

Romoland School District



Expanded Learning Program Handbook

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Our Mission

Our Romoland School District Expanded Learning Programs provide enriching out-of-school time services that empower and support our students, families, schools, and community. Catering to students from Transitional Kindergarten through Grade 8, our programs seamlessly integrate with their regular classes. By fostering a holistic environment, we encourage self-awareness, empathy, and community engagement. Our dedicated staff nurtures students, creating a positive and productive setting. Through unwavering dedication, collaboration, and a focus on skills, values, and knowledge, we empower students for academic success, personal growth, and active participation in society. Together, we make a lasting impact on lives and communities.

Schools and Program Hours of Operation:

RSD EXPANDED LEARNING PROGRAMS

ADVENTURE AWAITS

 ROMOLAND ELEMENTARY PROGRAM FREE ENROLLMENT DAILY UNTIL 6:00 PM ATTEND MONDAY-FRIDAY FEE BASED AVAILABLE SUNRISE PROGRAM 6:00-8:00 AM	 HARVEST VALLEY ELEMENTARY PROGRAM FREE ENROLLMENT DAILY UNTIL 6:00 PM ATTEND MONDAY-FRIDAY FEE BASED AVAILABLE SUNRISE PROGRAM 6:00-8:00 AM	 BOULDER RIDGE ELEMENTARY PROGRAM FREE ENROLLMENT DAILY UNTIL 6:00 PM ATTEND MONDAY-FRIDAY FEE BASED AVAILABLE SUNRISE PROGRAM 6:00 - 8:00 AM + PM PLANS	 MESA VIEW ELEMENTARY PROGRAM FREE ENROLLMENT DAILY UNTIL 6:00 PM ATTEND MONDAY-FRIDAY FEE BASED AVAILABLE SUNRISE PROGRAM 6:00 - 8:00 AM + PM PLANS	 ETHAN A CHASE MIDDLE SCHOOL PROGRAM FREE ENROLLMENT DAILY UNTIL 6:00 PM ATTEND MONDAY-FRIDAY FEE BASED AVAILABLE SUNRISE PROGRAM 6:00 - 8:00 AM + PM PLANS
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Program Classrooms and Contact Numbers:

Boulder Ridge Elementary.....Room 36.....(951)723-8929 ex. 4336
 Harvest Valley Elementary.....Room 31.....(951)928-2915 ex. 3331
 Mesa View Elementary.....Room 39.....(951)723-1284 ex. 6339
 Romoland Elementary.....Room 53.....(951)928-2910 ex. 2053
 Ethan A. Chase Middle School.....Room 808.....(951)566-4400 ex. 5708

Registration is available online at: <https://www.romoland.net> (click on Parents, then Before and After School Care OR click on [Expanded Learning Programs](#) from the main menu.)

Policies and Procedures Agreement

Admission: To participate in the Romoland Expanded Learning Programs, students must be enrolled in the Romoland School District. Our programs are open to students in grades TK/Kindergarten through eight. As a school district, we are dedicated to providing a safe and inclusive learning environment, ensuring equal access and opportunities for all individuals, including enrollment in our expanded learning programs. We are committed to maintaining a discrimination-free atmosphere, where no individual is subjected to harassment, intimidation, bullying, or any form of discrimination based on actual or perceived characteristics such as race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression. Additionally, RSD Expanded Learning Programs reserves the right to terminate enrollment, if necessary, during the school year or upon a trial period of attendance.

Enrollment will be open to any student providing:

- There will be no adverse effect upon other participants.
- The participant will benefit from the program and the program site can meet the individual needs of the participant.
- The participant can demonstrate independent lavatory use.
- Can participate in daily activities with reasonable accommodations.

Activities: Participants in our program are presented with a wide range of opportunities to foster talent development, forge meaningful connections, enhance social skills, and improve academic performance in an inclusive classroom environment. Our daily activities encompass both indoor and outdoor learning experiences, offering a diverse and engaging educational journey. We are dedicated to providing all participants with the chance to learn, grow, and thrive through:

- Access to library and technology resources
- Hands on mathematics and science activities
- Visual and performing arts
- Physical fitness activities
- Service learning and leadership opportunities

Administration/Staff: The Expanded Learning programs are administered by the Romoland School District. All Expanded Learning programs are staffed by at least two Activity Leaders. All Expanded Learning staff meet the necessary district employee requirements. Expanded Learning programs work closely with school faculty and administration to ensure alignment of program and activities to Romoland School District learning goals and core curriculum.

Attendance: Consistent attendance is vital for maintaining enrollment in RSD Expanded Learning programs. If a student has unexcused absences for two consecutive weeks, they may face dismissal from the program. Re-enrollment is contingent upon space availability. To ensure effective communication, kindly inform the front office of your student's absence so that our staff can be properly informed of their attendance status for the day.

Absences: To report a student's absence from the Expanded Learning program, please notify the school front office. This will help our staff stay informed about your student's attendance for the day. Please note that excessive unexcused absences may put their enrollment in the program at risk.

Early Pick-Ups: Guardians play a crucial role in ensuring timely pick-up of their student(s). RSD Expanded Learning programming adheres to a designated pick-up window each day. Early Pick Up occurs when a student is picked up before this window. If a participant is frequently picked up early, their attendance needs to be excused to maintain enrollment. Early pick-up may be necessary for reasons such as off-site enrichment, family emergencies, or medical appointments, among others.

Late Pick-Ups: Guardians have the responsibility to ensure prompt pick-up of their student(s). RSD Expanded Learning programming concludes at **6:00 PM**. If participant(s) have not been picked up by 6:45 PM, it will be considered abandonment, and the appropriate authorities will be contacted. Excessive late pick-ups (**THREE (3) cumulative incidents for the current year**) may result in the family being dismissed from the program. It is essential to communicate with emergency contacts to arrange for timely pick-up. If an unforeseen situation arises, and late pick-up becomes unavoidable, it is imperative to notify the expanded learning staff. The site staff will inform the program supervisor accordingly. Please ensure that emergency contact information is kept up to date to establish an effective backup plan.

Illness: Parents/guardian(s) will be called and **MUST** have their student picked up, when a student is ill or in any significant discomfort.

Please do not send your student to school if there has been:

- (1) Vomiting or diarrhea in the last 24 hours
- (2) A fever of 100 degrees in the last 24 hours
- (3) Itchy, burning, bloodshot and draining eyes. These are symptoms of "pinkeye," a very contagious disease that needs treatment from a doctor.

Signing Out: Each program day, a parent/guardian or an adult at least 18 years of age is required to sign out the student from the program, as minors/students themselves are not permitted to do so, and the parent/guardian must also sign the bottom of the daily sign-in/sign-out sheet at the end of each month to confirm the accuracy of all entries.

Withdrawal From Program: To withdraw your student from an Expanded Learning program, a written notice must be provided at least three days in advance. Reinstatement is contingent upon space availability in the Expanded Learning programs.

Emergency Contacts: Guardians are responsible for maintaining current student records, including accurate telephone numbers, emergency information, and authorized pick-up details. Any changes should be dated and initialed accordingly. If arrangements have been made with someone not listed as an emergency contact, it is essential to provide advance written notification to the Expanded Learning staff. Furthermore, the designated person picking up must present proper identification.

Communication: Parents/guardians hold the responsibility of staying informed about notices, letters, and other communications pertaining to their student. These may be attached to the student's sign-in/out record, mailed to the address provided in the contract, or posted at the RSD Expanded Learning locations attended by the student. Each site maintains a communication log, documenting daily attendance and conveying any concerns related to student attendance or behavior to the supervisors through written and verbal means. We prioritize addressing concerns promptly upon notification, as the safety of our students is our utmost priority.

Parent Concerns/Questions: Parents/Guardians are kindly requested to raise any concerns or questions they may have with the Expanded Learning staff in a calm and respectful manner. If a concern pertains to another student or parent within the program, it must be brought to the attention of the Program Supervisor. Students whose parents/guardians approach other students or parents regarding their actions and behavior may face dismissal from the program.

Custody or Restraining Orders: It is crucial to maintain up-to-date legal documents related to student custody and restraining orders, which should be securely filed in the main office of the school. Students will only be released to individuals listed on the program's emergency information, which must be completed by the primary physical custodial parent or legal guardian. In situations where the primary custodian is unavailable and a non-custodial parent attempts or insists on taking the student from the premises, staff members will promptly contact 911 and notify the Expanded Learning Program Supervisor.

Field Trips: If your student is participating in a field trip during the school day that may impact their attendance or arrival at an expanded learning program, please inform the site lead at your school.

Cell Phone Use Guidelines: Cell phones are permitted for emergency purposes only. During program hours, they must be securely stored, turned off, and out of sight. Students are not allowed to have their cell phones turned on while the programs are in session. Calling or texting from a cell phone or regular phone without adult permission is strictly prohibited. In the event of illness, students can inform a staff member, who will contact the parent or guardian if necessary.

Playing video games, taking pictures/videos, or making calls or texts without staff permission is not allowed. Staff members have the authority to confiscate cell phones if the rules are violated. As per the School Board's Policy and Administrative regulations on search and seizure, a school official may conduct a search of a student's mobile communication device, including but not limited to, receiving messages or viewing pictures, with reasonable suspicion of an emergency involving danger of death or serious physical injury to the student or others.

Telephone Calls: The telephone lines in the RSD Expanded Learning program are dedicated to business and emergency use only. We kindly request that you allow our staff to relay any messages to your student, ensuring that the lines remain available for emergency purposes.

Students with IEPs or 504s: For students with Individualized Education Program (IEP) or 504 plans, parents/guardians must inform program staff of IEP or 504 needs/accommodations and changes throughout the school year. It may be necessary for program staff to meet with parents/guardians to prepare a plan to best meet the needs of the student.

Personal Belongings: The program will not be held liable for any lost, stolen, or damaged items. No toys, permanent markers, candy, or other personal belongings are to be brought to the Expanded Learning program. Cell phones and all electronic devices must be put away.

Snack and Supper: A nutritious snack and supper are provided by the Romoland School District Nutrition Services department to all student participants. If your student has special dietary needs, accommodations within reason may be arranged through the Nutrition Services department.

Student Health: For students with specific health needs, parents/guardians must inform program staff of health needs and changes throughout the school year. In some cases, it may be necessary for program staff to meet with parents/guardians to prepare a plan to best meet the needs of the student.

Medication: If your student needs medication from the Expanded Learning program staff, the following steps should be taken:

- The parent/guardian must submit an RSD Medical Authorization Form to remain on file in the Expanded Learning program classroom. This must be verified and signed off by a personal physician and the District Nurse.
- The parent/guardian must provide the medication for use during the Expanded Learning program (separate from medication used during the regular school day). The medication is to be in its original container, labeled with the student's name and clear instructions based on medical orders.

Discipline: RSD Expanded Learning programs reserves the right to withdraw enrollment from a student or family due to excessive disruptive or dangerous behavior. If a student or parent/guardian exhibits disruptive or aggressive behavior, student/family may be dismissed from the program. During the school year or upon a trial period of attendance, RSD Expanded Learning programs reserves the right to terminate enrollment, immediately if deemed to be in the best interest and safety of students and staff if:

- Student cannot be safely or effectively cared for in a large group setting
- Student requires supervision beyond the limitations of RSD Expanded Learning program
- Student poses a risk to the health and safety of themselves or others

RSD Expanded Learning programs reserve the right to have parents/guardians come to site for immediate pick up. Discontinuance of enrollment could be immediate if deemed to be in the best interests, safety, and well-being of the student, staff, and other students. Authorized guardians will be provided copies of behavior documentation (for their student) in which it will outline students behavior and/or infractions. To minimize disruption to a students day, communication will take place during the students check out time.

Staff shall administer discipline as follows:

- The use of discipline shall not be humiliating, frightening, or physically harmful (no corporal punishment will be permitted)
- Discipline shall be consistent and individualized for each student and appropriate to the student's level of understanding and needs
- Discipline shall be directed toward teaching the student acceptable behavior
- Discipline shall not be associated with food, rest, or isolation

A variety of discipline techniques will be used, as not all techniques work with all students at all times. These will include:

- Redirection
- Behavior Modification
- Natural and Logical Consequences

Homework: Students will have the opportunity to complete assigned homework during the academic component of the program. We will make every effort to assist students in completing their homework within the allotted time. However, we do not guarantee that all homework will be completed and/or corrected. Homework completion remains the responsibility of the student and their parent/guardian. Students are expected to:

- Bring their homework daily
- Accept that other academic activities will be assigned if student does not have homework

The teacher will be contacted if a student repeatedly reports they were not assigned homework.

BASE EXPLORERS

Before and After School Enrollment

Fee Based Plan



Payments:

Due each month by the designated due date. Monthly payments must be made through our online payment system (PROCARE). No other form of payment is accepted. Monthly invoices will be made based on the amount of weeks we offer service in that month (e.g August will be *weekly fee rate x weeks we offer service (3) = Monthly Invoice*)

Contracts/ Fee Schedule Changes:

Changes to student schedules (e.g. part time to full time or full time to part time) must be submitted in writing via email. Changes will go into effect the following month, not mid-month. Fee schedules may not be combined.

Discounts:

RSD provides discounts for sibling/ second student (equal or lower fee), RSD employees, active Servicemen/women (Proof of ID must be presented to be eligible). RCOE Subsidized Payments Accepted for Qualified Families: 951-826-6626. One discount per student may be applied; no combining of discounts.

Weekly Fee Rates:

	<u>AM ONLY</u>	<u>PM ONLY</u>	<u>AM & PM</u>
Full Time (4 days or more per week)	\$40	\$45	\$85
Discounted Rates	\$35	\$40	\$75
Part Time (3 days or less per week)	\$25	\$30	\$55
Discounted Rates	\$20	\$25	\$45

Additional Fees: Late Tuition Payment, Late Pick Up, Current Year Reinstatement Per Student

Monthly Fees At A Glance:

August	September	October	November	December	
<u>3 Weeks</u>	<u>4 Weeks</u>	<u>4 Weeks</u>	<u>4 Weeks</u>	<u>2 Weeks</u>	
8/10/23- 8/31/23	9/1/23- 9/29/23	10/1/23- 10/27/23	10/30/23- 11/30/23	12/1/23- 12/15/23	
January	February	March	April	May	June
<u>4 Weeks</u>	<u>3 Weeks</u>	<u>4 Weeks</u>	<u>3 Weeks</u>	<u>4 Weeks</u>	<u>1 Week</u>
1/8/24- 1/31/24	2/1/24- 3/1/24	3/4/24- 3/28/24	4/8/24- 5/3/24	5/6/24- 5/31/24	6/3/24- 6/6/24

RSD Expanded Learning Program Policies and Procedures Contract
(Parent copy)

Please read and initial each line. Please sign on the second page.

_____ 1. When your student is absent the parent/guardian agrees to notify the school front office directly on the day of the absence. We then know not to expect your student that day.

_____ 2. Authorized adults only who are 18 years or older will be permitted to drop off or pick-up student(s) and must carry proper picture identification.

_____ 3. Parent/ guardian, or adult designee, must sign in and out daily and must sign and date the bottom of the attendance record upon month's end.

_____ 4. Parents/guardians must keep student records up to date: phone numbers, addresses, emergency contacts. If information needs to be updated, parent/guardian must make the change(s) and initial and date the change(s).

_____ 5. Student will not be released to anyone without proper picture identification. If arrangements have been made with someone who is not on the student's emergency contact list, parent/guardian **MUST NOTIFY** expanded learning staff in advance and **IN WRITING**. Person picking up **MUST** have proper identification.

_____ 6. Toys, candy, or permanent markers may not be brought to Expanded Learning program. Cell phones **MUST** be kept put away and used in accordance with the program policy. Program will not be held liable for missing or damaged personal belongings.

_____ 7. Parents/guardians are responsible for keeping track of ledgers and other communications that are placed on sign in-sheets, mailed, or posted in students classroom.

_____ 8. Parents/guardians of students with health needs, IEPs or 504 must meet with a program supervisor for approval of services. RSD Expanded Learning programs are not an extension of the school day.

_____ 9. Parents/guardians may not insult, berate or threaten staff or students or use inappropriate language with staff or near students. If this occurs, a Civility Policy will be issued to parent/guardian. Families will be subject to immediate dismissal from the program.

_____ 10. Parents/guardians agree to the RSD Expanded Learning programs discipline guidelines and policies.

_____ 11. Field Trips: If your student attends a field trip during the school day that could affect attendance or arrival to an Expanded Learning program, please provide notification.

_____ 12. Programming ends at 6:00 PM. If student(s) is picked up late excessively, student(s) will be subject to immediate dismissal from the program.

Rev. 6/23

Please continue for the BASE Explorers, fee based program policies and procedures:

Please read and initial each line, 13-21, if your student is enrolled in fee based program. (If your students is NOT enrolled in fee based program, please leave these items blank.)

_____ 13. I understand and agree with the RSD programs, tuition, fees, and discounts.

_____ 14. The person who signs this contract is responsible to ensure monthly tuition for services rendered.

_____ 15. Payments must be made using our online payment system. NO other payment form will be accepted. The first payment of the year (enrollment fee plus August tuition fees) is the exception.

_____ 16. Payments are due by the designated date of each month. Payments are deemed late (with a \$50 late fee) after 2 weeks of the designated date of each month.

_____ 17. I agree to the monthly rate that I have chosen. I understand that fees are due each month whether or not my student attends the RSD Programs and whether or not I have received a statement.

_____ 18. A family carrying a balance for more than 30 days will be dropped from the Program. If space is available, students may be reinstated upon payment of all outstanding fees.

_____ 19. Program Withdrawal - No refunds will be given unless the family has submitted a written request for withdrawal from programs. If notice is not given, Parent/guardian is responsible for fees accrued until notice is received.

_____ 20. If parent/guardian has a question about payment, they must contact a Program Supervisor for inquiry.

_____ 21. Parent/guardian, or designee, must accompany their students to the BASE AM classroom to determine their student is under supervised care before leaving school premises.

By reading and initialing you agree to the RSD Expanded Learning program terms and conditions. Breaking this agreement in any way may result in immediate disenrollment from any RSD Expanded Learning program.

Parent/guardian Signature _____ Date _____

Reasons for Dismissal from RSD Expanded Learning Program

Reasons for dismissal from program are subject, but not limited, to the following:

1. If, during the school year **or** during trial period of attendance, it is determined that a student cannot be safely or effectively cared for in a large group setting, requires supervision or medical treatment beyond the limitations of our program, or poses a risk to the health and safety of others, RSD Expanded Learning Programs reserves the right to discontinue enrollment immediately.

*(*Trial period of attendance is a time frame agreed upon by program administrators and parent/guardian that may be needed in order to determine if RSD Expanded Learning Programs can effectively meet specific needs of students in the student setting).*

2. Repeated inability to abide by program guidelines/policies outlined in Program Handbook and Enrollment Packet

3. Failure to complete enrollment forms

4. Parent or guardian insults, berates, uses inappropriate language, or exhibits threatening behavior towards staff, students or in presence of students

5. Misuse of contracted days and/or hours

6. Non-payment of fees (applicable to fee-payer program only)

7. Excessive absences (two weeks without notification, parent/guardian may be liable for tuition/fees applicable to fee-payer program)

8. Recurring late pick up (3 per program month)

9. Failure to:

- a. Adhere to contracted days or hours
- b. Sign student in or out daily
- c. Enter month-end signature and date at the bottom of the daily sign in/out record

10. Parent/guardian voluntary withdrawal (must give advance written notice)

I have read and agree to the RSD Expanded Learning program terms and conditions. Breaking this agreement may result in immediate disenrollment from programs.

Parent/guardian Signature _____ Date _____