

Forestville Union School District

ASAP/ELOP

AFTER-SCHOOL ACTIVITIES PROGRAM

TK-6th Grades

PARENT/ GUARDIAN HANDBOOK



Forestville Union School District
6321 Hwy 116
Forestville, CA 95436
www.forestvilleusd.org

Updated 7/8/25

Introduction

The Forestville Union School District is pleased to offer fee-based Expanded Learning Opportunities Program (ELO-P) care, including before, TK-K, after, and summer programs (Spring Board). “Expanded learning” refers to before-school, after-school, summer, or intersession 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 a.m. to 8:00 a.m. TK-K- 2:00 p.m.-2:55 p.m. and afternoons from dismissal to 5:30 p.m., Monday through Friday. The facility is located on the campus of Forestville Elementary School.

This handbook serves as a guide to explain the policies and procedures governing the school district’s program. 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 ensure the program runs efficiently and to be considerate of our staff. Communication with our lead childhood educators is crucial when emergencies arise or changes need to be made. When emergencies or changes are required, 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. TK/K: 2:00 p.m.-2:55 p.m. Extended care is available from dismissal time until 5:30 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 are welcome to visit the program at any time during its regular operating hours. Calling ahead has several advantages, particularly for parents or guardians of children 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, 6th grade or older, may pick up a child with parental permission. Older children may sign out on their own with their parents' consent.

All children in ASAP must be signed in by ASAP staff and signed out daily by a parent, guardian, or authorized person. This person must provide a photo ID if the staff is unfamiliar with them. Please pick up your child **before our 5:30 p.m. closing time.**

If you cannot be reached within 10 minutes after closing, [ASAP Staff] will call someone by phone. The 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. A program termination notice will be given if a satisfactory solution cannot be reached. You are responsible for ensuring that your child is signed in and out with a timestamp.

If your child is enrolled in ASAP, they must return to the ASAP room after the dismissal bell rings. 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.

Forestville Union School District

AFTERSCHOOL ACTIVITIES PROGRAM, ASAP-ELOP

Excessive Late Pick-up Notice

Child(ren): _____ **Date:** _____ **School:** _____
_____ ☐ PM Teacher: _____ **Program:** ☐ ASAP ☐ Full
Day ☐ Pre-K ☐ Summer

Dear Parent:

Upon enrollment, you will be notified that your child's daily contract hours pick-up time is no later than 5:30 pm. The Parent Handbook you signed included your agreement to pick up your child on time or make alternative arrangements for your child to be picked up. The consequences of repeated late pick-up may consist of:

- Verbal and written warning from the coordinator
 - Meeting with the coordinator and support staff to discuss causes and solutions for pick-up
- * Change the pick-up time to between 5:00 pm and 5:30 pm
- Possible amendment of contract or exclusion from the program

We understand that emergencies cannot be avoided, so we allow three late pick-ups before you risk changing your time to between 5:00 p.m. and 5:30 p.m. If late pick-ups continue, the risk of students being excluded from our program for the rest of the month will increase. We are committed to helping you meet this essential requirement for participation in our programs. You must always have someone listed on your Emergency Card as a "standby" contact for just such occasions. To ensure your child's continued participation in the program, you must commit to picking them up on time and regularly. Thank you, ASAP staff

Parent Acknowledgement Signature: _____ **Date:** _____

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 or guardian, will pick up your child and sign them out each evening, or that, by prior arrangement, an older sibling will. Any other person 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.

Please be aware that only authorized persons listed on your enrollment card are permitted to pick up your child after receiving notification from our staff. Depending on the circumstances, we may contact you to verify that you, the parent or guardian, have placed the phone call authorizing someone else to pick up your child. All individuals, except parents or guardians, who pick up a child from our center must have current identification with a photo and prior authorization from the child's parent or 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 any allergies to specific foods, food groups, or has special dietary needs. Children are also encouraged to eat the remnants of their lunch or bring an additional snack ASAP if they need more snacks that are already provided, or to finish their lunches before asking for another snack.

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 attend childcare, and we do not receive a phone call, 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 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 in the office and at the Back-to-School BBQ, which takes place a few days before the first day of school. The enrollment process includes a lottery to ensure a fair chance of acceptance into the after-school program for both new and returning students. During the school year, please contact the main office to obtain registration packets, which are also available on our website. Families will pay tuition this year with an income based tier rate form provided in the registration packet. (Unduplicated pupils receive first-priority enrollment.) Unduplicated pupils are students who are English learners, or meet the low-income status, or categorical eligibility requirements for free or reduced-price meals under the National School Lunch Program, or are foster youth.

Completed registration packets need to be received before the first day of attendance including a \$100.00 registration fee and 1st month's tuition. Packets include registration, medical, and student release forms, as well as details about days/times, which are scheduled every week. Signatures acknowledging 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. We have a no drop-in policy and a two-day minimum, established schedule to keep with the student-teacher ratio.

Tuition

This year, tuition and registration has a tuition fee based on the income tier your family falls under. The students that have priority access to low-income, foster, or homeless youth, are unduplicated families providing funding for these services to qualifying students. The ASAP program will be funded through the California Department of Education's "Expanding Learning Opportunities" (ELO-P) initiative.

Communication

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

Homework Help

We provide a set time every day for students to complete their school homework assignments. We do our best to assist students who ask for help, but some days, it may not be possible. If a student does not produce work to complete or refuses to work on class assignments. In that case, they may use the downtime to study, practice times tables, review spelling words, or engage in a quiet, independent, and 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 the permission of an ASAP Childcare educator. 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 included in the school's Parent Handbook (pp. 12-13 and 17). ASAP, students using any technology device will be monitored and managed for the safety of all students. Computer usage during the ASAP program time must be used for homework purposes only. If 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 other mobile or electronic devices must be turned off and kept concealed in backpacks from the time students arrive on campus until they leave. If a student does not turn off their device or uses it at any point while on campus (except when given written permission by 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 the time of pick-up. If another violation of these rules occurs, the child's parent must retrieve the device from the school's principal.

Behavior Expectations

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 utilize positive interaction and supportive interventions to help students achieve their goals. We will treat children with respect, consideration, and sensitivity, and expect them to treat others, including staff, in the same manner. 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. **School Motto: *Be Safe *Be Respectful *Be Responsible**

When expectations are not met, the following steps will be taken:

- 1) Warning (Verbal)**
- 2) Redirection**
- 3) Discussion of behavior**
- 4) Reflection time and making amends for mistakes**
- 5) Staff/student conference**
- 6) Notification to Parent: The caregiver will report or refer to the incident, and the parent has been called or requested to attend a conference. The school principal will also be informed of any rule infractions.**
- 7) Interrupt from the program.**

*Continuous incidents or more challenging behaviors will be documented, and corrective actions will be implemented, including but not limited to **written warnings**, as well as **meetings with parents/guardians to create a behavior plan**, if necessary, with the **Superintendent's/Principal's support**. If unacceptable behaviors and defiant attitudes continue, the child may be asked to leave the ASAP program. If inappropriate behavior persists, parents/guardians will be notified. In some cases, a child may be suspended or expelled from the program if behavior plans are unsuccessful or if there is an intentional risk of harm to others. Parents/guardians may be called to pick up their child if their behavior cannot be controlled, and failure to respond may result in the child's disenrollment from the program.

*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. **Suspension/Expulsion/Termination of Services:**

When a child is expelled, termination of services will be in effect for the remainder of the academic year. **Re-enrollment during the next academic year may be considered at the discretion of the Program Administrator.** To request consideration for re-enrollment, a parent/guardian must meet with the Program Administrator to discuss a plan to prevent a recurrence of the original reason for termination. **Any re-enrolled student will be placed on provisional status for 90 days.** Failure to adhere to program policies, procedures, and expectations will result in immediate termination and disqualification from future re-enrollment in all ASAP/Summer programs.

Health

Illness - Our childcare facilities do not have provisions for children who are sick. Please do not send your child if they are ill or have a fever. If your child becomes sick while attending our program, we will contact you with a request and expect you to 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 once they have been **symptom-free for 24 hours after their contagious period has ended**. 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 the staff of any allergies or allergic reactions your child may have ASAP. This notification should include food and medication allergies.

Emergencies—Should your child require medical attention, an attempt will be made to notify the parent or guardian. If you cannot be reached, medical attention will be sought using the emergency contact information provided.

Medications—**Staff** is not authorized to 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!

Sincerely, Ms. Melissa Neigum, Coordinator

Forestville Union School District

After-School Activities Program Registration Agreement:

At the beginning of each school year, ASAP registration packets will be available in the office, located in Room 24, and at the Back-to-School BBQ, which takes place a few days before the first day of school. During the school year, please contact the main office or the ASAP Room (23-24) to obtain registration packets, which are also available on our website with yearly update information. Our top priority is to provide each family with the before- and after-school care they need. Depending on the teacher-to-student ratio, we will conduct a lottery to ensure fairness for all our new and returning students/families.

Completed registration packets need to be received before the first day of attendance. Packets include registration, medical, and student release forms, as well as days/times, which are scheduled every week. **All parties have acknowledged and understood the signatures on the contract, enrollment, handbook, and behavior expectations.** Please note that a revised registration contract must be submitted for scheduling whenever a child's schedule changes during the year. Thank you, ASAP Staff/FUSD

The ASAP handbook and behavior expectations have been read, acknowledged, and understood.

Student Name: _____

Parent's Name: _____

Parent Signature: _____ **Date:** _____

Program Director's Signature: _____ **Date:** _____



Forestville Union School District

**6321 Hwy 116, Forestville, CA
95436**

**School Office: 707-887-2279
ASAP Classroom: 707-887-2279,
Ext. 3424
www.forestvilleusd.org**

