



**CITY OF EMERYVILLE  
EXPANDED LEARNING  
PROGRAM**

**FAMILY  
HANDBOOK**

**Emeryville Center of Community Life**

4727 San Pablo Ave

Emeryville, CA 94608

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EXPANDED LEARNING PROGRAM  
FAMILY HANDBOOK INDEX

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## Welcome

Welcome to the City of Emeryville's Community Services Department Expanded Learning Program! Our responsible and caring staff provide activities that promote intellectual, social and emotional growth within a safe and supportive environment. Studies show that a student's consistent participation in a high-quality Expanded Learning Program increases academic achievement and emotional resilience. This program is broken down into two parts, academics and enrichment time. Academic time includes homework support, small group tutoring and academic skill practice. Enrichment time may include character building, visual arts, theatre arts, STEAM and physical activities. Each day students will also receive a snack and time to socialize.

Our 1<sup>st</sup>-5<sup>th</sup> grade and middle school program run Mondays, Tuesdays, Thursdays, and Fridays from 3:00pm-6:00pm and Wednesdays from 1:30pm-6:00pm. The transitional kindergarten (TK) and kindergarten (K) program run from 1:30-6:00pm, daily. We also offer a Before School Program that operates from 7:30am-8:30am, Monday-Friday for an additional fee. All programs are held at the Emeryville Center of Community Life (4727 San Pablo Ave. Emeryville CA, 94608).

This program is in partnership with the Emery Unified School District. Part of the funding used to provide this program is the ASES (After School Education and Safety) grant administered through the State of California and Emery Unified. There are strict guidelines that all grantees must follow in order to keep this grant. There are also guidelines for participation set by the City of Emeryville. This handbook is intended to inform you of all guidelines associated with this program so that participation is uninterrupted and positive. After reading this handbook, please let us know if you have any questions. We look forward to serving you and your family this school year!

## Non-Discriminatory Policies

It is the policy of the City of Emeryville to be in compliance with all state and federal regulations relative to discrimination in childcare services. All children, regardless of race, religion, color, gender identity, creed or national origin are eligible to participate in programs offered by EUSD/City and will be given equal treatment and services.

Further, it is the policy of the City of Emeryville to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et. seq.) to provide reasonable accommodation for persons with physical and/or mental limitation or disabilities without undue hardship to the City of Emeryville.

In accordance with the State of California Department of Education, Child Development Division, Funding Terms & Conditions guidelines we **refrain from any religious practices.**

# EMERYVILLE COMMUNITY SERVICES DEPARTMENT VALUES

THE FOLLOWING DEPARTMENT VALUES REFLECT THE EMERYVILLE COMMUNITY SERVICES DEPARTMENT STANDARD OF SERVICE. WE ARE COMMITTED TO PROVIDING EXCELLENT SERVICE TO OUR COMMUNITY! YOU MAY ALWAYS EXPECT THE FOLLOWING FROM OUR STAFF IN ALL OF OUR PROGRAMS:

1. **Safety.** We will provide safe, stimulating and healthy programming environments for participants.
2. **Smiles and greetings.** We invite parents/guardians into our youth programs and welcome customer/participant suggestions and constructive criticism always.
3. **Respect.** We respect the rights and beliefs of our customers and co-workers every day. We respect the property of others, both private and departmental.
4. **Accountability.** We own our mistakes, learn from them, and correct them. We follow up on all customer inquiries and concerns in a **timely** fashion. (Within 24 hours)
5. **Partnership.** We want to share our experiences with your children and with YOU! We pledge a *partnership* with the parents/guardians of **all** our youth participants.
6. **Creativity.** We strive to bring innovative and creative programming ideas and approaches to all our community offerings.
7. **Flexibility.** We make every reasonable effort to meet our families' recreational needs and meet new programming trends. Your concerns and needs are ours!
8. **Strong leadership.** All Emeryville Community Services Department staff are hired based on their commitment to excellence, their professional and educational goals, their ability to model and teach leadership behavior and their desire to engage in lifelong learning/training. The Emeryville Community Services Staff is a true family and we strive to extend our internal teamwork, nurturing, mutual respect, and concern with our participants.
9. **Consistent quality.** Expect a consistent level of quality across **all** program offerings, from registration packets and age appropriate program activities to friendly and knowledgeable staff.
10. **Evolution.** The Emeryville Community Services Department is committed to grow and change to set ever higher standards for quality program offerings and customized service.

## Program Components

The City of Emeryville’s Expanded Learning Program (ELP) has two main activity components. They are academic skill building and enrichment programming. All activities work to incorporate elements of social responsibility, the arts, leadership and, community involvement.

Academic Time
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The Expanded Learning Program (ELP) provides homework assistance and/or academic skill building activities daily Monday-Thursday. Academic time is generally 15-40 minutes of homework depending on the grade level of your student. Generally, lower grades (TK-3rd) will have 15-30 minutes of homework time and upper graders will have 30-40 minutes of homework time. Academic skill building will take up the rest of the academic time and both are not optional. Please read the following guidelines for this part of our program:

- In order to take full advantage of this time, your student is required to come to the program with their homework, any necessary materials, and a book to read. They may also bring an academic activity from home.
- If your student finishes their homework early, they will be given an academic activity to do or they will be asked to read for the remainder of the time. They may do an academic activity from home if they have one.
- Student engagement during homework time will be tracked by ELP staff daily and will be available for review by parents/caregivers and teachers upon request.
- Parents/caregivers who complete the volunteer process are welcome to come and volunteer during homework hour. Please speak with the Recreation Coordinator to discuss volunteering in the classroom after school.

Note: Although we provide the space and time for students to work on homework, the Expanded Learning Program Staff are not responsible for homework completion, accuracy or the student turning in their homework by the due date. It is the responsibility of the student and their family to ensure that homework is complete, accurate and turned in on time.

Enrichment
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Enrichment classes provide students with engaging and valuable experiences. Each class follows a curriculum that guides students in building new skills. We want them to learn more about themselves and the world around them. Students will participate in a wide variety of fun and engaging activities which may include:

<ul style="list-style-type: none"> <li>• Visual Arts</li> <li>• Performance Art</li> <li>• Creative Writing/Poetry</li> </ul>	<ul style="list-style-type: none"> <li>• Character and Community Building</li> <li>• Mentoring programs</li> <li>• Computer Literacy Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Wellness</li> <li>• Sports/Fitness</li> <li>• STEAM (Science, Technology, Engineering, Art and Math)</li> </ul>
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All enrichment activities are intentionally designed with the goal of helping youth to become better communicators and leaders, while also enabling them to learn more about their peers and community. When given the opportunity, we hope that students will pick activities that may challenge them and that they identify with. We also hope that families come to watch their students perform or to see a showcase of their work when offered the opportunity to do so.

## PROGRAM POLICIES

The following program policies and procedures must be administered and adhered to by all participating members of the Expanded Learning Program:

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| <ul style="list-style-type: none"> <li>• Program Meals/Outside Food Policy</li> <li>• Attendance Policy</li> <li>• Sign-in Policy</li> <li>• Sign-out/Pick-up Policy</li> <li>• Disaster and Emergencies</li> <li>• Program fees/Monies</li> </ul> | <ul style="list-style-type: none"> <li>• Campus Parallel Programs Policy</li> <li>• Early Release Policy</li> <li>• Toys and Cell Phones/Electronics Policy</li> <li>• Medication/Illness</li> <li>• Misc. Policies</li> </ul> |
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## Program Meals/Outside Food Policy

Each day students in the Expanded Learning Program will receive a nutritious snack provided by the school district. Please keep the following in mind:

- Snack is between 3:00pm-3:30pm
- Our snack cannot leave the snack area per district guidelines.
- Each student must take a snack, even though they may not eat it. They can leave it in our share bin for other students to eat.
- Outside foods are permitted if they are healthy or necessary for food allergies (No fast food or soda/sugary drinks).
- Candy, gum, cupcakes and other treats are not permitted during program-even if students receive it during the school day. If they are bought at a fundraising sale, students will be asked to eat their treat just outside of the program space. They must still report to program on-time.
- Please list any dietary needs, allergies, food (or otherwise), on your child's application form.
- From time to time parents/caregivers may bring a treat for their students birthday but they have to receive approval from the recreation coordinator (not group leader) prior to the treat being given out. The item must be healthy and enough for their whole grade group to have.

## Attendance Policy

Program begins on the first day of school and runs every day that school is in session until June 9, 2020. We are closed the last three days of the school year. Program begins when the bell rings. Student attendance and parent/guardian communication regarding attendance are critical to our entire program. Please read and ask any questions on the following requirements. Failure to adhere to these guidelines may result in your student's dismissal from the program.

- Students are expected to participate in program every day. Anna Yates students who do not attend school because of suspension cannot attend program.
- Students must stay until 5:45pm every day (**please see the early release policy for more information**).
- If a student will be absent from the program for any reason, parents/guardians must call the ECCL office to report their absence **prior** to the bell ringing at the end of the school day because we expect them to come. The school office staff **are not** responsible for communicating absences to City staff. For safety reasons, if a student goes to school but does not attend the program and the program receives no prior notification, we must locate them. If we cannot, the authorities may be called due to our missing student protocol. To avoid unnecessary worry, please stay in communication with us regarding your student's attendance. (510) 596-4395
- 1<sup>st</sup> -8<sup>th</sup> grade students who leave before 4:30 will receive an unexcused absence.
- TK/K students who leave before 3:45pm will receive an unexcused absence.
- **Students are allowed up to 6 unexcused absences for the year. Upon the 7<sup>th</sup> unexcused absence they will be dismissed from program and a student on the waitlist will take their spot. Parents will receive verbal and written notices prior to dismissal.**
  - Excused Absences:
    - Medical appointment (must provide a doctor's visit note)
    - Bereavement (limits apply and will be taken on a case by case basis)
  - Unexcused Absence:
    - Family Event
    - Vacation
    - Student's birthday

You may print out what you've submitted to Anna Yates as proof of your excused absence.

## Sign-in/Late Arrival Policy

Each group will be picked up in the school building. K/1<sup>st</sup> will be picked up in the classrooms, 2<sup>nd</sup>-5<sup>th</sup> grade will have a designated meeting spot in the hallways outside of classrooms and the middle school program will meet at their assigned classroom on the 3<sup>rd</sup> floor. We will let you know more specifically where your 2<sup>nd</sup>-8<sup>th</sup> grade student will meet in your welcome letter. Please ensure your student knows where to go to for sign in prior to their first day of school.

- Program starts immediately at the end of the school day. Your student must go directly to the designated sign in location. They cannot detour for any reason.
- We require all students to bring a pass from a staff/teacher if they arrive more than 5 minutes late to program.
- Upon the 4<sup>th</sup> time being late without a pass your student will be exited from program.
- Students who leave campus and/or found on campus but not attending program will not be able to return for programming and need to be picked up immediately. Upon the 3<sup>rd</sup> time violating this expectation a student will be dropped from program.
- Late arrivals are recorded and tracked daily.
- Please read the *On Campus Parallel Program* section of this handbook for information about after school tutoring and programs.

### Sign-out / Pick-up Policy

Program ends at 6:00pm each day

- Sign out is at 5:45pm in the Cafeteria. Park in the high school parking lot or along San Pablo and enter through the blue B2 gates by the Library for entry.
- Before 5:45pm sign out will be in the ECCL Lobby through the B1 gates. The participant will be called via radio and will come and meet you in the lobby. Kinder/1<sup>st</sup> students will be escorted by a staff person.
- The sign in and out sheet is a legal document. Students must be signed out with a **signature** and the **correct time out each day they attend program**.
- Students will only be released to a parent/guardian and those listed on the emergency contacts section on the ELP Registration Form. Please call us to let us know a person NOT on the list will be picking them up. They will automatically be added to this list with the date/time you called adding them. (510) 596-4395
- Students are **NOT** allowed to be signed out by someone under 18.
- City staff will ask for Government ID if they do not recognize the adult picking up a student. **Please communicate this to people who normally don't pick up your child. We will not release a student to someone who we can't identify as the person on the approved pick up list.**
- **ONLY** students who have checked the sign out release on the ELP Registration Form may sign themselves out and/or walk home. They must be 12 years or older.
- Students must be picked-up on time daily. See below for the Early Release and Late Pick-up policy.
- Students may only be picked up from the designated pick-up area. Parents cannot go into classrooms or buildings. **Please communicate this to people who are picking up your child who normally don't.**
- Students may not be picked up for appointments and then return to program.
- Please be patient and courteous to ELP staff while picking up your child. Be prepared to wait while your child is being called and while they gather their belongings to come down to you. Inappropriate behavior from parents or guardians toward program staff or district employees is grounds for a parent's restriction from entering school property from the end of school until 6pm.

### On Campus Parallel Programs Policy

Student Participation in all after school activities must have written parent/permission on file before the child is able to participate in any on-campus parallel program. Students will not be allowed to leave program without written approval. It is important that when you're signing up your child for school based parallel programs (young lions, cheerleading, leadership, tutoring, green team, etc.) that you fill out the early release form and coordinate this with the Recreation Coordinator prior to the start of that program.

### Early Release Policy

Early pick-ups, or "early releases" are strongly discouraged as they disrupt learning and do not allow students to take full advantage of our programming. Please ensure this is the right program for your family prior to enrollment. Attendance policies are very strict and important to our grant funding. Please see below for more information.

- Every time a student leaves before 5:45PM a parent/guardian must complete an *Early Release Form* to be placed on file with the ELP Coordinator.
- Parents will need to provide the proper paperwork (medical note or parallel program schedule) to support an early release request before it is accepted. One form can be completed for multiple dates.
- **Upon the seventh unexcused early pick-up the student will be exited from the program.**

Unexcused Early Release Reasons:

- Requests with no supporting documentation
- Picking up early out of convenience (parent/guardian got off early from work, personal errands or appointments)
- No one else can pick up the child at 5:45pm (please prepare for this prior to enrollment)

Excused Early Release Reasons:

- Parallel program (tutoring, sports, church, cheerleading, volunteering, etc.)
- Sick/Medical Appointment
- Family Emergency
- Transportation
- Weather Conditions
- Daylight savings (only used during daylight savings time)

**Late Pick-up Policy**

- Please call the ECCL lobby as soon as you realize you will pick up by 6pm and let us know when you will be arriving. Knowing you are late allows us to keep students calm and continue to close program down without worry. (510) 596-4395
- ELP staff will call you at 6pm for an update. If we cannot get a hold of a parent/guardian or any emergency contact person by 6:15pm, law enforcement or other authorities will be called.
- It is an additional cost to the City for staff to stay after 6:00pm to supervise participants who haven't been picked up. There is a 5-minute grace period for all pick-ups. From 6:05pm-6:20pm there will be a \$1minute late fee added to your account. After 6:20 there is a \$2 a minute late fee added to your account. All charges are per family, not child. You still have to come in the lobby to sign out you child.
- **Upon the fourth late pick-up, the student will be exited from program. Parents will be notified by phone and/or written notice prior to dismissal.**
- If you assign someone else to pick up your participant and they arrive after 6:05pm the late pick up fees incurred will still be assigned to your account and payment is required.

**Toys, Cell Phones & Electronics Policy**

Toys, slime, cell phones and electronic devices, including all hand held video games, are not permitted. School issued laptops or tablets are only to be used while doing program related activities. If your student has a cell phone/electronic device they must keep it turned off and put away until they are signed out and leave campus. **Cell phones and electronic devices will be taken away and returned to a parent or guardian if the device is seen during program hours.** The Expanded Learning Program is not responsible for lost or stolen items.

If you need to speak with your student, families must contact the ECCL Lobby. Likewise, if a student wants to call you they will use the ECCL phone. Please ensure that you save the ECCL phone number. (510) 596-4395

**Medication/Illness/Medical Emergency**

- If your student must take medication due to an illness or health condition you will have to fill out the City's medical information form which you can get at the time of registration. Staff will not administer medication.
- ELP Staff cannot clean wounds with anything but water and soap.
- Staff cannot give over the counter medicine to students.
- Epi-Pins must be kept on-site. The Recreation Coordinator is trained to use them and will not administer them unless a life threatening event happens. Please ensure you communicate all allergies upon registration.
- If your student is ill please do not send them to school or program.



- If your student falls ill or has a bathroom accident you will be called to pick up your child immediately (within 1 hour). **ELP staff cannot assist your child in the bathroom or help clean them up. You may keep wipes and a change of clothes with us however, excessive wetting may mean the child is not ready to be in program.**
- In the event of a medical emergency, staff will use their judgment when calling a parent/guardian or emergency contact before calling 911. If we cannot contact anyone, we will follow the advice of the 911 dispatcher and/or emergency responders.

Children may **not** attend the After School Program if any of the following symptoms are present. In order for your child to return to the Center he/she must have a written release from the doctor.

1. **Fever:** Children should remain home if they have a temperature. Fever must be completely gone for 24 hours before child may return to Center.
2. **Diarrhea:** (Three times in one day at school) or other symptoms are involved.
3. **Vomiting:** Repeated forceful evacuation with other symptoms or child's inability to eat.
4. **Conjunctivitis (Pink Eye):** is highly contagious. Child may return only after the doctor signs a release and the child is free of symptoms.
5. **Rashes:** Unidentified rashes must be diagnosed by a doctor and a signed release to return to school.
6. **Impetigo:** Red pimples that become small pustules.
7. **Lice:** Hair must be washed with a head lice medicated shampoo, called a pediculicide and be free of all nits before returning to school.
8. **Ringworm (tinea corporis):** The infection takes on a circular shape and the center seems to heal as it spreads outward. The area is sore and itchy. Child should stay home until all ringworm is dried and gone (10 days).
9. **Chickenpox:** Child should stay home until all pox are dried and gone (10 days).

**Any other contagious conditions:** Measles, Mumps, Whooping cough, Hand, foot and mouth disease, Fifth Disease ("slap cheek"), Herpes, Roseola, Pinworms, Meningitis, Mononucleosis, Scabies, Infectious Diarrhea, and streptococcal infections (including strep throat and scarlet fever) which are still contagious.

**Concussion:** If a child sustains a concussion outside of program we need to be notified right away. They must be cleared by a doctor before returning or we must be given notice of program restrictions if they have one.

If a child becomes ill during the school day, they will remain in the school lobby until they are picked up. If they become sick during program they will be brought to the ECCL lobby and a parent/guardian/emergency pick up person will be notified.

**It is essential that your EMERGENCY WAIVER be kept up-to-date and that you answer our phone calls. It is most likely urgent that we speak to you if we are calling during program hours. If we call and there are no answers or we do not get a call back within 1 hour your child may be dropped from program for safety reasons.**

## DISASTER/EMERGENCY POLICY

***In the event of a natural disaster or other area-wide disaster the Emeryville Community Services Department programs will follow the outlined steps:***

Program instructions and updates will be recorded on the main telephone number message center. 510-596- 4395. If building/structure is designated safe by the Emeryville Police Department/Alameda County Fire Department, the programs will remain on site with Emeryville Community Services Department staff until the child is picked up or specific instructions received. In the event of structural instability the programs will go to ECCL gymnasium, Emeryville's designated American Red Cross emergency shelter. The ECCL gymnasium is located at 1170 47th Street. Note: All buildings have smoke alarms and fire extinguishers and all staff are certified in American Red Cross First Aid and CPR.

## Program Fees

No one will be denied services for their inability to pay however, they will be denied services due to delinquent payments. We accept subsidy vendors payments and have a sliding scale process where you can possibly get your monthly fees partially or fully covered or discounted. Please inquire in the ECCL lobby for more information on how to sign up for these programs. Communication is the key to staying current. Again, delinquent payments will cause termination of services. Please read this entire section so you are aware of our program fee process. You will, immediately, be signed up for the entire school year term which will be paid in payments broken down by months. An option for automatic payments is available via credit/debit card. No adjustment is made for **excused** or **unexcused absences**. –Your services may be terminated for poor payment history. All fees are based on 180 total number of service days during the year and prorated into nine even installments. \*\*\***Thus the same payment is due each month regardless of holidays or school breaks.** \*\*\*

**When paying your fees please remember:**

1. Questions regarding fees and payments should be directed to the Front Desk staff (building B) or our Administrative Staff. Recreation Leaders are not involved in fee collection.
2. Please be sure to write your phone number and the child's name on all checks and money orders so you are given proper credit for your payment.

## Program Deposit

There is a deposit required for all full fee, partially subsidized and sliding scale participants. If on-time payments happen throughout the year, the deposit will be used at the end of the year for May/June payment. If a missed payment occurs, we will not return your deposit. Please refer to the dropped section of this document for more information.

- August/September payment ONLY:
  - In order to be enrolled in August programming you will need to pay your deposit. You will have until the first business day of the month in September (9/3/19) to pay your August/September program fee.
- For future payments there will be a deposit due at the time of registration, along with your first month's program fee. This DOES NOT apply to fully subsidized families.
- The amount of your deposit will be whatever your monthly payment is.

## Past Due Fees/Drop Period

- All due fees are due the 1<sup>st</sup> of every month, including late pick up fees or misc. past due balances. If the first falls on a weekend, it will be due by **the 1<sup>st</sup> business day of the month.**
- There is a 5-day (not business day) grace period to submit full payment without incurring a \$30 late fee.
- You will receive an email, phone call and letter detailing the amount owed. This is a courtesy effort and payment is still due if you do not receive these efforts for some reason.
- After the 10<sup>th</sup> day (not business day) of the month, your student will be dropped from the program and your deposit will be kept to cover services rendered.
- Once your student is dropped they will be replaced by someone on the waitlist if there is one. If you would like your student to be re-enrolled a parent/guardian must bring their account up to date and they will go to the bottom of the waitlist.

- No more than three (3) drops due to non-payment can occur in one year. Upon the 4<sup>th</sup> drop due to non-payment the student will not be able to enroll until the next school year (upon which payment is still due).
- Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for **any** Community Services Department programs until all delinquent fees are paid.

The Expanded Learning Program account will be entered under the name of the parent/guardian who signs the form and enrolls the child into the program. **This person will be held responsible for the full payment.** (However, parents who need to share/divide the cost of the program can have separate accounts reflecting the mutual payment arrangement. Please see the Program Coordinator before enrollment for specific needs.)

## Subsidy Vendor Time Sheet Submission

Completed timesheets and signatures on timesheets will now be considered as completed payments. The City of Emeryville does not get reimbursed until we turn in completed timesheets to your third-party vendor. To ensure daily completion of timesheets and monthly signatures we will implement the “late signature” process that mimics our late payment process. If we’re unable to get a completed timesheet with a signature for a parent/guardian, we will drop the participant after the 5<sup>th</sup> of the month. That participant cannot return to program until all paperwork is completed. You will also incur a \$30 late fee if you do not complete your timesheets by the last day of the month, even if you are fully subsidized family.

## Refunds

There are no refunds for any reason unless a Termination of Services Form is completed and approved. A form must be submitted two weeks in advance of the month you no longer need services and have already paid for. Once you have done this, your monthly payment and deposit will be refunded back to you. There is no refund or proration for services terminated in the middle of the month or no/limited student attendance due to illness or behavior suspensions. Credit card transactions will depend on your bank and may take up to 7-10 business days. Cash and Check payments will be refunded through live check within 2-4 weeks.

### **Termination of services reasons may include but aren’t limited to:**

1. Family request.
2. Failure to comply in providing required documentation mandated by the government or by our program.
3. Upon the 4<sup>th</sup> drop due to Delinquent Program Fees.
4. Upon the 7<sup>th</sup> unexcused absence (automatically absent if picked up before halfway of program)
5. Upon the 7<sup>th</sup> unexcused early release (before 5:45pm)
6. Upon the 4<sup>th</sup> late pick up (after 6:05pm)
7. Upon the 4<sup>th</sup> late arrival without a pass from a school staff/faculty
8. Upon the 3<sup>rd</sup> time going off campus and/or being on campus but not in program
9. After two (2) Returned checks by the bank.
10. Dicipinary action is not changing student behavior
11. Failure to follow established program polices & procedures
12. Failure to pick your child up by the end of the program hours or within 1 hour of a medical/behavior issue.
13. Failing to follow adult conduct policies

## Emergency Information

All parents or guardians must leave a current address, and telephone number(s) to be used in case of an emergency. The emergency contact information is of great importance and must be kept current. It is the parent's responsibility to notify the office of any changes.

## Child Abuse Reporting

The *California State Penal Code Section 11165-11174* provides that ALL professionals and lay persons working with children must report any incidence of suspected abuse to the proper authorities. This includes: teachers, teacher assistants, cooks, maintenance workers, clerical workers and administrators.

*Reference: California State Department of Education/Child Development Division,  
Reporter No. 85-1. Subject: Child Abuse Prevention and Reporting Responsibilities.*

Failure to report suspected abuse by a mandated reporter (listed above) within 36 hours is a misdemeanor punishable by 6 months in jail and/or a \$1,000 fine. Suspected child abuse cases to Child Protective Services and/or the Emeryville Police Department.

## Children's Rights

Each child receiving services from the Emeryville Community Services Department shall have rights which include, but are not limited to, the following under the law.

### **The right:**

1. To be accorded dignity in his/her personal relationship with staff and other persons.
2. To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with the daily living functions, including eating, sleeping, or toileting, or withholding of shelter, clothing, medication, or aids to physical functioning.
4. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice.
5. Not to be locked up in any room.
6. Not to be placed in restraining devices without advance approval by the licensing agency and the parent.

***Section 80072, and 101223, Title 22 California Administrative Code***

## Misc. Policies

- **We are a closed campus** from 4:00pm to 5:45pm. In the event you need to enter campus outside of these times, enter through the ECCL lobby. Students may not open the gates for any adult so please don't ask them to.
- Staff cannot drive or interact with students or families on personal devices, social media or outside of program hours. All personal relationships with staff must be disclosed prior to a student's enrollment in the program. If you would like a staff to provide one on one tutoring or babysitting to a student (enrolled or not), the City and district must provide written approval. This expectation is outlined within our staff's code of conduct that they read and sign upon hire. Staff found in violation of this code of conduct will be terminated.
- All incidents including minor/major injury, fighting, or theft, etc. will be reported using an, "Ouch Report" or "Though You Should Know" report. Staff will contact a parent/guardian about incidences as soon as possible when needed. If you do not want to be contacted for specific incidences, let us know.
- We encourage all parents to call and set up an appointment to meet with the Recreation Coordinator if an issue needs resolution. We ask for patience when wanting to speak to a supervisor when they are managing a group, at the start of program, snack time or during sign out.
- In the event we are in a lockdown, no one can enter or leave campus until an all clear is given by the local police department. Pending the concern, parents will be notified via email or by written notice of what occurred. ELP Staff cannot share details of what may have caused a lock down.
- Parents are not allowed to visit or tutor their student during program hours. Please reach out to the Recreation Coordinator if you are interested in volunteer opportunities.
- Parents/cargivers may not observe or interrupt program or program instruction without being approved by the Recreation Coordinator. If a parent/guardian sees something of concern, they must report that to a Supervisor right away.
- Any legal guardian listed on the registration form may pick up a student unless court documents are provided saying otherwise. A copy of the most recent custody agreements must be provided to the program staff. Students who can come every day and stay until 6pm will be prioritized.
- To resolve an issue with a group leader, parents/guardians must request a meeting through the Site Coordinator. Approaching a group leader directly does not meet the expectations of the, "Adult conduct While on Campus Guidelines," of this hand book.
- In order to check out a ball students must turn in a personal item. In order to get it back they must turn in the ball they checked out. If a student lets another student play with the ball and/or they leave without returning it, they are still responsible for the ball.
- The family of any students who misuses materials, damage or vandalize City property will be responsible for replacing the items and a fee will be attached to the account.

### **Positive Behavior Guidelines**

In this next section you will familiarize yourself with the City of Emeryville's expectations for student behavior. Please go over this with your student(s) in detail.

## City of Emeryville ELP BEHAVIOR EXPECTATIONS BY PLACE

	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<p><b>Cafeteria/During Snack</b></p> <p><b>Students will...</b></p>	<ul style="list-style-type: none"> <li>Keep their hands, feet and objects to themselves</li> <li>Walk while in the cafeteria</li> <li>Identify spills and get them cleaned up quickly</li> <li>Eat and drink safely</li> </ul>	<ul style="list-style-type: none"> <li>Place extra/unwanted items in the share bin</li> <li>Be kind, don't leave trash behind</li> <li>Not bring banned food (including gum and treats they get in the school day) or drink (unless it is water)</li> </ul>	<ul style="list-style-type: none"> <li>Eat/touch only their snack or supper</li> <li>Keep negative opinions about other people's food to themselves</li> <li>Use their manners</li> <li>Use a "Level 1" voice</li> <li>Help others clean up their areas too</li> </ul>
<p><b>Bathroom</b></p> <p><b>Students will...</b></p>	<ul style="list-style-type: none"> <li>Not go to the bathroom without letting an adult know</li> <li>Walk in the bathroom</li> <li>Prevent and report safety hazards</li> <li>Not climb on sinks, toilets or stall doors</li> </ul>	<ul style="list-style-type: none"> <li>Tell an adult when the bathroom needs supplies</li> <li>Not play on the way to, in or, outside the bathroom</li> <li>Only flush appropriate things down the toilet</li> <li>Place all trash in the garbage can</li> </ul>	<ul style="list-style-type: none"> <li>Flush/clean off toilet before leaving the stall</li> <li>Use supplies appropriately</li> <li>Respect other people's space and privacy</li> <li>Use a voice "level 1" voice</li> <li>Prevent and report graffiti and vandalism</li> </ul>
<p><b>Walkways/ In a line</b></p> <p><b>Students will...</b></p>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to themselves while walking in line</li> <li>Take one stair at a time and use the railing if you need to</li> <li>Stay with their group and face forward</li> <li>Walk to the side of the walkway, keeping the center clear</li> <li>Walk (not run, jump, dance, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Walk with purpose, in a straight line, one behind the other</li> <li>Ask questions only at the best times</li> <li>Stay in line order and help others find their spot in a respectful way</li> <li>Be helpful to new teachers or subs who don't know the, "line expectations"</li> </ul>	<ul style="list-style-type: none"> <li>Use soft feet and a voice "level 0"</li> <li>Respect the hall, stay off the wall</li> <li>Do not run to get in line, remember you have a line order so there is no need to rush</li> <li>Do not push or shove when finding your spot in line. Use "excuse me, "or "may I have more space please?" when needed.</li> <li>When seeing someone you know while in line, use a hand gesture to say, "Hi" instead of your voice.</li> </ul>
<p><b>Playground/ During Outside Activities</b></p> <p><b>Students will...</b></p>	<ul style="list-style-type: none"> <li>Be aware of their surroundings</li> <li>Keep their hands, feet and objects to themselves.</li> <li>Use equipment appropriately</li> <li>Stay with your group or within the allowed boundaries</li> <li>Prevent and report safety hazards on the playground</li> </ul>	<ul style="list-style-type: none"> <li>Not lose or damage program equipment</li> <li>Return equipment neatly and to their proper place</li> </ul>	<ul style="list-style-type: none"> <li>Treat others how they'd want to be treated</li> <li>Take turns</li> <li>Agree on the rules before you play and then play by the rules</li> <li>Include and positively encourage everyone's participation</li> <li>Use conflict resolution skills to solve conflict</li> </ul>
<p><b>Classroom/ During Enrichment, Homework or Academic Skill Building Time</b></p> <p><b>Students will...</b></p>	<ul style="list-style-type: none"> <li>Keep their hands, feet and objects to themselves</li> <li>Have "all four on the floor"</li> <li>Use materials for their intended purpose</li> <li>Keep personal belongings off the floor and desks</li> <li>Walk in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Be on time and prepared to learn</li> <li>Actively participate in enrichment activities</li> <li>Lend a hand when they can</li> <li>Participate while following group agreements/expectations</li> <li>Use signals to communicate your needs</li> <li>Ask questions!</li> <li>Try new things at least twice</li> </ul>	<ul style="list-style-type: none"> <li>Treat others how they'd want to be treated</li> <li>Include and positively encourage everyone's participation</li> <li>Be active listeners</li> <li>Follow all agreements and expectations</li> <li>Maintain the expected voice level</li> <li>Stay on task</li> </ul>
<p><b>General Expectations</b></p> <p><b>Students will...</b></p>	<ul style="list-style-type: none"> <li>Go directly to the Expanded Learning Program once the bell rings.</li> <li>Never leave adult supervision or campus without notifying an ELP staff</li> </ul>	<ul style="list-style-type: none"> <li>Take responsibility for the success of your peers. Offer to help them succeed</li> <li>Keep all electronics and toys at home. Cell phones must be off and away during program hours.</li> <li>Bring all necessary materials with you each day including pencils, homework, and books.</li> </ul>	<ul style="list-style-type: none"> <li>Make good choices by thinking about the consequences of your actions prior to making them</li> <li>Follow all reasonable requests from the ELP staff. If you have a question about a request, please ask respectfully if it is not a safety concern</li> <li>BE THE BEST YOU CAN BE!</li> </ul>

## Homework Time Expectations

1. Be honest about not having homework or already finishing homework.
2. Be proud to do your own work or ask for help when you need it, don't copy or cheat.
3. Begin your homework quickly and use homework time wisely.
4. Ask for support using the allowed method but move on to the next question or subject if help is not immediately available.
5. Bring your homework and any necessary books or materials to do their homework. You will not be allowed to return to class.
6. Bring a book and another academic activity daily, just in case you finish early or don't have any homework to do.
7. Never criticize your peers if they ask for help. Be willing to help them if you can and admire their bravery for asking for help and for knowing how to get smarter, together.
8. You are responsible for homework completion, making sure your homework is correct and, turned in on time.
9. Tips for students:
  - a. Do the hardest thing first in order to get peer or adult help before you go home. Prioritize what you need help on from hardest to easiest.
  - b. Read the directions, entire passage or question at least 3 times if you're stuck. Look for familiar words in previous sections to figure out what you have to do. Also, think about what you are learning in school and use the process of elimination.
  - c. If it's hard, that means you haven't finished learning it yet. Keep trying, ask for help and don't give up!

## Behavior Intervention Process

All staff are to make their behavior expectations in each situation clear for all students. We try to ensure that students are engaged in exciting activities and that transitions are smooth so behavior disruptions are minimal. If students do not meet our expectations or follow a given policy, the following protocol will take place.

**First Chance:** If a student is disrupting the learning environment or they are not following a program policy, they will be asked if they are OK and if they know the expectation/policy they are violating. Pending the answer, the staff will give a verbal reminder and explanation about the importance of the expectation or program policy.

**Second Chance:** Now that we know the student is clear of the expectation or policy, we try to find out what the barrier is for the student that is keeping them from meeting it. A more intentional request for the student to reflect on their behavior and voice their needs occurs along with a reminder of the consequences if they do not.

**Last Chance:** Student and ELP staff will have a formal one on one conversation to problem solve the issue. This will include a reflection form. A solution will be determined by both the instructor and staff. Here, the student may request to go home without penalty.

**Behavior Notice:** If the student's behavior does not improve, the student will be given a "Thought You Should Know" form and maybe called for pick up. This is a notice so that families can begin to have conversations with their participant about positive behavior choices and challenges they face and possible solutions. Upon the 4<sup>th</sup>

thought you should know the student will receive a behavior notice. After the first behavior notice parents/guardians will no longer receive thought you should know forms. A progressive disciplinary process will then follow:

- **1<sup>st</sup> Notice:** Immediate parent/guardian contact and student pick-up. School admin, school day teacher and support staff notified. Upon pick up parent/guardians will be reminded of this behavior process. If student is not picked up within 1 hour they cannot attend program the following day.
- **2<sup>nd</sup> Notice:** Immediate parent/guardian contact and student pick-up. If student is not picked up within 1 hour they cannot attend program the following day. Formal meeting to develop a student behavior contract must occur before the student returns to program. Contract will include strategies that will support positive behavior (moving classes, older buddy, helping younger students, reducing the number of days a student attends program, picking up student after supper, etc.) School admin, school day teacher and support staff notified.
- **3<sup>rd</sup> Notice:** Immediate parent/guardian contact and student pick-up. "Time to think" away from program for 1 week. If student is not picked up within 1 hour they will be removed from program for an additional day. A Formal meeting with student to revise student contract and strategies must occur and a final warning letter is issued. School admin, school day teacher and support staff are requested to attend final meeting.
- **4<sup>th</sup> Notice:** Immediate Parent/Guardian Contact and Student Pick-Up. Student will be removed from program to await final exit letter from the city. Once given, the student cannot return for the remainder of the year.

**Depending on the inappropriate behavior that the student is engaging in, any or all of these steps may be skipped if the Recreation Coordinator believes that immediate dismissal from program is the best course of action. Likewise, students may not attend program for a certain amount of days due to misbehavior. Please see below for possible actions that may result in immediate dismissal or suspension. There is are no refunds or prorations due to misbehavior. We thoroughly investigate each issue and give equitable consequences.**

### Immediate Referral, Suspension or Dismissal

Students may receive an immediate behavior notice, suspension or dismissal from the program for the following actions. Decisions will include discussion around intent and the amount of physical or emotional harm done by the student.

- |   |   |
|---|---|
| <input type="checkbox"/> Inappropriate Language (including profanity, insults towards family members, racial and ethnic slurs, offensive language relating to gender identity, physical appearance, or sexual orientation.) | <input type="checkbox"/> Vandalism/Property Damage  |
| <input type="checkbox"/> Bullying/Harassment  | <input type="checkbox"/> Bringing a Weapon to School/Program  |
| <input type="checkbox"/> Physical Fighting/Hitting a Teacher  | <input type="checkbox"/> Leaving program or adult supervision without permission/not reporting to program within a timely manner  |
| <input type="checkbox"/> Theft  | <input type="checkbox"/> Going to the bathroom without permission and/or without adult supervision  |
| <input type="checkbox"/> Not meeting attendance requirements  | <input type="checkbox"/> Not using materials, equipment safely  |
|   | <input type="checkbox"/> <b>Using "Self-Defense" as a reason to harm others.</b><br>The City defines self-defense as stopping someone from causing bodily harm to you <u>as it is happening and stopping when you are physically safe</u> . Retaliation and revenge are not self-defense. Make the choice to find help, walk away or use your voice to resolve the conflict. Words do not warrant physical harm towards others. |



## Parent/Caregiver/Approved Pick Up Person Conduct While on Campus

All parents/caregivers and approved pick up persons (adults) are expected to follow the code of conduct used by the school district. We want to highlight the following:

- Use appropriate and respectful language and tone of voice toward each other at ALL TIMES. Whether asking a question, voicing a concern, or airing a complaint, inappropriate language should NEVER be used. Such language includes profanity, insults towards family members, racial and ethnic slurs, offensive language relating to gender identity, physical appearance, or sexual orientation.
- Adults on campus cannot approach a student or group leader to resolve a conflict. If you would like to request a mediation or discuss a concern, please contact the school or your ELP coordinator.
- The authorities will be called if parents arrive to campus under the influence of drugs or alcohol
- Adults who are wearing inappropriate clothing will be asked to wait outside and wait for their child. Pending the child's age an ELP staff will walk them out.
- Personal relationships with City staff must be disclosed and can't jeopardize the quality of programming or violate any policy or procedure the City has set forth.
- Any adult that violates our code of conduct will be asked to leave campus and a formal request to restrict them from the campus will be made.

## School and District Expectations are Enforced

All students in the Expanded Learning Program are expected to be safe, responsible and respectful individuals. Although the program takes place after regular classes are over, the school and district rules are enforced and the Principal will be informed of any behavior problems and incidents.

## **IMPORTANT PHONE NUMBERS TO SAVE IN YOUR PHONE!**

### **Emeryville Recreation Division Facilities:**

Emeryville Community Services Department Main Office (510) 596-4395

*Office Hours: 9am-6pm. Please call the office for general questions.*

Emeryville Community Services Department Fax (510) 596-4339

### **Recreation Department Staff:**

Christen Gray (510) 596-4396

Youth Recreation Supervisor A.K.A. Ms. Gray cgray@emeryville.org

Tamika Wright (Billing/Administrative Support) (510) 596-4322

Recreation Administrative Assistant A.K.A. Jade twright@emeryville.org

Kimberly Richardson (Program Quality/Student Support) n (510) 596-4317

Interim Recreation Program Assistant A.K.A. Starfish krichardson@emeryville.org

### **TAX I.D. NUMBERS:**

STATE: #74-902248

FEDERAL: #94-6000326

## Thank You!

We would like to thank all the students, parents, and supporters of the City of Emeryville Expanded Learning Programs. The success of our program is only possible because of your commitment, participation, and support. If at any time you have concerns about the program, please do not hesitate to contact the Recreation Coordinator.



### Donations and Volunteers

Throughout the year we may send fliers home requesting specific donations or volunteers. Some items we always need are:

- Pencils
- Binder paper
- Erasers
- Glue
- Markers
- Pens
- Colored pencils
- Crayons
- Paint, paint brushes, paint tins
- Construction paper (various sizes and colors)
- Scissors
- Blank copy paper
- Post it chart paper
- Dry erase markers and erasers
- Books (various levels)
- Dictionaries and thesauruses
- Board games
- Small student prizes/giveaways
- Random household items

If you have these items and you don't need them or want to pick up something for the program while you're out shopping, we always appreciate the support no matter how small or big. If you can't give but would like to donate your time, we'd love to have you become a volunteer. Please see the Recreation coordinator to find out how!

## Family Signature Page of Program Requirements and Expectations

Please initial next to each statement to ensure you read and understand the policies regarding each expectation.

\_\_\_\_\_ I understand that this program is based on my student's attendance and positive participation.

\_\_\_\_\_ I understand this program's academic and homework time expectations

\_\_\_\_\_ I understand and will comply with the meal and outside food policy.

\_\_\_\_\_ I understand and will comply with this program's attendance policy.

\_\_\_\_\_ I understand and will comply with this program's sign out, early release and late pick policy. If my child has permission to walk home, they also understand these policies.

\_\_\_\_\_ My child understands and will comply with this program's sign in policy and campus parallel programs policy. I will also do my part in ensuring my student adheres to this policy.

\_\_\_\_\_ My child understands and will comply with this program's toys, cell phones and electronics policy.

\_\_\_\_\_ I understand that if I need to get ahold of my child or vice versa we can only go through the program phone. I further understand I need to make arrangements for pick up within 1 hour if called.

\_\_\_\_\_ I understand all the fee policies and that late payments will affect my participants enrollment.

\_\_\_\_\_ I understand the Medical and Misc. Policies.

\_\_\_\_\_ I understand the behavior policy expectations for students.

\_\_\_\_\_ I understand the adult code of conduct and if I violate it that it may result in a formal request to restrict my access to campus in the after-school hours.

\_\_\_\_\_ I understand the behavior intervention policies and process.

By signing below, you are stating that you understand and will comply with all the policies and procedures laid out in this handbook. You further confirm that you will review this handbook with your student and all other parent/guardians prior to their first day of program.

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Student Name First/Last Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Print First/Last Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_