



ALAMEDA  
COMMUNITY  
LEARNING  
CENTER



An Independent Charter School in the  
Alameda Unified School District

1900 3<sup>rd</sup> St., Alameda, CA 94501  
(510) 995-4300 (510) 995-4307 FAX

## **Enrichment Contract Information**

**Purpose:** Enrichment contracts are intended to allow ACLC learners to arrive late or leave early in order to participate in a regularly scheduled, recurring enrichment activity once per week. Late arrival or early departure may not impact any class period other than a project period.

**Concept:** With parent and school approval, learners will be allowed to arrive at the ACLC campus after 8:20am or leave before 3:25pm (1:35 Wednesdays, 3:05 Fridays) once per week, during project period time, in order to participate in a regularly scheduled, recurring enrichment activity.

### **Requirements for Participation:**

- Must have approval of School Counselor and Lead or Assistant Lead Facilitator.

### **Contract Conditions:**

- Learner must be at ACLC during all regular school hours other than the specified Enrichment Contract time. This includes project periods as well as CCC.
- Parents must submit a signed description of the enrichment activity.
- When arriving late, learner must check in at the Front Desk in the Office.
- When leaving early, learner must sign out on the Sign-Out Log located at the Front Desk in the Office, indicating Enrichment Contract as the reason for early departure.
- Failure to check in or sign out after an initial warning will void this contract.

### **How to Enroll and Maintain Eligibility:**

1. Fill out the Enrichment Contract, including a clear schedule indicating when you will arrive late or leave campus early. Have it signed by a parent or legal guardian.
2. Submit the completed contract to the School Manager with a description of the enrichment activity, signed by a parent/guardian.
3. If your schedule changes, you must submit a new contract. Parent or guardian signatures are required on all applications and changes.
4. You must submit a new contract each semester.

**For questions or more information, please contact Kira Foster, ACLC School Manager, by phone at (510) 995-4300 or email at [kira.foster@alamedaclc.org](mailto:kira.foster@alamedaclc.org)**

# ACLC ENRICHMENT CONTRACT

Learner Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Semester: \_\_\_\_\_ Learner Cell Phone: \_\_\_\_\_

Enrichment Activity \_\_\_\_\_

## Proposed Arrival or Departure Time for Enrichment Activity

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrive on Campus					
Leave Campus					

**If you arrive to or depart from campus according to the schedule above, will you:**

1. Miss all or part of any scheduled class, including CCC?      Yes      No

I understand that I must be present at ACLC during regular school hours except during the time indicated in the schedule above. I further understand that failure to comply with the conditions of this contract may result in the immediate cancellation of the contract and revocation of permission to regularly attend enrichment activities during the school day.

Learner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I approve of the above schedule and understand the consequences if my learner fails to comply with conditions of the contract. I further understand that when my learner is not at ACLC during regular school hours, I am responsible for his or her well being and actions.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

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This Enrichment Contract is approved:

School Counselor: \_\_\_\_\_ Date \_\_\_\_\_

Lead or Assistant Lead Facilitator: \_\_\_\_\_ Date \_\_\_\_\_