



## EL SOL SCIENCE AND ARTS ACADEMY

- Objective of the Program. Program's section description.

- Homework policy. Communication with parents and teachers.

- Program Hours. Dismissal time for each grade level.

# Parent Handbook

EXTENDED DAY PROGRAM

2013 - 2014

## Objective

The Extended Day Program is an enrichment program aimed at helping students academically and a place where students find a variety of enrichment activities and lessons to develop many different skills and knowledge. For those enrolling in the program there are three different sections:

1. Students who participate in the program every day and attend regular classes. These students must participate in enrichment classes. They can opt for a second enrichment class depending on age, space, and other teacher criteria. (Funded by the ASES Grant, the school and the parents).
2. Students who participate in the program every day and attend intervention classes. These students may not be allowed to participate in any additional individual or small group enrichment activity during the program hours. Enrichment will be provided for this group as a class. These students have the highest priority at the time of enrollment. (Funded by the school).
3. Students who only attend the program to take enrichment classes. This group of students does not attend the program every day. They have the lowest priority at the time of enrollment. The cost of the program is \$10.00 per day for the days agreed upon. (Funded by the school and by the parents).



## Homework

One of the most important goals of our Extended Day Program is to provide support with the completion of student homework. School teachers generously mentor the Extended Day instructors. Extended Day instructors and teachers meet every week to: create weekly lesson plans, prepare enrichment lessons and agree on policies and procedures to follow, to support the students with their homework. Therefore, Extended Day homework support procedures and policies can vary from one grade to another.

Extended Day instructors will inform parents, at dismissal time, of any part of the homework that is incomplete or not corrected. To avoid classroom interruptions, parents that pick up their child before the dismissal time established for the grade level will not be told if the homework is completed or corrected. Due to the large amount of students in some classes and to the busy schedule of some of our students it is almost impossible to guarantee that the Extended Day instructors will correct every single question of every student's homework during class. Therefore, **parents are ultimately responsible for assuring that their child's homework is completed and corrected.**

## Hours

The Extended Day Program starts immediately after school every day; Monday, Tuesday, Thursday and Friday from 2:30 to 4:05 pm depending on the grade level and Wednesday from 1:30 pm to 2:20 pm. On modified weeks the program starts from 1:00 pm to 1:40 pm.

The Extended Day Program ends at 6:00 pm. Those who stay in the program every day must remain in the program until the time indicated on the Early Release Form. Parents, who come to pick up their child earlier than established, must write a reasonable reason on the sign-out form for his/her child. Students, who have three or more unexcused absences through the year and/or have left the program early six or more times through the year without a valid excuse, will be excluded from the program. Students must be picked up from the program no later than 6:10 pm. Parents can park at the corner of 10th and Broadway after 5:45 pm. Parking is very limited on Halesworth. Please do not double park or park in a not parking zone.

Students will only be allowed to leave school with people whose names are listed in the students' Extended Day application. If for any reason someone that is not listed in the student Extended Day application is going to pick up the student from the program, parents must call the school front office (7:30 am to 4:00 pm) or the Program Assistant to let them know who is coming to pick up the student. Parents of students who pick up their child after 6:10 pm must pay one dollar per each minute from 6:10 pm until the time they arrive. The student will not be allowed to enter the program until the payment is received. The Extended Day Program has an early release policy for those parents who need to take their child out of the program earlier than the time indicated above.





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**PARENT  
HANDBOOK**

To enroll students in the program parents must:

- Fill out an Extended Day registration form. Registration forms can be found in the front office. Completed applications may be left in the front office in the Extended Day Program Assistant's mail box.
- Applications must be completed in full. Incomplete applications will not be processed. They will be returned to the parents.
- Applications will be stamped with the date received and they will be processed in the order received.
- Parents must wait until a space becomes available in their child's grade level and until the Extended Day Program Assistant notifies them. When a space becomes available, the Program Assistant will call the parents to give them the following information:
  - \* Cost of the program.
  - \* First date of enrollment.
  - \* Instructor name and room number where the student will be enrolled.
  - \* Schedule (if child is enrolled in any of the classes).
  - \* Time when parents might come to pick up their child.
  - \* Any other important parent information.
  - \* Parent handbook.
- Spaces in the program will be given according to the following criteria:
  - \* Teacher recommendation. Students recommended by their teacher to participate in the program have enrollment priority. Students enrolled in the program based on teacher recommendations will:
    - ⇒ Participate in the program at no cost.
    - ⇒ Participate in the enrichment classes (Art, Chess, etc.) depending on teacher criteria. Every six weeks, classroom teachers will analyze student's academic progress to determine if they can take the enrichment classes.
    - ⇒ Remain in the program until the time established for that grade.
  - \* Space in the class(es) of the student grade level. Our policy is to maintain classes with no more than 20 students. School administrators can make exceptions to this policy.
  - \* Date of the application received.

### Attendance

- Attendance is mandatory.
- Students who are excused from attending school during the day are excused from attending the Extended Day Program as well.
- Students who leave school right after the school morning session and do not report to the Extended Day Program must call the office and explain the reason for the absence.

### Snacks

- ◆ Students receive a snack every day.
- ◆ Snacks are given to the students between 3:00 and 4:15 pm every day except Wednesday when they receive their snack between 1:30 to 4:15 pm depending on the planned classroom activities.

### Payments

- ◇ Payments are collected on Friday and only on Friday. Payments can be made in cash, checks or money order. Checks must be made to "El Sol Academy" and must include the child(ren)'s name on it. Parents are responsible for any bank fee in the case of invalid checks.
- ◇ The Program Assistant or someone assigned by him/her will be collecting payments after 3:00 pm on Friday. Checks and money orders can be deposited (no cash) in a box located in the Front Office.
- ◇ Parents must pay in advance.
- ◇ Parents will pay the total cost for a week even when the school or the program is not in session the entire week.
- ◇ **Parents will pay the total cost for a week whether their child attends the program one day or the entire week. Parents will still have to pay even if their child did not attend the program the entire week. Parents will stop paying when their child drops the program. Please inform the Program Assistant or the classroom instructor if your child is not attending the program anymore.**
- ◇ Parents who owe one or more weeks of payment will receive a reminder letter.
- ◇ Those who owe three or more weeks of payments may be excluded from the program and placed at the bottom of the waiting list for their grade level.

## Classroom Rules

- Parents are not allowed in the classroom unless there is a previous coordination with the Program Assistant to observe the class.
- Parents are welcome to discuss any problem, suggestion or concern that they or their child may have concerning our program. **Concerns, problems or suggestions should be discussed with the Program Assistant and not with instructors in the classroom or during class time.** You can contact the Program Assistant at the school's office or by phone at 714-543-0023.
- **Mutual respect must be a key for the communication between parents and staff.**

## Discipline

Each classroom has classroom rules and consequences. Rules and consequences are posted in the classroom during Extended Day hours. Students who frequently break the rules may be suspended and/or excluded from the program.

## Enrichment Activities

- ◇ The program has many enrichment classes in which students can participate. Drums, Chess, Fine Art and Drama.
- ◇ Parents CANNOT disrupt the teacher during any of the above mentioned classes. If you arrive at our campus during the time your child is receiving any of these lessons, you must wait until the teacher finishes the lesson, unless it is an emergency. **Unexcused interruptions to the lesson may result in the exclusion of your child from his/her class.**
- ◇ Academics are our main focus. Students who are not doing well academically may not be allowed to participate in any of the individual or small group enrichment classes. Furthermore, students already in the classes that fall behind academically may be removed from the classes. The teacher's recommendations will determine a student's status in the program.
- ◇ **Attendance at the class performance is mandatory.** If a student fails to appear at any of the performances without a previous notice and without a reasonable excuse, the student may be excluded from the class.
- ◇ Students must arrive promptly at their scheduled time for performances. Failure to do so may result in exclusion from the performance.
- ◇ Students must be officially enrolled in the Extended Day Program to be able to participate in any of the classes,
- ◇ Minimum grade level requirement for each class are as follows:
 

Drums	Second
Drama	Second
Art	Kindergarten
- ◇ A more detailed explanation of the rules for Drums can be found in the Music Handbook.
- ◇ **Dance, Drama and Art Enrollment:**
  - \* Parents of students currently participating in the Extended Day Program will fill out the Class Participation Form. Forms can be found in the front office. The form must be placed in the Extended Day Program Assistant mail box for processing.
  - \* Parents of students not currently participating in the Extended Day Program will fill out the Extended Day Enrollment Form. (See section Enrollment)
  - \* Forms will be marked with the date received, and they will be processed in the order they are received. Due to the high volume of applications received, parents will be contacted when a space becomes available. Spaces are given according to teacher criteria, skills, grade level, date of application received, and age.
- ◇ **Drama, Sports:**
  - \* Students who participate in plays or competitions are selected by the teacher from their class. Roles are assigned by the teacher.
- ◇ **Schedule:** Students will receive from one to five classes per week. A copy of the schedule will be given to parents the first week of the enrichment classes.
- ◇ **Attendance to classes and practices is mandatory. The schedule is subject to modifications without previous notification to parents.** If for any reason a student cannot attend a class or practice and the student attended school during the morning, it is his/her parent's responsibility to do one of the following:
  - \* Leave a note with the Extended Day class instructor explaining the reason for the absence.
  - \* Call the Extended Day Program Assistant and let him know the reason for the absence.
  - \* Talk to the Enrichment Class instructor and let him/her know the reason for the absence.



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In accordance with the Education Code Section 8483 (a) (1) the Extended Day Program at El Sol Science and Arts Academy has an early release policy that serves all the students in the program.

**Group – A:** Students who want to participate in the program every day, but do not need Academic Intervention. This program is funded by the ASES Grant, the school and the parents. Parents can complete an Authorization for Early Release Form at any time during the year. By completing this form parents and the Program Assistant will agree on certain days where the student will leave early or not participate at all due to his/her participation in outside sports, dance and other parallel programs; and any other condition that may impede the child from fully attending the program. In order to minimize classroom interruptions, parents must pick up their children during rotation time. Rotation time varies depending on the grade level and class schedule. Parents can obtain the class schedule from the Program Assistant. Group A students must participate in the program every day until 6:00 pm, except in the following cases:

1. They have a doctor or a dentist appointment.
2. They are sick.
3. There is a situation with the child and/or a family member that prevents the child from remaining in the program.
4. Any day(s) previously agreed upon with the Program Assistant through the Authorization for Early Release Form.

**Group – B:** Students who need Intervention and are recommended by their classroom teacher. This program is totally funded by the school. Group B students must participate in the program every day until 6:00 pm, except in the following cases:

1. They have a doctor or a dentist appointment.
2. They are sick.
3. There is a situation with the child and/or a family member that prevents the child from remaining in the program.
4. Participation in outside sports, dance, etc. is NOT considered a valid reason to take the child from the program.

**Group – C:** Students who want to participate in the program on certain days or just for certain hours. This program is funded by the school and the parents. Group C students only attend the program on those days that they signed for and they can leave the program at any time.



**Ruben Sanchez**

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**Tristan Gude**

Director of Operations

**Monique Daviss**

Executive Director

It is our intention to have a wonderful Extended Day program and to lead our students to a successful future. Thank you for your support. If you have any questions, please contact the Program Assistant Ruben Sanchez at 714-543-0023.

Sincerely,