

# OUSD Expanded Learning Parent Handbook

## Orange Unified School District Expanded Learning Program (ASES S.T.A.R./ELOP) Handbook

Thank you for supporting the Orange Unified School District's Expanded Learning Program (ASES S.T.A.R./ELOP). We look forward to providing our services to your family this school year!

This handbook is a comprehensive guide to understanding the policies and procedures of the Orange Unified School District's Expanded Learning Program. Please read this handbook carefully and keep it handy for reference throughout the school year. The content of this handbook may be changed at any time to meet the safety needs of your child and/or the Expanded Learning Program.

For additional information about the ASES S.T.A.R. and for updates throughout the school year, please visit our website at:

1. [ASES S.T.A.R. Website](#)
2. For Parents
3. Before and After School Program

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### **Expanded Learning Program Contact Information**

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ASES S.T.A.R. Main Office  
 Office Hours: 7:00 am - 6:00 pm  
 Office: (714) 628-5400  
 Margarita Hernandez, ASES S.T.A.R. Program Secretary  
 Linda Reheis, ASES S.T.A.R. Director  
 Melissa Sperakos, ASES S.T.A.R. Director

## OUSD Expanded Learning School Sites and Contracted Partner Provider Information

Program Site	Provider	Grades Served	Grants Available	Qualifying Students Per Capacity	Site Contact
<b>CALIFORNIA ELEMENTARY</b>	THINK Together	TK-6	ASES	All Students	<b>(714) 603- 8857</b>
<b>CAMBRIDGE ELEMENTARY</b>	Camp Fire	TK-6	ASES	All Students	<b>(714) 714 2463</b>
<b>ESPLANADE ELEMENTARY</b>	YMCA	TK-5	ASES	All Students	<b>(714) 750-5527</b>
<b>FAIRHAVEN ELEMENTARY</b>	THINK Together	TK-5	ASES	All Students	<b>(714) 234- 0870</b>
<b>HANDY ELEMENTARY</b>	Camp Fire	TK-5	ASES	All Students	<b>(714 ) 714 2468</b>
<b>JORDAN ELEMENTARY</b>	YMCA	TK-5	ASES	All Students	<b>(714) 450-5528</b>
<b>LAMPSON ELEMENTARY</b>	THINK Together	TK-5	ASES	All Students	<b>(714) 234-0971</b>
<b>PORTOLA MIDDLE</b>	THINK Together	8-Jun	ASES	All Students	<b>(714) 326-3442</b>
<b>PROSPECT ELEMENTARY</b>	YMCA	TK-5	ASES	All Students	<b>(714) 450-5529</b>
<b>SYCAMORE ELEMENTARY</b>	Boys and Girls Club	TK-5	ASES	All Students	<b>(714) 486-5871</b>
<b>TAFT ELEMENTARY</b>	Boys and Girls Club	TK-5	ASES	All Students	<b>(714) 486-5870</b>
<b>WEST ORANGE ELEMENTARY</b>	Boys and Girls Club	TK-5	ASES	All Students	<b>(714) 486-5874</b>
<b>YORBA MIDDLE</b>	Camp Fire	7-8	ASES	All Students	<b>(714) 873 8543</b>

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<b>ANAHEIM HILLS ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5496</b>
<b>CANYON RIM ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5379</b>
<b>CHAPMAN HILLS ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5498</b>
<b>CRESCENT ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5380</b>
<b>FLETCHER ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.332.9502</b>
<b>IMPERIAL ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5382</b>
<b>LA VETA ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5501</b>
<b>LINDA VISTA ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5386</b>
<b>MCPHERSON MAGNET</b>	CARES	TK-8	ELOP	Qualified Students	<b>714.628.5387</b>
<b>NOHL CANYON ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5502</b>
<b>OLIVE ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5388</b>
<b>PALMYRA ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5503</b>
<b>PANORAMA ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5504</b>
<b>RUNNING SPRINGS ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714.628.5392</b>
<b>SERRANO ELEMENTARY</b>	CARES	TK-5	ELOP	Qualified Students	<b>714. 628.5393</b>
<b>CALIFORNIA ELEMENTARY</b>	Camp Fire	TK-5	ELOP	Qualified Students	<b>(949) 697 8757</b>
<b>CAMBRIDGE ELEMENTARY</b>	Camp Fire	TK-5	ELOP	Qualified Students	<b>(714) 677 7714</b>
<b>ESPLANADE ELEMENTARY</b>	YMCA	TK-5	ELOP	Qualified Students	<b>(714) 750-5527</b>
<b>FAIRHAVEN ELEMENTARY</b>	Camp Fire	TK-5	ELOP	Qualified Students	<b>(949) 677 8912</b>

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<b>HANDY ELEMENTARY</b>	Camp Fire/AYA	TK-5	ELOP	Qualified Students	<b>(949) 677 8968 714.725.1439</b>
<b>JORDAN ELEMENTARY</b>	YMCA	TK-5	ELOP	Qualified Students	<b>(714) 450-5528</b>
<b>LAMPSON ELEMENTARY</b>	AYA	TK-5	ELOP	Qualified Students	<b>714.930.9522</b>
<b>PORTOLA MS</b>	AYA	6-8	ELOP	Qualified Students	<b>714.493.2795</b>
<b>PROSPECT ELEMENTARY</b>	YMCA/AYA	TK-5	ELOP	Qualified Students	<b>714.930.9522 714.493.2794</b>
<b>SYCAMORE ELEMENTARY</b>	AYA	TK-5	ELOP	Qualified Students	<b>714.902.3259</b>
<b>TAFT ELEMENTARY</b>	AYA	TK-5	ELOP	Qualified Students	<b>AM: 949 697 8703 PM: 714.951.3137</b>
<b>WEST ORANGE ELEMENTARY</b>	AYA	TK-5	ELOP	Qualified Students	<b>714.725.0984</b>

If you have any questions or concerns or need to contact your child before or after school hours, please call the OUSD expanded learning phone number at your student's school to speak with an ASES S.T.A.R., ELOP or CARES staff member. We ask that you limit phone calls only to urgent matters so that we can keep interruptions to the program at a minimum.

If your student is present during the regular school day, but will not attend the ASES S.T.A.R., please call the "ASES S.T.A.R./ELOP/CARES Phone Number" at the school your student attends to report his or her absence.

## **EXPANDED LEARNING PROGRAM MISSION STATEMENT**

*"The Orange Unified School District, being committed to planning for continual*

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*improvement, will offer a learning environment of excellence, with high expectations, to provide each student with the opportunity to be able to compete in the global economy."*

## **OUSD TOP TEN CORE VALUES**

### ***THIS WE BELIEVE ABOVE ALL ELSE...***

1. That all students will learn.
2. That all available resources will be utilized to ensure student success.
3. That everyone needs to model servant leadership.
4. That creating a shared vision will empower others.
5. Communicating our shared vision requires honesty and consistency.
6. That all people should be treated with respect and dignity.
7. That we demonstrate trustworthiness by all we say and do.
8. That we need to listen empathically and respectfully to understand the message beyond the words.
9. That everyone is our customer and, therefore, we will always follow-up and follow-through.
10. That what is best for our students comes first.

## **THE EXPANDED LEARNING PROGRAM COMPONENTS**

The grant is called the "After School Education and Safety" or "ASES." grant and is provided at no cost to all participating families. The ASES S.T.A.R program provides participants with academic enrichment including homework assistance, hands-on learning, and recreational activities. Students are also exposed to music, theater, art, science, and life skills. As part of Orange Unified School District's Multi-Tiered Systems of Support (MTSS) initiative, social-emotional, behavioral, and academic supports continue to be in place during the after-school program. Providing each student with what he/she needs to be successful is as big a part of our after-school education philosophy as it is for the regular school day.

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OUSD operates the ASES S.T.A.R program in partnership with **Boys & Girls Clubs of Central Orange Coast, Camp Fire, THINK Together** and **YMCA of Orange County**. The ASES S.T.A.R program is open to all TK through 8<sup>th</sup> grade students enrolled at each participating school subject to program capacity. For the base program, each site serves between 70 - 120 students per day. ASES operates every day that school is in session. ASES begins immediately upon regular school-day dismissal and operates a minimum of 15 hours per week and until 6:00 p.m. every day. Students are not required to attend the entire length of the program but must fill out an early release form if they are not staying for the whole extent of the program. Student-teacher lead ratios are a maximum of 20 to 1.

## WHO IS ELIGIBLE?

- The ASES Program is open to Transitional Kindergarten through eighth grade students who are enrolled at the schools listed above in the grey section.
- Students who have been disenrolled from the ASES S.T.A.R. from a previous year due to a behavior infraction are not recommended for the program. Admission to the program will only be considered following a parent/guardian and staff planning meeting that will outline the daily expectations and behavior support plan.
- The Expanded Learning Opportunity Program information can be found here:
- CARES information can be found here:

## EXPANDED LEARNING PROGRAM ACTIVITIES

The program includes a nutritious meal, homework support, academic and enrichment activities. Instruction in the OUSD ASES S.T.A.R program is standards based and driven by the California Content Standards and frameworks. The ASES S.T.A.R program supports and reinforces the regular day curriculum by using and extending access to district wide programs and using effective supplementary materials.

Technology is available to support all site programs.

Each student in the ASES S.T.A.R program is supported with homework and tutoring assistance. A variety of enrichment activities are provided daily. Students and parents are given additional opportunities to provide input into program offerings through a variety of strategies including surveys, individual conferences, open houses, and student involvement in after school student councils. Students and parents complete a survey at least once per year. Suggestions are carefully considered in the program design. Staff are encouraged to explore student interests and talents and plan appropriate activities at each site reflecting the needs of the students enrolled in the ASES S.T.A.R. and available funding.

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- The recreation component consists of structured recreation that includes outdoor and indoor games and exercises. It is based on the California Standards for Fine Arts and Physical Education that includes music, physical activities, healthy living, career awareness, community service learning and other youth development activities based on our students' needs and interests. Examples of academic courses include, but are not limited to: Homework Support, English Language Development, Language Arts Support; Math Support, and Reading Support.
- Examples of enrichment courses include but are not limited to: chess and other board games, crafts, music, project based learning, and other STEM focused activities.

## **ACADEMIC SUPPORT**

The academic component consists of a number of the following: computer assisted instruction, homework time and assistance as needed, and general tutoring. Educational and literacy elements are designed to provide academic support in core content subject areas including language arts, mathematics, history, social science, and science.

Please be mindful of ASES grant's regulations that require the After School Program to provide a balance of academic and enrichment activities. The ASES program will support and assist students with their assigned homework from the regular school day; however, ASES is not a homework completion program. It is recommended parents/guardians check their student's homework to review the assignment for accuracy and completion once they are home.

## **CUSTODY AGREEMENTS**

The parent/guardian must provide **both** the school and the ASES S.T.A.R. any court-ordered custody arrangements that are applicable to your student. Please speak with the ASES S.T.A.R. Supervisor to confirm student pick-up procedures.

## **ENROLLMENT GUIDELINES**

The ASES S.T.A.R. registration packets were distributed at the open registration sessions hosted in the Fall. The final rosters are determined by your student's age, the duration of time the family committed to utilizing the program, and the space available in the program per the grant's level of funding. Enrollment is on a year-to-year basis, but every effort is made to welcome back returning students as well as inform families of when registration is open.

## **MINIMUM ATTENDANCE REQUIREMENTS**

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It is the intent of the California Legislature that students participate in the Before School and/or After School STAR every day school is in operation from opening (site specific) until closing hours (6:00 pm). All students must have a current Late Arrival and/or Early Release Form on file in the event the student is not able to participate fully in the program. Priority will be given to families who will fully utilize the ASES S.T.A.R. full day, every day.

Priority for enrollment will be given to students who attend the ASES STAR for the entire duration the program is in operation. To comply with the intent of the After School Education and Safety (ASES) Education Code and under advisement of the California Department of Education's After School Partnerships Office and county auditors; any student with an approved Early Release/Late Arrival Form who does not meet that time and/or does not attend at least half of the After School Program (hours may not be a combined total) will not count for attendance purposes. This action may cause the district to have a reduction in ASES funding.

- Upon dismissal of the regular school day, students who are enrolled in the After School ASES STAR program must immediately check into the program or a truancy will be recorded.
- Students are expected to attend the ASES STAR every day they are present at school or an unexcused absence may be recorded. Upon a student's fifth unexcused absence, he or she will be disenrolled from the program. If your student is present during the regular school day, but will not attend ASES S.T.A.R., please call the "ASES Phone Number" at the school your student attends to report his or her absence.
- If a student leaves the regular day early for an excusable reason, the ASES STAR program will honor an excused absence.
- A student's absence shall be excused for the following reasons: Personal illness, quarantine under the direction of a county or city health officer, medical, dental, optometric, or chiropractic appointments, attendance at funeral services of an immediate family member, and/or appearance in court. A valid form of evidence must be provided to an ASES S.T.A.R. staff member within 24 hours of absence to verify the absence is excusable.
- Students may not attend the ASES program if they are absent or have been suspended from the regular school day.
- Once a student exits campus during ASES STAR's operating hours, the student may not return to the program for the remainder of that day.
- Please visit [www.cde.ca.gov/ls/ba/as/pgmdescription.asp](http://www.cde.ca.gov/ls/ba/as/pgmdescription.asp) to learn more about the California Department of Education's ASES attendance regulations.



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## **HOURS OF OPERATION**

- Many sites offer ELOP before school programming that will commence one hour before school starts
- The ASES S.T.A.R. is open every day that school is in session.
- The After School Program begins immediately after school is dismissed and closes at 6:00p.m.
- Minimum Days: The ASES S.T.A.R. will immediately begin at the designated early dismissal time and will close at 6:00 p.m. Students are still required to meet the minimum attendance requirements on Minimum Days, or an unexcused absence may be recorded.

## **THE EXPANDED LEARNING PROGRAM CALENDAR**

The ASES Program operates on all days that school is regularly scheduled. Orange Unified School District employees receive holidays pursuant to the California Education Code, plus local holidays set by the Governing Board. Please see the current school year Student Calendar to plan alternative childcare arrangements on the days school is not in session. The ELO Program also operates on all school days and 30 additional school days outside the regular school days. Please check with your school site coordinator to see on which days they are open.

## **EXPANDED LEARNING PROGRAM SUPERVISION**

OUSD does not directly hire ASES S.T.A.R program staff. The Community Based Organizations (Boys & Girls Clubs of Central Orange Coast, Camp Fire, THINK Together, and YMCA of Orange County) recruit candidates for employment through a variety of methods including local colleges and universities, job fairs, and on-line employment sites. The district ensures that all staff members who directly supervise students meet the qualifications for an instructional aide. The contracted organizations provide evidence of qualifications to OUSD. The criteria to meet OUSD's minimum requirements for an instructional aide are:

1. Complete at least two years of study at an institution of higher (defined as 48 college units transferable to a 4 year Institution of Higher Learning as verified by a college transcript from an accredited institution of higher education) **OR**
2. Obtain an associate (or higher) AA degree, or Bachelor's degree from an accredited institution of higher education
3. Meet a rigorous standard of quality and demonstrate through an academic assessment developed by OUSD, which included knowledge of, and the ability to assist in instructing reading, writing and mathematics.

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## **BEHAVIOR EXPECTATIONS**

Standards of behavior in OUSD Expanded Learning will replicate those found in the day school. Children are expected to respect the adults in the program and to follow their directions. All rules are directed toward avoiding injury to persons or property while ensuring fairness.

To ensure a safe, courteous, and positive environment, it is necessary to address unacceptable behavior firmly. Discipline in OUSD Expanded Learning is assertive rather than aggressive. A disruptive child may be removed from a group situation to regain self-control or denied a privilege. Any form of discipline that would impair a student's self-respect is avoided.

In the event a child's behavior endangers another child's welfare, is destructive to property, or disrespectful to authority, they may be given a discipline referral with copies going to the parent or guardian, supervisor, site principal and the child's file. Within a school year (the first day of school through the last day of summer), three discipline referrals may result in the child being suspended from the program. A fourth discipline referral may result in dismissal. This is followed by a six-month period of ineligibility to enroll in Orange Unified School District's ASES and ELOP program.

Certain behavioral situations are dealt with on an individual basis which could include immediate suspension and, or permanent dismissal from the program.

In the event the staff deems it necessary, a parent may be called to pick up their child immediately.

To ensure that OUSD Expanded Learning provides a safe school environment for students, our program aligns with the OUSD Board Policy regarding Bullying and Harassment. BP 5131.2

(a)(b)(c)

Student safety is a high priority for OUSD Expanded Learning, to the fullest extent possible. Our program focus is the prevention of bullying and/or harassment of any kind. It is our desire to implement strategies and best practices to promote a positive, safe and enriching climate for all.

Prohibited student conduct includes but is not limited to the following:

1. Behavior that endangers other students and/or staff
2. Contributing to unwanted physical contact with students or staff
3. Play fighting
4. Behavior that disrupts the orderly classroom or school environment

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5. Harassment of other students or staff, including bullying, intimidation, hazing, initiation activity, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering
6. Damage to or theft of property belonging to the district, program, staff, or other students
7. Possession, use, or sale of alcohol, tobacco, or other drugs
8. Profane, vulgar, or abusive language
9. Inappropriate dress
10. Tardiness and unexcused absence from school
11. Failure to remain on school premises in accordance with OUSD Expanded Learning rules

*A Parent/Guardian Communication Report may be issued to better support the communication of a behavior that needs to be modified.*

## **CELL PHONES/ELECTRONICS**

Students may possess electronic signaling devices, including but not limited to pagers, and cellular/digital telephones. Electronic signaling devices shall be put away during ASES S.T.A.R. program hours. The Expanded Learning Program is a no cell phone zone area. If an electronic signaling device disruption occurs, the employee will direct the student to put the device away and/or confiscate the device until the student's parent/guardian picks up the student and the device from the Expanded Learning Program. If you need to contact your student, please call the ASES S.T.A.R. cell phone. The ASES S.T.A.R. is not responsible for the loss or damage of electronics brought to the program.

## **BREAKFAST/NUTRITIOUS SNACK or MEAL**

Students are served a nutritious snack that conforms to the Nutritional Standards established by the standards identified in *Education Code Section 49430*. The ASES program supports the district wellness plan, by including such activities as intramural sports, a nutritious snack, a variety of recreational activities, lessons on healthy choices and good nutrition, and positive decision-making. The snacks are provided by the Orange Unified School District's Nutrition Services Department. The Nutrition staff ensures that all snacks that are provided on a daily basis meet the requirements and nutrition standards as established by the U.S. Department of Agriculture and in accordance with the guidelines set forth in Senate Bill 19. If your student has an allergy to peanuts or any other food, please contact your school's Health Clerk to complete the Special Dietary Needs Form.

## **PERSONAL POSSESSIONS**

The ASES S.T.A.R. program is not responsible for lost or stolen property. Even though students are responsible for their own personal belongings, the staff will do their best to ensure that items are safe. We suggest parents/guardians monitor the personal possessions that students bring with them to the program to avoid the possibility of lost

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or stolen items. Personal accessories, toys, sports equipment, electronics, food, candy, etcetera, should not be brought to the Expanded Learning Program. Additionally, no pets or animals are permitted on campus.

## **CHILD ABUSE REPORTING AND CONFIDENTIALITY**

All Expanded Learning staff are child-care custodians and are mandated reporters inclusive of public-school employees, in compliance and are required by law to report known or suspected instances of child abuse to the Child Protective Service Agency.

Information shared with the ASES S.T.A.R. staff by a student or parent/guardian remains confidential and will be disclosed only for purposes legally permissible or directly related to the administration of the Expanded Learning Program. Information for any other reason is released only with written permission of the parent/guardian.

## **MEDICATIONS REGULATIONS/PROCEDURES**

Medication/Illness:

- The ASES S.T.A.R. staff is not permitted to administer any medication to students.
- Students with illnesses are required to remain at home (24 hours fever-free without any fever reducing medication).
- Children who vomit during the night or in the early morning should stay home until free from symptoms for 24 hours.
- It is the parent/ guardian's responsibility to promptly pick up their student when notified by an ASES S.T.A.R. staff member that their student is ill or soiled himself. Failure to adhere to this procedure could result in disenrollment from the program.
- In case of an emergency, school procedures will be followed. Please communicate with your student's Site Coordinator to learn more about the emergency procedures directly related to the ASES S.T.A.R. your student attends.
- In an extreme situation where the building is determined unsafe, staff will remove students to safety and immediately contact parents or emergency contacts. It is critical for parents/guardians to update their contact information with an ASES S.T.A.R. staff member any time it changes.
- In case of fire, students will evacuate the building through designated doors to assigned holding areas until the signal is given that the emergency is over.
- "Lockdown" procedures are initiated when there is a potential outside threat to the safety of the staff and students. This means that all staff and students remain

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locked inside a building until local law enforcement directs us otherwise. In a medical emergency, staff will make every effort to contact the parent/guardian or designee. If unable to do so, the parent/guardian signature on the registration form gives permission for the administration of first aid and/or emergency treatment that is in the student's best interest.

- In an emergency, staff will adhere to the following procedures: Injury—Call the primary parent/guardian; Call 911 as appropriate.

## **SIGN-IN AND SIGN-OUT PROCEDURES**

- Only authorized persons on the student's Emergency Contact List will be allowed to pick up.
- Changes or updates to the student's emergency contact list can be made in person by a parent/caregiver with proper photo identification.
- No changes to the Emergency Contact List will be accepted by phone.
- Students must be signed out by an adult on the student's Emergency Contact List and with a staff member daily. Students will not be released until they are signed out with a staff.
- All parents/guardians must walk up to the designated sign-out area of the program to sign their child out of the program.
- To ensure student safety, a photo ID from the person picking up a child may be required before releasing a student.
- Students may walk home only when accompanied by an authorized person after being signed out. Students are never to walk home alone. Exception-Middle School Walk-Home Policy (below).
- In the case of a separation/divorce, the parent maintaining custody must notify staff in writing when the visiting parent may pick up the child.
- Once signed out, OUSD Expanded Learning is no longer responsible for the student. The authorized person must supervise the student while on school grounds.
- Although not encouraged, students who are in middle school have the privilege to sign themselves in/out from the ASES S.T.A.R. as long as a valid Walking Permission Slip is on file. Upon the middle school student's first violation of breaching the District's Walking Permission Slip policies and procedures, a parent/guardian or authorized adult will be required to sign their student in/out from the ASES S.T.A.R. for the remainder of the school year.

## **ELOP BEFORE SCHOOL: LATE ARRIVAL PROCEDURES**

- Students may not be dropped off to the Before School ELP before the program opens or the student will be at risk of being disenrolled from the program. Students may not be on school premises unsupervised.

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- Parents/guardians with a student enrolled in elementary school are required to sign their student in every morning when they arrive at the Before School Expanded Learning Opportunity Program.

## **AFTER SCHOOL: EARLY RELEASE PROCEDURES**

- Students are not released from the ASES S.T.A.R. until a parent/guardian or authorized emergency contact is present to sign them out with a valid form of identification. Please have a photo I.D. readily accessible to show our staff when signing the student out from the program.
- Your student is required to be present at the ASES S.T.A.R. Program unless an Early Release Form has been submitted or an unexcused absence may be recorded. ELO programming requires that the student be present for the enrichment block they are registered for. Failure to stay for the block/s of enrichment may lead to forfeiture of the spot to a student on the waitlist.
- Please fill out a new Early Release Form if your schedule should change at any time during the school year. Please Note: If you consider updating your student's Early Release Form to an earlier time, this could cause the District to potentially exchange your student's Enrolled status to being Waitlisted. This is to allow another student from the waitlist that can attend for all 3 hours and 5 days to utilize the spot.

Parents/Guardians picking up their student past 6:00 p.m. risk losing the privilege of having their student enrolled in the Expanded Learning Program. Please arrange for an authorized person to pick up your child prior to closing time. Upon a student's third late pick up, he or she will be immediately disenrolled from the program and placed at the end of the waitlist.

- In the event a parent/guardian or authorized emergency contact is not able to pick up the student from the program. by 6:30 pm, the appropriate Police Department will be contacted.
- Your student's safety is our priority. Should a designated adult arrive to pick up a student and appear to be in any condition that might endanger the student, staff will contact another authorized adult to pick up the student. However, if no one else is available, and this occurs after the regular operating hours of ASES S.T.A.R., staff will be required to contact Child Protective Services.