



A.S.E.S.

After School Education & Safety

SAN JOSE
PARKS, RECREATION &
NEIGHBORHOOD SERVICES
Building Community Through Fun

PARENT/CAREGIVER HANDBOOK AFTERSCHOOL POLICIES AND PROCEDURES

About A.S.E.S. Program

- The After School Education and Safety (A.S.E.S.) Program is implemented by the City of San José, Parks, Recreation and Neighborhood Services Department. The program's purpose is to provide children access to a safe & nurturing environment, homework assistance, various recreational activities, youth asset development, and enrichment activities through STEAM. A.S.E.S. and Summerdale staff work closely to reflect the school's academic priorities, community culture and behavior expectations to create a seamless transition from school to afterschool.

Enrollment

- Only students enrolled at Summerdale Elementary can participate in the A.S.E.S. program at Summerdale.
- Enrollment is available on a limited basis. Parents and caregivers must request, complete and return a Registration Form, Emergency Form, and attend an A.S.E.S. Orientation with the Site Coordinator in order to enroll. The A.S.E.S. Site Coordinator will confirm students first day of program.

Homework Assistance

- During designated academic support time, staff provide students with 30-60 minutes of assistance with homework. Those that complete their homework early or do not have homework will be provided with expanded learning opportunities (including silent reading, grade-specific educational packets, or other quiet activities). We encourage families to check homework when students arrive home.

Enrichment Activities

- During enrichment activity time, students participate in a wide variety of activities depending on the theme of the week or month. Each month, families will receive a calendar of planned activities centered around STEAM (science, technology, engineering, art and math) that encourage creativity, social-emotional learning, self-expression and development of the whole child.

Physical Activity

- The Center for Disease Control and Prevention (CDC) recommends children have 60 minutes or more of physical activity each day and the program encourages students to stay active for at least 60 minutes a day. The incorporation of sports and large, cooperative group games promotes physical fitness, teamwork, skill building, fair play, and positive self-esteem.

Healthy Snack

- Nutritious choices support healthy eating habits for participants. Healthy, nut free snacks are obtained from the Second Harvest Food Bank and available to students on an as-needed basis. Average snack options consist of granola bars, fruit cups, and fresh fruit.

Student Belongings

- We do not recommend that students bring any personal items they cherish from home. City of San José staff are not responsible for any lost or stolen items, including cell phones and electronics.
- Cell phone use at program is only allowed during designated times. City of San José staff may confiscate cell phones if used during undesignated times and will return them at the end of program.

California Quality Standards for Expanded Learning Programs

- City of San José youth programs align with the California Quality Standards for Expanded Learning Programs. Throughout the school year, the A.S.E.S. program will contribute to children's learning through
 - A safe and supportive environment - the program provides a safe and nurturing environment that supports the developmental, social-emotional and physical needs of all students.
 - Active and engaged learning - the program design and activities reflect active, meaningful and engaging learning methods that promote collaboration and expand student horizons.
 - Skill building - the program maintains high expectations for all students, intentionally links program goals and curricula with 21st-century skills and provides activities to help students achieve mastery.
 - Youth voice and leadership - the program provides and supports intentional opportunities for students to play a meaningful role in program design and implementation, and provides ongoing access to authentic leadership roles.
 - Healthy choices and behaviors - the program promotes student well-being through opportunities to learn about and practice balanced nutrition, physical activity and other healthy choices in an environment that supports a healthy lifestyle.
 - Diversity, access and equity - the program creates an environment in which students experience values that embrace diversity and equity regardless of race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation and/or gender identity and expression.

Attendance

- A.S.E.S. is not a drop-in or child-care program. TK/Kindergarten students are expected to attend every day until at least 4:45 p.m., and 1st - 5th grade students are expected to attend until 5:45 p.m., with the exception of excused early release or absences. Excessive unexcused or excused absences may result in unenrollment.
- Families opting not to participate in field trips are responsible for finding alternative care for children not attending the trip.

Sign In and Sign Out

- All students will be signed in by City of San José A.S.E.S. staff.
- Students must be physically signed out by an authorized parent/caregiver over the age of 18 every day. People designated by the parent/caregiver on the Emergency Form may pick up students. City staff will ask for identification from unfamiliar adults.
- If anyone other than those listed are to pick up the student, we must have authorization from the parent/caregiver before the student can be released. The person picking up the student must be at least 18 years old. Parents/caregivers who sign the Walk Home Release are exempt from this policy.
- During pick up, parent/guardians must park in parking spots. The fire lane is for emergency vehicles only.

Late Pick Up Policy

- If you have an emergency and are unable to pick up on time, please contact the site phone number or the Berryessa Community Center.
- Participants must be picked up by 6:00 p.m. Excessive late pick ups will result in the removal from the program. (Excessive late pick ups are defined as 5 (five) or more in one month). There is no supervision before or after stated program hours.
 - Emergency contact information will be used in the case of late pick ups or emergencies. In the case of late pick ups, City of San José A.S.E.S. staff will proceed with the following steps.
 - Contact Parent or Caregiver
 - Contact Emergency contacts.
 - Contact CPS or PD. Once SJPD and/or CPS have been contacted, your child must remain on site until they arrive.

Field Trip Policy

- Families opting not to participate in field trips involving all A.S.E.S. groups are responsible for finding alternative care for child(ren) not attending the trip.

Early Release

- Students are expected to attend the full A.S.E.S. program every day until their designated dismissal times.
- If students need to leave program early, staff will document the approved reason and Early Release Code on the daily attendance sheet. The Site Coordinator should be informed in advance with proper documentation and authorization for consistent early release.

Early Release Codes

- Parallel Program—This code is used when a student participates in a parallel program on campus or outside the A.S.E.S. program. In order for a student to be counted as present, students must check in with A.S.E.S. first, attend the parallel program, and then return to A.S.E.S. before 6:00 p.m. The parallel program should be open for any A.S.E.S. student to participate.
- Family Emergencies— This code is used in the case of a family emergency. Please communicate with the A.S.E.S. Site Coordinator regarding your emergency.
- Family Needs—This code is used only for pre-arranged situations with the A.S.E.S. Site Coordinator.
- Medical Appointments—This code is used when a student has a medical appointment and the A.S.E.S. Site Coordinator has documentation of the appointment.
- Weather Conditions—This code is used during severe weather. Students may be picked up early (or walk home, if approved) in the case of expected inclement weather.
- Medical Emergencies—This code is used if a student becomes ill or injured during program and must leave to go to the doctor or hospital.
- Other Conditions—This code is used for students who walk home, and it will be dark before the end of program. Participants will only be released to walk home after the completed and signed Walk Home Permission Form has been reviewed, approved, and signed by the Berryessa Community Center Supervisor. Please ask the A.S.E.S. Site Coordinator for how to start the walk home approval process.
- Transportation—This code is used when there will be no transportation available at the end of program.

Staff Safety Measures

- All City of San José employees engaged in youth programming are fingerprinted and undergo a thorough background check and clearance from the U.S. Department of Justice and Federal Bureau of Investigation.
- All City of San Jose employees engaged in youth programming must be cleared of tuberculosis by a certified medical practitioner.
- Staff to Participant Ratio: City of San José youth programs maintains a staff to participant ratio of approximately 1:20 (1:10 for TK/Kindergarten). Through low participant to staff ratios, PRNS programs provide staff the ability to be more vigilant and ensure the safety of all participants.
- 1:1 Staff to Participant interactions not permitted: In order to ensure youth safety, the City of San Jose does not permit adult staff to be alone with youth participants at any time. Staff to youth participant ratios must be maintained at a minimum of 2:1.
- Mandated Reporting: All City of San Jose employees engaged in youth programming are mandated reporters of child abuse, mental health concerns and neglect. They are required to report any issues to Child Protective Services.
- Annual Staff Training: prior to the start of program, staff complete trainings that reinforce safety measures, best practices and policy updates.
- Emergency Procedures: All sites have Emergency Action Plans and drills are practiced routinely. In case of an evacuation, participants will be kept at the designated safe reunification site and parents/caregivers will be contacted as soon as possible. Check with program supervisors for more information.

Inclusion

- We welcome people of all abilities and ages to participate in our programs. If you or your child requires accommodation due to a disability, behavior concern, severe allergy, etc., please let us know at the time of registration to allow adequate time to process requests. Requests can take up to two weeks.
- City of San José is equipped with an inclusion specialist who is utilized by program supervisors, to support participants, when needed.

Illness

- If participants display signs or symptoms of illness, please keep them at home and notify City of San José staff of their absence. We rely on parent and caregiver cooperation to prevent the spread of communicable diseases.
- If participants become ill during program, parents and caregivers will be notified and asked to make arrangements to pick up as soon as possible.

Injury

- City of San Jose staff will administer basic first aid and notify families and caregivers of minor injuries at pick-up.
- Families and caregivers will be contacted immediately in the event of serious injuries.

Medication Permission and Release Forms

- For any medication administered in program, a Medication Permission Form and Release Form must be completed by parents/caregivers and the participant's physician. Please contact the program supervisor to receive a copy of the Medication Permission Form and Release Form.
- In the event of a severe allergy emergency, City of San Jose staff will provide a first aid response.

Toileting Practices and Procedures

- Participants must demonstrate the ability to independently use the restroom unassisted. Staff will actively promote healthy hygiene practices and handwashing procedures. Participants will be supported and prompted with simple reminders throughout the course of the program to use the restroom, in support of toileting independence.
- For the health and well-being of all staff and program participants, City staff may contact parents/caregivers if an accident occurs. Staff is not authorized to change soiled clothing or assist with personal hygiene tasks. In the event a participant has an approved accommodation to utilize training underwear or pull ups, staff cannot check for accidents or assist with changing if soiled. Parents/caregivers may be requested to assist with changing, if necessary.
- The complete PRNS Toileting Policy can be shared upon request.

Behavior Expectations and Consequences

- All participants, parents and caregivers are expected to comply with PRNS codes of conduct, policies and procedures.
- City of San Jose staff direct participant behaviors towards agreements/behavior guidelines/behavior expectations, which generally include being respectful, responsible, and safe towards themselves, others, staff, and property.

Pink Slips

- One-time behavior violations, repeated violations, or chronically disruptive behaviors may result in the City of San Jose staff issuing a “pink slip” to document the conduct violation. Consequences for conduct violations will match the severity of the incident and may include verbal warnings, loss of participation in program activities, one-day or multi-day suspensions from the program, or removal from the program without a refund of prior fees paid.
- Examples of behavior violations or disruptive behaviors include:
 - Verbal or physical behaviors that demand constant staff attention.
 - Behaviors that threaten or cause physical or emotional harm to others or to City of San Jose staff.
 - Actions that disregard safety and behavior agreements.
- The “pink slip” is meant to facilitate conversations with families and caregivers to provide support with behaviors. We are committed to the safety and well-being of all participants and finding a path for participants to successfully stay in our programs. Some behaviors could result in immediate suspension or dismissal. A sample conduct violation form is attached. Discipline information is confidential and will not be shared with others.

Conduct Violation (Pink Slip)

While attending City of San José Out-of-School Time programs, all participants are asked to comply with all PRNS policies and procedures.

- Be respectful to everyone and community property.
- Follow directions provided by the staff.
- Stay in assigned areas.
- Keep hands, feet, inappropriate comments, and objects to yourself.
- Use respectful language.
- Bring your homework to program everyday.
- You are not permitted to sign yourself out or leave before the scheduled time without proper advance notification from a parent/guardian to an afterschool staff member.

Student's Name: _____
Date: _____ Time: _____ Site Name: _____
Reported By: _____
Violation: _____

DISCIPLINARY ACTIONS TAKEN:
(Depending on the severity of the behavior/action any of the following disciplinary actions may occur)

- Verbal warning
- Removal from activity
- Verbal warning with parent notification
- Inclusion specialist notification for observation
- Parent conference to establish a behavior contract and possible suspension
- Removal from the program with no refund of prior fees paid

NEXT STEPS:

COMMENTS:

Student Signature _____ Parent/Guardian Signature _____