



Parent Policies and Procedures

2018-2019 School Year

The After School Enrichment Program, also known as ASEP is a nonprofit 501(c)(3) organization. ASEP was founded in 1999 by Libby Albert, a former parent from McKinley Elementary School. ASEP's mission is to provide the community with access to quality after school enrichment programming. ASEP combines the core values of Arts Enrichment, Academic Support and Health & Wellness into comprehensive and specialized educational experience. Currently ASEP serves the McKinley and Daniel Webster Elementary School communities in San Francisco. We have applied our learning, in addition to parent feedback, and now offer many program options including our Comprehensive Program, Specialty Club Programs and our Language Enrichment Program.

In ASEP, students are given the opportunity to develop social and academic skills while their families go to work, school or seek employment. We serve approximately 430 San Francisco youth in grades Kindergarten through 5th grade during after school hours and spring and summer break. Due to generous support from the San Francisco Unified School District and the City and County of San Francisco (Department of Children, Youth, and Their Families) we are able to offer many scholarship slots in our Comprehensive Program and limited scholarships in our specialty programs (Clubs and Language) at no charge to families. Otherwise, based on income eligibility, ASEP charges tuition for all of our program. This allows us to sustain one unified and high-quality program at each of our school sites, for all children, regardless of the socio-economic backgrounds.

We have an exciting year planned and with your help, we hope to make it a memorable and rewarding one for your child. Please take a moment to review our policies and procedures and to go over our discipline policy with your child. We find that open communication between staff and parents is the best way to ensure a positive experience in our program for your child. Please feel free to discuss any of the following information with us if you have questions or concerns. Thank you for giving us this opportunity to work with your child.

Sign-In/Sign-Out Procedure

Children participating in all ASEP programs need to be signed in at the beginning of the day and signed out before leaving the premises. A staff member of ASEP will sign your child in and record the time. The person picking up your child at the end of the day should sign the child out and record the time and fill out the appropriate SFUSD mandated sign-out code, if picking up before 6pm. Codes will be clearly shown on the Sign-In/Sign-Out sheets.

In the cases where parents/caregivers decide to give their child permission to sign themselves out of program, ASEP will be providing parents/caregivers with a permission slip delineating specific times and days when the student is expected to sign themselves out of the ASEP program. This form will require a parent/caregiver signature and must be submitted back to ASEP staff before the student can sign themselves out of a program independently.

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Please note that ASEP staff will not sign your child out of program at any time. In cases where there are events on the school campus after ASEP programming ends (i.e PTA meetings), parents/caregivers designated on the student's authorized pick up list must sign their child out of ASEP programming and transition the student to the event. ASEP staff are not authorized to transition students to events such as PTA as this is a separate program.

From the SFUSD, ExCEL Department (After School Division)

As a member of ExCEL (one of SFUSD's after school divisions) ASEP operates in accordance with ASES and 21st Century grant funded compliance regulations. All ExCEL programs commence immediately upon conclusion of the regular school day, operate a minimum of 15 hours per week, and remain open until at least 6:00 PM on every regular school day.

Student Attendance Expectations

Elementary students are expected to attend the entire program every day it operates.

Allowable Reasons for Early Release (Codes)

Exceptions to the attendance expectations for Elementary and Middle school students are included in the following list of allowable reasons for early release:

1. Parallel Program
2. Family Emergency
3. Personal Family Circumstance
4. Medical Appointment
5. Transportation
6. Community Safety
7. Child accident
8. Other Conditions

Each after school program site will reference the appropriate allowable reason for early release by indicating the corresponding numerical code in the Early Release Column of the daily sign out sheet, as well as the time of the student departure.

All ASEP children must be picked up and signed-out by an adult each day. The person who is signing your child out must come to the classroom where your child and his/her sign-out sheet is present and sign him/her out. This person must be 18 years of age or older. We do not take children to cars or other meeting locations as staff ratios are not sufficient for this level of service and such service is not allowed by state & city policy. We also do not allow children to take public transportation or walk home on their own unless we have received a signed permission form from the student's parent/caregiver. Please contact us directly if this proves to be difficult for your family and we will discuss alternate options.

We will only release your child to you, people who are listed on the emergency card or to another person with written permission from you. If we do not recognize the person picking up

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your child, we reserve the right to not release your child until we are presented with valid identification.

***Please note, that for the first 30 days of program, all teachers in all groups are required to check identification daily.**

If your child is on scholarship, because of the SFUSD requirements delineated above, he/she is required to stay in our program at:

- **McKinley Elem:** 2:00-5:00pm on Monday, Tuesday, Thursday, Friday and 1:00-5:00pm on Wednesday
- **Daniel Webster Elem:** 2:40pm-5:00pm on Monday, Wednesday, Thursday, Friday and 1:40-5:00pm on Tuesdays

Late Pick-Up Policy

Comprehensive ASEP and after care close promptly at 6:00pm. We do not have staff scheduled to stay late with your child/ren. Please make every effort to pick your child/ren up on time. We know that unforeseen emergencies do come up. If you know you will be late, please call ASEP as soon as possible and let us know when you will be arriving. **There is a \$1 per minute penalty due at pick up for any child who is picked up after 6:00pm for Comprehensive ASEP.** This payment should be made in cash directly to the ASEP office as soon you are notified of the amount. If we have not heard from you by the specified closing time, we will call you first and then the people on your emergency card in order to arrange for someone to pick up your child. If we are unable to find you or someone on your emergency card by the 6:30pm, we will contact Child Protective Services to arrange a police escort to a shelter. Persistent tardiness may result in discontinuation of child care services.

Picking Up Your Child While Intoxicated

We reserve the right to deny access to anyone who “presents a risk to the children present.” So, if an adult arrives to pick up a child and he or she is clearly intoxicated, we will contact other authorized persons to pick up the child instead.

In some circumstances, where it is believed that a parent is intoxicated, but it is not entirely clear, we will keep a notebook to record instances where we believe that the parent or other authorized person who has come to pick up the child is under the influence of alcohol or other drugs. This record will help us express to the parent our concerns in a clear and objective manner.

ASEP’s Tuition & Scholarship Structure

ASEP tuition prices for the 2018-2019 school year are listed below. This year’s price of tuition will allow us to continue improvement in our core missions which include attracting and retaining qualified staff, maintaining appropriate teacher to student ratios, providing diverse enrichment opportunities for our students, and providing needed administrative support and parent customer service. It also reflects the additional coverage ASEP will be providing to



accommodate the changes to the day school dismissal time. And lastly, it is in response to the recent minimum wage increase in the City of SF.

Please reference the following tuition table for ASEP below. ASEP will send families a bill on the 15th of each month for payment for the following month. Thus, the first invoice for the 18-19 school year will be sent to you on July 15th, 2018.

McKinley:

2017-2018 ASEP Monthly Tuition Prices

Comp ASEP Only	Language Program Only	Language + AfterCare	Language+ AfterCare + Club	Language + Club	1 Club Only	2 Clubs Only	3 Clubs Only	1 Club + After Care	2 Clubs + After Care	3 Clubs + After Care
\$355	\$288	\$491	\$621	\$438	\$150	\$300	\$450	\$466	\$576	\$792

Daniel Webster:

Comp ASEP Only	1 Club Only	2 Clubs Only	1 Club + Comp/Aftercare	2 Clubs + Comp/Aftercare
\$355	\$150	\$300	\$466	\$576

Application Fee

ASEP charges a nonrefundable \$50.00 application fee for all families that apply to ASEP's Comprehensive, Language Enrichment Program, and Specialty Clubs. This nominal application fee helps to cover the administrative costs associated with ASEP's yearly enrollment process. This fee also helps to ensure that ASEP's enrollment system continues to maintain a high quality and efficient process for years to come. Families that qualify for a scholarship are also required to pay an application fee for the 18-19 school year.

Scholarships

Due to generous support from the San Francisco Unified School District and the City and County of San Francisco (Department of Children, Youth and Their Families) we are able to offer many tuition scholarship slots in our comprehensive program and limited scholarships in our specialty programs at no charge to families. Please check the income eligibility chart included with the application forms to see if your family will qualify for a free slot. Please fill out the application for a free-slot, attach a copy of your most recent tax return and pay stubs for every working member of the family and return it to us with the other forms. If you qualify for a scholarship, you must still pay the nonrefundable \$50 application fee.



Reduced Tuition Option

If the tuition increase is a hardship, please contact ASEP's Administrative Team (info@asepsf.org or 415-255-9319) for more information on reduced tuition availability. If available, this reduced tuition price will be standardized. And, financial information and additional forms will be required for qualification.

Tuition Payment Policies and Procedure

Payment is due in advance on the 25th of the month for care provided the following month. The first month's tuition plus a non-refundable \$50 application fee are due before your child may start at ASEP. Along with the invoices, tuition contracts will also be sent out via DocuSign. Parents/caregivers who do not qualify for a full tuition scholarship are required to sign and submit a tuition contract to ASEP staff before your child starts in ASEP programming for the 18-19 school year. For all programs, your after-care costs are divided equally across all 10 months of the school year. Thus, we do not prorate for shorter months, holidays or when program is extended due to early release week.

A \$25.00 late fee is assessed on payments received after the 1st of the month. Successive \$25 late fees will be applied to each subsequent payment that is missed. For example, if you do not pay for two consecutive months in a row you will be billed \$50 (\$25 * 2 months). Missing three or more payments may result in your child being removed from the program.

- There is a \$25 charge for returned checks or payments that are not successful due to insufficient funds or because you entered an incorrect or invalid account number.
- We encourage you to send your payments to:

The After School Enrichment Program
2201 Market St
San Francisco, CA 94114

- You can also pay using our online payment option. Visit our website at www.asepsf.org or contact ASEP's Administrative Team at info@asepsf.org for more information about our online payment option.
- Please note that there is a \$35 fee if you choose to drop or transfer out of a club/s. Please contact the Site Coordinator for your site in the event that you would like to transfer your child from any of ASEP's clubs. All families should notify the Site Coordinator of any transfer or drop requests before the monthly billing cycle (the 25th of each month) or they will be charged for the following month's tuition.
- Please give us two weeks notice by letter or email if your child will no longer be attending ASEP. In the event that you choose to remove your child out of ASEP, please

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contact the Site Coordinator for your site to inform them of your decision. If you fail to notify us by letter or email that you are removing your child from ASEP you are still responsible for any tuition up until the point that we receive official notification.

- Fees are non-refundable – you will not be reimbursed or prorated if you decide to withdraw from any ASEP program after payment is made for the month.
- We apologize but, in general, we do not have part-time rates available. On the other hand, you are free to share a slot with another family that would like part time care. If you are interested in sharing the cost of program days please contact ASEP's Administrative Team at info@asepsf.org.
- Because our expenses remain constant, there will be no deduction for days when your child is unable to attend.
- We take pride in working with all of our families to support their specific needs. Thus, no family will be turned away from ASEP due to inability to pay tuition.
- We reserve the right to turn away families when there is a waitlist for any of our programs.
- Although we request proof of salary for our free slots, our scholarship program is largely based on a trust system. Thus, if you currently are eligible for a free slot, but later have the income to pay for tuition, we hope that you will let us know. Conversely, if you believe that you are only slightly above the scholarship threshold, please contact us and we will work with you by putting you on our sliding scale program.
- **All ASEP programs will be closed for Labor Day, Columbus Day, Veteran's Day, Thanksgiving Break, Christmas Break, MLK Day, President's Day, Memorial Day, 2 teacher in-service days to be announced and all school holidays and Furlough days.**
- If you are eligible for subsidized child care (ie. Children's Council or Wu Yee will pay for childcare), or if your child is eligible for a free slot through ASEP it is not necessary for you to include payment. Please attach a separate sheet of paper with the name and phone number for the contact person we should call.

Comprehensive ASEP

Comprehensive ASEP is an all-in-one after school program where students are picked up, fed a healthy snack and are taken care of, starting from the end of school until pick up at 6:00pm. During Comprehensive ASEP students engage in a variety of activities including Theme Based Learning, Homework Assistance, Arts Enrichment and PlaySEP. Comprehensive ASEP is open to students in grades Kindergarten through 5th grade.

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Arts Enrichment

Students are given the choice to select one out of two or three specialized arts enrichment classes, twice a year. These classes are taught by contracted art specialists. From dance, visual art, music, theater and science, students will enjoy a fun and immersive arts experience twice a week. These classes are very similar to our clubs, so your child will be able to enjoy specialized arts programming all within Comprehensive ASEP. Here is a list of our partnering organizations that help to make ASEP's Art Enrichment classes so unique: Tree Frog Treks, Digital Sounds Art, Food Education Project, and Creative Arts.

Theme-Based Learning

ASEP staff are trained to provide literacy based programming designed to enhance students' reading and writing skills through fun and interactive activities. ASEP teaching staff develop theme based curriculum that align with the California State Education standards and the Common Core. ASEP's theme- based or project based curriculum is intended to reinforce the concepts being taught to students during the day school.

Homework Assistance

In our homework assistance program, ASEP staff reinforce students' day time learning through providing a positive space and environment with post-homework activities. ASEP's homework assistance program is not a homework completion program, so the responsibility for completing homework always rests with the family. We work very hard to support students to achieve academic success by providing 1 hour of homework or reading time, four days a week.

ASEP Tutoring Program (McKinley Site Specific)

In partnership with the McKinley day school teachers and the McKinley PTA, ASEP offers a targeted tutoring program. Each year day school staff identify students in grades 3rd through 5th who are slightly below grade level (math and reading) who would benefit from afterschool tutoring services. ASEP's Academic Liaison works with day school staff to communicate with parents/guardians regarding the day school's recommendation for tutoring which includes a process of obtaining parent/guardian consent. Once enrollment for the afterschool tutoring service is complete, ASEP funds the tutors (ASEP subcontractor or employee) and assists in the coordination and logistics of operating the tutoring service. This includes accountability on ASEP staff to sign-in/sign-out students who meet with the tutoring instructor and in some cases transport students between the McKinley and Harvey Milk sites. Students enrolled in the tutoring program are required to attend the tutoring sessions on a regular basis. If a student misses more than two days of tutoring services, the student may no longer be eligible to participate in the tutoring services and their spot may be granted to other students on the wait-list. The tutoring program takes place in the McKinley library and participating students get signed out from their ASEP group during the time they are participating the tutoring activities. Only students participating in ASEP's tutoring program who are under the supervision of the tutoring instructors should be present in the library during after-school hours.

Over the last 19 years, 255 McKinley students have enrolled in the program. Per year, the tutoring program serves around 15 students. The day school teachers find this program to be an

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essential resource and rely on it to help those students who are just below grade level get the support they need.

Leveled Reading/Math Games (Daniel Webster Site Specific)

In partnership with the Daniel Webster day school, ASEP students will receive literature that is assigned according to their current reading level. Over time, this is a system that has been developed in partnership between our After School Liaison and ASEP's leadership team to help the students improve their literature comprehension throughout the school year. Math Games are also presented through a similar system to ensure each student's progression is aligned with the day school curriculum.

ASEP Health and Wellness Program Overview

Formed in 2009, the goal of ASEP's Health and Wellness Program is to empower all children and families in ASEP to make healthy choices through nutrition education, hands on interactive experiences and exposure to wellness resources.

Our program's vision "Healthy Children, Healthy Parents, and Healthy Community" is carried out through nutrition education from our staff and in partnership with community wellness organizations. Children learn the importance of eating healthy, getting enough physical activity and how they can positively affect their school environment, family and community as a whole through guest speakers, field trips and peer-to-peer education. We achieve this through our Snack Squad program, Health and Wellness Assemblies, Community Gardening and Field Trips.

PlaySEP

Inspired by SPARK, Playworks and the Holland Group and designed by ASEP, students participate in ASEP's very own physical education program twice a week. We utilize progressive child development techniques to inspire students to be healthy and fit! ASEP teachers lead, coordinate and facilitate 2 one hour sessions of PlaySEP per week. Staff are expected to follow PlaySEP structure and procedures while addressing specific physical skills and physical activity standards.

Daily Snack

- McKinley

- We provide a daily snack every day to each child in all ASEP programs. We believe in educating children about living a healthy lifestyle, so all of our meals are healthy.
- Children are given the choice to eat snack. If they do not want to eat, then they simply put their snack on the share table, so that other children can have seconds if they would like. You are also free to provide your child with his/her own snack. We urge you to support us in our effort to teach kids about living healthy lifestyles by avoiding unhealthy foods like - soda, candy, potato chips, etc. Also, if you provide your child with his/her own snack, please be aware that we have many children in our program who are highly allergic to certain foods, especially peanut butter, nuts and shellfish. We ask that you do not provide a

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snack that puts other students' health at risk. But, in the case that you do provide your child with a snack that others may be allergic to, we may need to separate your child when he/she eats, to ensure that other children are not put at risk. Children with their own snacks will be required to eat during appropriate times (snack time, free-time, etc.), will not be allowed to share with others and will not be allowed to eat in the classrooms.

- If your child has allergies or specific food diets, please let us know through your application packet and by speaking directly with your child's Group Leader. In some cases, we may not be able to provide your child with a snack that fulfills his/her diet requirements, so you are free to provide him/her, or us, with alternatives. We are happy to keep food in our refrigerator for your child.

- Daniel Webster

- Revolution Foods provides a daily snack every day to each child in all ASEP programs. We believe in educating children about living a healthy lifestyle, so all of our meals are healthy and nutritious.
- Children are given the choice to eat snack. If they do not want to eat, then they simply put their snack on the share table, so that other children can have seconds if they would like. You are also free to provide your child with his/her own snack. We urge you to support us in our effort to teach kids about living healthy lifestyles by avoiding unhealthy foods like - soda, candy, potato chips, etc. Also, if you provide your child with his/her own snack, please be aware that we have many children in our program who are highly allergic to certain foods, especially peanut butter, nuts and shellfish. We ask that you do not provide a snack that puts the other students' health at risk. We are aligned with all allergy and food restrictions that are provided by the Daniel Webster day school. Children with their own snacks will be required to eat during appropriate times (snack time, free-time, etc.), will not be allowed to share with others and will not be allowed to eat in the classrooms.
- If your child has allergies or specific food diets, please let us know through your application packet and by speaking directly with your child's Group Leader. In some cases we may not be able to provide your child with a snack that fulfills his/her diet requirements, so you are free to provide him/her, or us, with alternatives. We are happy to keep food in our refrigerator for your child.

Procedure for Field Trips

Field trip permission slips are due on the Wednesday before the field trip is scheduled. **Any permission slip signed after will not be permitted to go on the field trip.** Most field trips will involve walking and/or taking MUNI to our destination. We will inform you via the monthly calendar, newsletter, and Konstella of where we will be going on these excursions and when we plan to return to the school. Please be aware that we rely on MUNI to get us back to school and cannot guarantee our return time. **If you do not want your child to go on a specified field trip or if you need to pick your child up early on the same date as a field trip, it is your responsibility to make arrangements for your child to be picked up immediately when the school day ends. Please call us to tell us not to sign your child into our program. We do**

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not have the capacity to designate staff to stay behind at the school for students who decide not to participate in field trips.

Students will not bring their belongings with them on field trips for convenience. If you plan on picking your child up early from the field trip location, please contact us in advance and let us know if your child should bring their belongings. In addition to our scheduled field trips, in Comprehensive ASEP, the Language Program and the Club Program, we may take the children to the park, on a nature hike within walking distance of the school or an unannounced short and local field trip. We are not always able to inform you ahead of time about these excursions, so please let us know in advance if you do not want your child to leave the campus.

Please note that ASEP staff design field trips for specific ASEP groups (i.e Comprehensive Red Group, Spanish Sol Group) based upon program schedule requirements. ASEP staff will communicate field trip schedules to parent/caregivers within 1-week notice. Only the students designated on the field trip schedule are permitted to attend the field trip activity. Any accommodations to this schedule must be submitted in writing to the appropriate point person at each site.

Specialized Clubs Program

At each site, ASEP offers additional “Specialized Clubs”. Please see descriptions for the clubs below that are offered at the site your child attends. Space is limited in all clubs so interested students should apply to these programs ASAP when registration opens to increase their chance of getting into their program of choice. Enrollment is based on a lottery system.

- **McKinley:** Monday, Tuesday, Thursday and Friday from 2:00 to 3:10pm and Wednesdays from 1:00 to 3:00pm, ASEP offers additional “Specialized Clubs” including Art, Soccer, Chess, Lego, Hoops Basketball, S.T.E.A.M Makers Club and Digital Sound Arts.
 - o **Art Club (Wednesdays - K & 1st Grade):** This club sparks students’ creativity by exploring two-dimensional and three-dimensional art through drawing, painting, paper mache and sculpture. Students are exposed to the nuances of each medium and have the opportunity to create and share their own creative designs.
 - o **Soccer Club (Mondays and Fridays - K through 1st Grade):** Specifically tailored for beginners of the sport, students learn the basic skills needed to further appreciate the game and eventually play organized soccer in the future!
 - o **Chess Club (Tuesday & Thursdays - K through 3rd Grade):** Emphasizing fun over the competitive elements, this club allows students to practice their problem solving, analytical and logical skills all while having fun playing chess!
 - o **Lego Club (Fridays - K through 3rd Grade):** Provides an opportunity for students to build, learn and play with LEGO Bricks. Classes are designed to teach the fundamentals of engineering and design.
 - o **Basketball Club (Tuesday & Thursday - 3rd through 5th Grade):** Clinic style class that teaches the rules and skills needed to enjoy the game in a fun, low

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pressure environment. Each week students will learn a new skill such as dribbling, passing, shooting, rules of the game, etc. Students will play fun basketball activities as well as exciting instructional scrimmaging.

- **S.T.E.A.M Makers Club (Fridays – 2nd and 3rd Grade):** Modeled on the STEAM (science, technology, engineering, art, and mathematics) initiative, this club focuses on developing children’s skills and interest in STEAM subjects as well as helping them apply creative approaches to problem solving.
 - **Digital Sound Arts Club (Wednesdays - 3rd through 5th):** This club introduces sound on many different levels through technology, music and movement! Students will learn the history of Jazz, Funk, Soul, Reggae, and Hip Hop from around the world by identifying forms, styles and patterns. Using sound mixing technology, students will produce their own songs and perform for their families and peers.
- **Daniel Webster:** Monday, Wednesday, Friday from 2:40-4:00pm and 1:40-4:00pm on Tuesdays ASEP offers “Specialized Clubs”. The Daniel Webster After-School Clubs offer the community part time options and additional enrichment opportunities for DW students. Please see the Daniel Webster After School Clubs descriptions and schedules below.
- **Art Club (Tuesdays – 4th and 5th Grade):** This club sparks students’ creativity by exploring two-dimensional and three-dimensional art through drawing, painting, paper mache and sculpture. Students are exposed to the nuances of each medium and have the opportunity to create and share their own creative designs.
 - **Digital Sound Arts Club (Tuesdays – Kinder and 1st):** This club introduces sound on many different levels through technology, music and movement! Students will learn the history of Jazz, Funk, Soul, Reggae, and Hip Hop from around the world by identifying forms, styles and patterns. Using sound mixing technology, students will produce their own songs and perform for their families and peers.
 - **Soccer Club (Monday & Wednesdays - K/1st):** Specifically tailored for beginners of the sport, students learn the basic skills needed to further appreciate the game and eventually play organized soccer in the future!
 - **Chess Club (Wednesday & Fridays 2nd through 5th Grade):**): Emphasizing fun over the competitive elements, this club allows students to practice their problem solving, analytical and logical skills all while having fun playing chess!
 - **Basketball Club (Monday & Friday – 2nd through 5th):** Clinic style class that teaches the rules and skills needed to enjoy the game in a fun, low pressure environment. Each week students will learn a new skill such as dribbling, passing, shooting, rules of the game, etc. Students will play fun basketball activities as well as exciting instructional scrimmaging.

Please make note that if you choose to transfer or dropout from a club you will be charged a \$35 fee. As stated above, fees are non-refundable, so you will not be reimbursed or prorated if you decide to withdraw from a club after payment is made for the month. So, it is in your best interest to drop out of clubs by the 25th of the month. Contact the ASEP Site

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Coordinator at your site or the ASEP Admin Team (info@asepsf.org) if you want to remove your child from an ASEP club program.

These same rules, in regards to prorating, apply to transfers or drops due to student behavior issues. We do not charge a \$35 transfer fee, but we do not reimburse or prorate if we deem it necessary to drop or transfer a student due to behavior issues, after payment is made for the month. Overall, it is ASEP's philosophy that clubs are a privilege for students. Thus, we expect that all students are fully engaged, respectful and appreciative in the clubs that they are enrolled in. Beyond this expectation, all other behavior and general expectations are outlined in the remainder of this handbook.

Language Enrichment Program (McKinley Site Specific)

Monday, Tuesday, and Thursdays from 2:00 to 4:00pm and Wednesday from 1:00 to 4:00pm, ASEP offers a quality language learning experience crafted specifically for after school and the McKinley community. The ASEP Language Enrichment Program is developed to meet the needs of our community by providing language learning experience to students in grades K-5 through a 50% Play-based and 50% Literacy model. Our curriculum structure is designed through bi-weekly themes aligned with art, music, Playsep (physical education), reading and literacy comprehension. These classes are meant for students who are very serious about learning how to speak Mandarin or Spanish. Three levels of Spanish and two levels of Mandarin classes are offered. Incoming K's and new students who are accepted into the language program will be required to take a test. This test helps Language management decide on student placement. You will be contacted by ASEP staff to schedule placement tests. Space is limited in all language classes. Enrollment priority will go to returning students. Otherwise, enrollment will be based on a lottery system. ASEP's Language Program is open to students in grades Kinder through 5th grade.

Similar to the ASEP Club Programs, we believe that the Language Program is a privilege for students. Thus, we expect that all students are fully engaged, respectful and appreciative in the language classes that they are enrolled in. Beyond this expectation, all other behavior and general expectations are outlined in the remainder of this handbook.

Also, as stated in the application form, for which you signed and agreed to, because of the level of commitment we need from families and in order to maintain this program for years to come, you are required to pay fees for 4 months from your start date, regardless if you decide to withdraw your child from the program before that point. If you withdraw your child from the program within your first 4 months enrolled, ASEP will continue to bill you for the entire 4-month period. You are expected to make payments as usual until the 4-month period expires. If you wish to remove your child from ASEP's Language Program please contact ASEP Site Coordinator (415-863-2737) or email info@asepsf.org.

Procedure for Administering Medication

Medications will be handled and administered by ASEP only with a doctor's prescription or a note from the doctor authorizing the use of an over-the-counter medication.



All prescription and non-prescription medications will be centrally stored in a locked storage cabinet. The medication must be labeled with the child's name and shall be dated.

Approval and instructions in writing must be obtained from the parent or guardian for all medication and shall not conflict with the label directions or those prescribed by the child's doctor.

A record will be kept with the type of medication, staff responsible and the time and date the medication was given. This record will be given to the parent or guardian daily and a copy will be placed in the child's file.

When no longer needed by the child, or when the child withdraws from ASEP, all medications will be returned to the child's parent or guardian or disposed of after an unanswered attempt to reach the parent or guardian.

We only apply water and band aides and do not apply antiseptic to wounds if your child is injured in our program, specifically in order to avoid allergic reactions, infection or further harm to your child. In emergency situations involving injury, our goal is to contact you immediately or someone on your emergency card to pick up your child and bring him/her to the hospital. In most cases, infection or more serious harm to your child cannot occur within length of our program.

We do not apply sunscreen to children in our program, for similar reasons as those described above. If you feel your child needs sunscreen, please provide your child with his/her own and notify us and we can assist your child in applying the sunscreen to him/herself at the appropriate time.

Restorative Justice at ASEP

At ASEP we always strive to push the envelope and maintain a reputation for being on the cutting edge of new techniques and approaches to education. Restorative Justice (RJ) in schools is still relatively new and we are all learning to implement it in our program as we grow. But, the basic tenant of Restorative Justice is a change in focus from looking at what rule was broken and what punishment should happen to who was harmed and how we can *all* contribute to repairing the harm. What we want from our staff and managers is to take these fundamental aspects of RJ and apply them in everyday use in the classroom. Restorative Justice is not meant to replace the standard ASEP discipline procedure, but rather, it is meant to be used *when* a student is given a warning or time away from the group. For example, rather than just giving a warning to a student, we complement the warning with a short talk that involves the restorative justice principles. The same applies for more serious actions. Also, restorative practices are now being formally adopted by the SFUSD.

After School Enrichment Program

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Discipline Policy and Procedure

Discipline is the process of guiding children towards behavior which is socially acceptable and which permits all children to be safe and to have an orderly learning environment. The staff of ASEP will provide an environment that will encourage children to behave in appropriate ways and learn constructively. The staff shall serve as role models to the children and shall praise children for appropriate behavior. As stated above, we also attempt to utilize restorative practices to manage behavior issues, when appropriate.

In addition to restorative practices, at ASEP, each program leader is trained to focus on positive reinforcement in order to manage his/her classroom.

All ASEP groups implement classroom management systems that use positive reinforcement techniques. Not only do these systems give students a clear understanding of the rules and expectations, but they motivate students to make the right choices and self-regulate their behavior. Teachers and students will decide on one of the following systems for their classroom:

- Tickets
- Marble Jars
- “Punch Cards”
- “ASEP bucks”

All of these systems offer incentives and rewards for desired classroom behavior during transitions, snack, recess, homework and activity time. Please ask an ASEP teacher or manager for more details about the system being used in your child’s group.

In addition to restorative practices, at ASEP, each program leader is trained to focus on positive reinforcement in order to manage his/her classroom.

All ASEP teachers are trained to align with the same intervention systems as the day school. These include: trainings on positive teaching strategies, and restorative practices. These interventions are designed to keep students in class, and not focus on punitive forms of punishment. ASEP works very closely with day school teachers and the Principal to ensure quality and training. Not only do these systems give students a clear understanding of the rules and expectations, but they motivate students to make the right choices and self-regulate their behavior.

Disciplinary Action

In some cases, the positive reinforcement system does not work. Thus, it is important for ASEP to have clear protocol when disciplinary action is needed. In general, children who behave in ways that hurt, or threaten others, damage, or destroy property will be subject to disciplinary consequences. We will always try to apply natural consequences and restorative practices whenever possible (e.g., if a child willingly makes a mess, she/he cleans it up). But, 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.
- 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 will be required to sit out of the next activity such as art and participate in an alternative activity designed to reflect on their behavior. Staff will also file a student incident report. A student support plan might also be warranted to help the student succeed in the program.
- A third serious warning will result in an in-house 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. A call will also be made home to inform parents and guardians and a parent conference may be scheduled. Staff will also file a student incident report.
- A fourth serious warning will result in the child being suspended from the program for a day or more (depending upon the infraction) and a parent conference will be scheduled. Staff will also file a student incident report.
- Two suspensions in one semester may result in termination of child care.

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.

We cannot refund tuition for days a child misses due to suspension or expulsion.

We do 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 program. Thus, if such items are found, they will be immediately confiscated from the child and returned at the end of program.

Your child is always free to call you in an emergency situation, using any of the ASEP phone lines. Conversely, if you need to contact your child immediately, call either the office line or cell phone:

Daniel Webster E.S.

ASEP Cell Phone: (415) 813-8020

McKinley E.S.

Office Line #1- (415) 863-2737

Office Line #2- (415) 863-9917

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Harvey Milk Line – (415) 863-6600

We do not allow play fighting or pretend gun fighting. If we notice a child is play fighting or pretend gun fighting we 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.

ASEP Student Incident Report

Whenever an issue arises with a student behavior, staff must fill out the ASEP Student Incident Report. Keeping record of individual student incidents are crucial for ASEP management and teachers to track student behavior in order to come up with strategies to better support the student.

Parent Meetings

Parent meetings will take place when a student is continually having issues that are disruptive to the group, hurting themselves or other students. Prior to the parent meeting, management and group teachers will talk about the issues that have taken place and develop support plans to better support the student. During the parent meeting, management and the child's parents will come together and finalize a student support plan. In situations where serious student incidences have occurred, students may not be eligible to return to the program until the parent meeting has occurred.

Student Support Plan Implementation

Student Support Plans are put in place when a student has repeated incidents of misbehavior, and a parent meeting has taken place. Student support plans outline the challenges the student has faced, possible triggers, and strategies and tricks that can help the student be successful in the classroom. In addition, there may be accommodations we have agreed to make for the student.

Below are examples of accommodations ASEP staff have made in the past to support student success in our program:

- Summer meeting with parents to prepare for coming school year.
- One on one support with Site Coordinators
- Ongoing communication with student to develop effective communication and responsible decision making
- Reduced and consistent schedule flexibility
- Ongoing communication with student's family including formal meetings and student success plans
- Regular communication with day school staff

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After School Counseling Services (McKinley Site Specific)

In order to maintain a safe, cooperative and healthy after school environment, ASEP employs After School Counselors who interact with children and provide support to ASEP staff and families in managing behavioral issues.

Communication between after school counselors and ASEP students will be kept confidential and ASEP will keep my child's record in a secure location. As mandated reporters, some information must be disclosed in certain situations, for example, if there is a reasonable suspicion of child abuse, or if there is a threat to the physical safety of the child or others.

Non-Discrimination & Civil Rights Policy

ASEP prohibits discrimination on the basis of race, color, national origin, sex religion, age, disability, political beliefs, sexual orientation, or marital or family status. This institution is an equal opportunity provider.

American's with Disabilities Act (ADA) Policies

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. ASEP is in constant communication with the day school staff and students' families and regularly attends SST and IEP meetings. 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 behavior 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.



Contacts

ASEP Central Office

Address:

2201 Market St.

San Francisco, CA 94114

Phone – (415) 255-9319

Fax – (415) 255-0598

Tany Blasko (Executive Director) – tany@asepsf.org

McKinley Program

ASEP office at McKinley Elementary School- Room 10
1025 14th St. San Francisco CA, 94114

Site Coordinator: Aren Bass

Asst. Site Coordinator: Martha Tran

Phone – (415) 863-2737

Fax – (415) 863-5765

Daniel Webster Program

465 Missouri St.

San Francisco, CA 94107

Mobile – (415) 813-8020

Site Coordinator: Casey Howard

Asst. Site Coordinator: Casey Howard

Phone - (415) 808-8020



18-19 Policies and Procedures Acceptance Signature Page

By signing below, I, a parent or guardian of an ASEP student, acknowledge and agree to the following: I have read the ASEP Parent Policies and Procedures and understand ASEP's rules, values and statutes contained therein. I understand that my child will be held responsible for abiding by the rules, values, and statutes contained therein and may be subject to disciplinary action, up to and including expulsion. Additionally, I agree to abide by all of the guidelines for parents, most importantly the completion of sign-in/sign out, late pick up and tuition payment procedures (if applicable).

(Print) Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Student Name: _____

Date: _____