

ASES - After School Opportunities for Kids

A California Department of Education sponsored
After School Education and Safety Program
Serving students in Kindergarten through 5th grade

ASES Program Director: Kim Gaspar
Paso Robles Joint Unified School District
Phone: 769-1360
ASES Clerk: Michelle Martinez Ruiz
Phone: 769-1360

ASES - Virginia Peterson
Site Leader: Jacque Sauer
Phone: 400-5853

ASES - Winifed Pifer
Site Leader: Susan Taborski
Phone: 400-5273

ASES - Glen Speck
Site Leader: Carmen Angel
Phone: 400-5696

PROGRAM

Hours: T, W, Th, F - 2:15 to 6:00, M - 1:15 to 6:00
Minimum days M, T, W, Th, F - 12:30 to 6:00

ASES IS ALWAYS OPEN WHEN SCHOOL IS IN SESSION

**NO ASES SERVICES ON SCHOOL HOLIDAYS, ON WEEKENDS OR
DURING SUMMER.**

Holidays are listed at pasoschools.org

Dear Parents,

Welcome to the ASES Program (After School Education and Safety). This program is funded by a California Department of Education grant and supported by other local partners.

The purpose of the ASES Program is to increase the academic success and support the overall development of participants in a safe, enjoyable, stimulating and nurturing environment. Children are provided with a variety of services while enrolled in the program: academic, recreational, and nutritional. A snack is served each day.

This handbook provides ASES program information and policies. Please read it carefully and agree to respect ASES program policies. Please contact the Site Leader or the ASES Program Director if you have questions about the ASES Program.

ASES receives grant funding from the California Department of Education. The ASES Program must follow grant guidelines set by State Legislation. **It takes support from many sources to provide the daily ASES Program at each school: state funds, support from agency partners, local contributors and participant families. The amount from the state is determined by the attendance of each child. Excessive absences lead to lower state funds.**

ASES Program offers your child the chance to participate daily in a well-structured, safe program that provides academic support plus a variety of exciting, recreational and educational activities. The ASES Program brings together a multi-agency staff that is experienced, enthusiastic, well supervised, and committed to give children the support they need to be successful in their development and learning. Of course, the attitude, behavior and regular attendance of your children and your influence are determining factors in this success.

Parents are a key factor to a child's success in school. We welcome you to become as involved as you are able. You are welcome to visit the program and to schedule a conference with the Site Leader. Please check in with either of them any time you come on campus for ASES.

Program Description...

Typical Daily Schedule*...

- **ASES Check-In: at the end of each school day**
- Snack Time 2:15-3:00
- Homework hour 3:00-4:00
- Enrichment Hour 4:30-5:30 (such as arts, physical education/sports, games, gardening, cooking, drama, science, computer, dance and many other

options)

- **ASES Program closes at 6:00 p.m.**

* Specific times for classes, tutoring sessions, and recreation activities vary with each site. Please ask your Site Leader for your site's hours and daily schedule.

General Information...

FACILITIES

ASES offers programs at three elementary schools: Glen Speck, Virginia Peterson and Winifred Pifer.

STAFF

Each staff member meets or exceeds qualifications required by the Paso Robles Joint Unified School District and the State of California for this program. Our staff will do all they can to meet the needs of parents and students. They have a passion for working with children and are committed to ensure the growth and development of each child. There is daily, on-site supervision of staff and ongoing staff training.

REGISTRATION and SUPPORT FOR ASES:

Children must be registered in the ASES Program in order to attend. Registration is for the whole school year, and must be renewed each year. If spaces become available, new children may register during the school year.

HOLIDAYS AND SCHOOL RECESSES

ASES is not available in the summer or on school holidays.

PARENT ORIENTATION

All parents new to ASES receive a Parent Orientation where staff will go over information about **program policies, procedures, and activities**. This usually takes place when signing up.

SNACKS: A small, healthy snack is provided free each afternoon.

Policies & Procedures...

ATTENDANCE

State guidelines require regular attendance. State funding for the ASES Program is directly related to daily attendance by each child. **Each day that your child is absent affects funding from the California Department of Education.**

The only "excused absences" we consider are when the child:

- is home from school sick;

- has a documented doctor, dentist or counselor appointment (gives the Site Leader a proof of appointment)
- has a special circumstance approved ahead of time by the ASES Program Director.

We must count all other absences as “unexcused” (that includes family trips that extend beyond a normal school vacation or holiday.)

If your child has more than ten absences after his or her scheduled start day, your child may be dismissed from the program and the space given to another child who is on the waitlist.

IMPORTANT!

If your child is absent 10 days or more from ASES, **whether it is EXCUSED or UNEXCUSED**, your child may be dismissed from the program and the space given to another child on the waiting list.

PICKING UP YOUR CHILD and EARLY RELEASE POLICY – This is how we receive our funding as the program is free to you and your family.

State policy requires that the ASES program remains open to 6:00 p.m. Children must attend the full program daily. Sign out for children is **Tuesday - Friday 5:30 to 6:00, Monday 4:30 to 6:00** and minimum days 3:30-6:00. *** If your child is picked up before this time the program does not receive credit for your child’s attendance. *** **All children must be picked up by 6:00. p.m. You will be given a copy of the Early Release procedures.**

SIGN-OUT

Parents are required to use a full signature when signing children out of the sites. Only authorized adults with identification may pick up a child. A note signed and dated by a parent or legal guardian is required for anyone not on the child’s authorization list. This note must be hand-delivered by the child’s parent or guardian to the Site Leader, or in an emergency, to the office.

LATE PICK-UP

We ask parents to respect the staff’s need to leave work at 6:00 p.m. If an emergency arises, and you cannot pick up your child by 6:00 p.m., immediately call the ASES phone number at ASES GS 400-5696/ASES VP 400-5853/ASES WP 400-5273. **With more than 3 late pick ups students will be dropped from the ASES Program.** Late pick-ups cause staff to work overtime resulting in extra costs to ASES.

IMPORTANT!

If you pick up your child late, **YOU WILL BE CHARGED \$1 PER MINUTE**, starting at 6:01pm. Your balance will need to be paid by the end of the week or your child may be dismissed from the program.

EMERGENCY FORM

All children must have an emergency form on file with all contact numbers up to date in order to participate in the ASES program.

It is extremely important that the telephone numbers for contacting parents, guardians and other local authorized persons are up-to-date. Please notify us immediately of any change. This is for the safety of your child! We need **MORE THAN ONE CONTACT NUMBER** to enroll your child.

ILLNESS & INJURY *In a life-threatening emergency, we will call 911.* The sites are not equipped or staffed to care for sick children. If your child is unable to participate in the normal routine, you will be contacted. If your child becomes ill, you will be called to take your child home. If your child is injured, the Site Leader will take steps necessary to obtain medical care. These steps may include, but are not limited to the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact parent or guardian through any of the persons listed on the child's registration form.

PHONE CALLS (TO & FROM ASES)

Phones in the ASES office are for program related calls. Please do not ask to use the phone. If a parent needs to get a message to a child, call the ASES number (on the front page) and staff will give the message as soon as possible. If a child is injured or ill, a staff member will call the parent immediately.

WHAT TO BRING

For easy storage of articles, we suggest the use of a backpack marked with your child's full name. We encourage parents to label jackets, sweatshirts, etc. and lunch boxes. **Students should not bring expensive games and toys, as they may be easily lost or broken.**

LOST AND FOUND

ASES is not responsible for lost clothing or personal articles that are lost or broken. Found articles will be turned in to the school Lost & Found.

DISCIPLINE POLICY

ASES promotes self-discipline and establishes sensible rules at each site that help each child feel safe and secure. The Paso Robles Joint Unified School District conducts policies for appropriate and expected behavior applicable to students in the ASES Program. The following steps will be taken when an ASES student does not follow the ASES and school rules:

STEP 1: When a minor discipline situation occurs the Program Leader speaks directly to the child, reminding the child **what** he or she needs to do and **why**. (ex. You need to keep your hands to yourself. People don't like to be pushed.)

STEP 2: If a second incident occurs the child is reminded (a) what he or she needs to do **and** (b) given a consequence directly related to their wrong action ("You need to keep your hands to yourself. Since you are bothering Me..., you need to sit over at that table and do your work. When you are ready to follow ASES rules you can come back over.")

STEP 3: When a child chooses not to follow ASES rules several times in the same day or if the child hits another or uses obscene language, the Site Leader will contact the parent.

STEP 4: If a child repeatedly disregards the ASES staff's directions the Program Coordinator will call the parents and/or the school principal and communicate that the child may be dropped temporarily or permanently from the program. A parent conference will be set up and held.

The child will be asked if s/he wants to remain in the program and a behavior contract is made so the child can clearly understand what he or she must do to stay in ASES.

STEP 5: If the child's behavior continues to be disruptive in the ASES program the Program Director will contact the parents and they and the child will be told the child cannot continue to attend ASES at that time.

NOTE: Obscene language and hurting others will not be tolerated. This type of behavior may lead to immediate suspension or expulsion from the ASES program. The Paso Robles Joint Unified School Districts' conduct policies for appropriate and expected behavior apply to all students in the ASES Program.