



NUESTRO ELEMENTARY SCHOOL DISTRICT  
**Expanded Learning  
Opportunities Program**

# Parent Handbook

## **HOURS OF OPERATION:**

Nuestro Elementary's Expanded Learning Opportunities Program (ELOP) operates from regular day dismissal to 5:30pm on all student attendance days and from 7:00am to 4:00pm on the following school holidays and student non-attendance days:

- Summer Break- July 1, 2024 - August 7, 2024 (Closed July 4, 2024)

## **ATTENDANCE REQUIREMENTS:**

There are no attendance requirements for this program.

## **SIGN IN/OUT PROCEDURES:**

An authorized individual listed on the emergency contact list must sign all students out each day. Photo ID's will be checked when a new staff or authorized individual is facilitating the pick-up of students. Students will NOT be released to any individual not listed on the **Authorized Student Pick Up Form**. FOR YOUR CHILD'S SAFETY, THESE RULES ARE STRICTLY ENFORCED.

## **HEALTHY SNACK/MEAL:**

A healthy snack/meal program will be provided to each student based on USDA guidelines. Please refer to the attached sample menu for examples of meals provided. (see attachment) You are also welcome to pack your student a snack if you prefer.

## **ACADEMIC TIME:**

Approximately 30 minutes will be set aside each day for students to complete assigned homework. This time is a priority above all other activities in our Expanded Learning Programs. Academic time offers a quiet, safe environment for students to complete their homework in a timely manner. This is an independent study opportunity.

## **ENRICHMENT ACTIVITIES:**

Our ELOP staff focus on making connections to the regular school day curriculum, introducing students to new ideas, and developing the talents and interests of each student. Enrichment activities encourage exploration and learning in creative ways. The activities are based on student voice and choice, as well as, needs and interests. Activities include, but are not limited to, STEAM, healthy living, crafts, music, career awareness, technology, FFA, 4H and community service learning.

## **RECREATION:**

SPARK and Skillastics curriculum are used for physical education activities, as well as, offering a variety of other physical activities and team sports opportunities.

## **BEHAVIOR MANAGEMENT/DISCIPLINE PROCEDURES:**

All ELOP personnel treat students in a fair and impartial manner by modeling the appropriate behaviors of mentors and teachers when leading activities with students. "Positive discipline" protocols are used to redirect students to avoid disruptive behavior and increase responsible choices and student cooperation. All ELOP sites have simple, clearly defined classroom agreements that align with the regular day but are flexible and accessible to ensure inclusion for all students participating in the program. ELOP staff monitor student behavior to ensure that all children are safe, treated with respect, and valued for their individuality.

In the event a student receives a yellow slip for a behavior issue, the first one will be a warning. The second will result in a two day suspension from the Nuestro After School Program. The third will result in a one week suspension from the program as well as a meeting with ELOP staff and Dr. Dhillon. The fourth yellow slip received will result in the permanent removal of your student from the After School Program.

### **PROFESSIONAL DEVELOPMENT CLOSURES DAYS:**

All ELO Programs are entitled to three Professional Development days per school year. Parents will give a minimum of two weeks notice before site closures.

### **WAITLIST POLICY:**

If the number of students wishing to participate in the program exceeds program capability, students shall be selected for enrollment based on the following guidelines:

1. First priority for enrollment shall be given to unduplicated students, which include, homeless and foster youth, English language learners, and economically disadvantaged students. The district is not required to disenroll a current student to secure the enrollment of a student who has priority for enrollment.
2. Second priority for enrollment shall be given to students selected on a “needs basis”.
3. All remaining students shall be placed on a waitlist that will be established to accommodate additional students, if space becomes available.

**NUESTRO ELEMENTARY SCHOOL DISTRICT**  
**Expanded Learning Programs**  
**Enrollment Form**

Name:	Grade:	Student ID #:	Date of Birth:
Address:		Home Phone:	
Parent/Guardian Name:		Parent/Guardian Cell Phone:	
Parent/Guardian Address:		Parent/Guardian Work Phone:	
Parent/Guardian Name:		Parent/Guardian Cell Phone:	
Parent/Guardian Address:		Parent/Guardian Work Phone:	
Emergency Contact #1:	Cell Phone:	Work Phone:	Home Phone:
Emergency Contact #2:	Cell Phone:	Work Phone:	Home Phone:
<p><b>Health/Medical/Consent Information:</b>            In the event of an emergency involving my child, and listed emergency contacts are unable to be reached, I authorize site staff to arrange for any necessary emergency medical/surgical treatment or procedure on my behalf. (The district does not assume responsibility for medical expenses.)</p> <p>Please list any medical conditions or allergies (including food allergies): _____</p> <p>_____</p> <p>_____</p> <ul style="list-style-type: none"> <li>● Is your child on any medication that must be taken during the expanded learning program? ____ yes ____ no</li> <li>● Is your child allergic to insect bites? ____ yes ____ no</li> </ul>			

I have read and understood the information in the enrollment packet. My child and I both understand that school rules remain in effect during the ELOP. My child has my permission to attend the ELOP at his/her school site and I will notify the lead of any changes in the contact information provided above.

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

NUESTRO ELEMENTARY SCHOOL DISTRICT  
Expanded Learning Programs  
**Student Release Form**

To ensure student safety while students attend Nuestro Elementary School Expanded Learning Programs, they must be signed out when leaving. In order to accommodate parent needs and student safety, the following sign-out options are available to parents. Please indicate the option that best meets your needs:

\_\_\_\_\_ I will sign my child out from the expanded learning program (TK-8th grade)

\_\_\_\_\_ Expanded Learning Staff will sign my student out (TK-8th grade)

\_\_\_\_\_ My child may sign themselves out and also my sign siblings out (4th-8th grade)

\_\_\_\_\_ My child will ride the bus and program staff will sign them out (TK-8<sup>th</sup> grade)

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**NUESTRO ELEMENTARY SCHOOL**  
**Expanded Learning Program**  
**Authorized Student Pick Up Form**

**Student(s) Name**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Individuals allowed to pick up my student(s) from Nuestro Elementary School:**

- |    |       |                       |
|----|-------|-----------------------|
| 1. | _____ | _____                 |
|    | Name  | Relationship to child |
| 2. | _____ | _____                 |
|    | Name  | Relationship to child |
| 3. | _____ | _____                 |
|    | Name  | Relationship to child |
| 4. | _____ | _____                 |
|    | Name  | Relationship to child |
| 5. | _____ | _____                 |
|    | Name  | Relationship to child |
| 6. | _____ | _____                 |
|    | Name  | Relationship to child |

**Individuals that MAY NOT pick up my student(s) from Nuestro Elementary School:**

- |    |       |                       |
|----|-------|-----------------------|
| 1. | _____ | _____                 |
|    | Name  | Relationship to child |
| 2. | _____ | _____                 |
|    | Name  | Relationship to child |
| 3. | _____ | _____                 |
|    | Name  | Relationship to child |
| 4. | _____ | _____                 |
|    | Name  | Relationship to child |

**I understand I am required to update this information regularly and a failure to do so may affect my student(s) ability to be picked up by others from regular day, as well as, their ability to attend the Nuestro After School Program.**

\_\_\_\_\_  
**Parent/Guardian Name (Please Print)**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

NUESTRO ELEMENTARY SCHOOL DISTRICT  
Expanded Learning Program  
**Parent/Guardian Acknowledgement of Rules and Responsibilities**

Dear Parent/Guardian,

We are so pleased you have enrolled your child in the Nuestro Elementary School Expanded Learning Program. Please read the following Parent/Guardian Acknowledgment of Rules and Responsibilities.

1. I understand that, for my student's safety, I must follow the **Student Release Form** protocol previously agreed to, when picking them up from the program, and that failure to do so, may result in the removal of my student from the Nuestro Expanded Learning Program. I also understand that my student will only be released to the persons listed on the **Authorized Student Pick Up Form**, and that document must remain up to date. I will be contacted immediately, if any unauthorized persons attempt to pick up my student.
  
3. I also understand that I am required to pick up my student by 5:30pm on each regular attendance day and by 4:00pm on all intersession days, and that failure to comply with this rule can result in the termination of services for my student.
  
4. I understand that the expanded learning program has the same expectations for student behavior as the regular school day.
  
5. I have read, understand and will adhere to all the above sections found in the Expanded Learning Programs Parent Handbook and understand that failure to do so, can result in termination of services for my student.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Relationship to child

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Site Lead Signature

\_\_\_\_\_

Date