
YES PREP ASPIRE ELEMENTARY

Parent Handbook
2025-2026
YES Prep Public Schools



Dear Parents/Guardians,

The YES Prep Elementary ASPIRE After School Program exists for students to participate in supplemental academic and enrichment activities that help our SPARKS meet state and local student standards in core academic subjects, such as reading and math, and offers our them a broad array of enrichment/athletic activities to reinforce and complement the regular academic program.

The Elementary ASPIRE after school program is available at all 11 YES elementary campuses. The Leadership and Student Enrichment Coordinators (SEC) managing the ASPIRE after school program at each YES Prep elementary campus are listed below.

John Burnett

YES Prep Manager of Student Culture

School Name	Student Enrichment Coordinator (SEC)
Southeast Elementary	Bianka Reyes
North Central Elementary	Erica Hester-Smith
North Forest Elementary	Chadwick Scott
Southside Elementary	Luz Alonzo
East End Elementary	Chris Nettles
Airline Elementary	Maiya Stephens(Fall) & Kiyah Johnson (Spring)
Hobby Elementary	Lorena Peralta
North Rankin Elementary	Nicholas Donis
Southwest Oaks Elementary	Jayln Buchanan
Brays Oaks Elementary	TBD
White Oak Elementary	Lizette Garces

Various school programs, civic organizations, community agencies, and volunteers partner with the ASPIRE after school program to provide activities and services to students and their families. This handbook is designed as an overview of the program and is part of the enrollment agreement between the ASPIRE program, SPARK participants, and their families. The handbook is reviewed and updated on an annual basis.

Sincerely,

John Burnett

Manager of Student Culture- Elementary



PHILOSOPHY

Vision Statement

We will provide a safe, impactful, and engaging environment for students and families after school.

Mission Statement

ASPIRE prepares students to be literate analytical thinkers who are college, career, and workforce ready leaders in the future.

Program Purpose & Goals:

The purpose of Elementary ASPIRE is to improve student achievement in reading/language arts and math, improve student attendance, decrease student disciplinary infractions/ referrals, and increase parental engagement.

ASPIRE provides academic enrichment opportunities for students who attend high-needs, high-poverty, low-performing schools that meet state and local standards in core academic subjects. ASPIRE seeks to increase family and community engagement by creating opportunities for parents and students to learn together. All Elementary ASPIRE programs contain the following key components:

Academics

Enrichment

Skill Building

Identity

Family Engagement

POLICIES

Accidents/Incidents

Should your child become ill or injured during the time he/she is participating in the ASPIRE program, you will be notified immediately to plan for your child to be picked up. In cases of rare emergencies, appropriate measures will be taken and then you will be notified.

Attendance

Once a student is enrolled in ASPIRE, he/she is expected to attend and participate in the complete program for the entire school 2025-2026 school year. If a student is absent due to illness or family and/or personal reasons, an excuse must be submitted to the Student Enrichment Coordinator (SEC) upon his/her return.

Students absent for the full school day or who leave school early due to illness, disciplinary infractions and/or suspension, will **NOT** be allowed to come back to the school to attend the ASPIRE program for that day(s).

Students who miss **5 or more unexcused** days of the ASPIRE after school program will be exited from the program and placed at the bottom of the campus waitlist for ASPIRE.



Confidentiality

Access to students' information will be limited to the student's name, grades, and any other information needed to help students be successful in the ASPIRE program.

Discipline/Responsible Behavior

Enrollment in the ASPIRE after school program is entirely voluntary. Students are expected to conduct themselves in a positive manner, by exhibiting the six pillars of Character: respect, responsibility, caring, citizenship, trustworthiness, and fairness, and always adhering to the SPARKS behavior system. Students that exhibit unacceptable behavior will face the consequences outlined in the YES Prep Code of Conduct. Students committing infractions that threaten the safety and well-being of others, or themselves, may result in dismissal from the ASPIRE after school program.

Disciplinary Infractions will be addressed as follows:

1. Verbal Warning regarding inappropriate behavior (Redirecting, re-teaching, and intervention)
2. Parental notification of behavioral concern and a signed agreement to provide structured support
3. Temporary suspension from the ASPIRE program for a designated number of day(s).
4. Dismissal from the ASPIRE program

*Determined by the Student Enrichment Coordinator/AP/School Principal and approved by the Managing Director of Elementary School Culture.

Severe behaviors or repeated behavioral infractions will result in dismissal from the program.

Health

Should your child become ill or injured during the ASPIRE program, you will be notified immediately to plan for your child to be picked up. In cases of emergencies, appropriate measures will be taken and then you will be notified.

Hours of Operation Fall and Spring

The Elementary program will begin at 3:00 p.m. each day and end at 4:45 p.m. All students must be picked up by 5:00 p.m.

Program Cancellations will be communicated to parents through Parent Square and/or by phone.



Late Pick Up

Students must be picked up/retrieved within fifteen (15) minutes after the program ends at 4:45 pm.

1st Occurrence - The parent/guardian will receive late pick up notice #1. Letter will be signed by parent/guardian and documented.

2nd Occurrence - The parent will receive late pick up notice #2. Letter will be signed by parent/guardian and documented.

3rd Occurrence - The parent will receive late pick up notice #3. Letter will be signed by parent/guardian and documented. A conference with an administrator/SEC to discuss a solution to late pick up must take place prior to student continuing the ASPIRE after school program.

Medications

The ASPIRE program is not responsible for medication administration. All medication must be issued prior to the end of the regular school day. Exceptions to this rule include Epi-Pens for allergic emergencies, inhalers for asthma, and insulin.

Nutrition

During the ASPIRE after school program, students will be provided with a healthy snack. The Student Enrichment Coordinator (SEC) must be notified in writing of any special dietary needs, food allergies, or concerns.

Student Safety

Release of Students

Students will only be released to adults who are listed on the ASPIRE program application with valid identification or through campus-specific protocols regarding student pick-up designated at each YES Prep Elementary campus (example: a secure car tag number assigned to the parent/ guardian).

If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy of the order must be on file in the school office. Please note that all court paperwork submitted to the campus will undergo verification through the YES PREP Legal/Compliance Department.

Acknowledgement of Student and Parent Agreement

Please read and sign the following Acknowledgement Agreement. Upon completion, please return to your Student Enrichment Coordinator (SEC).

Student and Parent Agreement

The purpose of this family contract is to clearly identify the expectations for both students and parents in the ASPIRE. Program expectations and commitments are detailed below.

Initial next to each statement to indicate that you have read, understand, and agree to make the commitments listed below.

_____ I commit myself to participate in the ASPIRE program by supporting the program’s efforts to assist my child in his/her educational endeavors and advancement.

_____ I commit to allowing my child to fully participate in all components of the ASPIRE program

_____ I will ensure that my student(s) is present and picked up on time during the duration of the program.

I recognize and understand that failure to meet any of the above requirements could result in my child being released from the ASPIRE Program.

Further, I do hereby release the YES Prep Elementary ASPIRE Program, and its staff, from any and all claims and liability for any damages or injuries which may be sustained. This agreement includes trips and transportation services provided by the program. I understand the commitment my child and I are making, and pledge my full support, cooperation, and active participation in the program.

I further understand that failure by my child to comply with program expectations, requirements, and responsibilities, in their entirety, may result in a family conference, loss of program entitlements, or suspension and dismissal from the program.

I, _____, parent/guardian of _____, acknowledge that I have read, understand and agree to the terms outlined in the Elementary ASPIRE Program Parent Handbook. I also understand that for my child to be eligible to attend I, another parent/ guardian, or both are required to attend a parent enrollment meeting which will be announced on each campus.

Parent/Guardian Signature

Date

Name of School/Campus

