



Sun Extended day schedule

3:00 - 3:20 welcome
3:20 - 3:40 Recess
3:40 - 4:00: Supper
4:00 - 5:15 Activities
5:15 pm - 5:20pm: Snack
5:20/30pm: Dismissal/Bus Leaves

Classes are Monday-Thursday

Important Dates

April 17th: First day of SUN

April 21st: No School

May 12th: No School

May 29th: No School

June 1st: Last day of SUN

June 14th: Last Day of School @Hall

Contact SUN

Stefany Avila

SUN Site Manager

(971)-293-8314

avila19@gresham.k12.or.us

Xochitl Carrasco

SUN Extended Day Coordinator

(971) 274-1235

xcarrasco@elprograma.org

SUN OFFICE: (971) 808-2190



SUN Community Schools are a collaboration of Multnomah County, the City of Portland, and Centennial, David Douglas, Gresham-Barlow, Portland Public, Parkrose, and Reynolds school districts and non-profits.

Welcome Hall Elementary Community School!

Hall SUN Community School (SUN CS) supported and run by El Programa Hispano Católico, is a place where students find academic support, arts enrichment, skill-building opportunities, and recreational classes after school at no cost. All Hall students are welcome and encouraged to participate in Extended Day activities through Hall SUN CS, which offers a free meal for students each day and transport home by way of the Hall Activity Bus to all bus riders. In addition to our Extended Day activities, SUN Community Schools help families connect to local resources such as Case Management, ELL and GED Services, rent and energy assistance, housing, food and clothing pantries, mental health services and much more! Please refer to www.elprograma.org for more information about our community services.

The team at Hall Elementary SUN Community School is looking forward to another great year of new opportunities and student success.

Please don't hesitate to contact Stefany or Xochitl with your questions, ideas for student classes, or interest in volunteering with SUN. This is your Community School. Welcome!

A free meal is available for SUN participants for Supper, Monday—Thursday from 3:05pm—3:30pm in the cafeteria.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877- 8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

SUN Community School programs and services reflect the diversity of our community. We do not discriminate based on religion, race, color, gender, national origin, sexual orientation, age, or disability. People with disabilities who require additional support should contact the SUN office: (971) 808-2190.



El Programa Hispano Católico Hall Elementary SUN Community

Frequently Asked Questions

When does SUN start?

Spring 2023 starts Monday April 17th and ends Thursday June 1st.

What time is SUN?

SUN is right after school from 3:06 pm to 5:30 pm. For a more detailed schedule see **page 1**

How will my student know to stay after or where to go?

SUN will send a list of enrolled students to Hall teachers. During dismissal Hall Staff and SUN staff will direct students to our SUN check-in/ meeting area.

How do I know if my student got in?

SUN will send each student that applied a letter home indicating whether they are enrolled or waitlisted. Enrolled students will receive the confirmation letter along with their activity schedule.

Why was my student waitlisted?

Due to limited staff and capacity we are unable to accept every student that applies. We prioritize students who are referred to us by Hall staff and then follow a first come first serve basis.

What can I do if my student is waitlisted?

Best we can do is wait. If space becomes available we will notify you and your student to gauge interest and continue to go down the waitlisted list.

Can my student drop or be dropped from SUN?

If your student is no longer enjoying SUN or interested we do ask adults to communicate with SUN to make space available for another student. As for being dropped by SUN, this would be if the space is not being beneficial or safe for the student or students around them, please see **page 3** to review behavioral expectations with your student.

Why does my student only have SUN on a certain day or certain days and not the whole week?

Unfortunately due to limited staff capacity and limited activity space we cannot have each child attend all days of SUN. We also take into consideration student interest in activities offered those days.

Does SUN cost anything are there any fees to participate? NO Hall SUN is always free.

How do I get involved?

Are you interested in leading a group volunteering during SUN contact our SUN staff. High school volunteers can also get hours towards their community service requirement for graduation.

I would like to inquire about rental assistance, food support, etc.,

SUN may be able to help families based on a case by case scenario. Contact our Family Resource Navigator Jose Rivera at: **971-274-9631 or jrivera@elprograma.org**

Please contact the Hall SUN office with any other questions or concerns. Thank you!

Stefany Avila Hall SUN Site Manager
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avila19@gresham.k12.or.us

Xochitl Carrasco Extended Day Coordinator
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Pages 1-2 are for you to keep



HALL ELEMENTARY SUN COMMUNITY SCHOOL

Staff Use Only:

SSID: _____

Service Point ID: _____

STUDENT INFORMATION

Last Name: _____ First Name: _____

MI: _____ Home address: _____

City: _____ Zip: _____ Gender: _____ DOB: _____

Age: _____ Grade: _____ Student ID #: _____

What is your race or ethnicity? Mark as many boxes as apply. (optional)

- | | |
|---|--|
| <input type="checkbox"/> African | <input type="checkbox"/> Native American or Alaska Native |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Slavic |
| <input type="checkbox"/> Latino/Hispanic | <input type="checkbox"/> White |
| <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> Decline to Answer |

Primary language spoken at home: ☐ English ☐ Spanish ☐ Chinese ☐ Russian ☐ Vietnamese ☐ Other

Does the student receive special education services? ☐ No ☐ Yes, If yes, please describe:

PARENT INFORMATION

Student lives with: ☐ Both Parents ☐ 1st Parent/Guardian ☐ 2nd Parent/Guardian ☐ Other:

Preferred method of communication? ☐ Phone Call ☐ Text Message ☐ E-mail

1. Parent/ Guardian Name : _____ Phone : _____

Email : _____ Work Phone : _____

2. Parent/ Guardian Name : _____ Phone : _____

Email : _____ Work Phone : _____

EMERGENCY CONTACT INFORMATION

Emergency Contact 1 Name : _____ Cell Phone : _____

Relationship : _____ Home Phone : _____

Emergency Contact 2 Name : _____ Cell Phone : _____

Relationship : _____ Home Phone : _____

TRANSPORTATION

☐ Picked up by a parent, guardian, or authorized adult (name/s): _____

☐ Walk home

☐ Ride the activity bus home

MEDICAL INFORMATION

Please list any allergies, medical concerns or physical disabilities of which SUN Community School should be aware: _____

ATTENDANCE EXPECTATIONS FOR STUDENTS:

Students are expected to attend all classes in which they are enrolled.

- Parent/guardian are expected to contact SUN staff if and when students will not be present in classes in which they are enrolled.
- Parents/guardians are responsible to inform SUN staff if you would like to receive communication regarding attendance of your students in SUN. Staff cannot be responsible for notifying parents/guardians of unexcused absences on a daily basis unless you submit a written request to SUN staff.
- Written permission is required from parents in order for student to participate in any non-registered SUN activity such as special events or SUN classes in which the student has not registered for. Written permission includes, permission slips, e-mail or text message from parent prior to the event or class time.
- Students who are present in SUN on a non-enrolled day without parent permission will not be allowed to participate in SUN activities. SUN staff will make reasonable attempts to inform parent/guardian that student is present at SUN during a non-enrolled time and parent/guardian will decide next step for the student.
- Written permission is required from the parent/guardian of any student who participates in activities out- side of the school premises such as field trips.

➡ ☐ **Yes, I have read and understood the attendance expectations for the SUN Community School.**

BEHAVIORAL EXPECTATIONS

The safety and well-being of all participants and staff is of utmost importance. To ensure safety in SUN Community Schools, we require that all participants be able to follow all three of the following criteria:

- Be age-appropriate for the activity/program.
- Be able to **maintain safe behavior during the activity. This means that they can participate without harming themselves or others.** Specific required behaviors include:
 - **Treating school staff and others with respect**
 - **Following directions of instructors and coordinators**
 - **Remaining in the assigned room until dismissal**
 - **Engaging in safe, non-violent behavior**
 - **Participate meaningfully in the activity and not disrupt or distract others.**

Please check below to acknowledge you have read the behavioral expectations and agree to discuss any concerns with the SUN Site Manager.

➡ ☐ **Yes, I have read the behavioral expectations for the SUN Community School**

PHOTO/ART RELEASE

Pictures may be taken of participants or artwork may be created during classes and used in school displays, community handouts, and educational and promotional materials, which may be in print, on the Internet, or on video/audiotape.

May the program take photos of your child or use their artwork for the above purposes?

☐ Yes ☐ No ←

PARENT/GUARDIAN PERMISSION TO PARTICIPATE ACKNOWLEDGMENT OF RISK :

I hereby give permission for my child to participate in the El Programa Hispano Católico (EPHC) school based activity program and occasional field trips that may be offered with advance parental written permission. I am aware that it is not possible to foresee and prevent all potential losses arising from indoor and outdoor activities. Knowing the risks and dangers, I understand the possible consequences of my child participating in activities during program participation. By signing below, I hereby agree to allow my child to participate in all activities with full knowledge that there are real risks of loss inherent in it. By signing below I expressly assume on behalf of my child all risk of injury associated with participation in program activities. I hereby give my consent for any emergency anesthesia, surgery, hospitalization or other medical treatments that might become necessary for my child. As my child's parent or legal guardian, I hereby agree to take full financial responsibility for any such care.

I hereby state that to the best of my knowledge, my child has the necessary mental and physical skills and ability to participate in SUN activities. As the child's parent or guardian, I assume full responsibility for my child for bodily injury and loss of personal property and expenses thereof.

I understand that my child will be required to follow instructions and abide by the rules attached and reason- able safety procedures. **I understand that EPHC, a Catholic Charities member agency, reserves the right to refuse to allow my child to participate in part or all of the activities if they are incapable of participating safely. EPHC also reserves the right to expel students due to behavioral concerns.**

As further consideration for my child's participation in this program, I (for myself and my spouse {if any} and on behalf of my child) do hereby fully and forever waive and release EPHC/Catholic Charities, and all officers, directors, employees, agents and volunteers of the organization, acting officially or otherwise, from any and all claims, suit, action or cause of action of any kind or nature that may arise or be asserted in any way what-so- ever relating to my child's participation in this program, and further, I shall fully and forever defend, indemnify and hold harmless EPHC/Catholic Charities from and against any and all claims, demands, losses, liabilities, damages, actions, causes of action, suits, judgments, costs and expenses (including court costs and attorneys' fees) in any way whatsoever arising out of or relating to my child's participation in this event.

I have read, understood and accepted the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon my child & me from 01/30/2023 until 6/30/2023 unless canceled in writing.

Parent/Guardian Name (please print) : _____

Parent / Guardian Signature : _____

Date : _____

El Programa Hispano Católico Hall Elementary SUN Community Release of Information—2022-2023

Student Last Name

Student First Name

Our SUN Community School is a collaboration of Gresham Barlow School District, Multnomah County, the City of Portland and El Programa Hispano Católico (EPHC), who come together to support children's success in school and life. We do this by working together to meet the specific needs of our students and their families.

In order to provide your child with the best services and support possible, **the SUN Community School Site Manager needs your permission to be able to share information with the people who are teaching and serving your child specifically.** This information may include student name, student ID #, grade level, achievement test scores, course grades and grade point averages, attendance, Individual Education Plan, demographic, and behavior/discipline information. The SUN Community School Site Manager will only share this information when it is required by a partner organization or supports your student's success. This information may also be shared with the City/ County SUN Initiative and their evaluation contractors for program evaluation.

Organizations receiving information about your student are informed of state and federal confidentiality provisions. This includes employees and volunteers managed by the SUN Community School Site Manager and staff of other partner agencies providing the activities in which your child participates. They are not authorized to release information to any agency or person not listed in this release without specific written consent of the parent/legal guardian.

Children may participate in SUN activities whether or not their Parent/Guardian agrees to the release or exchange of educational information to other staff or agencies.

Check box AND sign below:

☐ **YES**, I authorize the release and exchange of student records with staff of programs/activities that I register my child for and for evaluation purposes.

☐ **NO**, I do NOT authorize the release and exchange of student records with staff of programs/activities that I register my child for or for evaluation purposes, but I want my child to participate in SUN activities.

Parent/Guardian Name (please print) : _____

Parent / Guardian Signature : _____ **Date :** _____

This permission is effective from July 1, 2022 to June 30, 2023 unless cancelled in writing.



EPHC
El Programa Hispano Católico
Cultura · Comunidad · Oportunidad



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HALL SUN ACTIVITY GUIDE

Spring 2023(April 17th - June 1st)

Registration forms can be turned in to your student's teacher, front office, or you can take a picture of your form and text/email to the SUN staff (contact info found in page 1). We accept applications all year long we will stop registration once we hit capacity for the term.

Student Name: _____ Grade: _____ Teacher: _____

Parent/Guardian Signature: _____ Siblings: _____

TRANSPORTATION

- ☐ Picked up by a parent, guardian, or authorized adult (name/s): _____
- ☐ Walk home
- ☐ Ride the activity bus home

MEDICAL INFORMATION/ DIETARY RESTRICTIONS, ETC.

Please list any allergies, medical concerns or physical disabilities of which SUN Community School should be aware: _____

Directions: Fill in the stars for the activities you are most interested in.

KEY = 5 stars means most liked and 1 star means least liked interested.

There are more choices in the back of this page! ➡



Art: Students learn the basics of art and apply these lessons to their class projects. There is also time for students to do craft projects. Student's are also encouraged to use their creativity and imagination to create independent projects.

Grades: 1st - 5th

Art : ★★★★★



Book Club: Students will choose books to read as a class and meet as a group to talk about their book. There will be activities to help you grow their your interest for reading. Grades: 2nd - 5th
Note: depending on interest there will either be a class of 2 & 3rd graders or 4 & 5th grades

Book club : ★★★★★



Cooking/ Nutrition: Students will learn how to prepare nutritious and healthy meals. Kids will sharpen their skills, learn about where food comes from, and possibly get interested in helping to make meals at home.

Grades: 1st - 5th

Cooking : ★★★★★

HALL SUN ACTIVITY GUIDE



Eco/Green club: Students will learn about environmental sustainability and create their own projects to make their school more eco-friendly. Possible project include **growing a school garden**, recycle walks, and more.

Grade: 1st - 5th

Eco/Green club: ★★★★★



Homework help: Get extra support with homework and topics. Space will allow you to do independent study as well.

Grade: 1st - 5th

Homework club: ★★★★★



Leadership: Play and learn about leadership. Class activities will create team building and individual growth opportunities. Students will learn about participation in civic life and be engaged in their communities. Course plans for guest speakers and community participation.

Grade: 1st - 5th

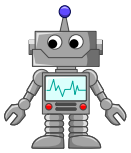
Leadership: ★★★★★



Pottery Ceramics club: fun and creative way to express yourself by making different objects out of clay. You will get to use your hands to mold and shape the clay into anything you want, like bowls, cups, vases, or even animal figures!

Grade: 3rd - 5th

Pottery: ★★★★★



Robotics: Develop building skills and engineering skills to design, build and operation your own robot.

Grade: ONLY 4th - 5th

Robotics: ★★★★★



Soccer: Students will have the opportunity to develop teamwork, and train their soccer skills.

Grade: 1st - 5th

Soccer: ★★★★★



Science: Learn about science and the scientific method. Students will create experiments lead by their SUN activity leader.

Grade: 1st - 5th

Science: ★★★★★



Yoga: fun way to exercise your body and calm your mind. Kids will improve their strength, balance attention and coordination through fun yoga games. Learn healthy stress and anxiety coping skills and work on building self-esteem in a non-competitive environment.

Grade: 1st - 5th

Yoga: ★★★★★

List other ideas for SUN activities. For example you can suggest Drama club, community service club, business club, crochet club, and many more. Let us know your suggestions below:
