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# Expanded Learning Program After School Academy 2023-2024 Grades 1-6 Program Agreement

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please read the following information carefully. You must sign at the bottom indicating that you understand and agree to the following.

1. The after school ELP is FREE to all students. Program time is from 2:25 pm-6:00 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesday, the program will run from 12:50-6:00 p.m.
2. **ENROLLMENT:** Seats are limited to class capacity in grades 1-4 and a combo class for 5/6 grade. Student attendance and behavior will impact their enrollment to the Expanded Learning Program. After receiving all completed forms, the site coordinators will notify you of your child enrollment. A waiting list will be established if necessary.

*The following is the California Education Code that stipulates the requirements of the After School Program Grant.*

*Daily attendance is encouraged for students participating in the After School Program. The After School Program requires that programs stay open until 6:00 p.m. and for 15 hours per week. It is, however, understood there may be family commitments, health-related appointments, other outside activities, or safety issues including weather conditions that will occur during the hours of the After School Program. For occasions such as these, you may request an Early Release Form be kept on file for your son/daughter.*

*California Education Code Section 8483(a) states that:*

3. *Every after school program shall commence immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6:00 p.m. on every regular school day.*
4. *It is the intent of the Legislature that elementary school pupils participate in the full day program every day which pupils participates to accomplish program goals.*
5. **ATTENDANCE:** Attendance is required for participating students. The program is funded based on students' daily attendance. Students who have three (3) unexcused absences, or other EXCESSIVE absences will be dropped. Enrolled students must attend the program on days they attend school. If a student is absent from school, they may not attend ELP that day. Students may participate in on site co-curricular activities then report to ELP. On Fridays, athletes are expected to return to Sierra Vista from away games and attend ELP to until dismissal time. Doctor/Dentist notes may be obtained from medical personnel and turned in to Teacher Fellow absences for any of those types of visits.

Excused absences are listed below, but are not limited to:

- ❖ Family emergency
- ❖ Attending a parallel program (programs in the school or community – Example - clubs, off-site sports, religious training, etc.)
- ❖ Medical appointments
- ❖ Safety concerns at dusk (Day Light Savings Time Change)
- ❖ Transportation considerations

6. **EARLY RELEASE POLICY:** To comply with State ASES grant requirements, the program will open immediately after school every day and close at 6:00 pm. Late pick-up will impact your student's enrollment in the Expanded Learning Program. In order for children to receive the full benefits of this program consistent attendance is necessary. Students who are frequently absent and/or often picked up by parents early may be dropped from the program. Students may be picked up at or after 5:30 pm every day. **IF YOUR CHILD MUST BE PICKED UP BEFORE 5:30 P.M., COMPLETE THE FRESH ASP EARLY RELEASE FORM AND RETURN WITH REGISTRATION PACKET.**
7. **STUDENT PICK-UP:** Students in grades 1-3 may not check themselves out to walk home alone. They may be checked out by an older sibling in grades 4-6 so they can walk home together. Students in grades 4-6 may check themselves out to walk home at a required time frame. Students not walking or taking the district bus must be signed out by

parents/guardian or a designated person on your students application. Students must be picked up promptly at the end of program time. **If you are late, an ELP Staff can't contact anyone on the emergency list, the ELP staff is obligated to contact law enforcement.**

8. **DISCIPLINE:** Participation in ELP is a privilege. Students are encouraged to be active participants in lessons, complete homework, and engage in enrichment activities. Students are expected to follow the Viking student behavior policy as they would during regular school day. Excessive behavior incidents will affect students' enrollment in the program. **Continuous disruptive or disrespectful behavior toward other students or ELP staff is cause for dismissal.** We encourage you to discuss concerns about your child's behavior with the Site Coordinators.
9. **POLICY ON LIABILITY:** ELP is not liable for the payment of expenses incurred as a result of any injuries. Students participating in sports, including Cheer are required to carry medical insurance. Parents are informed that ELP is not liable for any personal items that may be damaged or lost or the cost of replacing such items.

I acknowledge that I have read and understand the ELP Attendance, Early Sign-Out, Student Pick-up, Behavior, and other general policies outlined in this Agreement.

Parent/Guardian's Signature:\_\_\_\_\_Date:\_\_\_\_\_

**All student's applications will be online, there is a link to the application on the school website.**

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