least one week prior to the trip. Signed permission slips are needed for each child that attends a field trip.

MOVIE RELEASE

As a special activity, students occasionally view movies during program hours. All movies at the elementary level will be rated either G or PG. If you do not wish for your child to watch G or PG movies, please check “no” on the student registration form.

MEDIA RELEASE

ASES staff may photograph, videotape, and/or audiotape members and others participating in the program. Any or all of these forms of media may be used at the discretion of the GVSD for working with and promoting the program. If you do not want your child photographed or published, please check “no” on the student enrollment form.

RELIGIOUS INSTRUCTION

The staff at our centers does not provide religious instruction, nor allow worship in any of our programs or classrooms. The teachers in our program plan curriculum to meet the identified learning needs of the enrolled children, on an emergent basis, which reflects the children’s interests. The amount of time we spend on holidays and celebrations varies. Ideas from the children and families are “guides” helping to incorporate holidays into the curriculum. We acquire input from families through questionnaires, surveys, center meetings, and daily communication. The guidelines for implementing appropriate activities related to holidays follow:

- Classroom parties or celebration activities will be appropriately planned to avoid over-stimulating while retaining the significance of the particular holiday
- Holiday materials may be used throughout the year
- Staff regularly reflect on specific holiday practices and adapt as necessary
- Teachers, families and the Director will annually review and evaluate the holiday activities

In addition, staff will follow the guidelines below:

- Staff is as inclusive as possible as we plan curriculum. Staff strives to validate everyone and exclude no one. No single holiday will be portrayed as more important
- Staff collaborates with families, from the point of view or belief of the person or group that celebrates those holidays. If teachers are not of the cultural group celebrating certain holidays, they will gather information from families, (including the families served,) community members, books, and many other resources
- Staff involves families in the implementation of holiday activities and celebrations so they may choose to participate or not to participate
- Staff is careful to avoid stereotypes when presenting holiday information to children
- Staff provides activities developmentally appropriate for the ages and stages of the children in our classroom. Young children need concrete, hands-on activities with simple explanations. Staff is careful not to abandon good practices when it comes to holiday activities
- While teachers don’t teach the religious aspect of any holiday, staff will explain, in a developmentally appropriate way, what the meaning of the holiday is if the children ask directly. Children will be referred back to their families for more explanation and in-depth information about religious aspects of holidays

PARENT HANDBOOK (ASES PROGRAM)

CHILDREN'S RIGHTS

Each student in a Grass Valley School District ASES Program is entitled to the following rights and/or privileges:

- To be treated with respect and dignity in his/her personal relationship with staff and/or other persons
- To be provided with an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint, or mental abuse
- To be provided with an environment that includes all of the necessities of care

STAFF MEMBER'S RIGHTS

Each staff member employed by the Grass Valley School District ASES Program is entitled to the following rights and/or privileges:

- To be treated as a professional care giver by parents, students, school staff, and visitors
- To be provided with a safe and healthy environment
- To be provided with an environment free from the following: threats, harassment, humiliation, intimidation, ridicule, or mental/physical abuse

In order to protect the rights of staff members employed by the Grass Valley School District, infringement upon these rights may result in the suspension or dismissal of a child or family.

PROBLEM RESOLUTION PROCESS

ASES is committed to maintaining positive relationships with parents. Communication is an essential part of this process. The agency appreciates feedback and will provide a timely response from the Program Director. If a parent disagrees with established policies or procedures, s/he may express his/her concern through the problem resolution procedure. No parent will be penalized, formally or informally for filing a complaint with the program in a reasonable, business-like manner, or for using the following problem resolution procedure. A parent may also file a complaint anonymously. However, no written response will be given by the Program Director in this instance.

Step One: If you have a concern about an issue at the site that your child attends, please speak with the Site Supervisor in an attempt to resolve the situation. The Site Supervisor will attempt to work with you and your child (if appropriate) in order to positively resolve the issue or concern. The Site Supervisor will also notify the Program Director of the situation/issue. If the issue is with the Site Supervisor, you may proceed to the next step.

Step Two: If the response from the Site Supervisor is not satisfactory to the parent, then the parent may contact the Program Director and request a meeting. The Program Director should already have some knowledge of the situation and will speak with the Site Supervisor prior to the meeting in order to obtain updated information from the site about the situation. The Site Supervisor may or may not be present at the meeting with the Program Director dependent upon Program Administration discretion. Although not every problem can be resolved to all parties' satisfaction, the program will make every reasonable attempt to respond to parents' concerns and to address legitimate and serious issues.

UNIFORM COMPLAINT PROCEDURES

It is the intent of GVSD to fully comply with all applicable state and federal laws and regulations. Individuals, agencies, organizations, students, and interested parties have the right to file a complaint regarding the Grass Valley School District's alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Ed. Code sections 200 and 220 and Government Code section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance. Complaints must be signed and filed in writing with the State Department of Education (CDE), Child Development Division, Complaint Coordinator, 1430 N. Street, Suite 3410, Sacramento, CA 95814. If the complainant filing is not satisfied with the final written decision of the CDE, remedies may be available in federal or state court. The complainant should seek the advice of an attorney of his/her choosing in this event. A

PARENT HANDBOOK (ASES PROGRAM)

complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders.

CONTACT NUMBERS

Child Development Director
Carol Viola 362-0138 or
273-9528
Child Development Office
273-9528

Grass Valley School District Office
273-4483

Bell Hill Academy
After School Program
362-0136
School Office 273-2281

Scotten School (Eagle's Nest)
After School Program
362-0177 or 273-7488
School Office 273-6472

Lyman Gilmore Middle School
After School Program
362-0009
School Office 273-8479

Community Resources

Big Brothers Big Sisters
273-2227

Coalition for a Drug-Free
Nevada County
273-7956

Community Recovery Resources
CORR
273-9541

Durham Transportation Company
(Bus agency) 273-7282

Grass Valley Child Nutrition
Central Kitchen
272-2236

Grass Valley Parks and Recreation
477-6483

Grass Valley Police Department
477-4600

Health Department
265-1450

Little Learners Preschool
at the Hennessy Campus
477-8438

Nevada County Probation Department
265-1200

Nevada County Sheriff Office
265-7880

Nevada County Superintendent
Of Schools (NCSOS)
478-6400

Our Kids' Place
274-9106

Sierra Nevada Children's Services
272-8866