



**AFTER
SCHOOL
ACADEMY**
STAY PLAY LEARN!

Parent/Student Handbook After
School Academy (ASA)
2024/2025



TABLE OF CONTENTS

ABOUT ASA	3
Program Goals and Description	3
Hours and Days of Operation	3
Parental Collaboration	4
NUTRITION AND WELLNESS	4
MEDICATION	4
PROGRAM CONTENT AND REQUIREMENTS	5
ATTENDANCE	5
DISMISSAL POLICIES	6
Walk-Homes	6
Early Release Form	6
Late Pick-Up	7
EMERGENCY/NATURAL DISASTER PLAN	7
BEHAVIOR EXPECTATIONS	8
GENERAL AFTER SCHOOL ACADEMY RULES	10
CONTACT INFORMATION & ADDRESSES	10

ABOUT ASA

Program Goals and Description

After School Academy (ASA) is designed to provide a safe place for students to receive academic support and educationally enriching alternatives during non-school hours. It is our goal that students improve academically, emotionally, and socially through community, academic, recreation, and enrichment activities.

Activities may include the visual and performing arts, music, physical activity, health promotion, general recreation, STEM, 21st Century skills, global learning, career awareness, work preparation activities, community service learning, and other youth development activities based on students' needs and interests. This program is NOT a "babysitting" or "child care" service, and should be viewed as an extension of the school day.

"Stay, Play, Learn"

ASA Staff

A Site Coordinator is designated for each of the three ASA sites. Concerns regarding the program should be addressed to the Site Coordinator. Each site will also be staffed by several Program Instructors, Aides, and Volunteers. All staff have cleared fingerprint clearance and are certified in CPR and First-Aid. ASA Program Staff are Mandated Reporters. This requires staff to report any and all cases of suspected child abuse. All staff are trained in child abuse awareness and have been screened through the Department of Justice and Child Abuse Index.

ASA staff shall not socialize with children enrolled in the program outside of approved ASA activities, **including babysitting and transporting children**. Immediate disciplinary action will be taken if a violation by any ASA staff member is discovered. **PLEASE DO NOT ASK STAFF TO BABYSIT!**

Hours and Days of Operation

The After School Academy operates from school dismissal until 6:00 pm Monday through Friday, including scheduled half-days. We are closed on teacher workdays and legal holidays. During holidays, the City of Fremont Recreation Department offers camps for an extra fee. Please keep an eye out for flyers regarding these programs and camps!

Professional Development

The afterschool grant allows us to close the program up to three times per academic year to provide our staff with professional development and training. You will be notified of these dates at least two weeks in advance by the staff at your school.

Parental Collaboration

All parents, guardians, and others are encouraged to approach staff and other parents with appropriate conduct.

- Parents/guardians are expected to collaborate with the program staff by encouraging their children to follow the program rules.
- Parents/guardians must respect the guidelines of the program as set forth in this handbook and program information letter in order to preserve state approval of the program.
- Parents/guardians are expected to cooperate in resolving disciplinary issues, and must acknowledge and return disciplinary notices, early release verifications, and other required paperwork promptly.
- Parents/guardians are invited to visit the classrooms to help or observe in the classroom, but, for student safety purposes, must first receive advance clearance from the Site Coordinator and Program Director. All volunteers are required to complete a volunteer application and pass a reference check and fingerprint screening.
- Parents/guardians should not attempt to approach or discipline children other than their own. All concerns should be brought to the attention of the Site Coordinator.
- Vulgar language, threats, verbal and physical intimidation, and physical violence is not tolerated. Such behavior may lead to expulsion from the After School Academy.

NUTRITION AND WELLNESS

Children will be given a snack each day that they attend the After School Academy. If you wish to send a nutritional snack with your child, it must be eaten during snack time only. Please refrain from sending food items that are high in sugar content, such as candy and soda.

MEDICATION

It is important that staff be notified about medication needs.

- The dispensing, carrying or taking of all medications is subject to Fremont Unified School District policy. Permission slips and other required paperwork for medications must be on file in the school nurse's office.
- With a separate permission slip, which is also on file with the school nurse's office, staff assists students who have Epi-Pens, inhalers, or glucagon.
- All other medications are NOT given by staff.

PROGRAM CONTENT AND REQUIREMENTS

It is highly encouraged that children participate in ALL 45 minute activities as stated in our program plan.

- Physical Play activities (45 minutes)
- Homework assistance (45 minutes) - **This may or may not be enough time to complete homework, so all parents/guardians should check their child's homework each night.**
- Enrichment activities (45 minutes):
 - Educational Enrichment Activities reinforce and complement the regular academic program of participating students to support positive youth development. Each site offers a wide variety of activities, based on student needs and interests. Examples of such activities may include, but are not limited to:
 - Science related activities
 - Technology/computers
 - Life skills
 - Nutrition and wellness
 - Art/Crafts
 - Group recreational games
 - Visual and performing arts

ATTENDANCE

The After School Academy is a five (5) day a week program, starting at the end of the regular school day until 6:00 PM. Due to the overwhelming interest by students and families to participate in the program and the safety of students, an attendance/absence policy is necessary.

Students enrolled in the After School Academy are EXPECTED TO ATTEND EVERY DAY THEY ATTEND SCHOOL!

If your child is not able to attend the program or is going to be absent for several consecutive days, a written note or call to the Site Coordinator is mandatory. As policy, students are allowed only two (2) unexcused absences in a grading period. Once they have missed more than two (2) days, a warning letter will be sent home to parents. **A third (3) absence will result in his/her removal from the After School Academy. If a child has been absent for 30 days with no contact from a parent/guardian they will be permanently removed from the program for the school year.**

If a child is not signed in within fifteen minutes of the dismissal bell ringing, parents/guardians will be contacted. Late Arrival is approved for the following reasons:

1. A student needs to stay after class. The student must provide a note and needs to first check in with the ASA staff and then return to help or work with their teacher.

2. For dental, medical, or counseling appointments. A written note must be given to the Site Coordinator when the student is dropped off.

Funding for program operation is affected when your child does not attend. Consistent student attendance is necessary for the program to be maintained. If a student's attendance does not improve, they will be dropped from the program and replaced by another student from the waiting list.

DISMISSAL POLICIES

Dismissal is from 5:45 pm to 6:00 pm every day. Students may either walk home (they MUST have written permission) and/or be picked up by an authorized parent, guardian, or friend. Students will ONLY be released to the individuals listed on the registration/emergency form. For your child's safety, we will not release a student to an unfamiliar adult without proper identification. **Please ensure that anyone you send to pick up your child is on the list and is carrying identification.** A note signed and dated by a parent or legal guardian is required for anyone to be added or removed from the emergency contact list and must be given to the ASA Site Coordinator to authorize the change.

There are no exceptions to the signing out requirement. This is for participant safety, attendance documentation, and funding-related purposes. ASA Staff will not transport or walk a child home or to another location under any circumstance.

Walk-Homes

NOTE that unless you designate on the emergency form that your child has permission to walk home and have filled out an Early Release Form, we cannot release your child. Walkers are released ONLY at the times below:

- 6:00 pm 8/14/24 - 11/01/2024
- 4:30 pm 11/04/24 - 3/07/25
- 6:00 pm 3/10/25 - 5/30/25

Students younger than 4th grade may not walk home without being accompanied by a sibling that is in grade 4 or higher.

Early Release Form

When students need to leave early, the parent must complete an **Early Release Form**. This form needs to be completed prior to the child leaving and not given the following day. In the event that a child needs to leave early on all Tuesdays for example, the form may be filled out for specific days instead of dates. Only those individuals whose names are listed on the emergency form will be allowed to fill out an *Early Release Form* and check the child out from the program. ASA Staff has the right to ask for documentation to approve the reason for your request.

There are many students who would love to attend the program and limited space is available. It is a policy that early releases need to be kept to a minimum. If early releases

become excessive, the Site Coordinator will send a written warning to parents/guardians.

Early release is approved for the following reasons:

1. Parallel Programs (outside lessons, sports, religious education classes, etc.)
2. Family Emergencies
3. Family Needs (transportation, child care, illness)
4. Medical/Dental Appointments
5. Weather Conditions
6. Medical Emergencies

Late Pick-Up

The After School Academy ends promptly at 6:00pm and all children must be picked up between 5:45 and 6:00 pm. In the event that a child is picked up after 6:00pm, they will be given a **Late Pick-Up Form**. You will be charged **\$20 every 5 minutes** that you are late to pick up your child (**\$120 max for 30 minutes. Fremont Police will be contacted if you fail to pick up your child by 6:30pm**). Late fees are due to the Site Coordinator the day after your child is picked up late. **Payment is accepted by cash or checks (made payable to "City of Fremont") ONLY**. All late fees must be paid prior to your child returning to the program. Failure to pay the late pick-up fee will result in the removal of your child from ASA and will be replaced by a student on the waitlist.

If your child has not been picked up by 6:30 pm, and calls have been made to ALL of the numbers on the emergency form with no success, law enforcement will be called. **If an individual receives two (2) ASA Late Pick-Up Forms, they will be removed from the program.**

Excessive absences (5 or more in a semester) or excessive requests for late arrival or early release (whether for approved or unapproved reasons) may result in a student being dropped from the program.

EMERGENCY/NATURAL DISASTER PLAN

In the event a natural disaster occurs, our goal is to keep children safe and calm. The staff will determine the safest plan of action. In the event that we need to evacuate the building, our designated area of safety is the grass field located at each school site.

BEHAVIOR EXPECTATIONS

Citizenship

All participating students are expected to be respectful, caring and responsible individuals while attending the After School Academy. They must also be able to work cooperatively in a large group setting. Any child who abuses anyone or anything is subject to immediate disciplinary actions as determined by the Site Coordinator.

Discipline

The ASA staff will treat students with respect at all times and communicate in a positive manner. Rules for the program will be explained to the students at the beginning of the year. In general, the rules and methods of discipline for ASA are the same as school rules. We use conflict resolution practices with the students. This allows the students to take an active part in the discipline process by having them identify the problem, alternatives that could have been used, the consequences of their actions, and possible solutions. The staff also uses "reflection time" as a disciplinary technique. We will talk to students to help determine what is bothering them, and to explain why the behavior they used was not acceptable. After the student has been given ample time to cool down and evaluate his or her situation, he or she is allowed to return to the group's activities. If a behavior escalates, continues, or is beyond using these methods, one of the following two reports are used to document and address the behavior based on the type and severity of the incident. In all possible instances, Site Coordinators will work with the student, family, and/or school staff to identify strategies that will help improve a student's behavior.

Warning Reports

A warning report is issued to the parent as a written notification that there is either an ongoing behavior problem, or that an incident occurred that a Site Coordinator or staff member deems necessary to formally discuss with a parent.

Behavior Reports

A behavior report is issued when a behavior has occurred that has either been a continual problem that has not been resolved through other methods of discipline or a single behavior that is severe or unacceptable

1. Upon receipt of the first behavior report, the child is suspended from the following program day, and the parent/guardian is invited to meet with the Site Coordinator to discuss strategies for success and create a behavior contract that you all will sign.
2. Upon receipt of a second behavior report, the child is suspended for the following two program days, and the parent/guardian is required to meet with the Site Coordinator and Recreation Supervisor/Program Manager to discuss the behavior reports and consequences of a third write-up.
3. Upon receipt of a third behavior report, the child is expelled from the program for the remainder of the school year.
 - i. If expelled, parents are required to schedule an appointment with the Recreation Supervisor/Program Manager and Site Coordinator at the end of the school year to evaluate the re-admittance for their child. Re-admittance to the program will not be possible without this meeting. After the evaluation if it is determined that they are allowed to re-enroll, they will be placed on a probationary period for one calendar year.

Additionally, this handbook includes a Student Agreement to ensure that your child has been made aware of the rules and procedures of the program. Continued enrollment of each student will depend upon his or her abiding by the conduct described in the agreement.

Notwithstanding the above discipline policy, the City of Fremont reserves the right to immediately call the parents/guardians and remove a participant from the program for the remainder of the day, and/or suspend or expel a participant at any time for the following reasons:

1. Physical or verbal abuse of another child or staff member.
2. Possession of a weapon, illegal substance, or other item deemed unsafe on school premises or while under the care of the After School Academy.
3. Any conduct the Site Coordinator and Program Manager deems a threat to the health, safety, or welfare of the staff or other program participants.
4. Continual late pick-ups or early releases.

Please Note:

1. At any time, a parent/guardian has the option to request a conference with the Site Coordinator and/or Program Manager to discuss concerns or strategies for success.
2. A parent's refusal to sign a warning or behavior report does not negate the validity of the report.
3. **Children who are suspended from school are not accepted at any After School Academies during the time of their suspension.**
4. Although the program is after school hours, site principles will be informed of behavior problems and accidents.

GENERAL AFTER SCHOOL ACADEMY RULES

Belongings

Belongings are the responsibility of the child. Please clearly mark your child's belongings with his/her name. Toys from home (including trading cards), IPODs, MP3 players, handheld game devices, and cell phones are not permitted at the After School Academy. The City of Fremont is not responsible for lost or stolen items.

Dress Code

Students must follow all Fremont Unified School District dress code rules while at the After School Academy.

Other Rules

1. Follow the same rules as during regular school hours.
2. Students must check in and out with ASA staff every day.
3. Students put all equipment away after using them in an ORDERLY manner.
4. Students need to do HOMEWORK during homework time. All students should keep a book at the program for reading when they have no homework or finish early.

CONTACT INFORMATION & ADDRESSES

<p><u>Brier Elementary School</u> Site Coordinator: Lauren Aseo Address: 39201 Sundale Dr. Fremont, CA 94538 Phone: 510.657.5023 x23107 Site Cell: 341-465-2584 Email: ASABrier@fremont.gov</p>	<p><u>Cabrillo Elementary School</u> Site Coordinator: Raeana Serrano Address: 36700 San Pedro Dr. Fremont, CA 94536 Phone: 510.792.3232 x62009 Site Cell: 341-465-2583 Email: ASACabrillo@fremont.gov</p>
<p><u>Grimmer Elementary School</u> Site Coordinator: Cynthia Dalrymple Address: 43030 Newport Dr. Fremont, CA 94538 Phone: 510.656.1250 x42030 Site Cell: 341-465-2585 Email: ASAGrimmer@fremont.gov</p>	<p><u>After School Academy Program Manager</u> Raquel Christopher (510) 494-4349 rchristopher@fremont.gov</p>

ADDITIONAL NOTES

If you should ever have a problem, concern, or question, we encourage you to ask your ASA staff or the Program Manager. It is through your input that we are better able to meet the needs of the community and enhance the quality of our programs.

For your reference, a copy of the Early Release Form and Late Pick-Up Form have been included in this packet.

THANK YOU

We are happy that you have selected the After School Academy for your child. We offer days filled with happiness, wonderful activities, and educational fun. We thank you for sharing your child with us!



On-site ASA Early Release Form

Child's Name:	Site:
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In accordance with California Education Code Section 8483 (a)(1), students should attend the program every day for the full range of hours offered. Students who do not attend regularly may be subject to disenrollment. If, for any reason, a child is unable to attend the program every day for the full range of hours offered, the parent/guardian must complete and submit the After-School Early Release section below specifying the days and hours the child will attend and the reason for requesting the modified absence schedule. It is the intent of the legislature that elementary students participate in the full day of the program every day. There are many students who would like to participate in the after-school program; however, limited space is available. Priority is given to students who can attend 5 days/week. As openings occur, students who can attend 4 or 3 days/week may be accepted in the program. Early student releases need to be kept to a minimum. If necessary, the Site Coordinator/Program Supervisor will contact the parent/guardian in an effort to avoid disenrollment. Students may be released early from the after-school program prior to 6:00 PM for the following reasons:

- 1. Parallel Program (outside lessons, sports, religious education classes, etc.)**
- 2. Family Emergencies**
- 3. Family Needs (transportation, child care, illness)**
- 4. Medical/Dental Appointments**
- 5. Weather Conditions**
- 6. Medical Emergencies**

Day of week	Time of Release	Reason: Circle One	Date Range
Monday		1 2 3 4 5 6	
Tuesday		1 2 3 4 5 6	
Wednesday		1 2 3 4 5 6	
Thursday		1 2 3 4 5 6	
Friday		1 2 3 4 5 6	

Parent/Guardian Signature _____ Date _____

Site Coordinator Signature _____ Date _____



**AFTER
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After School Academy On-site Late Pick-Up Form

Please pick-up your child promptly between 5:45 and 6:00 pm. You will be charged **\$20 every 5 minutes** that you are late to pick up your child (**\$120 max for 30 minutes**. **Fremont Police will be contacted if you fail to pick up your child by 6:30pm**).

Late fees are due to the Site Coordinator the day after your child is picked up late. Payment is accepted by cash or checks (made payable to "City of Fremont") **ONLY**. All late fees must be paid prior to your child returning to the program.

ASA SITE: BRIER CABRILLO GRIMMER

CHILD'S NAME: _____

PARENT/GUARDIAN'S NAME: _____

DATE: _____

PICK-UP TIME: _____

TOTAL AMOUNT DUE: _____

STAFF SIGNATURE: _____

PARENT/GUARDIAN'S SIGNATURE: _____

DATE OF PAYMENT: _____ SITE COORDINATOR INITIALS: _____



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ASA Forms Checklist

Print Student's Name: _____

Grade: _____

School: BRIER CABRILLO GRIMMER

- Internet and Online Resource Access
- Photo/Likeness Release Form
- ASA-Parent Agreement
- ASA-Student Agreement

**If not completed online, Forms must be returned to
your child's ASA Site Coordinator no later than
Friday, September 13th!**

Date Received: _____ Site Coordinator Initials: _____



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INTERNET AND ONLINE RESOURCE ACCESS

I am aware that ASA utilizes computers and online platforms to facilitate collaboration and communication among students and staff.

- I DO give permission for my Student to have Internet and online access in the ASA program.
- I DO NOT give permission for my Student to have Internet and online access. The Student will not be able to use program loaned iPads or Chromebooks for activities or assignment assistance.

Student's Name (print)

Date of Birth

Parent/Guardian Signature

Signature Date



Photo/Likeness Release Form

I, _____, hereby authorize the City of Fremont to photograph, videotape or film me and/or my child and consent to the use of my name and/or likeness in the Recreation Guides (including the cover), 4-page Marketing Bulletin, and e-newsletters; and on Facebook, City website (www.fremont.gov), City Cable TV Channel 27, City marketing brochures, and/or any other related materials and publications.

I understand and agree that such materials, including all negatives, positives, and prints shall become and remain the sole property of the City of Fremont and I shall have no right or title to such items. I further understand and agree that these materials may be kept on file and/or used by the City of Fremont for potential future uses and further agree to release the City of Fremont from any and all liability arising from or in connection with the taking, use, publication, or dissemination of such materials.

I represent that I am a parent/guardian of the minor who has signed the above release and that in that capacity the City of Fremont has my consent and authorization to use the name and/or likeness as described above.

INITIAL HERE: _____

Adult's Name: _____

Signature: _____

Children(s) Name: _____

Email: _____

Phone: _____



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**City of
Fremont**
Recreation Services

ASA-PARENT AGREEMENT

- I have read and understand the 2024-2025 Parent Handbook and the contents within.
- I have read and agree to abide by the attendance requirements.
- I have read and agree to abide by the dismissal policy.
- I have read and agree to abide by the behavior and discipline policy.
- I am aware that this program offers homework assistance but may not be sufficient time to complete the homework. It is my responsibility to check my child's homework for completion and accuracy.
- I will be charged \$20 every 5 minutes my child is late to get picked up (after 6pm). I understand payment will be due the following program date to the Site Coordinator.

Parent/Guardian Signature

Signature Date

All boxes must be checked and form must be signed in order to maintain your child's registration in the After School Academy.



**AFTER
SCHOOL
ACADEMY**
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**City of
Fremont**
Recreation Services

ASA-STUDENT AGREEMENT

Please review these statements with your child. Both you and your child must sign at the bottom of the form confirming understanding.

1. I have read and agree with the Discipline Section.
2. I will follow all of the After School Academy (ASA) rules.
3. I will treat all members of ASA, staff and students, with respect.
4. I will treat myself with respect.
5. I will respect the environment and the property of both the Fremont Unified School District, City of Fremont, and After School Academy.
6. I will NOT hit, punch, slap, kick, pinch, or otherwise physically harm any other person.
7. If I am having a problem with another member of ASA, I will try my best to talk through the problem and come up with a solution.
8. I will follow the directions that ASA Staff has given me.
9. If a staff member is talking to me, I will listen.
10. I will use appropriate language.
11. I will be honest.
12. I will have a positive attitude and actively participate.
13. I will do my homework during homework time. If I do not have homework or if I finish early then I will read quietly.
14. I agree to not bring my friends to ASA unless they are registered.

I understand the following items listed above and agree to these conditions.

Student's Name (print)

Student Signature

Parent/Guardian Signature

Date