

## PROGRAM PARTICIPANT RULES

### • CHILD AGREES TO:

1. Arrive at the ELOP Program **directly** after school dismissal.
2. Participate fully in **all** activities offered as able.
3. Listen to and respect **all** program staff (including volunteers).
4. Respect **all** other participants.
5. Respect **all** program facilities and materials.
6. Obey **all** rules and policies (Please refer to Stockton Unified School District and School Code of Conduct for details).
7. **Not leave** the daily program without permission from staff and/or my guardian or parent.

**Enjoy, learn and have a great time with others!**

### • PARENT AGREES TO:

1. Interact positively with all ELOP leaders and staff
2. Discuss the rules and policies of program with their child and stress the importance of participation and good behavior.
3. Come into the site and sign the child out of the program daily (authorized individual).
4. Pick up child by closing time.
5. Pick up child or arrange for pick up within **30 minutes** if notified of a problem or illness at the program.
6. Follow **all** rules and policies (Please refer to Stockton Unified School District and School Code of Conduct for details).

### • PARENT & CHILD UNDERSTANDS:

1. Site staff is responsible for maintaining the facilities that we use daily. Children may be asked to clean up work/play stations after activities have been completed (sweep, pick up the paper, put away materials, supplies & equipment).
2. Personal belongings such as electronic games, cell phones, trading cards, etc. are **not allowed** in the ELOP program. ELOP staff is not responsible for lost or stolen items.
3. If a parent is more than **15** minutes late picking up a child, law enforcement will be contacted to return students safely to family.
4. If the child is picked up late three (**3**) times, families will be contacted to ensure scheduled attendance is happening.

The ELOP program is free to SUSD students and families because it is State funded. Certain guidelines must be followed to assure continuation of this program including a variety of activities and attendance policies.



# Parent Handbook

## **MISSION**

Through SUSD's Expanded Learning Opportunities Programs (ELOP), we strive to create a nurturing and stimulating environment that fosters curiosity, creativity, and critical thinking. By offering a diverse range of educational, recreational, and enrichment activities, we aim to inspire lifelong learning, promote personal development, and cultivate a sense of community. We are committed to equitable access, ensuring that individuals from all backgrounds have the opportunity to participate and benefit from our programs. Together, we are building a brighter future by expanding horizons, unlocking potential, and fostering a love for learning.

## **ATTENDANCE POLICY**

Students are encouraged to attend five (5) days per week to receive the benefits of the academic assistance and enrichment curriculum. If your child has three (3) unexcused absences, families may be contacted to ensure scheduled attendance is happening. Every time he/she is absent, your child does not receive the extra support he/she needs and the group misses his/her participation. There may be a waiting list so please make sure your child attends daily.

## **POSITIVE BEHAVIOR POLICY**

Please review the program participant rules on the back of the handbook. It is important that all children enrolled in the program adhere to the guidelines for positive behavior. You will be informed if your child is not complying with one or more of those guidelines. If your child refuses to follow directions and participate appropriately, you will be contacted and asked to pick your child up. Disregarding or repeated violations of rules/ policies will result in actions including but not limited to:

- Program staff/teacher check-in with student
- Child missing an activity (loss of privileges)
- Parent conference with program facilitator and/or staff
- A break from the program for one to two days
- A student support plan
- Released from the program for the remainder of the school year.

## **SIGN OUT POLICY**

Safety is a top priority in the ELOP Program; therefore, no child enrolled in ELOP will be released from the program without a parent/guardian signature, or individuals 16 years or older, listed as an authorized pick-up. Walk-home forms must be approved by the Site Administrator and on file before students can walk home. It is recommended for students who walk home, to have their signature or initials be recorded as well.

## **LATE PICK-UP POLICY**

If a designated person for pick up is more than **15** minutes late picking up the child and has not already communicated with the ELOP program, law enforcement will be contacted. If the child is picked up late three (3) times, the child will be released from the program for the remainder of the school year.

## **EARLY RELEASE POLICY**

Students who are picked up prior to the end of the ELOP program must confirm the Early Release reason based on one of the following conditions:

1. Attending a parallel program
2. Family Emergencies (such as a death in the family, catastrophic incidents, etc.)
3. Medical appointments
4. Safety issues (darkness, weather)
5. Child accidents that occur during program time (program staff should call parent or guardian)
6. Religious obligations/events
7. Family needs
8. Transportation
9. Other conditions especially on safety as prescribed by the Administration.

## **HOMEWORK POLICY**

Homework time is scheduled during the after-school program in addition to other activities. TK-8<sup>th</sup> grade levels will receive a minimum of 30 minutes of homework help daily.

During this time, staff members are available to answer homework questions and provide help. The homework area will be kept quiet to help with student's concentration. We do not guarantee that all homework is completed or correct. You and your child should review their homework daily.

Please take a look at your site's schedule, and you will see this is a varied and active program. We offer academic tutoring, *snack*, sports, art, enrichment classes, and other activities.

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