



Newport-Mesa
Unified School District

**Expanded Learning After
School Programs
Parent-Student Handbook**

**Project Kidz Connect &
Enrichment Classes**

2023-2024

Introduction	3
Mission	3
Program Funding Information	3
Calendar (For Adams, College Park, Victoria, and Whittier)	4
Calendar (For Killybrooke)	5
Location and Program Hours	6
Project Kidz Connect Policies and Procedures	7
Program Information	7
Technology Use	7
Phone Use	8
Student Attendance	8
Illness	8
Excessive Absences	9
Late Pick Up	9
Early Release of Students	10
Hours of Operation	11
Staffing	11
Student Enrollment	11
Wait List	11
Program Termination Policies	11
Enrichment Policies	12

Introduction

Mission

The Expanded Learning Program will provide a safe and inclusive before-school, after-school, and summer learning environment where every student is seen, every student matters, and every student is valued. Through a creative and inspiring mentorship, every student is challenged to grow towards reaching their full potential as a thriving student today and a responsible community citizen of tomorrow.

NMUSD's district-run after school program Project Kidz Connect and enrichment classes follow all policies outlined in the Parent Student Handbook for each respective elementary school. Check your school website for more information.

Program Funding Information

NMUSD's Expanded Learning is funded by two grants:

1. **After School Education and Safety (ASES)** is the result of the 2002 voter-approved initiative, Proposition 49. This proposition amended California Education Code 8482 to expand and rename the former Before and After School Learning and Safe Neighborhood Partnerships Program. The ASES Program funds the establishment of local after-school education and enrichment programs for elementary and middle school students.
2. **Expanded Learning Opportunities Program (ELO-P)** is authorized by the 2021-22 Budget Act. ELO-P provides funding for afterschool and intersession/summer school enrichment programs for transitional kindergarten through sixth grade. Students qualify for free programming through income qualification, foster care, or designated English Learners.

Calendar (For Adams, College Park, Victoria, and Whittier)



Newport-Mesa Unified School District Expanded Learning						
2023 - 2024 School Calendar						
August '23		September '23		October '23		
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November '23		December '23		January '24		
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
February '24		March '24		April '24		
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May '24		June '24		July '24		
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- First and Last Day of School
- Parent/Teacher Conferences (Min. Days)
- Non Students Days
- Holidays (District Closed)



Calendar (For Killybrooke)

Newport-Mesa Unified School District Expanded Learning																																																														
2023 - 2024 School Calendar																																																														
<table border="1"> <thead> <tr> <th colspan="7">August '23</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>							August '23							Su	M	Tu	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
August '23																																																														
Su	M	Tu	W	Th	F	S																																																								
		1	2	3	4	5																																																								
6	7	8	9	10	11	12																																																								
13	14	15	16	17	18	19																																																								
20	21	22	23	24	25	26																																																								
27	28	29	30	31																																																										
<table border="1"> <thead> <tr> <th colspan="7">September '23</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>							September '23							Su	M	Tu	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
September '23																																																														
Su	M	Tu	W	Th	F	S																																																								
					1	2																																																								
3	4	5	6	7	8	9																																																								
10	11	12	13	14	15	16																																																								
17	18	19	20	21	22	23																																																								
24	25	26	27	28	29	30																																																								
<table border="1"> <thead> <tr> <th colspan="7">October '23</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>							October '23							Su	M	Tu	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
October '23																																																														
Su	M	Tu	W	Th	F	S																																																								
1	2	3	4	5	6	7																																																								
8	9	10	11	12	13	14																																																								
15	16	17	18	19	20	21																																																								
22	23	24	25	26	27	28																																																								
29	30	31																																																												
<table border="1"> <thead> <tr> <th colspan="7">November '23</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>							November '23							Su	M	Tu	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
November '23																																																														
Su	M	Tu	W	Th	F	S																																																								
			1	2	3	4																																																								
5	6	7	8	9	10	11																																																								
12	13	14	15	16	17	18																																																								
19	20	21	22	23	24	25																																																								
26	27	28	29	30																																																										
<table border="1"> <thead> <tr> <th colspan="7">December '23</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>							December '23							Su	M	Tu	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
December '23																																																														
Su	M	Tu	W	Th	F	S																																																								
					1	2																																																								
3	4	5	6	7	8	9																																																								
10	11	12	13	14	15	16																																																								
17	18	19	20	21	22	23																																																								
24	25	26	27	28	29	30																																																								
31																																																														
<table border="1"> <thead> <tr> <th colspan="7">January '24</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>							January '24							Su	M	Tu	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
January '24																																																														
Su	M	Tu	W	Th	F	S																																																								
	1	2	3	4	5	6																																																								
7	8	9	10	11	12	13																																																								
14	15	16	17	18	19	20																																																								
21	22	23	24	25	26	27																																																								
28	29	30	31																																																											
<table border="1"> <thead> <tr> <th colspan="7">February '24</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </tbody> </table>							February '24							Su	M	Tu	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29									
February '24																																																														
Su	M	Tu	W	Th	F	S																																																								
				1	2	3																																																								
4	5	6	7	8	9	10																																																								
11	12	13	14	15	16	17																																																								
18	19	20	21	22	23	24																																																								
25	26	27	28	29																																																										
<table border="1"> <thead> <tr> <th colspan="7">March '24</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>							March '24							Su	M	Tu	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
March '24																																																														
Su	M	Tu	W	Th	F	S																																																								
					1	2																																																								
3	4	5	6	7	8	9																																																								
10	11	12	13	14	15	16																																																								
17	18	19	20	21	22	23																																																								
24	25	26	27	28	29	30																																																								
31																																																														
<table border="1"> <thead> <tr> <th colspan="7">April '24</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>							April '24							Su	M	Tu	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
April '24																																																														
Su	M	Tu	W	Th	F	S																																																								
	1	2	3	4	5	6																																																								
7	8	9	10	11	12	13																																																								
14	15	16	17	18	19	20																																																								
21	22	23	24	25	26	27																																																								
28	29	30																																																												
<table border="1"> <thead> <tr> <th colspan="7">May '24</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>							May '24							Su	M	Tu	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
May '24																																																														
Su	M	Tu	W	Th	F	S																																																								
			1	2	3	4																																																								
5	6	7	8	9	10	11																																																								
12	13	14	15	16	17	18																																																								
19	20	21	22	23	24	25																																																								
26	27	28	29	30	31																																																									
<table border="1"> <thead> <tr> <th colspan="7">June '24</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>							June '24							Su	M	Tu	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
June '24																																																														
Su	M	Tu	W	Th	F	S																																																								
						1																																																								
2	3	4	5	6	7	8																																																								
9	10	11	12	13	14	15																																																								
16	17	18	19	20	21	22																																																								
23	24	25	26	27	28	29																																																								
30																																																														
<table border="1"> <thead> <tr> <th colspan="7">July '24</th> </tr> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>							July '24							Su	M	Tu	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
July '24																																																														
Su	M	Tu	W	Th	F	S																																																								
	1	2	3	4	5	6																																																								
7	8	9	10	11	12	13																																																								
14	15	16	17	18	19	20																																																								
21	22	23	24	25	26	27																																																								
28	29	30	31																																																											

-  First and Last Day of School
-  Parent/Teacher Conferences (Min. Days)
-  Non Students Days
-  Holidays (District Closed)

Location and Program Hours

School	Address	Phone Number	PKC Program Hours
Adams	2850 Club House Rd, Costa Mesa, CA 92626	(714) 424-7935	Mon, Tues, Thurs, Fri 3-6 pm Wed 1:30-6 pm
College Park	2380 Notre Dame Rd, Costa Mesa, CA 92626	(714) 424-7960	Mon, Tues, Thurs, Fri 2:30-6 pm Wed 1:10-6 pm
Killybrooke	3155 Killybrooke Ln., Costa Mesa, CA 92626	(714)424-7945	Mon, Tues, Thurs, Fri 3:05-6 pm Wed 1:35-6 pm
Victoria	1025 Victoria Street, Costa Mesa, CA 92627	(949) 515-6985	Mon, Tues, Thurs, Fri 2:35-6 pm Wed 1:40-6 pm
Whittier	1800 Whittier Avenue, Costa Mesa, CA 92627	(949) 515-6990	Mon, Tues, Thurs, Fri 2:15-6 pm Wed 1-6 pm

PKC Program Hours align with school dismissal so the program does not run when school is not in session. Please check with your school for more information.

Project Kidz Connect Policies and Procedures

Program Information

One of the goals of Project Kidz Connect is to complement and support the core learning that happens during the school day and school year. Connecting interactive and engaging activities, such as STEM (Science, Technology, Engineering, Math), robotics, arts/dance/drama, and sports, to school day academic standards, behaviors, and habits can increase student engagement, widen student perspectives, spark curiosity, and boost academic performance. NMUSD's Expanded Learning Program includes the following components:

1. **Academic Support:** Project Kidz Connect plays an important role in supporting academic achievement. Every day the staff designates time and optimal space for students to complete homework assigned by classroom teachers. The staff actively assist students in developing organizational, time-management, and study skills that help students complete their homework and encourage their overall academic success. Additionally, PKC staff engage with the daytime teachers to learn strategies that reinforce concepts taught during the school day.
2. **Enrichment:** Students will have opportunities to participate in educational experiences that are challenging and enriching, and extend their academic abilities in the arts, dance, music, science, drama, and sports by partnering with outside community enrichment agencies, as well as community-based organization, such as the YMCA and Boys and Girls Club.
3. **Snack:** At no cost to program participants, the district's Nutrition Services Department will provide a healthful snack to all students. To establish healthful nutrition and reinforce healthful choices, the composition of these snacks meets the Federal Free and Reduced Lunch guidelines for nutrition and portions.

Technology Use

Students will have access to technology during after school program hours. The program will enforce District Technology Use policies. You may refer to the district website for a complete copy of the Student Technology Use policies. Students and parents must understand that the consequences of violations of the Student Technology Use Policy include, but are not limited to: suspension and/or revocation of internet access, school suspension and or expulsion, or possible legal action.

Phone Use

Each program has a phone on site that is for emergency use only. Parents and children should make any arrangements in advance. **Students must keep their cellphone in their backpacks for the duration of program time. Cell phone use during program time will lead to disciplinary action.**

Personal Items

The program is not responsible for lost, stolen or damaged personal items, including but not limited to: electronic devices, money, clothing, etc. To avoid items being lost, stolen, or damaged students are encouraged to leave personal items at home.

Student Attendance

Attendance Policy

For students to remain in the program, daily attendance is required. Enrolled students must attend from school release to program end with a pick up no earlier than 5:00 pm unless an Early Release has been arranged. See the Early Release Policy below. If a student does not attend the school day, they may not attend the after-school program.

If a student is scheduled to attend Project Kidz Connect and does not show up to the program, the program will call Parent/Guardian. If Parent/Guardian or Emergency Contacts cannot be reached, the child would be considered missing, and authorities will be called.

Students that acquire more than 4 excused/unexcused absences within a 4-month span may be dropped from the program and put on the waitlist.

Late Pick-Up Policy

- Students are to be signed out by 4:20-4:30 or from 5:30-6:00 pm.
- For late pick-up due to an emergency, please call the Site Lead and provide the student's name, your name, and estimated time of arrival.
- Parents/Guardians must provide emergency contact phone numbers. If a parent/guardian cannot be reached in an emergency, the Site Lead will call the Costa Mesa Police Department.
- If a student has not been picked up by 6:30 pm, the Site Lead will call the Costa Mesa Police Department. to pick up the student. The parent/guardian will then need to pick up the student from the police station.

Illness

Students with symptoms of communicable disease remain with a staff until the parent or designated representative arrives for the child. We make every effort to reach the

parents when the student is ill, but after 30 minutes we will notify the emergency contacts indicated by the parents on AERIES. Parents are requested to pick up their child within one hour of being notified.

Excessive Absences

This policy applies to students that attend school regularly, but are absent during program hours or are being picked up outside of designated sign out windows. Due to individualized circumstances, parents are advised to call the school informing them of the absence and reason. Parents are also advised to provide doctor notes or additional documentation for excusing the absence.

1st Unexcused Absence/Sign Out without documentation

- Parent Notification Letter #1

2nd Unexcused Absence/Sign Out without documentation

- Parent Notification Letter #2 and Attendance Contract

3rd Unexcused Absence/Sign Out without documentation

- Parent Notification Letter #3 and Warning for Dismissal

4th Unexcused Absence/Sign Out without documentation

- The student is suspended for three days of the program and the school will begin the process of student removal from the program

The absence policy can be applied to all after school programs. Absences must be kept to a minimum if a student is to continue participating in afterschool programs. *In situations where attendance requirements are not met, the parent may be issued an attendance contract. Future violations of the existing contract may lead to program dismissal.*

Authorized Release of Students

Students must be signed out of the program each day by an authorized adult **18 years of age or older**. Students may be released only to those persons indicated on AERIES. It is the responsibility of the parent/legal guardian who originally completed and submitted the registration to keep this information up-to-date. School staff will not arbitrate custody disputes.

Late Pick Up

Project Kidz Connect program operates from school dismissal to 6:00 pm. We require parents to pick up their children promptly by 6:00 pm. Should parents be late for any reason, the following policy will be in effect:

1st Late Pick-Up

- Friendly reminder of program hours

2nd Late Pick-Up

- Documented reminder of program hours and Late Pick Up Notice #1
3rd Late Pick-Up
- Documented reminder of program hours and Late Pick Up Notice #2
4th Late Pick-Up
- Documented reminder of program hours and Late Pick Up Notice #3
5th Late Pick-Up
- The student is suspended for three days of the program. During the suspension period, the process of student removal will begin.

After all attempts have been made to contact parents, emergency contacts, and more than 30 minutes has passed, custody of the child will be turned over to Costa Mesa Police Department.

Early Release of Students

Our after school programs are funded by After School and Safety (ASES) and/or Expanded Learning Opportunities Program (ELOP) programs supervised by the California Department of Education (CDE) and are required to establish policies for the reasonable early release of students from the program. Project Kidz Connect operates under these guidelines and complies with these legal requirements.

Students enrolled in Project Kidz Connect are encouraged to attend the full duration of the program. Early release is defined as any time prior to the normal release period at the end of the program. Parents/Guardians may be asked to complete a Recurring Release form to support a seamless pick up.

The following codes will apply for Early Release and must be documented on the sign out sheet for any students leaving Project Kidz Connect prior to 5:30 pm. The purpose of early release policy is to identify the reasons as to why students are leaving before the 6pm end of the afterschool program day. This helps in identifying the unique needs of the community and work to better support them. Students who will be leaving Project Kidz Connect prior to 5:45 pm on a regular basis, must have a completed Early Release Policy Form and documentation for early release is required.

Early Release Code	Examples
1. Off-site Enrichment Programs	Soccer team or Girl Scouts
2. Family Needs	Change in custody arrangement
3. Family Emergency	Family illness, parent delayed
4. Medical Appointments	Dental, doctor, etc.
5. Transportation	Dependent on bus transportation

Hours of Operation

Project Kidz Connect is open every day NMUSD's schools are open. After School Programs run from school release time until 6:00 pm.

Staffing

Newport Mesa Unified School District (NMUSD) and Project Kidz Connect (PKC) believe that recruitment, hiring, and retention of quality staff are essential building blocks of quality programming for students. One strategy PKC utilizes to retain and develop after-school staff is through targeted professional development. PKC staff receive five days of professional development.

Student Enrollment

Students are enrolled on a first-come, first-served based on eligibility and program capacity in the following priority order:

1. Currently enrolled participants in good standing.
2. Foster or homeless youth.
3. Student is a sibling of a currently enrolled student
4. The date the enrollment form was completed.

Wait List

A waitlist will be formed when the Project Kidz Connects's groups have reached full capacity of enrollment. Waitlists are a way for programs or schools to fill any seats that open up. Parents/guardians will be notified when an opening is available.

Sign In and Sign Out

The Project Kidz Connect staff will sign your child/children in at the beginning of each Program Day. When you pick up your child/children at the end of each day, you must sign your child/children out on the Sign-Out Sheets, including the time of pick up. Please be prepared to show a photo identification card for the safety of your child.

Program Termination Policies

NMUSD seeks to build a child's self-esteem by helping him/her develop self-control and responsibility for his or her actions. We teach and reinforce positive behavior in the after school program using Positive Behavior Intervention Supports (PBIS) systems.

To minimize the need for disciplinary action, behavior expectations are established and periodically revisited at each of our programs. These expectations set limits of behavior for the safety and protection of the children. Adults are firmly supportive and consistent in their approach. Our goal is to help each child achieve self-control and collaborative skills. Students must follow the rules and expectations set forth by the District and school site. If they are unable to do so, Site Coordinators and/or administration may implement the following progressive discipline options:

Student consequences will depend upon the nature of the behavior issue as well as the student's history. The list below includes disciplinary options and do not serve as a step-by-step model. Students may be subject to immediate dismissal from the program due to Education Code Violations constituting suspension during the academic school day. Additionally the Extended Learning department will make all attempts to incorporate reasonable accommodations based on students' individual needs.

- Student Conference
- Parent Conference
- No-Go (Student Will Not Participate in a Program Sponsored Activities and/or Field Trips)
- Behavior Contract/Behavior Support Plan
- Temporary or Permanent Suspension from Enrichment or Community Provider Programs
- Change in Student Group and/or Mentorship Intervention Follow Up
- One (1) day Program Suspension
- Multiple Day Program Suspension for major/critical infractions occurring during program hours (this may constitute an administrative suspension during the school day)
- Referral to Site Administration and/or District Coordinators
- Daily Student Behavior Feedback Log
- Behavior Contract
- Parent & Student Conference with the District Coordinator and/or Site Principal
- Behavior Contract Revised with Program Suspension

Enrichment Policies

NMUSD Enrichment Policy

The primary purpose of NMUSD enrichment programs is to provide a safe and positive environment where students receive additional enrichment opportunities. To ensure the effectiveness of our programs, students are required to meet school behavioral expectations and parents are expected to comply with the pick up policy. I understand that participation in this program is a privilege, not a right.

NMUSD Parent Agreement to Enrichment

My child's failure to comply with the program's rules, regulations, and policies may result in disciplinary action, including but not limited to suspension or dismissal from the program. I understand that the submission of this form does not guarantee my child's placement in any enrichment activities.

NMUSD Parent Consent for Enrichment Activities

In order to participate in any enrichment program, parents must agree with the following:

- All agreed classroom behaviors practiced during the day are expected in the after school enrichment time and will be followed by students.
- For the safety of all students and staff, parents are expected to practice appropriate verbal and physical conduct while at the school site.
- Students must be picked up by a parent or an authorized person listed on AERIES at the end of the enrichment time.
- My child can attend enrichment classes for the duration of the 12 weeks.