



Mountain Empire Unified School District
Expanded Learning Department

July 15, 2024

Dear Redhawk Families,

We are excited to welcome you to the 2024-25 school year! The first day of school and the beginning of our Before and After School Programs will be on August 14, 2024.

Important Registration Information:

- Opening Date: Monday, July 15, 2024.
- How to Enroll: Complete the attached registration packet and return it to the Expanded Learning program site your child will be attending.
 - Enrollment in our Expanded Learning Before and After School programs is on a year-to-year basis. All participants must re-apply each school year.
 - RETURN THE REGISTRATION PACKET TO YOUR CHILD/REN'S SCHOOL OFFICE BEFORE OR BY AUGUST 8, 2024.
 - A waiting list will be established once the program reaches its maximum capacity.
- Submitting a registration form does not automatically enroll your child in the program. You will receive a confirmation email if your child is accepted. If the program reaches capacity, your child will be placed on a waiting list, and you will be notified if a spot becomes available.

Priority Enrollment:

- Students identified as homeless or foster youth, English language learners, and students eligible for Free or Reduced-Price Meals.
- All other students will be considered on a first-come, first-served basis, subject to availability.

Program Details:

- Open to: Transitional Kindergarten through 6th-grade students enrolled in Mountain Empire Unified elementary schools.
- Operating Hours: Please contact the school or visit their website for specific site hours of operation.
- Activities: Nutritious meal, homework support, academic and enrichment activities including Physical Activity, Visual & Performing Arts, Gardening, and STEM (Science, Technology, Engineering, & Math).
- Cost: Free of charge, funded by the California Department of Education (CDE) through the After School Education and Safety (ASES) grant, 21st Century High School After School Safety and Enrichment for Teens (ASSETs), and Expanded Learning Opportunities Program (ELO-P) funds.

Attendance and Behavior Expectations:

- Regular attendance is required.



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Attendance and Behavior Expectations:

- Regular attendance is required.
 - If an elementary school pupil is unable to attend the before-school program for the full range of hours every day, the parent/guardian must complete and submit for approval a request for late arrival specifying the days and hours the pupil will attend and the reason(s) for requesting late arrival [EDC 8483(a)(1)(B)]. Late Arrival and Early Dismissal forms are included in the registration packet.
- Students must adhere to the school's code of conduct. Repeated behavioral issues may result in dismissal from the program.

Parent/Guardian Responsibilities:

- Ensure timely drop-off and pick-up of your child according to program hours.
- Provide up-to-date contact and emergency contact information and notify the Site Lead of any changes.
- Inform program staff of any medical conditions, medications, or allergies your child has, and ensure all necessary medications and emergency information are on file.

For any questions or additional information, please contact the Expanded Learning Program Office at 619-473-9022 or via email at rustie.phillips@meusd.org. We look forward to providing a safe, engaging, and enriching experience for your child.

Expanded Learning Program website: <https://www.meusd.org/Departments/Educational-Services/index.html>

Basic Policies and Guidelines

Student Enrollment(**policy): **All new families** entering the ASES program must complete an enrollment contract form before starting the program. **Returning families** who attended through the end of the current school year may start the first day of the new school year, as long as a new enrollment contract is completed.

***First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a), at the time that they apply for enrollment or at any time during the school year, to pupils who are identified by the program as being in foster care, and to pupils who are eligible for free or reduced-priced meals” [EDC 8483(c)(1)(A)].

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Due to the limited number of enrollment spaces, adherence to all policies and guidelines is required.

Attendance: Students should attend ASES on a daily basis, however, if they are absent from school, students may not attend ASES that day. Excessive absences from ASES may result in students being dropped from the afterschool program. It is intended that Elementary students attend ASES for at least 3 hours per day; Middle School students attend for 2 hours a day.

Early /Late Pick-ups: ASES is funded by a state grant that is meant to serve students who most need the program. Therefore, excessive requests for late arrival/early release may lead to the student being dropped from the ASES Program. *(Please review Parallel Programs & Early Release/Late Arrival below)* Students must be picked up by 6:00 p.m. Three late pick-ups will result in your student losing their spot in ASES.

Parallel Programs: Parallel programs can consist of sports, church, scouts, visitation rights, etc... For the least number of disruptions, students with Parallel Programs, medical appointments, or special occasions are required to have an **Early Release (ASP)/Late Arrival (BSP)** form on file.

Student Pick up and Dismissal: Our staff signs students into ASES. For safety reasons, students must always check into the ASES Program directly after school. Elementary students are picked up between 5:40 p.m. and 6:00 p.m.; Middle School students between 5:00 pm and 6:00pm. *(unless there is an ER/LA form on file)*. Students must be signed out by a person at least 16 years old, who is listed on the enrollment form. (A person who is unfamiliar to ASES staff will be asked to show identification.) If your child is not picked up by 6:00 p.m., and we have been unable to contact anyone on the enrollment form, we may contact law enforcement. Students who leave without the permission of staff will be subject to removal from the program.

Bus Riders: By initialing below, you give permission for staff members to sign out your kindergarten and first-grade student prior to riding the bus home. All other students are required to sign themselves out prior to riding the bus home.

*Parent/Guardian Initials: _____

Photographic Release: Throughout the school year, departments of the MEUSD, as well as media companies, will produce video presentations about programs in the district. The video presentations are usually connected to positive activities taking place in our schools. Students and I hereby consent to the photography, recording, and videotaping of me/my child for distribution, publication, or public broadcasting by the media (electronic and print), MEUSD, and B/ASP as they deem appropriate. Student and I waive any rights of privacy or profit that Student and I otherwise might have in its contents. *Parent/Guardian Initials: _____

Behavior: The ASES Program follows the school district’s Student Code of Conduct in addressing behavior issues. All MEUSD parents/ guardians are urged to read the Code of Conduct to understand how discipline is handled within MEUSD and its programs. Parents/ guardians are expected to assist ASES staff in getting conduct compliance from their students. If parents/guardians and staff are unable to get conduct compliance, the student may be suspended or dropped from ASES. Serious misconduct may result in immediate loss of the ASES Program and potentially other consequences, as described in the Code of Conduct.

Release and Waiver for B/ASP Students

I hereby voluntarily and knowingly assume all risks and dangers inherent and incidental to the student’s involvement in the activities of B/ASP. On behalf of myself and Student and our respective executors, administrators, heirs, successors and assigns, I hereby (A) WAIVE, RELEASE the Mountain Empire Unified School District, B/ASP, and their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, directors, and volunteers, from all LIABILITY arising out of or in connection with the Student’s participation in any or all of the above described activities, and any and all liabilities associated with any and all claims for the death, injury, or property loss or damage of Student or actions of any kind which may accrue to Student or me as a result of Student’s participation in any B/ASP activity; and agree to INDEMNIFY AND HOLD HARMLESS the above mentioned entities or persons from any and all liabilities or claims made by other individuals or entities as a result of the Student’s actions during any B/ASP activity except for those claims arising from the sole negligent or willful conduct of MEUSD of its agents. *Parent/Guardian Initials: _____

Communication: We support and encourage open communication. If at any time you have questions or concerns, please make an appointment to talk with the Team Leader and/ or ASES Director.

I have read and understand all the above information. I have received a copy of the Parent Handbook. I agree to adhere to all the ASES Before School and After School Policies and Guidelines and will ensure that my student and all authorized adults understand and follow the ASES rules.

Parent / Guardian Signature

Relationship to student

Date



**Mountain Empire Unified School District
Expanded Learning Opportunities Programs
2024-25 Before /After School Program**

Registration period
July 15, 2024 – June 5, 2025
*Return on or before June 5, 2024

Enrollment Contract

SITE: Potrero Campo Clover Flat Descanso
 PORGRAM: Before School (BSP) After School (ASP) Both (BSP & ASP)

Date Received _____

Child's First Name	MI	Last Name	Date of Birth
Street/ City/ State/Zip			Grade in 2024-2025
Sex (circle one) Male Female	<input type="checkbox"/> Photo Release on file Initials _____	<input type="checkbox"/> Ok to use Internet Initials _____	<input type="checkbox"/> Ok to view G or PG movies Initials _____
<input type="checkbox"/> I authorize my student to take the <u>bus home</u> from the ASES Program <input type="checkbox"/> I will be <u>picking up</u> my student from ASES Program <div style="text-align: right;">Signature _____</div>			

Parent / Guardian Information persons listed below are authorized to pick up child

Name	Last name	Contact Phone	Address if different from above
Name	Last Name	Contact Phone	Address if different from above

Besides the parent/guardians listed above, the following persons are authorized and available to pick up my child.

Contact #1 Name	Relationship	Phone Number
Contact #2 Name	Relationship	Phone Number
Contact #3 Name	Relationship	Phone Number
Contact #4 Name	Relationship	Phone Number

Permission/Medical History

Does your child take any long-term medication? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Medication and dosage _____ Prescribed by a doctor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does it need to be taken at school? <input type="checkbox"/> Yes <input type="checkbox"/> No (Medication must be administered in school office before it closes. ASES staff do not administer or supervise use of medication.)
<u>Allergies</u> <input type="checkbox"/> Bee Sting _____ Local reaction (itching, swelling) _____ Severe, requires emergency treatment <input type="checkbox"/> Medication Required _____ <input type="checkbox"/> Foods, Please Specify _____ <input type="checkbox"/> Other, Please Specify _____	<u>Medical Alert</u> <input type="checkbox"/> Asthma <input type="checkbox"/> Epilepsy <input type="checkbox"/> Heart Condition <input type="checkbox"/> Hearing/vision <input type="checkbox"/> Diabetes <input type="checkbox"/> Other, Please Specify: _____
In case of accident or sudden illness, when a parent or guardian is unavailable, I authorize a school representative to obtain medical care for my child, including necessary transportation, in accordance with their best judgment. I further authorize the doctor named below to provide the care and treatment he or she considers necessary. If the physician designated below is unavailable, I authorize such care and treatment to be performed by a licensed physician or surgeon selected by the school representative. I agree to pay all costs as a result of the foregoing.	
Medical or Patient ID Number _____ Doctor's Name _____ Address _____ Phone _____	
_____ PARENT/GUARDIAN SIGNATURE	



Mountain Empire Unified School District
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ASES Before School (BSP) Late Arrival

2024-2025

Attendance and Late Arrival Policy

In accordance with the California Education Code Section 8483(a)(1)(2)(3), the following attendance and late arrival regulations for the After School Education and Safety Program (ASES) are required. A periodic review of attendance will be conducted to ensure priority enrollment aligns with the Education Code and is given to students who attend daily.

Elementary School Students

“First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a), at the time that they apply for enrollment or at any time during the school year, to pupils who are identified by the program as being in foster care, and to pupils who are eligible for free or reduced-priced meals” [EDC 8483(c)(1)(A)].

It is the intent of the California Legislature that elementary school pupils “participate in the full day of the program every day during which pupils participate” [EDC 8483(a)(2)].

If an elementary school pupil is unable to attend the after-school program for the full range of hours every day, the parent/guardian must complete and submit for approval a request for late arrival specifying the days and hours the pupil will attend and the reason(s) for requesting late arrival [EDC 8483(a)(1)(B)]. Non-compliance with the attendance and late arrival policy may result in disenrollment from the after-school program.

Middle School Students

First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a), at the time that they apply for enrollment or at any time during the school year, to pupils who are identified by the program as being in foster care, and to pupils who are eligible for free or reduced-priced meals” [EDC 8483(c)(1)(A)].

It is the intent of the California Legislature that middle school or junior high school pupils “participate in the full day of the program every day during which pupils participate” [EDC 8483(a)(2)]. For programs serving middle school and junior high school pupils, a flexible schedule may be implemented for those pupils [EDC 8483(a)(3)].

If a middle school or junior high school pupil is unable to attend the after-school program for the full range of hours every day, the parent/guardian must complete and submit for approval a request for late arrival specifying the days and hours the pupil will attend and the reason(s) for requesting late arrival [EDC 8483(a)(1)(B)]. Non-compliance with the attendance and late arrival policy may result in disenrollment from the after-school program.



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ASES Before School (BSP) Late arrival

2024-2025

School Name: _____ Program Hours: _____ Start Time: _____ End Time: _____

Student's Last Name: _____ First Name: _____ M.I.: _____ Grade Level: _____

Reason(s) for Requesting Late Arrival

- 1. Parallel Program
- 2. Fam. Emergencies
- 3. Fam. Needs
- 4. Med. Appointments
- 5. Weather Conditions
- 6. Medical Emergencies
- 7. Other Conditions
- 8. Transportation

Date Range	ER Reason	Mon	Tues	Wed	Thurs	Fri	Parent/ Guardian Signature	Date of Signature	Program Leader Initials
<i>Example: 08/1/22- 12/17/22</i>	<i>1. Parallel Program Sports Activity</i>	<i>5:15 pm</i>	<i>n/a</i>	<i>5:15 pm</i>	<i>n/a</i>	<i>n/a</i>	<i>Jane Doe</i>	<i>8/1/22</i>	

ASES Authorization for Late arrival

By signing below, I am acknowledging the intent of the California Legislature and the California Education Code; I attest that the Late arrival authorization information is true to the best of my knowledge, and I am aware of potential consequences associated with non-compliance with the ASES attendance and Late arrival requirements.

Parent/Guardian's signature

Date

Staff Signature

Date

For Site Use Only: Date Entered in CitySpan; _____ Staff Initials _____

Staff Notes:



Mountain Empire Unified School District
3291 Buckman Springs Rd
Pine Valley Ca 91962
619-473-9022

Expanded Learning After School (ASP) Early Release

2024-2025

Attendance and Early Release Policy

In accordance with the California Education Code Section 8483(a)(1)(2)(3), the following attendance and early release regulations for the After School Education and Safety Program (ASES) are required. A periodic review of attendance will be conducted to ensure priority enrollment aligns with Education Code and is given to students who attend daily.

Elementary School Students

"First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a), at the time that they apply for enrollment or at any time during the school year, to pupils who are identified by the program as being in foster care, and to pupils who are eligible for free or reduced-priced meals" [EDC 8483(c)(1)(A)].

It is the intent of the California Legislature that elementary school pupils "participate in the full day of the program every day during which pupils participate" [EDC 8483(a)(2)].

If an elementary school pupil is unable to attend the after school program for the full range of hours every day, the parent/guardian must complete and submit for approval a request for early release specifying the days and hours the pupil will attend and the reason(s) for requesting early release [EDC 8483(a)(1)(B)]. Non-compliance with the attendance and early release policy may result in disenrollment from the after school program.

Middle School Students

First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a), at the time that they apply for enrollment or at any time during the school year, to pupils who are identified by the program as being in foster care, and to pupils who are eligible for free or reduced-priced meals" [EDC 8483(c)(1)(A)].

It is the intent of the California Legislature that middle school or junior high school pupils "participate in the full day of the program every day during which pupils participate" [EDC 8483(a)(2)]. For programs serving middle school and junior high school pupils, a flexible schedule may be implemented for those pupils [EDC 8483(a)(3)].

If a middle school or junior high school pupil is unable to attend the after school program for the full range of hours every day, the parent/guardian must complete and submit for approval a request for early release specifying the days and hours the pupil will attend and the reason(s) for requesting early release [EDC 8483(a)(1)(B)]. Non-compliance with the attendance and early release policy may result in disenrollment from the after school program.



Mountain Empire Unified School District
 3291 Buckman Springs Rd
 Pine Valley Ca 91962
 619-473-9022

ASES After School (ASP) Early Release

2024-2025

School Name: _____ Program Hours: _____ Start Time: _____ End Time: _____

Student's Last Name: _____ First Name: _____ M.I.: _____ Grade Level: _____

Reason(s) for Requesting Early Release

1. Parallel Program 2. Fam. Emergencies 3. Fam. Needs 4. Med. Appointments 5. Weather Conditions
 6. Medical Emergencies 7. Other Conditions 8. Transportation

Date Range	ER Reason	Mon	Tues	Wed	Thurs	Fri	Parent/ Guardian Signature	Date of Signature	Program Leader Initials
<i>Example: 08/1/22- 12/17/22</i>	1. Parallel Program Sports Activity	5:15 pm	n/a	5:15 pm	n/a	n/a	Jane Doe	8/1/22	

ASES Authorization for Early Release

By signing below, I am acknowledging the intent of the California Legislature and the California Education Code; I attest that the Early Release authorization information is true to the best of my knowledge, and I am aware of potential consequences associated with non-compliance with the ASES attendance and Early Release requirements.

Parent/Guardian's signature

Date

Staff Signature

Date

For Site Use Only:

Date Entered in CitySpan; _____ Staff Initials _____

Staff Notes: