



**City of Downey**



# **Parent Handbook**

2020 -2021

**ASPIRE Program Office**

City of Downey

Parks and Recreation Department

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Downey, CA 90242

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## Important Phone Numbers

<u>School</u>	<u>Site Director</u>	<u>Phone Number</u>
Alameda	Evelyn Errichetto <a href="mailto:eerrichetto@downeyca.org">eerrichetto@downeyca.org</a>	(562) 879-0254
Carpenter	Marquita Noel Price <a href="mailto:mnoel@downeyca.org">mnoel@downeyca.org</a>	(562) 618-7148
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**Site Directors are accessible by phone from school dismissal to 6pm on school days.**

## **Welcome to ASPIRE**

The ASPIRE, After School Program for Information Recreation and Education was established by the City of Downey and the Downey Unified School District in January 2001. The program is a collaborative effort between the City and School District. The goal of the program is to provide a fun, safe, and educational after school environment that meets the needs of the students. This goal is accomplished through the planning and implementation of fun and engaging activities that enrich students. The ASPIRE program is funded by the California Department of Education through After School Education and Safety grant funds. ASPIRE is a free after school program with an annual \$40 registration/materials fee. Fee waivers are available upon request.

ASPIRE is happy to have your family enrolled in our program. It is our hope that you, your child, and family find the program beneficial. The Parent Handbook is designed to give families an overview of the program, as well as an understanding of the rules and guidelines that have been established.

### **MISSION STATEMENT**

“ASPIRE provides an academically enriching and safe environment dedicated to developing youth voice and leadership, active and engaged learning opportunities and enhancing social-emotional growth amongst ASPIRE program participants.”

### **STAFFING**

ASPIRE strives to offer a quality after school program for your child. The staffing ratio is one Program Leader per 20 students. Your child will be assigned to a Program Leader, with whom they will work with each day. There is a Site Director and Lead Program Leader at each school site, who are responsible for the daily operations of the program. Please get to know your child’s Program Leader, Lead Program Leader and Site Director. Feel free to address any of your questions or concerns with them.

At times, ASPIRE will utilize a staffing agency to fill any vacancies that cannot be filled with existing city staff. The staffing agency provides after school staff that meets the minimum requirements of two years of experience working with children. All have gone through background checks, fingerprinting, enrolled in the Department of Justice, as well as TB medical clearance.

## **PROGRAM GUIDELINES**

### **ATTENDANCE**

The first day of school is August 12, 2020, ASPIRE will be closed for staff development. The first day of ASPIRE will be August 17, 2020. ASPIRE is also closed for any holidays or student free days. May 28, 2021 is the last day of school and ASPIRE is in session, typically going on a bus field trip.

Thank you for participating in the ASPIRE After School Education and Safety (ASES) Program. If the ASPIRE program does not adhere to the attendance policies, funding will be revoked and the program will be forced to close. It is the intent of the Legislature that students participate in the full hours of the program (even on minimum and early release days).

Attendance Overview:

- Attend the program every day from school dismissal to 6:00pm.
- Participate in the full day of the ASPIRE program.
- Students must attend ASPIRE, if they attended school.
- If your student does not come to school, they cannot be dropped off at the program.
- If students do not feel well at school dismissal, they need to report to the ASPIRE program, and staff will call home for an early pick-up.
- Students are expected to report directly to ASPIRE. Students who leave campus will be suspended or withdrawn from the program.

### **California Education Code:**

[California Education Code 8483. (a) (1)] Every after school component of program established pursuant to this article shall commence immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6 p.m. on every regular school day. Every after school component of the program shall establish a policy regarding reasonably early daily release of pupils from the program.

### **ABSENCES**

Students who have three absences in a row with no parent notification to ASPIRE staff will be withdrawn from the program. If students do not feel well at school dismissal, they need to report to the ASPIRE program, and staff will call home for an early pick-up. Students cannot use their personal phone to call home, the ASPIRE phone is available. When your child is absent, please call the Site Director to inform. Students cannot be dropped off at ASPIRE if they did not attend school that day. If they leave school for an appointment, they would need to return to school before the dismissal bell to be accepted into ASPIRE. ASPIRE is not responsible for middle school students who do not check into the program. ASPIRE will notify you if your child has three consecutive absences in a row.

Please make sure you communicate with the ASPIRE Program, not the school office, regarding absences from ASPIRE. The ASPIRE Program is separate from the regular school day.

If you have excessive absences, staff will speak to you and may request documentation to verify why your child is not attending the program. If your child will have an extended absence due to an illness or family emergency, please contact the Site Director prior to the absence. Failure to communicate in advance with the ASPIRE program can result in your child being withdrawn from the program. No re-entry will be allowed. Extended absences will result in an Attendance Notice, if the absences/early pick-ups are 7 or more days in the month whether excused or unexcused.

### **Early Release Policy – (one time occurrences)**

If you are picking up for an approved early release reason, the gate/door will be closed and you will need to call the Site Director's number for the school site. The Site Director may need some time to come from the other side of campus, and therefore please be patient; it will take no more than 15 minutes.

The early release of students is not intended for the daily departure of students. Families may use the early release policy sporadically. Misuse of the early release policy may result in the termination of services.

If you need to pick up your child early due to a one time appointment or event, you need to record on the sign-in sheet with reason and reason code. All reasons and codes must be recorded by the end of the month. Parents/guardians may request an early release if their student must leave the program early on a regular basis. If you have excessive early pick-ups, staff will speak to you and may request documentation to verify why your child is not attending the program. The staff will initial the sign-in sheet that they have seen the documentation. A combination of excessive absences and/or early pick-ups **(excused or unexcused)** of 7 or more will result in an Attendance Notice regardless if notes have been shown to staff.

### **Early Release Policy – (Reoccurring activities)**

If you need to pick up your child before 6:00pm on a regular basis you are required to fill out an Early Release (triplicate) form. The early release request must be submitted in advance and be approved prior to the student leaving the program early. Proof of enrollment and schedule with detailed days and times must be submitted with the early release form. Early release will be approved for a maximum of two days per week for appointments or extra-curricular activities that start before 6:45pm to allow 30 minutes to an hour before the activity. The program reserves the right to deny early release requests. The students must attend the full day of the ASPIRE program the other remaining days of the week. Early releases are

valid from date of approval until the effective date listed. If the early release expires, parents are responsible for filling out a new early release form.

The approved early release must be followed, with the student being picked up at the approved time or later. Picking up before the approved time requires a code on the sign-in sheet and counts toward the max allowance of 6 early pick-ups/absences in the month.

Students cannot be absent from the program, but must report and attend program for a minimum of an hour (with the exception of emergencies) before being picked up for an early release reason. Early Release and paperwork expired at end of December/May does not roll over, and it's the parents' responsibility to resubmit.

### Early Release Reasons

- Ongoing appointment such as therapy or counseling. Doctor's note must be provided with Early Release form.
- Sports or Enrichment activity. **Proof of enrollment, payment & schedule** with detailed days and times must be provided with Early Release form. If parent is providing a letter from coach with schedule, the coach must also provide name and phone number.
- Parent / Guardian work schedule. Documentation must be provided from employer.
- Court appointed visitations – must provide a copy of court order.
- To pick up a sibling at another ASPIRE site. **The earliest a sibling could be picked up is 5:30pm.** The names of siblings need to be written on the early release, and you must designate of the children who will be the one to be picked up early.
- Parallel program held on school campus, such as school band or school sports (Middle School students transported by school bus for an away game, must follow the school's rule for returning on the bus).
- Parallel program held on a different school campus, such as DFEO (Downey Foundation for Educational Opportunities)

### Attendance Consequences

You will receive an attendance notice for:

- A combination of excessive absences and/or early pick-ups (excused or unexcused) of 7 or more in the month (including: Dr's notes/vacations/family emergency etc.)
- When picking up early, and not completing the code and explanation for 3 days or more.
- Signing/printing illegible
- Signing the incorrect time
- Pattern of early pick-up/absence without completing an Early Release form (ex. Tue for soccer).

**Students not attending the program as required will be issued attendance notices as follows:**

<b>1<sup>st</sup> notice:</b>	<b>Attendance Notice</b>
<b>2<sup>nd</sup> notice:</b>	<b>Final Warning and Required Phone Conference</b>
<b>3<sup>rd</sup> notice:</b>	<b>Withdrawn from Program</b>

### PERSONAL ITEMS

ASPIRE students are not allowed to bring or use personal items or electronics, such as cell phones, iPods, handheld games, cameras, toys, etc. ASPIRE program. ASPIRE is not responsible for lost, damage, or stolen items if brought to the program

Students will get one warning to put their cell phone/personal items away, if the cell phone remains out, it will result in a behavior referral. Should you need to reach your child, please call the ASPIRE cell phone number. If your child is not feeling well, they need to inform a staff so they can monitor and use the site cell phone.

Students may not post any pictures/videos of students or staff taken during ASPIRE on social networks.

Students and parents cannot request staff on social media networks.

ASPIRE staff reserves the right to search student's backpacks. ASPIRE reserves the right to confiscate prohibited items and turn over the school administration, Downey Police Department or return to the legal guardian.

### **STUDENT PICK UP**

Children participating in ASPIRE must be signed out by a parent/guardian or designee. (For instance, a relative, friend, or adult of your designation who is **16 years of age or over**). You must designate first and last name of who is allowed to pick up your child on the ASPIRE emergency card. You must update your child's ASPIRE emergency card throughout the school year as changes occur. Children will not be released to anyone who is not on the emergency card—**NO EXCEPTIONS. No arrangements may be made over the phone.** Students will not be release to anyone who seems to be under the influence of drugs or alcohol.

**Photo Identification will be required to release students from the program. Parents and individuals authorized to pick up students should expect to show ID upon request and should carry their ID on them at all times.**

The correct name and time must be recorded on the sign-out sheet in blue or black ink. Incorrect time will be re-written by leader and initialed. Failure to write the correct name and time will result in an attendance notice being issued.

Parents/Guardians or designated individuals signing out students must sign or print their first and last name and pick-up time legibly. Failure to sign out students legibly will result in an attendance notice being issued.

Example:

Okay: John Smith  
Not Okay: [Illegible Signature]

When arriving to pick up your child, please park in marked parking spaces and walk to the designated sign-out area for your child's school site. Please drive safely and under the speed limit. No parking is allowed in the red zone, drop-off/loading zone, bus zone, or in a handicap space without a handicap placard.

### **MIDDLE SCHOOL WALKING RELEASE**

Walking releases are intended for those parents/guardians that cannot pick-up their child by 6 pm. The ASES Grant Dark 30 Policy allows students to walk home 30 minutes before sunset during Daylight Savings Time. You must fill out a 2020-2021 Walking Release form prior to your child being released to walk home. It does not allow students to be signed out and wait on campus to be picked up by their parent/guardian. **Students caught on campus or at an ASPIRE elementary site after being signed out will have their walking release form revoked. Students caught being picked up by the parent after being signed out will also have their walking release form revoked.**

On days of heavy rain or other concerns of safety, we request that you pick up your child directly from the program. ASPIRE staff will attempt to contact you to verify that the child will stay in the program until you arrive for pick-up.

ASPIRE staff will send forms and correspondence with students and notify parents with a phone call. All forms that require a signature must be returned the next day. Failure to do so may result in the suspension of the student.

### Release Time

Effective August 17 – October 16, 2020	5:50
Effective October 19 – October 30, 2020	5:30
Effective November 2, 2020 - February 5, 2021	4:15
Effective February 8 – March 12, 2021	5:00
Effective March 15 – May 28, 2021	5:50

### **EMERGENCY CARD**

In the event of an emergency ASPIRE staff will contact you through the numbers listed on your child's ASPIRE emergency card. **It is very important that you update your work, home and emergency contact phone numbers as changes occur.** Emergency cards are available at the ASPIRE site. ASPIRE does not have access to the regular school day emergency cards. Students will not be released to anyone who is not on the ASPIRE emergency card.

The back of the emergency card has an area to write the special needs of your child. This could be medical, physical, or mental disabilities, or other help they may need. This will help staff better support your child. If your child has a one-on-one aide during the school day, then you must arrange for a one-on-one after school.

### **COURT ORDER**

If there is a court order for custodial rights and/or visitation rights or restraining order the parent/guardian must provide the ASPIRE Office with the court order. **Students cannot be absent due to a court order but can be picked up early.** The court order needs to be provided to ASPIRE so the terms of the order can be followed. Documentation for the court order must be provided each school year and in the event the terms of the order change.

ASPIRE will not mediate between parents in regards to custodial agreements and restraining orders. All issues regarding court orders need to be addressed by parents outside of the ASPIRE site. If parents involve ASPIRE staff or students and create a hostile environment during ASPIRE the student will be withdrawn from the program.

### **VISITORS**

If a social worker needs to meet and speak with your child, it must be done outside of the ASPIRE site, **it cannot happen at ASPIRE even for a short moment.** You may pick up your child early to do so and record on the sign-in sheet regarding the meeting.

Observations of your child, by a teacher, social worker, or district staff is permitted with prior discussion with the Site Director and as long it is of short duration and not distracting to your child or the other students. Any other type of visit, such as a meeting or session, must be done outside of the program, and will require an early release.

If your child receives tutoring other than a teacher at his/her school, it must be done outside of the ASPIRE site. You may pick up your child early to do so and complete an Early Release Request for on-going tutoring.

ASPIRE volunteers have an onboarding process which includes fingerprinting through the Department of Justice.

## **MEDICATION AND ALLERGIES**

It is very important that you record all medications and allergies on your child's emergency card. In the event of an emergency, the staff will refer to the emergency card for information.

Students cannot keep medication in their backpacks. ASPIRE can only keep and administer asthma inhalers, insulin pens, and Epi pens. ASPIRE does not have access to inhalers, insulin dosage and Epi pens that are in the school office. Parent/Guardians need to provide ASPIRE with a separate device. Parents must complete a "request for medication" form which will accompany the device and be locked up in the ASPIRE cabinet.

## **INJURIES**

Injuries will be communicated in a variety of ways: in person at pick-up time, over the phone, or through an *ouch report*. If a student has a major injury and/or is disoriented or displaying any signs of concussion such as, but not limited to: dizziness, nausea, blurred vision, the Downey Fire Department will be called. Similarly, the primary contact will be phoned. Emergency Services will evaluate the student and release them to you, or if needed, transport him/her to the local hospital. After being informed of an injury please evaluate and monitor your child at home. ASPIRE also has a "Head Injury Notification" form to share with you for signs to look for when your child has received an injury to their head.

## **SAFETY**

ASPIRE sites practice safety drills such as fire, lockdown, earthquake and sign-out at the emergency reunion gate.

If an ASPIRE student brings a weapon to the program, makes a threat to others, and/or makes a threat to the school (even if joking), it will be reported to the Downey Police Department for further investigation. Repercussions will result that could vary from suspension from ASPIRE, withdrawal from ASPIRE and even juvenile detention. Once a call is placed to the police, the student's primary contact will be notified of this incident. These types of incidents will also be reported to school administration.

If this type of incident occurs at your child's after school site, an email will be sent to the primary contact we have on file, to communicate this issue. Please confirm with your Site Director that the most recent and accurate contact information (i.e. email address and phone number) is on file so we can guarantee to reach you to make you aware of such occurrences.

If a student makes a threat to himself/herself, Downey Police Department will be called. Also, depending on the nature of the threat, transportation of the student for further monitoring and evaluation by professionals from the Los Angeles Department of Mental Health, could result. Once the police have been contacted, the primary contact will be phoned on the most recent phone number provided. These types of incidents will also be reported to school administration.

## **TRANSFER OF SCHOOLS**

If your child transfers to another school site parents may be able to transfer to ASPIRE if the program operates at the new school site and there is room. Please notify your Site Director prior to the transfer occurring. If there is no room at the school, then your child will be added onto the waitlist for the new school. Your child must be enrolled or permit accepted by the 1<sup>st</sup> day of school, or your child will be dropped.

## **LATE PICK UP POLICY**

ASPIRE closes at **6:00pm**, your child must be picked-up promptly at the end of ASPIRE. ASPIRE staff is not allowed to sign your child out if you are late. If your child has not been picked up by 6:00pm, ASPIRE staff will attempt to contact you and those individuals designated as emergency contacts. If you or your emergency contacts do not arrive by 7 pm ASPIRE reserves the right to release your child to the Downey Police Department.

**Every late pick-up will result in a late fee being charged. There are no warnings; you will be charged a late fee the first time you arrive late.**

**Late fees begin at 6:10pm**

6:10 - 6:30 = \$10.00

6:31 - 6:45 = \$20.00

6:46 - 7:00 = \$30.00

\$10.00 per 15 minutes or any portion thereof.

The late fee charged continues to increase until the child is picked up. The late fee must be paid prior to the child returning to the ASPIRE program or the agreed upon date within the week of the late pick-up. Failure to pay the late fee by the agreed upon date will result in student withdrawal from the program.

**The parent who signed enrollment forms is ultimately responsible for all fees. Failure to pay fees will result in the student being withdrawn from the program and will not be permitted to enroll in future school years.**

Late pick-ups in excess of 8 per school year will result in your child being suspended and/or withdrawn from the ASPIRE program. **Please set your personal watch to the ASPIRE cell phone time to avoid receiving a late notice.**

**DISCIPLINE**

Participation in ASPIRE is a great opportunity for your child. Your child must follow both the school and ASPIRE rules. Disruptive or disrespectful behavior toward other students or ASPIRE staff is reason for suspension and/or dismissal from the program. ASPIRE Behavior Referrals are utilized to communicate with you regarding your child's behavior. The Behavior Referral is not submitted to your child's permanent school record. The ASPIRE staff and/or Site Director will involve you in any discipline issues regarding your child.

In addition, the safety and welfare of ASPIRE students is very important to us. ASPIRE does not allow physical contact amongst students (regardless if act was intentional or joking around). Any student that is involved in a physical confrontation and/or puts their hand on another student or staff will be suspended or withdrawn from the ASPIRE program. This includes but is not limited to: rough-housing, hitting, kicking, choking, inappropriate language or topics, etc.

ASPIRE aligns with school policies/rules and communicates with school administration. Students in violation of school rules can be referred to the school if necessary. The school may administer additional disciplinary consequences.

**If a student is withdrawn due to behavior they cannot return in the same school year.**

**Parent Code of Conduct**

Parents are expected to conduct themselves in a respectful manner at all times while at ASPIRE site. Parents should be respectful of staff, parents, and students. Parents may not use inappropriate language, loud or insulting language, intimidating behavior, or makes threats towards staff, parents, or students. Parents may not discipline/approach students other than their own.

Parents are expected to be courteous drivers and park in marked parking spaces. Do not block traffic, park in fire lane or handicap stalls without proper placard.

If ASPIRE requests a parent meeting, parents must make themselves available to meet with ASPIRE during program hours.

Parents are expected to be available to staff during pick-up time to discuss any concerns that staff may have regarding your student or to communicate ASPIRE program information. Please refrain from using cell phone while at the ASPIRE program.

Parents cannot exchange numbers, request or message staff on social media networks.

**Parents who fail to follow code of conduct will be not be permitted on campus in the future and/or have their student withdrawn from the program. Law enforcement will be called for assistance if needed.**

Penal codes: 243.5 arrest on school grounds, 415.5 fighting on school grounds, 626.6 refusal to leave school grounds, 626.8 disruptive presences at school.

### **PARENT SURVEYS**

ASPIRE will distribute ASPIRE parent surveys with the re-enrollment packet. The re-enrollment packet will not be accepted unless the parent survey is completed. The surveys are mandated by our State Department of Education grant funding and used in our annual evaluation of the program.

### **MANDATORY PARENT ORIENTATION**

At the start of the school year, all parents are required to attend an ASPIRE orientation where program and site information will be shared. Parents will be able to meet staff and ask questions.

### **STUDENT PAPERWORK**

Important documents such as medical information or court orders do not roll over from school year to school year. **Paperwork needs to be resubmitted each school year.** Permission slips distributed throughout the year require a parent/guardian signature.

### **PROGRAM RE-ENROLLMENT**

The ASPIRE program will conduct re-enrollment for the current students enrolled in ASPIRE each spring. Parents will be issued only **one** re-enrollment packet per student/sibling and are required to complete and return the packet by the designated date. Please speak to your Site Director about how to get a packet during re-enrollment time for a sibling not currently in the program. If the re-enrollment paperwork and fee is not returned during the designated re-enrollment period, the parent must attend the lottery enrollment date to try and enroll their student(s) for the next school year.

Once re-enrollment is completed student must remain enrolled in the program for the remainder of the current school year in good attendance standing. If a student is dropped or withdrawn by ASPIRE or the parent after the re-enrollment period, they will also be withdrawn from the next school year.

Due to Assembly bill AB1567, homeless and foster youth will be given priority on the waitlist, as space becomes available. This information will be verified with Downey Unified School District.

### **MANDATED CHILD ABUSE REPORTER**

The ASPIRE staff are mandated child abuse reporters and are required by law to report suspected abuse or neglect to the Department of Child Protective Services.

# PROGRAM COMPONENTS

## **HOMWORK ASSISTANCE**

**Homework assistance is provided Monday through Thursday for 45 minutes to one hour per day.**

- The ASPIRE staff will assist students with their homework and keep them on task.
- The ASPIRE staff cannot check homework for complete accuracy, but will spot check to ensure child grasps the concept.
- One-on-one tutoring is not available in ASPIRE. It is the responsibility of the parent/guardian to ensure that all homework is complete and accurate each evening.
- ASPIRE staff are not able to sign homework planners or reading logs.
- Please make sure you review your child's homework and sign the planner if required.
- Where available, some sites have designated times to utilize the computer lab to work on computer homework or computer skills.

Students are expected to come prepared to ASPIRE. They need to bring the necessary materials to complete their homework. This includes pencils, paper, books, etc. Students are not allowed to return to their classroom to retrieve homework or supplies that were left behind.

If you would like your child to complete their homework at home you must provide an alternative homework packet for your child to do during homework time at ASPIRE. Homework extension is sometimes offered at the end of the day, however, students cannot miss other program components for homework.

The ASPIRE staff will use a Homework Notice Form to communicate with the student's parents and teacher regarding homework. It is the goal of the ASPIRE program to work as a team with the parents and teachers of our students to provide a quality homework experience.

## **SNACK**

The Downey Unified School District Food Services Division provides the ASPIRE students with a daily snack. The snack meets or exceeds the nutrition requirements established by local, state, and federal statutes and regulations. **Please notify the ASPIRE Site Director if your child has any food allergies and document on emergency card.**

Children may bring their own snack, if desired. The snack must be eaten at the designated snack time. If you provide your child with a snack please make sure the snack is healthy, nutritious and meets the school guidelines. No fast food meals, hot chips, soda, or candy are allowed.

## **Minimum Days**

ASPIRE operates from school dismissal until 6:00pm on minimum days. Parents may be required to provide a sack lunch for his or her child. The lunch must be healthy, nutritious and meets the school guidelines. No fast food meals, hot chips, soda, or candy are allowed.

## **Walking Field Trip**

Throughout the school year ASPIRE sites may take educational walking trips to locations nearby the school. Students will be supervised by ASPIRE staff during each walking trip. In order for students to participate in the walking trips students must have a signed permission slip on file. Parents will be notified prior to trips and will be asked to sign-up on the list to allow permission. Parents are not allowed to pick-up students while traveling between the school site and location. Parents need to request if they would like to participate in the field trip.

## **Student Participation**

It is expected that students participate in the program activities daily unless physical limitation prohibit participation. Regardless of students' early release, site activities will be followed as scheduled.

## **Fundraisers**

Sites will offer events and items as a way to fundraise for the program. Site use the fundraisers to raise money for parties, field trips, buses, and other items that are not included in the grant budget. There are two on-site fundraisers and a charity fundraiser.

## **ELEMENTARY PROGRAM ACTIVITIES**

### **LitART**

The LitART Literacy Curriculum is a comprehensive language arts program that delivers engaging activities to students. LitART uses award winning children's picture books and novels to engage students in reading, writing, drama, art and math response activities. The curriculum is aligned to Common Core State Standards and emphasizes research-based strategies. There are five themes each school year. There are 15 picture books and one grade level appropriate novel per theme. LitART is instructed two times per week. All ASPIRE Program Leaders are trained in delivering the LitART curriculum. LitART is fun and unique – utilizing a variety of fun and engaging reading strategies, such as pantomime retelling, impromptu retelling, read aloud, echo reading, paired reading or character reading. Following reading time, the students participate in different response activities that are designed to reinforce and strengthen student's comprehension, vocabulary and writing skills. For example, they might do a creative response which may involve a craft or a game related to the book or a literacy response which may consist of writing, vocabulary words, recognizing different words or phrases. The staff also utilize journal response activities, which encourage students to write a response to a question relating to the book. In addition, there are also comprehension questions and mystery message games that are used to engage the students.

### **SPARK Active Recreation**

The SPARK Active Recreation Program promotes quality, daily physical activity for youth. SPARK emphasizes health-related fitness activities. The focus during the sessions is on youth being actively engaged in developmentally appropriate movement. SPARK is also designed to reach other outcomes, including the attainment of motors skills and knowledge and social values. SPARK is designed to encourage maximum participation to every child, regardless of her/his ability. Active participation and practice are the means for improving youth fitness, skills and enjoyment of physical activity.

### **Active and Engaging Clubs**

Students will participate in his or her club of choice. Club days vary from site to site. The students or Program Leader provide club ideas; students sign up for the club. The students then participate in the club of choice for six weeks of fun and hands on activities. The last day of the club, students participate in a culminating event. Every club incorporates the Common Core State Standards.

### **STEAM and 21<sup>st</sup> Century Skills**

ASPIRE incorporates STEAM (Science, Technology, Engineering, Art and Math) activities to provide a variety of fun and educational enrichment activities. STEAM initiative in afterschool programs are means to encourage, educate and prepare today's youth to pursue careers in STEM-related fields. 21<sup>st</sup> Century Skills is the key to developing a generation of successful innovators to encourage arts, business, and creativity. ASPIRE links 21<sup>st</sup> century skill sets to activities by ways of thinking, ways of working, tools for working, and skills for living in the world.

### **Character Counts/Social Emotional**

The ASPIRE Program utilizes a Character development program called Character Counts! There are six pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. These six pillars will be demonstrated and taught to the ASPIRE students. The students learn about one of the

pillars and do an activity related to it every day and the pillar changes each month. ASPIRE will also choose “Kids of Character” each month. Students are chosen for demonstrating the pillar of character for that month. In addition to Character Counts, ASPIRES staff may utilize activities from: Auto-B-Good, Character Chronicles, Sanford Harmony, and No Haters curriculum for character education. Also, Every Monday Matters curriculum gets students thinking about things they can do to make a difference.

## Elementary School Sample Activity Schedule

Times vary depending on school site

<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>2:30</u>	Attendance Snack	Attendance Snack	Attendance Snack	<u>1:45</u> Attendance Snack	Attendance Snack
<u>3:00</u>	SPARK	SPARK	SPARK	<u>2:00</u> SPARK	SPARK
<u>3:30</u>	Every Monday Matters/ Harmony/ Character Counts	LitART- Reading Curriculum	Leader Club	<u>2:45</u> LitART Reading curriculum	STEAM
<u>4:30</u>	Homework	Homework	Homework	Homework	Theme Club
<u>5:30</u>	Homework Extension	Homework Extension	Homework Extension	Homework Extension	Fun Friday
<u>6:00</u>	Program Closes	Program Closes	Program Closes	Program Closes	Program Closes

### **MIDDLE SCHOOL PROGRAM ACTIVITIES**

#### **Sign in**

Students must report and sign into the ASPIRE program within 5 minutes of school dismissal. Failure of student to check-in on time will result in discipline consequences for the student. If they are involved in school activities, clubs, and sports held on campus, after signing in with ASPIRE, they will be dismissed to activity. Once they are done with their activity, they will have 5 minute passing period to return to ASPIRE, if they do not return to ASPIRE, they will be marked as unexcused absence. A student must provide a note from the teacher upon returning to ASPIRE.

#### **Homework**

This is the dedicated time for students to work on their homework. ASPIRE staff will assist students with homework and keep them on task. One-on-one tutoring is not available and it is the responsibility of the parent or guardian to ensure that all homework is complete and accurate each evening.

#### **SPARK Active Recreation**

The SPARK Active Recreation Program promotes quality, daily physical activity for youth. SPARK emphasizes health-related fitness activities. The focus during the sessions is on youth being actively engaged in developmentally appropriate movement. SPARK is also designed to reach other outcomes, including the attainment of motor skills and knowledge and social values. SPARK is designed to encourage maximum participation to every child, regardless of her/his ability. Active participation and practice are the means for improving youth fitness, skills and enjoyment of physical activity.

### **Active and Engaging Clubs**

Students and staff brainstorm ideas for clubs and then students vote for the top clubs. The top clubs are then chosen and staff chooses which one he/she will lead. Students are then asked to sign up for a club. Clubs are held four times a week for six weeks. Students participate in activities related to the club that are hands-on and educational. Each club is aligned with Learning in Afterschool principals to ensure student growth and development. Clubs at middle school are a form of disguised learning. The club ends in a culminating event like a product, field trip, or grand finale of some kind. Examples of previous clubs are: Skate Club, Cooking Club, Graffiti Club, Technology Club, Science Club, Music Club, and Girls Club.

### **Character Counts**

The ASPIRE Program utilizes a Character Counts development program called Character Counts! There are six pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. These six pillars will be demonstrated and taught to the ASPIRE students. Also, Every Monday Matters curriculum gets students thinking about things they can do to make a difference

### **STEAM and 21<sup>st</sup> Century Skills**

ASPIRE incorporates STEAM (Science, Technology, Engineering, Art and Math) activities to provide a variety of fun and educational enrichment activities. STEAM initiative in afterschool programs are a means to encourage, educate and prepare today's youth to pursue careers in STEM-related fields. 21<sup>st</sup> Century Skills is the key to developing a generation of successful innovators to encourage arts, business, and creativity. ASPIRE links 21<sup>st</sup> century skill sets to activities by ways of thinking, ways of working, tools for working, and skills for living in the world. Lastly, staff work on the "4 C's" of the 21<sup>st</sup> century skills through: Communication, Collaboration, Creativity and Critical Thinking.

*Sample STEAM activities and Clubs:*

*Duct Tape Fashion Show, Roller Coaster curriculum, Cooking Club, Student Council, Technology Club, Photography Club*

### **Friday Fun Day**

Fridays are days of fun, fun, fun! Staff and students will plan exciting activities and special events for Fridays.

## Middle School Sample Activity Schedule

Times vary depending on school site

<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
2:35	Snack Sign in	Snack Sign in	Snack Sign in	Snack Sign in	Snack Sign in
3:00	Homework	Homework	Homework	Homework	3:00 Fun Friday
4:00	SPARKS	SPARKS	SPARKS  Student Lead Activity  Every Day Matters	SPARKS	Fun Friday
4:30	<u>Leader Clubs</u> CSI Club Creative Art Club Photography	<u>STEAM Theme</u> Olympics Camping Hollywood	<u>Leader Club</u> CSI Club Creative Art Club Photography	<u>STEAM Theme</u> Olympics Camping Hollywood	Fun Friday
5:30	Homework Extension Indoor/small group	Homework Extension Indoor/small group	Homework Extension Indoor/small group	Homework Extension Indoor/small group	Indoor/small group
6:00	Program Closes	Program Closes	Program Closes	Program Closes	Program Closes