

Forestville Union School District

# ASAP

AFTER-SCHOOL ACTIVITIES PROGRAM

TK-6<sup>th</sup> Grades

Funded by ELO-P

PARENT/ GUARDIAN  
HANDBOOK



Forestville Union School District  
6321 Hwy 116  
Forestville, CA 95436  
[www.forestvilleusd.org](http://www.forestvilleusd.org)

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## **Introduction**

The Forestville Union School District is pleased to offer fee-free care, an Expanded Learning Opportunities Program (ELO-P), before, after, and summer programs. “Expanded learning” means before-school, after-school, summer, or intersession learning programs that focus on developing pupils' academic, social, emotional, and physical needs and interests through hands-on, engaging learning experiences for children from transitional kindergarten through 6th grade. Legislatures that expand learning programs are pupil-centered, results-driven, and include community partners; they complement but do not replicate learning activities on a regular school day and throughout the school year. The school district-operated recreational program runs in the mornings from 7:00 am to 8:00 am and afternoons between dismissal and 5:45 p.m., Monday through Friday. The facility is located on the campus of Forestville Elementary School.

This handbook will act as a guide to explain the policies and procedures under which the school district’s program operates. In operating the ASAP program, the district’s goal is to provide a safe, enriching environment for children that is also convenient for parents.

After a long day at school, our children need a warm and inviting place to play and feel safe. Our childcare staff strives to provide a harmonious and positive environment, offering a wide range of supervised and self-directed activities. Nut-free nutritious snacks and fresh veggies are served in our school garden each afternoon. Each child is treated with respect and dignity. Cooperation among the children is constantly stressed and encouraged.

\*Your children must be picked up on time to run the program efficiently and be considerate of our staff. Communication with our lead childhood educators is essential when emergencies arise, or changes must occur. When emergencies or changes are needed, we encourage and appreciate your involvement with your child and their after-school time during ASAP. We appreciate the support you give your children, our program, and our school community.

## **Hours of Operation and Legal Holidays**

We are open every day the school district is in session for on-campus learning—from 7:00 a.m. to 8:00 a.m.- and the after-school program is available from dismissal time until 5:45 p.m.

We are closed on Saturdays, Sundays, and all legal and school district holidays. Each school year, a school calendar will be available when you register.

## **Open Door policy:**

Parents and guardians may visit the program at any time during the regular hours of operation. Calling ahead has many advantages, particularly if parents or guardians of children are enrolled in the program. Parents and guardians can drop in as often as they want to observe the class or spend time with their students.

## Sign-Out

For your child's safety, we ask that a parent or other previously identified adult come to the ASAP door to pick up your child. [Parent/Guardian] may make prior arrangements; for example, an older sibling, 6<sup>th</sup> grade or older, may pick up a child with parental permission. Older children may sign out themselves with their parent's permission.

All children in childcare must be signed in by the ASAP staff and put in the sign-in/sign-out book daily with the **time**. Please pick up your child **before our 5:45 p.m. closing time**.

If you cannot be reached within ten minutes after closing, [ASAP Staff] will call a person on your An emergency list will be called to pick up your student.

If your child is late being picked up **more than three times**, alternative arrangements must be made for the child's release. Program termination notice will be given if a satisfactory solution cannot be reached. You are responsible for seeing that your child is signed in and out with a time stamp.

If your child is enrolled in ASAP, they must return to the ASAP room after dismissal. They may stay on campus to attend an afterschool activity and return ASAP. A child may not go to **Carr's Drive-In** and return to the program unless accompanied by a parent or designee.

## Release of Your Child

Program staff cannot sign your child out for you and bring your child home to you. We will always assume unless informed otherwise, that you, the parent/guardian, will pick up your child and sign them out each evening or that by, prior arrangement, an older sibling. Any other persons picking up your child from the program must:

- 1) Be previously listed by you on your child's permanent registration record,
- 2) Have written authorization from you to pick up your child or
- 3) Be authorized by a previous phone call to the program's Lead Childcare Educator.

Be aware that any authorized person on your enrollment card can only pick up your child with notification from our staff. Depending on the circumstances, we may call you to verify that you, the parent/guardian, have placed the phone call authorizing someone else to pick up your child. All persons other than a parent/guardian who pick up a child from our center **MUST** have current identification with a photo and prior authorization from the parent/guardian.

## Snacks

Nutritious snacks are provided each afternoon as part of the childcare program. Snacks generally consist of cheese, crackers, fruit or vegetables, pasta, cereal, or sandwiches. Please inform us if your child has allergies to any food, food groups, or special dietary needs. Children are also encouraged to bring an additional snack ASAP if they are hungry or are encouraged to finish their lunches.

## **Absences and Illnesses**

Please notify us if your child is not attending childcare on a scheduled day. Call us at **707-887-2279**, extension **3424**, and leave a message. We will receive a copy of the school absence list, which tells us your child did not attend school. If your child attends school but does not come to childcare and a phone call does not notify us, we will look for your child. We may contact you or the persons listed on your emergency form. Failure to inform the staff of your child's absence causes a loss of staff time and a great deal of worry concerning your child's welfare. We appreciate your consideration in making sure that you make every possible effort to contact us when your child does not attend after-school.

## **Registration**

At the beginning of each school year, ASAP registration packets will be available at the Back to School BBQ two days before the first day. During the school year, please contact the main office for registration packets; they are available on our website. **Completed registration packets need to be received before the first day of attendance.** Packets include **registration, medical, student release forms, and days/times**, which are scheduled weekly. **Signatures that the handbook and behavior expectations have been acknowledged and understood.** Please note that a revised registration contract must be submitted for scheduling whenever a child's schedule changes during the year.

## **Tuition**

This year, tuition and registration are **free** for all students. The ASAP program will be funded through the California Department of Education, "an Expanding Learning Opportunities" (ELO-P).

## **Communication**

Special notices and announcements will periodically be posted on the bulletin board next to the sign-in and sign-out sheet in your parent folder or sent by email since we do not mail information. It is your responsibility to check these places for notices.

## **Homework Help**

We provide a set time every day to complete school homework assignments. We do our best to assist students who ask for help, but some days, it may not be possible. Suppose a student does not produce work to complete or refuses to work on class assignments. In that case, they may use the hometime to study, practice times tables, review spelling words, etc., or engage in a quiet, independent, focused activity such as reading or coloring.

## Technology/ Computers

Cell phones are not allowed in our program. If students need to call home, they may use the classroom phone with an ASAP Childcare educator's permission. Any use of an FUSD student Chromebook or the program's PC desktop units will require a parent-signed *Acceptable Use Policy Agreement for Student Technology Resources* on file with the school district for the current school year. The *Acceptable Use Agreement* is in the school's Parent Handbook (pgs 12-13 & 17). ASAP, students using any technology device will be monitored and managed for the safety of all students. Computer usage during ASAP program time must be used for homework purposes only. Suppose a student cannot correctly follow the *Acceptable Use Agreement* after two requests. In that case, they will lose the privilege of using any technology for the ASAP afternoon, and the school's principal and parents will be notified at pick-up. We appreciate your support of the Forestville School's policies that work to keep all our children Responsible and Safe while using technology.

## Cellular Phones and Other Mobile Devices

Cell phones and any mobile or electronic device must be off and concealed in backpacks from when students arrive on campus until they leave. If a student does not turn off the device or uses it at any point while on campus (except if given written permission from an ASAP Childcare staff member), they will receive a verbal warning. The phone or device will be confiscated after a second request or second offense. If confiscated, parents will be given the device at pick-up time. If another violation of these rules occurs again, the child's parent must pick up the device from the school's principal.

## Discipline

Our programs operate under the same progressive discipline policy of the Forestville Union School District. Our goal is for children to manage their behavior successfully. We use positive interaction and supportive intervention to help students reach that goal. We will treat children with respect, consideration, and sensitivity and expect them to treat others, including staff. We ask that parents be involved by encouraging their children to observe the school and program rules, which include all regular Forestville School classroom and playground rules. **Rules: \*Be Safe \*Be Kind \*Be Responsible**

When rules are disobeyed, the following steps will be taken:

- 1) Warning (Verbal)
- 2) Redirection and loss of activity.
- 3) Staff/student conference.
- 4) Notification to parent: The Caregiver reported/referred, and the parent called or requested a conference. The school principal will also be informed of any rule infractions.
- 5) Suspension from program
  - 1<sup>st</sup> = 1-day suspension
  - 2<sup>nd</sup> = 3 days suspension
  - 3<sup>rd</sup> = expulsion for three months

**If the incident involves physical or verbal violence or hate, we skip step 3. The parent will be called immediately and asked to pick their child up, and the school's principal will be immediately notified.**

Despite the sincere efforts of staff and parents, a child is unable to function as a positive contributing member of the group and requires constant attention from staff to prevent them from hurting other children, endangering themselves, destroying materials, or disrupting the activities of other children; it may be concluded that ASAP is not able to provide the conditions necessary for the child's success. When this situation occurs, a family will be given a one-week notice that ASAP can no longer provide childcare.

### **Health**

**Illness** - Our childcare facilities do not have provisions for sick children. Please do not send your child if they are ill or feverish. If your child becomes sick while attending our program, we will contact you with a request and the expectation that you will pick up your child immediately.

**Contagious condition** - Please notify the staff if your child has an infectious disease/condition (this includes fever over **100 degrees**, head lice, pink eye, diarrhea, vomiting, multiple symptoms, etc.)Your child will be allowed to attend during their contagious period of 24 hours once they can return with no symptoms. As appropriate, parents will be informed of contact with infectious diseases. Children with head lice must be completely free of lice and nits before they are readmitted. See the attached form with the **FUSD Health Policy**.

**Allergies** - Please inform staff of any allergies or allergic symptoms before your child's admittance ASAP. This notification should include food and medication allergies.

**Emergencies**—Should your child need medical attention, an attempt will be made to notify the parent/guardian. Medical attention will be sought per your emergency information if you cannot be reached.

**Medications**—**Staff** cannot administer medications. The child's parent must administer any over-the-counter or prescription medicines under staff supervision.

**Please see the district health form included in the handbook.**

**Thank you,**  
**The ASAP team!**



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