



Parent Handbook

9700 Las Tunas Dr.

Temple City, CA 91780

(626) 548-5000 ext. 1159/ 5034

www.tcusd.net/tcusdelp

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Program Hours

Elementary Schools (TK-6) 6:45 a.m. – 6:15 p.m.

Oak Ave Middle School (7-8) 7:00 a.m. – 6:00 p.m.

ELP is closed for all Holidays listed on the TCUSD student school calendar except for Staff Development Day(s), Spring Break, and Summer Camps (please see yearly flyer).

ELP School Sites and Classroom Phone Numbers

Longden Elementary School (ELP)

(626) 548- 5177

9501 Wendon Street

Temple City, CA 91780

Emperor Elementary School (ELP)

(626) 548-5134

6415 Muscatel Avenue

San Gabriel, CA 91775

La Rosa Elementary School (ELP)

(626) 548- 5186

9301 La Rosa Drive

Temple City, CA 91780

Cloverly Elementary School (ELP)

(626) 548- 5015

5476 Cloverly Avenue

Temple City, CA 91780

Oak Avenue Intermediate School (ELP)

(626) 548- 5174

6623 Oak Avenue

Temple City, CA 91780

ELP Office

(626) 548-5210

Student Services Office Manager

(626) 548-5193

Director, Child Development Programs

(626) 548-5034

Welcome

We want to thank you for choosing TCUSD's Extended Learning Program (ELP) for your childcare needs. We understand how important it is for working parents to choose a quality before/after school program to balance all of your commitments. For this reason, we strive to offer a program that will enrich your child's development while putting your mind at ease.

Our Program

The Extended Learning Program (ELP) is part of the Temple City Unified School District. Our program operates on four elementary school campuses and one junior high campus for students in TK/K-8th grade.

Our goal is to provide a safe and nurturing environment that encourages your child's academic enrichment, social, cognitive, and physical development. In our care, your child will develop their self-confidence, language development, and independence. We believe that children learn best when they are having fun—our objective is to create and implement activities to build on their higher learning skills with Science, Technology, Engineering, Arts, and Math (STEAM).

ELP offers daily opportunities to engage our students in various kinds of activities while using the 4 C's of learning: Creativity, Collaboration, Communication, and Critical Thinking. Many of our STEAM activities are simple projects done in groups. Students work together to create, build, and experiment with different materials. In addition to the group projects, we offer students time to engage in outdoor activities. We are so excited to see what this school year will bring for you, your child, and your family.

ELP Staff

Each school site consists of qualified Paraprofessionals and Child Care Instructors hired by the Temple City Unified School District. In addition, our Paraprofessionals and Instructors are CPR and First Aid Certified, trained in Mandated Child Abuse Reporting, and have on-going professional development. We support continuous growth by assessing the needs of the staff members and providing professional development activities to enhance their growth.

Communication

Communication between staff, parents/guardians, and children is essential. If you have any comments, questions, or concerns, please do not hesitate to contact ELP staff. If you are not satisfied or need further assistance, you may contact the Program Director at the district office. To contact our program, please email us at ELP@TCUSD.NET

(Please note: If you call during the day, staff may be busy with the children and may not be able to answer the phone. If you leave a message, we will call you back as soon as possible.)

Sample Daily Schedule: PM Schedule

2:30 – 3:30 p.m.	Circle Check in, Mindfulness, Snack, Outdoor Play
3:30 – 4:30 p.m.	Homework, Reading, Writing, Math, iReady, Language
4:30 – 5:30 p.m.	Enrichment Activity (STEAM, Career Awareness/Exploration)
5:30 – 6:00 p.m.	Creative Play/ Self Directed Inquiry, Pick up Preferred

(Late Fee after 6:00 p.m. for Oak Program, 6:15 p.m. for Elementary Sites)

Important Information

Dress Code

Children are expected to follow the district and site dress code policy while attending the after-school program.

Photographs

On occasion, the TCUSD Extended Learning program may take and use pictures of students participating in classroom activities or field trips. These photographs may be used on the district's website, flyers, posters, brochures, classroom boards, class projects, and/or parent newsletters. If you would like your child excluded from pictures and picture related activities, a statement with your objections, your name, and child's name must be emailed to the ELP Office before their first day of attending ELP. Please email us at ELP@TCUSD.NET

Food and Snacks

- ELP is a peanut/nut free program. Please do not send food items containing peanuts.
- Please update any food allergy changes with our staff and by emailing us at ELP@TCUSD.NET

- Students who will be on campus during lunch can claim a school lunch or bring a lunch from home.
- Additional information regarding lunch for Staff Development Days, Spring Break, and Summer Camp will be provided.

Items from Home

- Children may bring items from home to share at ELP on specific days only. Please ask the ELP Instructor for more information on when this special day will be. Sharing can be an exciting educational experience. Once sharing is done, we ask that those items be stored in backpacks and then taken home. We are not responsible for lost, stolen, or damaged items. Please do not send electronic games or gaming device(s) unless specifically requested for special events or sharing opportunities.
- Staff may hold an item if a child does not put it away after being asked. The item will be returned to a parent/guardian.

Enrollment/Tuition Fees

Enrollment Hours

TCUSD ELP Office Hours are Monday through Friday from 7:30 a.m. – 4:00 p.m. except for district holidays.

To ensure a smooth and safe transition into our school year, we will close enrollment

July 31 - September 8.

Tuition, Fees, Credit

- Elementary School Registration fee \$100.00 non-refundable/non-transferable.
- Intermediate School Registration fee \$50.00 non-refundable/non-transferable.
- Tuition payments are due the 1st of the month. Payment options will be reviewed at the time of enrollment.
- Cash payments are not accepted. Payments can be mailed or dropped off at the district office during ELP Office hours.
- Payments that are received after the 5th of the month are subject to a 10% late fee based on the unpaid balance.
- If payment is not received, childcare services may be suspended until payment is made. Charges will continue to accrue during suspension. All unpaid

balances will be forwarded to our Business Office. Unpaid accounts will result in refusal of future services and re-registration.

- A service charge will be charged for returned checks. Two or more returned checks will require your account to be paid with a money order. Failure to take care of returned checks promptly may be cause for termination of service.
- Part Time Tuition is considered 1-2 days a week.
- Full Time Tuition is considered 3-5 days a week.
- Part time students are allowed 2 (two) drop in days per month at an additional cost, with no alteration to their current contracted agreement. Please inform our office of your proposed drop in day(s) at least 3 days in advance.
- Students who are absent (illness/ vacation), for a minimum of three consecutive days, up to five school days, may have a credit applied to their account. This credit will only be applied once per school year.

Subsidized Children

- Parents of subsidized children will be financially responsible for any and all fees not covered by the subsidized contractor.
- A deposit (of one month's tuition) will be required based on your enrollment in addition to the registration fee.

Tuition Payments

Parents can make a **one-time payment** or enroll in our **10-month payment plan**. Please visit our website for more information about the current school year rates

www.tcusd.net/tcusdelp.

One-Time Payment may be a preferred method of payment to avoid any monthly late fees.

10- Month Payment Plan- First monthly payment is due August 1, the last monthly payment is due May 1. Each monthly payment covers 18 School Days (not including holidays, school closure dates, Fall Break, Winter Break, Spring Break, or Staff Development Days). All monthly payments will be the same; the first month's payment may be adjusted depending on the student's start date.

10- MONTH PLAN

Tuition Due Date	Enrollment Coverage <i>(Please see website for exact dates)</i>
August 1	First Day of School- 18 School Days
September 1	18 School Days
October 1	18 School Days
November 1	18 School Days <i>(Additional fee for Staff Development Day)</i>
December 1	18 School Days
January 1	18 School Days
February 1	18 School Days <i>(Additional fee for Staff Development Day)</i>
March 1	18 School Days <i>(Additional fee for Spring Break)</i>
April 1	18 School Days
May 1	18 School Days- Last Day of School

Schedule Change and Withdrawal from Program

Contract changes may be approved upon written request up to twice per school year; space availability in the ELP classroom may dictate accommodations.

If you plan to withdraw from the program, a **written notice** must be sent to the Extended Learning Program office at least **2 weeks** prior to departure. No refunds will be considered or granted without first receiving the 2 weeks' notice. All contract changes must be made prior to the new month's billing cycle. For all changes, contact the Extended Learning Program office by the 18th of the preceding month with a written request in person or email.

Student Accountability

Before School (AM) Check In

TK-6th Grade

- ELP opens at 6:45 a.m. Parents/Guardians are required to sign-in daily. Students **MUST** be accompanied by a parent/guardian for check-in.
- ELP staff is responsible for students who are properly signed in for the day.
- ELP staff will sign students out. Students will then be dismissed to go to breakfast and/or their classroom.

7th and 8th Grade

- ELP opens at 7:00 a.m. Students enrolled in AM Care may be dropped off on campus for before school care.
- Parents are encouraged to drive through the Oak Avenue parking lot to the west end of the lot to drop off students.
- Students can sign in to the ELP room independently. ELP staff will verify and initial attendance. At 8:30 a.m., ELP staff will sign children out and dismiss them.

After School (PM) Student Check In

All Grades

- *A staff member will accompany all TK/Kinder students from their classroom to ELP*
- Students are expected to check in with the ELP staff immediately after the dismissal bell.
- Elementary students are signed-in by staff as they arrive after school.
- Students must ask their teachers to call ELP if students are working in a classroom.
- Students enrolled in other after-school enrichment classes will sign in with ELP before going to the class. Parents will provide a letter indicating the name of the class, time and dates the child will attend the class. If your child will attend an additional enrichment class/club at any time during the school year, parents are required to fill out the **Change in Arrival/Departure Form**. The child will go directly back to ELP once the class is dismissed.

- If your student has not checked into ELP 5 minutes after the dismissal bell, our staff will call the front office to confirm attendance. Parents will be notified if the student was in school, but not in ELP. In the event that a child is missing, the Sheriffs will be notified.

7th and 8th Grade

- All students will have a 15 minute grace period (from the final bell) to check into ELP. Students not signed in after the 15-minute grace period will be considered tardy/absent.
- If your student has not checked into ELP 15 minutes after the dismissal bell, our staff will call the front office to confirm attendance. Parents will be notified if the student was in school, but not in ELP. In the event that a child is missing, the Sheriffs will be notified.
- Middle school students may have other activities on campus. If they need to be at other places or events on campus the following applies:
 1. The student must have teacher, administrator, or ELP staff permission to go to a classroom, library, computer lab, gym, or field. This will include any activities on campus such as sports events/games, school dances, club meetings, etc. Parents will give permission by filling out the **Change in Arrival/Departure Form**.
 2. Students will use the Student Sign In/Out form to indicate their whereabouts. Students must check in to the ELP staff every 15-20 minutes. They can call the classroom extension.
 3. Students will report back to ELP after their event is completed.

After School Student Check Out

- Students are signed out by the appropriate parent/guardian on the appropriate form.
- ELP should be informed ahead of time if a child will be picked up by someone on the Emergency Contacts/Authorized Pick-Up List. If an adult who is on the list arrives to pick up the child and the program was not informed beforehand, ELP will contact the parents/guardian to confirm the pick-up.
- Siblings over the age of 18 are permitted to pick up the child. The older sibling's name must be included in the Emergency Contacts/Authorized Pick-Up List. If

the sibling's name is not on the list, the parent will be contacted before releasing the child to the sibling.

- Only Oak Avenue students **may be** permitted to walk home with proper documentation from parents. ELP and the parent(s) will agree upon the release time for the student to walk home.
- Oak Avenue Students: Parents are encouraged to drive through the Oak Avenue parking lot to the west end of the lot to pick up students.

Identification Procedures

- All parents/legal guardians must be prepared to show identification to ELP staff.
- Identification must be checked anytime ELP staff is releasing a student to an adult who is not known to them, even if the parent has supplied a note.
- Acceptable forms of identification:
 1. State driver's license or identification card
 2. Passport

Late Pick-up

- Please pick up students before the preferred closing time (6:00 p.m.).
- A \$10.00 fee will be assessed for every 10-minute increment after 6:15 p.m. for all elementary schools.
Fee will be assessed for every 10-minute increment after 6:00 p.m. for the intermediate school.
- If late pick up occurs two times within a month or becomes excessive throughout the year, a warning letter will be emailed to the parent. If late pick up continues after the warning letter, termination of service may result.
- Contact the ELP classroom if you are delayed in picking up students.
- If a student is not picked up on time, ELP staff will call persons listed on the Emergency Contacts/Authorized Pick-Up List. *It is important to keep emergency contacts up to date.*
- After 20 minutes of no contact, the Temple City Sheriff's Department may be notified. If they become part of the process, the district cedes decision-making to them.

Absences/ Reporting Absences

- Direct phone numbers to each site are listed in this handbook (page 3).
- If your child will be absent, notify the ELP staff or ELP Office as soon as possible.
- You may also email us regarding your student's absence at ELP@TCUSD.NET
- If your student has not checked into ELP 10 minutes after the dismissal bell, our staff will call the front office to confirm attendance. Parents will be notified if the student was in school, but not in ELP.
- In the event that a child is missing, the Sheriffs will be notified.

Homework Policy

- Homework/study time will be provided at ELP.
- Parents are encouraged to check their student's homework once they are home. ELP staff can assist with helping the student understand the directions on their homework and provide basic homework assistance.
- ELP will provide basic supplies to complete homework (i.e. pencils, crayons, rulers and some textbooks). All students are encouraged to take part in the homework/study time.

Student Health

- Children sent home from school due to illness would not be able to attend ELP that day.
- Please do not send your child to school and/or to ELP if he/she is sick, has a contagious illness, or has had a fever in the last 24 hours. We will adhere to TCUSD practices including a return to school/program policy.
- If a child does not show any symptoms of illness but appears lethargic and unable to participate in activities, parents will be called for pick up. Please contact the District Nurse regarding our medication policy- *District Nurse (626) 548-5055*.
- All children attending the ELP must be "toilet trained". Our definition of "toilet trained" is when a child can express verbally that he/she has to use the restroom and cleans up after using the restroom. If children have frequent accidents, we may ask parents to make other arrangements for child care.

Discipline

Our role is to model, help shape, and work supportively with children to develop responsible behaviors. We view inappropriate children's behaviors as opportunities to positively intervene, to provide coaching, and to encourage problem-solving skills among our children. Children grow when they have knowledge and feedback about their actions, understand the reasons for rules, and have opportunities to practice appropriate behaviors.

- ELP expectations are aligned with the site's school-wide system of behavior expectation in order to maintain consistency for children.
- ELP staff is responsible for communicating ELP specific procedures, expectations, and consequences to children and parents.
- Below is a partial list of possible steps the staff uses to support and intervene with children who periodically may struggle with rules. Parents may be notified of any infraction or we may deal with the situation on site based on the circumstance.
- In cases where a child is being harmful to himself/herself or to others in the program, parents may be called for an early pickup.
- Ongoing Incidents will result in...
 1. Conference with child regarding violation and verbal warning.
 2. Students will be given reflection time to work out solutions if verbal warnings fail.
 3. An Incident Report is drafted if behavior persists or the level of behavior is high.
 4. Parent conference/phone call.
 5. Suspension from program.
 6. Release from program.

Termination of Services

The following are common reasons for termination from the program:

- Excessive unreported absences from parent/guardian.
- Continuous unsafe behavior of child on school grounds, after several incidents.
- Incidents which pose a high-risk of injury to self, others, or property damage.
- Failure of parent support or response to notification of continuous unsafe behavior of child.
- Parents engaging in malicious or threatening behavior towards staff, other parents, and/or children.
- Violations of any Education Code regarding firearms, alcohol, drugs, physical violence, theft, willful destruction of property, any conduct by parent, child or relatives resulting in harm to person or property while on the center grounds.
- Failure to provide necessary and/or requested information regarding work, authorized adults, contact information, and school verification for continued enrollment.
- Failure to pay fees for services on time.

Receipt of Parent Handbook- Extended Learning Program

The Extended Learning Program Parent Handbook is posted on the District's website at www.tcusd.net/tcusdelp. If you do not have access to a computer, copies of the Handbooks will be available upon request at your school site or at the District Office. Please return the signed form below with your program registration form(s), and review the Handbook information.

Should you have any questions, please contact our office at elp@tcusd.net

Ms. Mickie Wong

Director, Child Development Program

----- Cut here and return -----

RECEIPT OF NOTIFICATION OF ONLINE PARENT HANDBOOK FOR EXTENDED LEARNING PROGRAM

I acknowledge with my signature that I am aware of how to access the Handbook online. I understand and will accept my responsibilities as described in this Handbook, which include but are not limited to:

- ☑ Keeping my child's emergency info up to date with names, addresses and phone numbers of two (2) adults who can pick up my child if I am not available.
- ☑ Letting the staff know when there is a change in our family's address, phone number, custody arrangements or other critical information
- ☑ Following attendance policies
- ☑ Following safety guidelines regarding my child's personal belongings and clothing

If I have questions about the information in this Handbook, I understand that I can ask the Instructor at the site or the Director of the Child Development Program.

Student's Name

School of Attendance

Parent/Guardian Signature

Signature Date

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