



Expanded Learning Program After School Program at Francisco Middle School

Program Description

The **Expanded Learning Program (ELP)** is a free after school program located at Francisco Middle School. We are open Monday-Friday from 3:20p.m. to 6:20p.m., and closed when school is not in session. Every day, students receive a free snack, help with homework in study centers and also participate in fun enrichment activities! All students are welcome to sign up, but space is limited so there may be a waiting list.



Study Center:

We provide a quiet space to do homework with other students and receive help from trained tutors. There are typically 10-15 students in a room with one instructor and some times extra volunteers. **IMPORTANT:** Some students don't finish all of their homework and will still have some to do at home!



Recreational and Enrichment Activities:

After School programs are a place to have fun, learn, create and meet new friends!

Students participate in physical activities including intramural sports, structured physical activity, and dance. Students also participate in enrichment activities such as arts and crafts, cooking, music, gardening, community service, movie-making, board games, and more.



Important Dates!

Start Date: August 24, 2009, the 1st day of school!

Closed: All school holidays and vacations, Winter Break (Dec 21-Jan 1), Spring Break (March 29-April 2)

End Date: June 4, 2010

For more information, please contact:

Karen Bash, ELP Site Coordinator

Nancy Hernandez, ELP Assistant Site Coordinator

Francisco Middle School, Room 102

karen@tel-hi.org nancy@tel-hi.org

(415) 956-1234

Please call if your student will be absent.

Expanded Learning Program is an ExCEL program in collaboration with Telegraph Hill Neighborhood Center and a partner with Francisco Connection and Francisco Middle School.

Program Policies (1 of 2)

Enrollment:

- A completed Enrollment Application and a signed Parent or Guardian Release Form must be returned to the After School Coordinator to enroll.
- Enrollment is limited in some of our programs so there may be a waiting list.
- Students and parents will be contacted by the After School Coordinator to let you know if there is a spot for your child in the program.
- Middle school students are required to participate at least three days a week
- No fee will be charged for any eligible participant.
- Participants will not be discriminated against based on race, ethnicity, or disability.

Attend all Classes and Clubs You Sign Up For:

- After school program is not a drop-in program.
- Students must attend all classes that they are signed up for.
- If you must leave early or if you do not attend program, you will need written permission from a parent or guardian and you must give the After School Coordinator a note BEFORE the club you will miss.

Follow School-Day Rules Policies

- **Participants are expected to show and display respect and cooperation** with all program staff, instructors, volunteers, and students at all times.
- **Arrive On-Time:** All students are expected to arrive on time. You will need a written note from a parent, guardian, or teacher if you are late to After School Program.
- **Sign-In / Sign-Out and Announcements:** All students are required to sign-in, sign-out, and be present for announcements. Report to the after school program as soon as you are dismissed from the regular school day
- **Stay on school grounds:** Students are not permitted to leave school grounds during or before program.
- **Remain in Class or Cafeteria:** If you wish to leave the classroom, cafeteria, or yard you must ask for permission and you will be given a hall pass.
- **Leave cell phones, CD players, video games, and other electronics at home:** Personal electronics are not permitted in the after school program.

Homework

- **Students are responsible for knowing what they have for homework and bringing all of their materials to the after school program.** If you finish your homework before the after school program, please bring it so that we can review it with you.
- **Parents should be aware that not all students finish homework during the after school program.** Please check in with your child to assure that they have completed homework every night.

Please keep for your records

Program Policies (2 of 2)

Dismissal

- Participants are required to stay until the end of the program.
- If a student has a special circumstance and needs to leave early, a student must bring a note from home and/or receive permission from the After School Program Coordinator. If your child must be released early on a regular basis, you must fill out an "Early Release Form" and return it to the coordinator.
- Participants picked up early by a parent or guardian must sign their child out with an after-school program staff member prior to leaving program.
- For safety reasons, students may not be picked up from the program by anyone that is not listed on the Enrollment Information Form

Medication

- Medication will not be administered to a student by an after school staff member. This includes headache medication or antibacterial medication for cuts.
- If a student experiences a minor cut, staff will wash out the wound with soap and water and apply a band-aid.
- If medication is needed, it must be registered with the school and also with the after school program coordinator with special instructions for administration.

Parents and Caregivers:

- Please keep us updated with your current mailing address and phone numbers at all times so that we may contact you as needed
- We would love for you to visit and volunteer as much as possible and are allowed access to the program at all times. Please check in with the After School Coordinator when you visit or if you want to volunteer. Students are not permitted to have guests or visitors unless they are a parent or caregiver.
- We encourage parents and caretakers have an opportunity to talk to the After School Program Staff. Please contact the After School program Director and set up an appointment at any time.
- Parents and caretakers with grievances shall be referred to the Expanded Learning Program Director. If a satisfactory agreement cannot be reached, the parent or caregiver shall be advised as to the next step of the grievance procedure. The Principal shall be notified when a grievance has been made.

Consequences

- The ExCEL After School Program has a discipline policy that gives positive guidance, allows for redirection and sets clear behavior limits. The discipline policy has been designed to assist participants and staff in developing self-control, self-respect, respect for others, and consideration for the rights and property of others.
- Students that do not follow the above listed requirements and policies may receive a detention, a phone call home, suspension from the after-school program, or they may be dropped from the program.
- Chronic lateness or absences from the after school program will result in the student being dropped from the after school program

Participant Termination Policy

- Participants will forfeit their space in the program for any of the following reasons:
- Regular and excessive absences or lateness
- Behavior that threatens physical or emotional safety of others
- The expressed written request of a parent or guardian

Note: ELP Coordinator will notify the parent or guardian if a student is dropped from the after school program.

Please keep for your records

**Expanded Learning Program (ELP) - After School Program
Enrollment Application 2009-2010 School Year**

Students, parents/guardians, please fill out the following information and return this form to the ELP After School Program. This form is *required* to participate in the after school program.

Student is (Circle One): **New to ELP** **Returning to ELP**

Student's Name _____ Grade in Fall '09 _____

Gender: Female / Male / Other Birth date: _____ Student ID # _____

Parent/Guardian Name(s) _____

Home Address _____ City _____ Zip Code _____

Mailing Address _____ City _____ Zip Code _____

Work Phone _____ Home Phone _____ Cell Phone _____

Parents/Guardians, what languages do you speak? _____

Emergency Contact

Does your child have health insurance? Yes No

Insurance Company _____ Policy # _____ Group _____

Family Doctor Name _____ Phone Number _____

In case of emergency and the parent/guardian cannot be reached, please notify:

Name _____ Relationship to family _____

Address _____ City _____ Zip Code _____

Daytime Phone _____ Evening Phone _____ Cell Phone _____

Please list any current medications, medical conditions, recent injuries, and food or drug allergies:

Dismissal/Sign Out

Please check the box that applies to your child:

My child is allowed to leave the program without an adult and travel home. I assume full responsibility for my child after he/she has signed out of program.

My child may be picked up by (list all names): _____

My child will attend the program on the following days (circle):

Monday Tuesday Wednesday Thursday Friday All Week

Time Leaving (Circle One): 5:00 5:30 6:25

By signing below, I am requesting my child to be enrolled in the Expanded Learning Program and agree to all program expectations.

Parent/Guardian's Signature

Date

Parent/Guardian Release

Students, parents and legal guardians, please read carefully, sign, and return this form to the After School Program. A parent or legal guardian signature on this form is required to participate in the after school program.

For Emergency Treatment

I authorize the Expanded Learning After School Program and Telegraph Hill Neighborhood Center to arrange for transportation in case of accident or acute illness of the participant. In the event it is not possible to receive instruction for the participant's care, consent is given to any licensed physician for treatment. I allow the physician to administer medication and to perform necessary treatment for the preservation of the participant's health and well-being. I understand that any cost incurred for treatment of sudden illness or accident shall be paid by me. This authorization and consent for treatment is given to the Expanded Learning After School Program and Telegraph Hill Neighborhood Center in conjunction with any authorized event.

General Release of Liability

In consideration for being allowed participant privileges in any program of the Expanded Learning After School Program and Telegraph Hill Neighborhood Center, I hereby assume full responsibility for any risk of bodily injury, death, or property damage and/or while using the premises or any facilities or equipment hereon. I further agree to hold harmless the Expanded Learning After School Program and Telegraph Hill Neighborhood Center, their partners, directors, officers, employees, agents, and volunteers from any and all claims that may result from any action for damages, including but not limited, to such claims that may result from injury or death, accident or otherwise, during or arising in any way from said activity. I acknowledge that this General Release of Liability of the Expanded Learning After School Program and Telegraph Hill Neighborhood Center and its partners is binding on me and not my heirs, personal representatives, successors, and assigns.

Community Field Trips

The Expanded Learning After School program will take short field trips on occasion that are within the school community. We will always return by normal dismissal time, unless we notify you in advance. I give permission for my child to leave the school property with supervision from Expanded Learning After School Program partners, directors, officers, employees, agents, and volunteers. While taking part in these community field trips I release the Expanded Learning After School Program and Telegraph Hill Neighborhood Center from responsibility for any risk of bodily injury, death, or property damage as covered in the "General Release of Liability."

Media Release

I hereby consent to the use of my/my child's name, likeness and speech in any audio tape, video tape, film or photograph made in any Expanded Learning After School Program and Telegraph Hill Neighborhood Center activity for the business or publicity purposes of the Expanded Learning After School Program and Telegraph Hill Community Center and its partners. I understand that any participation offers no remuneration and that my/my child's name, likeness and speech may be edited, produced, recorded for duplication and distribution throughout the United States and abroad.

I expressly release the Expanded Learning After School Program and Telegraph Hill Community Center, its licensees, assignees, affiliates and successors from any privacy, defamation, or other claims have arising out of broadcast, exhibition, publication, or promotion of this program.

- Please sign here if you do not agree to the Media Release _____

Parent/Guardian Signature

Date