

Modesto City Schools After School Education and Safety Program Handbook for Parents



Mission and Vision:

The mission of the After School Education and Safety (ASES) programs in Modesto City Schools is to motivate, encourage and empower our students, parents and staff members to recognize and achieve their full individual potential and become productive community members.

The ASES program will provide students with academic and recreational enrichment activities in a safe environment. Youth will be encouraged to engage in a variety of opportunities in partnership with staff and parents to obtain the knowledge and skills they need to become outstanding citizens who contribute to the community in positive ways.

Program Description:

Modesto City Schools' After School Education and Safety (ASES) program provides a safe, secure environment for students during after school hours until 6:00 p.m.

Students have the opportunity to receive homework assistance, as well as participate in extended learning activities, such as, art, music, fitness and wellness, science, and service learning.



Eligibility

Modesto City Schools' students in grades 1-8 are invited to join ASES at schools where the program is offered. Children become eligible for our program when completed registration forms are turned in. Enrollment is confirmed by the Site Coordinator. Parents are encouraged to attend the first day of ASES with their child to see our program and meet our staff.

Schedule

ASES begins immediately after the last bell. Students report to the cafeteria, where attendance is taken and students receive a healthy snack. ASES is open Monday through Friday until 6:00 PM on all regular and minimum school days. ASES is not open on school holidays. If ASES is going to be closed for any other reason, parents will be notified. Daily schedules are posted at each school.

Program Components

ASES provides a healthy snack to students every day.

ASES offers academic assistance to students and enrichment activities that provide extended learning opportunities.

Enrichment - Students may receive classes in painting, sculpture, theater arts, science, digital photography, service learning, nutrition and cooking, and many more.

Recreation - Students are provided physical fitness through exercise, organized games, and playing intramural sports with other ASES schools.

Social and Emotional Growth - Students will have the opportunity to participate in various programs to increase their awareness of socially responsible behavior, develop the skills to problem solve, and make good choices.

Attendance Policies and Procedures

Students must attend the ASES program five days per week. It is the responsibility of the family to notify ASES if a child will be absent. If a child is scheduled to attend and does not go to ASES, we will try to verify the absence with the parent/guardian(s) before the child is suspended or dropped from the program.

Check In/Check Out

Each child **must** be signed in and out of ASES every day. If anyone other than the parent or guardian will be picking up a child, the child's Emergency Contact Form must be updated with the school as well as ASES. **Photo identification must be shown.** Older siblings may also sign out their younger siblings.

Early Release

Programs are open until 6:00 PM five days per week. If your child must be released early, such as for a medical or dental appointment, you must inform ASES. Attendance in ASES is essential for the success of each student and is important in maintaining current funding. ASES encourages parents to become involved and to motivate your child to attend the program every day.

End of Program

All children must be picked up by the end of ASES. Children left at a school after closing time without notification will be considered as abandoned.

Emergency contacts will be called for children not picked up by the end of program or the police may be contacted to take custody of the child. Children who are picked up late may be subject to the following consequences:

- 1st occurrence - warning
- 2nd occurrence - suspended from program for 1 – 2 days
- 3rd occurrence - suspended from program for 3 – 5 days
- 4th occurrence – removal from program

Custody Agreements

The parent/guardian must provide both the school and ASES with any court orders that might affect the check in/check out of a child enrolled in ASES. As court orders are updated and/or changed, the school **and** ASES must be given copies.

Health Information

Parents must complete the Emergency/Medical Information Form and ASES emergency card. This information must be kept current.

Illness

Health rules are designed to protect all children. Children with the following may not attend ASES:

- Fever
- Cold with heavy nasal discharge
- Persistent cough
- Sore throat or vomiting
- Any contagious disease

If a child becomes ill while in the program and cannot participate, ASES staff will notify a parent or emergency contact to pick up the child. Children of parents who do not respond are subject to suspension and/or dismissal from the program.

Medication

Medication may be given only to those children for whom a “Request for Administration of Medication During School Hours” form is on file. The form consists of the following:

- A signed statement from the physician specifying the type and dosage of the medication.
- A signed statement from the parent/guardian requesting such assistance, and a promise to keep the school informed, in writing, of any change in type or dosage of medication.
- A signed statement from the parent/guardian which states they understand that the school district assumes no responsibility for assuring that the medication will be administered.

Only trained ASES staff will give children medication. All medication must be kept in the original container, and be labeled with the physician’s name and phone number, prescription expiration date, prescription directions, and pharmacy contact.

Accident or Injury

Mild scrapes or bumps/bruises will be reported to parents. An Accident Report will be completed for serious injuries and will be placed on file with Modesto City Schools. Staff will use standard first aid and universal precautions when treating scrapes or falls. In the event that a serious accident or injury

occurs, ASES will try to notify parents and/or emergency contacts and get consent for extended medical treatment. More serious accidents may require:

- Ambulance/Paramedic/911 notification
- Transportation to hospital accompanied by ASES staff
- Follow-up care by a doctor or dentist

Parent Participation

ASES invites parents to visit the program, as well as encourages parents to attend parent meetings and volunteer in the program. Volunteers are needed to plan and chaperone special events, field trips, to provide enrichment activities, and to offer assistance to staff and children. If you are interested in visiting or volunteering, please contact your Site Coordinator.

Children's Rights

Each child in ASES has the following rights and/or privileges:

- To be treated with respect and dignity in his/her personal relationship with staff and/or other persons
- A safe and healthy environment
- An environment free from corporal punishment, humiliation, harassment, intimidation, ridicule, threats, or mental/physical abuse.

Parents' Rights

Parents and Guardians have the following rights and/or privileges regarding grievances, questions, or complaints. The procedure includes:

- Step 1 – contact the Site Coordinator (phone numbers are on the following pages)
- Step 2 – contact the ASES administration office at the Modesto City Schools District Office, 569-2800.

Staff Members' Rights

Each staff member employed by ASES has the following rights and/or privileges:

- To be treated as a professional ASES provider by parents, children, supervisors, school staff, and visitors
- A safe and healthy environment
- An environment free from humiliation, harassment, intimidation, ridicule, threats, or mental/physical abuse

Infringement upon these rights may result in the suspension or dismissal of a child from the program.

Discipline

Discipline procedures in ASES are based on Modesto City Schools' Student Conduct Code. A number of interventions or consequences may be used when dealing with negative student behavior, depending on the severity of the behavior. They appear below in alphabetical order:

- Classroom intervention
- Community Service
- Conflict Resolution
- Contacting parent
- Counseling the student
- Detention – loss of time for an ASES activity
- Have the student write a "Think Sheet" regarding own behavior
- Parent supervision during ASES program hours

- Program Dismissal
- Program Suspension
- Writing a behavior plan for student

Program Schools and Contact Information

ASES Program Administrator
 Modesto City Schools
 426 Locust Street, Modesto, California 95351
 (209) 569-2800

Elementary Schools		Fairview	652-4009	Muir	652-3016	Junior High Schools
		Franklin	652-8712	Robertson Rd.	652-7139	
Beard	596-1411	Fremont	596-1585	Rose Avenue	596-0532	Hanshaw 652-0821
Bret Harte	652-9350	Garrison	652-2329	Shackelford	652-7352	La Loma 575-7368
Burbank	652-9416	Kirschen	652-5691	Tuolumne	652-7353	Mark Twain 652-1744
El Vista	652-1310	Marshall	652-9342	Wilson	652-4061	Roosevelt 576-4861
Everett	652-1856	Martone	596-1640	Orville Wright	652-8016	