



## Camp ASEP Expectations and Policies

### Drop-Off / Check-In (Daniel Webster)

- Drop-off window is from 8:00 AM – 9:00 AM (Welcome Hour).
- Drop-off location is the main door at Daniel Webster.
- All DW entrances will remain closed throughout the camp day. Parents/guardians must use the buzzer at the main door to enter.
- Students must be accompanied by a parent/guardian until a staff member acknowledges the handoff in the lobby.
- Students check in at the designated ASEP sign-in area in the lobby.
- Staff will guide students to the cafeteria, where they will be assigned to groups.
- Students may eat breakfast or wait in the cafeteria until their group transitions.
- Students must be able and willing to enter the program independently.
- If arriving after 9:00 AM, families must text 415-863-2737 with the student's name and expected arrival time.
- On field trip days, students must be dropped off by 8:30 AM. Late arrivals may not be able to join field trips.

### Supervised Drop-Off Requirement

- A parent or guardian must accompany student(s) at drop-off until a clear handoff is made to ASEP staff.
- Both the parent/guardian and ASEP staff must acknowledge the transfer of supervision.
- **Students may not be left in front of or around the school without supervision.**
- ASEP is not responsible for students left unsupervised prior to check-in

### Student Readiness for Program Entry

- Students must be able and willing to walk into the program independently.
- ASEP staff will not accept students who are unable or unwilling to transition into the program (e.g., active tantrums, unresponsive, asleep, or being physically forced while objecting)

## **Program Closures**

- No camp on June 19th and July 3rd.

## **Pick-Up (Daniel Webster)**

- Pick-up takes place in the Daniel Webster lobby.
- Only authorized individuals may sign out students for pick-up (**see policies below regarding Sign-In/Sign-Out Procedures, Late Pick-Up, and Intoxicated Pick-Up**).
- Parents/guardians must use the buzzer to enter the building.
- From 4:00 PM – 5:00 PM, staff will be stationed in the lobby.
- Upon arrival, staff will call students to the lobby for pick-up.
- Only authorized individuals may pick up students.
- If arriving outside of this time, please call 415-863-2737 upon arrival.

## **Pick Up Policies**

### **Late Pick Policy**

Comprehensive ASEP and after-care programming end promptly at 6:00 PM.

ASEP does not have staff scheduled to remain beyond closing time. Families must make every effort to pick up students on time.

### **Late Fees**

- A \$1 per minute late fee will be charged for each child picked up after 6:00 PM.
- Late fees are due at pick-up and should be paid in cash to the ASEP office once the total amount is communicated.

If you anticipate being late, you must contact ASEP as soon as possible and provide an estimated arrival time.

### **Failure to Arrive**

If a child has not been picked up by 6:00 PM and we have not heard from a parent/guardian:

1. ASEP staff will attempt to contact the parent/guardian.
2. If unsuccessful, we will contact individuals listed on the emergency contact form.

If no authorized contact can be reached by 6:30 PM, ASEP will contact Child Protective Services to arrange appropriate next steps, which may include a police escort to a designated shelter.

Persistent late pick-ups may result in administrative review and possible discontinuation of child care services.

### **Picking Up a Child While Intoxicated**

ASEP reserves the right to deny release of a student to any individual who presents a safety risk.

If an adult arrives to pick up a student and appears clearly intoxicated or under the influence of drugs or alcohol:

- ASEP staff will deny release of the student to that individual.
- ASEP will contact another authorized adult listed on the emergency form.

In situations where intoxication is suspected but not fully clear, ASEP may document observations in writing to maintain an objective record. Documentation may be used to address concerns directly with the parent/guardian.

- Student safety is the highest priority in all release decisions. ASEP staff will not escort students to or from cars.

### **Field Trips**

- The field trip schedule has been shared along with this camp packet (dates and locations may vary).
- TK and Kindergarten students will attend the same field trips as 1st–5th grade students.

### **Field Trip Schedule & Attendance**

- Students must be dropped off by **8:30 AM** on field trip days.
- Groups will depart by **10:00 AM** and aim to return by **4:00 PM** (unless otherwise specified).
- Students cannot be dropped off or picked up from field trip locations—drop-off and pick-up must take place at the school site.
- All students must participate in field trips if they attend camp that day. Families may opt out by keeping students home.
- No refunds will be issued for missed field trip days.

### **Student Behavior Safety**

- ASEP reserves the right to exclude a student from a field trip if their behavior presents a safety concern (e.g., leaving the group without permission). Please refer to the [ASEP Parent Handbook](#) for ASEP's student behavior policies.

### **Transportation for Field Trips**

- Field trips will involve a combination of public transportation and/or walking.

### **What to Bring on Field Trips**

- Students should bring a light backpack, water bottle, and lunch from home (if not using SFUSD lunch).
- Students must wear comfortable, closed-toe shoes (sneakers) and dress in layers, including a jacket.
- On warmer days, please send sunscreen. ASEP staff cannot apply sunscreen—students must apply it themselves.
- Students may bring their own lunch and/or additional snacks if preferred.

### **Medication**

- If your student has prescribed medication (including inhalers or EpiPens) that must remain with them, families must notify the ASEP team by emailing [ferkhunda@asepsf.org](mailto:ferkhunda@asepsf.org) as soon as possible.
- It is the responsibility of the parent/guardian to communicate this information.
- ASEP staff are not permitted to physically administer medication.
- Staff may support by maintaining a schedule, supervising, and documenting when medication is taken.

### **Dietary Restrictions**

- If dietary restrictions (including allergies) were not indicated during registration, families must notify ASEP by emailing [ferkhunda@asepsf.org](mailto:ferkhunda@asepsf.org) as soon as possible.

### **Meals & Snacks**

- Students will be provided breakfast and lunch through SFUSD (a vegetarian option is available).

### **Student Personal Phones**

- While it is recommended that students do not bring personal cell phones to camp, they are permitted.
- Phones must remain in student backpacks at all times—no exceptions.
- ASEP is not responsible for lost, stolen, or damaged phones.

## **Communication with Families**

- ASEP staff will only contact parents/guardians directly, or allow students to use personal phones, in the case of an emergency or urgent matter.

## **General Communication Policy**

- ASEP will primarily communicate with families via email. The email address provided during Camp registration will be used to create a summer distribution list. This list will include all Camp families, regardless of which weeks they are registered for.
- As a result, you may receive Camp ASEP emails even during weeks your child is not attending.
- Please check your spam/junk folder to ensure emails from ASEP are not being filtered.
- If you are not receiving Camp ASEP emails, it is your responsibility to contact the ASEP Program Director at **ferkhunda@asepsf.org** to ensure you are added to the distribution list.

## **Art Enrichment**

- Each grade will have two art enrichment options M-Thursday.
- Students will be placed into enrichments using a lottery system to ensure placements are ready for the first day of camp.

## **Camp Enrollment**

- Please notify ASEP at **ferkhunda@asepsf.org** as soon as possible if you plan to withdraw from camp.
- Paying Families: Students who are a no-call/no-show for the first 2 days of their scheduled start will lose their spot for that week without a refund.
- Scholarship Families: Students who are a no-call/no-show for the first 2 days of their scheduled start will lose their spot for all enrolled weeks, and the spot will be given to another family.

## **Tuition**

- Paying families will receive an invoice via email between May 23–25, 2026 for all enrolled weeks. Payment instructions will be included.
- Camp tuition is \$350 per week.
- Weeks with 3 or fewer camp days will be prorated.

## **Americans with Disabilities Act (ADA)**

Unlike the school day, which is required to comply with the Individuals with Disabilities Education Act (IDEA), the after school program must comply with Americans with Disabilities Act (ADA). Services and activities provided by a public entity to the public, whether directly or through an agency, must be accessible to students with disabilities with reasonable accommodations (e.g. federal, state and local disabilities rights such as Section 504). Enrollment in the program can include a query if a student needs additional support, but cannot use that information to influence enrollment. If a student has a 504 Plan or an Individual Educational Program (IEP) Plan, the ExCEL program may request access to that information in order to identify what reasonable accommodations can be made to support students' access to the program.

## **Important Notes:**

ASEP prioritizes enrollment for families who qualify under the SFUSD ELOP (Expanded Learning Opportunities Program). ELOP priority generally applies to students who meet income eligibility, are foster or unhoused youth, English learners, or students identified by the school district for additional academic support.

**For the 2026 Summer Camp, all students interested in attending ASEP will be required to complete the ASEP 25–26 Enrollment Application.**

This application includes important forms and information such as:

- Priority Enrollment
- Progressive Response to Challenging Behavior
- ADA & FERPA policies
- Student data collection
- Media Consent Form
- Release of Information
- Opt-out form for ELO-P priority students

All documents must be reviewed and signed before enrollment can be finalized.

### **Agreement to Policies**

- By completing and signing the ASEP 2025–2026 Enrollment Application, families agree to all ASEP Parent Policies and Procedures outlined in the [Parent Handbook](#).
- These policies also extend to and apply during the Summer Program.



she/he cleans it up). However, we have implemented a serious warning system for children who do not meet ASEP behavioral expectations. We will use the following sequence of progressive discipline.

- If a child behaves inappropriately, she/he will receive a serious warning and a restorative conversation.
- Depending upon the incident, staff may also file a student incident report.
- The second time a child behaves inappropriately during the same week, she/he will receive a second serious warning and a student incident report will be filed. A student support plan might also be warranted to help the student succeed in the program. A parent/guardian meeting will be scheduled to collaborate on this plan.
- ASEP strongly follows SFUSD's policy of using suspension or removal from program as a last resort. However, a third serious incident where a student violates expectations may result in a suspension requiring the child to sit out an entire day or two of activities and participate in a series of alternative Restorative Justice activities designed to reflect on their behavior. In the most serious cases, removal from the program may occur. A call will also be made home to inform parents and guardians regarding the incident and a parent conference may be scheduled to discuss Tier III options for additional student support. Staff will also file a student incident report.

Examples of behaviors which will result in a serious warning are leaving the group or program without permission, repeatedly talking out of turn, talking back or being disrespectful to a teacher or other adult, name calling or put-downs, deliberately making a mess, and refusing to follow directions.

Certain behaviors such as light hitting, pushing, play fighting/wrestling or bringing a toy weapon or real weapon to program may result in a combined two immediate serious warnings.

Destroying property, fighting or inappropriate sexual behavior will result in an immediate 3-day suspension and a parent conference will be scheduled before the child may return. In some cases, such behavior can result in immediate expulsion.

ASEP cannot refund tuition for days a child misses due to suspension or expulsion. ASEP does not allow children to bring toys or cell phones to our program. We will let all the children know of this rule on the first day of the program. Thus, if such items are found, they will be immediately confiscated from the child and returned at the end of the program.

ASEP does not allow play fighting or pretend gun fighting. If ASEP staff notice a child is play fighting or pretend gun fighting, ASEP staff will give him/her a warning before having a restorative conversation. Under no circumstances will any staff member of ASEP use corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threats, mental abuse or other activities of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing medication or aides to physical functioning.

### **Americans with Disabilities Act (ADA) Policies**

Unlike the school day, which is required to comply with the Individualized and Disabilities Education Act (IDEA), ASEP is required to comply with the Americans with Disabilities Act (ADA). Under the ADA, services and activities provided by a public entity to the public, whether directly or through an agency, must be accessible to students with disabilities with reasonable accommodations (e.g., federal, state and local disabilities rights such as Section 504).

Enrollment in the program can include a query if students need additional support, but cannot use that information to influence enrollment. If a student has a 504 plan or an IEP plan, ASEP may request permission to access that information in order to identify what reasonable accommodations can be made to support access in the program.

As part of the ASEP application, families have an opportunity to authorize access to student's individual 504 or IEP plans, test scores or reports cards designed by day school staff. This authorization will allow ASEP and day school staff to collaborate on specific student support plans and target academic instructors for increased effectiveness. Parents/caregivers reserve the right to refuse the exchange of this information between day school and after school staff.

ASEP provides a safe and inclusive environment for all of our students. Our students with special needs are no exception. We provide our staff with continual training on how best to provide an inclusive environment. As an organization we believe that a program that is good for children with special needs is good for all of our children. We provide a consistent daily schedule with special attention paid to transition times. We provide safe spaces for students to go to if they are having a particularly tough day and encourage staff to build mentoring relationships with individual students. We train staff to empower students to identify and communicate their own needs.

Lastly, we modify the physical setup of the environment to the greatest extent we are able to in order to accommodate the range of accessibility needs among our students.

Parents concerned that more is needed of our staff or that accommodations have not been made, are encouraged to contact the ASEP Site Coordinator to discuss how student's needs might be met. If the Site Coordinator is unable to make the accommodations, parents may contact the ASEP Site Director. If the Director is unable to make the needed accommodations, parents may contact the ASEP Executive Director. The Executive Director will be able to direct you further if your accommodations still are not met.

ASEP reserves the right to assess specific student needs and balance them against the size, staff and budgetary restrictions of our program. As a small organization, ASEP will strive to accommodate students with special or behavioral needs so long as those accommodations do not fundamentally alter the nature or policies of the ASEP program or pose a direct threat to the health and safety of other children or staff in our program.

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