



ELOP PARENT HANDBOOK

What is included in the Parent Handbook?

- Registration
- Arrival/Departure and Attendance Policies
- Staff Information
- What to Expect during ELOP
- Meals
- Health & Wellness Policy
- Parent/Guardian Responsibilities
- Codes of Conduct



MEUSD

Expanded Learning Opportunities Programs (ELOP)

- Fall Break
- Spring Break
- Summer Session

Questions?

Educational & Instructional Services
619.473.9022 ext 117

GENERAL INFORMATION

INTRODUCTION

Mountain Empire Unified School District offers 3 programs:

FALL BREAK 3 days.

SPRING BREAK 5 days

SUMMER SESSION starts mid-June and ends mid-August (dates may vary).

ENRICHMENT & LEARNING

Going to school when school is out is a very exciting experience for students and parents. It's very natural for everyone to be focused on meeting the needs of individual students and are committed to serving as excellent role models.

ELOP staff provide a variety of daily activities that are centered on the **Quality Standards for Expanded Learning**. We strive to work with students to provide activities they are interested in. We also work to stretch their horizons with new experiences. Activities are designed to provide a safe and supportive environment where students and staff are active and engaged in learning and skill building. Youth voice and leadership are key to providing access to authentic leadership roles and supporting students' growing interests. Our program also incorporates opportunities for students to learning about well-being and practice well balanced nutrition, physical activity, and making healthy choices.

REGISTRATION

Expanded Learning Programs are offered to all students enrolled in Mountain Empire Unified School District in grades TK through 6th grade.

The ELOP registration can be completed through our website at meusd.org. Registration information must be completed for each child attending the program. Parents/Guardians are responsible for keeping their child's records up to date. Please keep phone numbers, emergency information, and authorized pick-ups accurate and current on the Aeries Portal. By including any medical problems your child may have such as allergies, asthma, etc., we are able to keep your child safe while in our program. Please be as specific as possible regarding your child's specific needs.

We reserve the right to terminate enrollment from the program for reasons of non-cooperation, harassment, or inability of child or parent to follow the program's policies and procedures as determined by the administration. Please review the Code of Conduct section for more information.

COMMUNICATION

The Expanded Learning Programs are through the Department of Education and Instructional Services in Mountain Empire. Communication about program registration and enrollment confirmation will come from the district through Catapult Connect messaging. Catapult Connect messaging is the district communication system and is directly connected to the Aeries Student Information System. It is important to have contact information up to date in Aeries to receive important information about ELOP programs.

During each program, an ELOP Site Lead Teacher will be the main point of contact. The ELOP Site Lead Teacher will communicate daily activities, updates, and share photos of students throughout the program. Information about ELOP Site Lead Teachers and contact information will be available prior to the start of each ELOP program session. If you have questions or concerns during the program, the ELOP Site Lead teacher will be available to you to ensure your student has a high-quality experience in ELOP.

STAFF

There are various staff members who work for ELOP. Mainly, you will encounter the Site Lead Teacher, Teachers, Teachers Assistants, BSP & ASP staff and/or Substitutes. These are the staff you will see at the site every day. Every effort is made to keep our ratios at one (1) adult to ten (10) students for TK and Kindergarten students, and one (1) adult to twenty (20) students for 1st through 6th grade. Staff are carefully selected and trained to make our programs high quality. All EXPANDED LEARNING OPPORTUNITIES PROGRAMS STAFF go through strict background checks, must pass the Para-Proficiency exam and are First Aid, CPR and AED (Automatic External Defibrillator) Certified.

ELOP SITE LEAD TEACHER

The ELOP Site Lead Teacher is responsible for making sure the program runs smoothly at a particular school. They are available during the ELOP programs to address questions and concerns that you may have.

Staff Code of Conduct

- Staff may use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
- Staff will treat each child with dignity and respect.
- Staff will administer clear delivery and regular review of program expectations, rules, and procedures to students.
- Staff will communicate any behavioral and/or social issues involving students to their parents and the Site Lead Teacher in a timely manner.
- Staff will deliver program information updates via Catapult messaging or other designated communication tools, such as Class Dojo.
- Staff will respect the privacy of students and adhere to established confidentiality policies.

CHILD ABUSE REPORTING & CONFIDENTIALITY

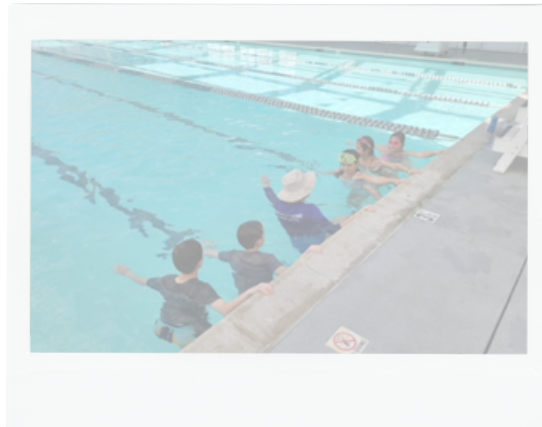
The ELOP staff, in compliance with the policies and procedures of the Mountain Empire Unified School District, are required by law to report known or suspected instances of child abuse to the Child Protective Services Agency.

Information shared with the Expanded Learning Programs staff by child or parent remains confidential and will be disclosed only for purposes legally permissible or directly related to the administration of the Expanded Learning Programs program. Information for any other reason is released only with written permission of the parent.

MEALS

Breakfast and lunch meals are included for all students during each program. Considerations for food allergies have been considered when arranging meals, however if your student has specific food needs, he/she may also bring their own meals.

- Breakfast: All students will be provided with breakfast daily upon arrival.
- Lunch: All students will be provided with lunch daily, including field trips.
- After Care Snack: Students registered for After Care will be provided with a snack during the aftercare program



ARRIVAL & DEPARTURE PROCEDURES

Drop off and pick up locations will be specific to each school site.

ARRIVAL – DROP OFF

ELOP program arrival time is 9:00am. We begin breakfast and organize activities at 9:00 a.m. daily.

ELOP Field Trips will not wait for late students to leave for the daily field trips, so please arrive on time as no staff will be on site to supervise late arrivals. If there is a change in arrival time due to a field trip, this will be communicated prior to the day of the field trip to ensure all students arrive on time.

DEPARTURE – PICK UP

Pick up time is 3:00 pm. MEUSD is committed to a safe and secure site for all students in our ELOP programs. As a result, staff will only release a child to an adult listed on the registration form and listed in the Aeries Portal, including emergency contacts listed.

BEFORE CARE **registered students only*

Before care hours are from 7:30am through 9:00am. We have staffed our sites according to registration, so if your student is not registered for Before Care, we do not have the staff to accommodate early arrivals if they are not registered.

If your child is signed up for Before Care, parent/guardians must "sign in" to the program each morning. There is NO curb drop off for Before Care. Please park and walk your child into Before Care each morning to sign them in to the program. Failure to follow this safety procedure may be grounds for dismissal from the before care program.

- An authorized adult or designees listed on the Registration Form or the Aeries Portal must sign in daily for the student to be checked in to the Before School Program
- (Signing in may include parent initials and time of drop off. This is our legal record of the time your child started the day in our program. We cannot accept responsibility for students dropped off at the site who have not been signed in by an authorized parent/guardian. Please plan sufficient time to allow for signing your child in.
- Note: You may not drop off or sign your child in before 7:30 am.
- Students may not sign themselves in at any time.
- Expanded Learning Program employees may not sign-in for parents/guardians

AFTER CARE **registered students only*

After Care hours are 3:00pm–5:00pm. We have staffed our sites according to registration, so if your student is not registered for After Care, we do not have the staff to accommodate additional students if they are not registered.

If your child is signed up for After Care, parent/guardians must "sign out" of the program each day. There is NO curb pick up for After Care.

- Only adults or their designee listed on a child's Registration Form and the Aeries Portal will be allowed to sign children out.
- All authorized persons to pick up must be added to the account by the primary account holder prior to signing out. ELOP will not release any child to any persons not on the authorized pick-up list on the Aeries Portal, ELOP staff will not authorize over the phone.
- A valid picture I.D. is required. Please be patient when an employee checks for I.D.; it is required anytime the employee does not recognize an adult. This is for your child's protection. Please inform the person picking up your child that they must provide a proper I.D. (with picture).

LATE PICK UP/FAILURE TO PICK UP

Staff are scheduled until 5:00 pm each day. However, staff will not leave a student unattended. Late Pick Up may be grounds for extra fees and/or dismissal from the ELOP Program. Please contact the Site Lead Teacher if you will be late or need to make arrangements for someone else to pick up your child by 5:00 pm.

In the event that you fail to pick up your child, the following will happen:

- All the phone numbers we have on file for your child will be called.
- If no contact can be made at those phone numbers, we will continually assure the child that everything is okay.
- We will notify the Program Director to determine the next steps, which may include calling police and/or social services.

ATTENDANCE POLICY

Daily attendance is important for the overall experience of the program. We also staff and provide activities, supplies, and field trips based upon registration.

ELOP staff verify student attendance daily at the start of the program. **If your child/ren will not be attending the Expanded Learning Programs on any given day, please contact the Site Lead Teacher to report the absence.**

ELOP Programs will prioritize children who will attend the program on a daily basis. Unexcused absences from the program will result in a non-compliance for ELOP Programs during the Spring and Summer Sessions. **Children may accrue up to (3) three unexcused absences before being disenrolled from the program.** Noncompliance with the attendance may result in disenrollment from the Program, you will be advised before this happens.

Our program often has a waiting list of parents who want their child to attend. To meet our attendance numbers, we must make sure that our families are meeting the minimum attendance requirements. Please make sure that you are following the attendance requirements. We know that sometimes there are circumstances that arise, however we just ask that you consider the waitlists that we have and all those families who want to utilize the full extent of our services.

FIELD TRIPS

Throughout the different programs, we plan for a variety of enrichment field trips. Field Trips may require additional attendance requirements that will be explained during each program and will require a permission slip. Please reach out to your Site Lead Teacher for more information regarding site activities, as they may vary from each site.

Field Trip transportation from the school site to the field trip destination is provided by a district bus or charter bus. All students must ride on the bus to and from the field trips. If you decide to decline the bus transportation, your child may/or may not be eligible to attend the field trip.

- Upon enrollment, you must complete a field trip permission slip for each child enrolled. Your child cannot attend a field trip unless a permission slip is filled out and on file.
- Staff will wear identifiable clothing and name badges to distinguish them as Mountain Empire Unified School District ELOP employees.
- Site Lead Teachers or staff will carry cell phones during field trips to provide communication for emergencies and updates, as needed.

Updated enrollment cards and permission slips will be present at all field trips. A first aid station and rest area for children and staff will be designated on certain field trips. Staff members will maintain the station and check in periodically throughout the day. It will also be used as a "time away" station for children with behavior problems during field trips.

Children having difficulty behaving in the program during the regular day or on a previous field trip may not be eligible to attend future field trips.

PERSONAL BELONGINGS

ELOP provides many materials for the students to use during their time in our program. Occasionally, children may want to bring their own belongings such as electronic devices, video games or toys from home. Our general practice is to discourage children from bringing personal items because our staff cannot assume responsibility for every student's personal belonging.

There are restrictions on the types of items allowed and the times that they may be used. Weapons of any kind are NOT allowed even if they are considered 'toys. Under no circumstances will trading of personal belongings be allowed. ELOP will not be responsible for lost or stolen items that students bring from home.

ACCEPTABLE USE OF TECHNOLOGY

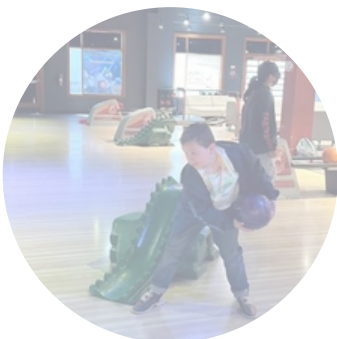
In ELOP, technology is harnessed for educational enrichment and there may be activities that will allow students to use a district device, such as a chromebook. We ensure its responsible use through supervised, purposeful activities aligned with our curriculum. Screen time is limited, promoting a balanced daily schedule.

We emphasize respectful online behavior, digital privacy, and parental involvement. Our secure environment includes content filtering and robust security measures. By adhering to these guidelines, we create a positive, educational, and safe digital space for your child's ELOP experience.

It is expected that students will follow the Acceptable Use of Technology Policy that they sign for the classroom during ELOP Program hours. ELOP Staff will plan for students to use technology devices under. Any misuse of school technology devices or school property will be reported to the school administration and the student's teacher. ELOP Programs are not responsible for damage to or loss of personal devices when students bring them to school and do not follow established practices and policies.

VIDEOS

Mountain Empire Unified School District has a license to show a variety of videos for educational or enrichment purposes and we show videos to your child as a part of our program. We usually show "G" rated videos. However, we may also show a "PG" rated video, with your permission. ("PG-13" and "R" rated movies are never shown). Upon registration you will be asked to give permission or decline the opportunity for your child to view a "PG" rated video.



HEALTH AND WELLNESS POLICY

It is our sincere desire to provide quality care for your students while they are participants of the ELOP Programs. It is absolutely imperative that we work together to make this happen. If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian. Any child running a temperature over 100 degrees or has vomited will be required to go home.

If a child is hurt during the ELOP program, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will contact the parent/guardian. In the event that the parent/guardian cannot be reached all contacts on the authorized pick-up list will be contacted.

Please be advised that staff will not exclude your student from activities unless one or more of the following exists:

- The illness prevents the student from participating comfortably in any of the activities.
- The illness results in greater care needed than the staff can provide without compromising the health and safety of the other students.
- The student has any of the following conditions:
 - Fever
 - Signs of Possible Severe Illness: Examples include lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs.
 - Uncontrolled diarrhea: Examples include one or more watery stools in a 24-hr. period.
 - Vomiting
- Signs of communicable illness (rash, lice, etc.)

If your student has any of the symptoms listed above or is removed from the ELOP program because of an above listed condition, please refrain from returning to the program until condition discontinues (a minimum of 24 hours). This is in the best interest of all the students and staff in the program.

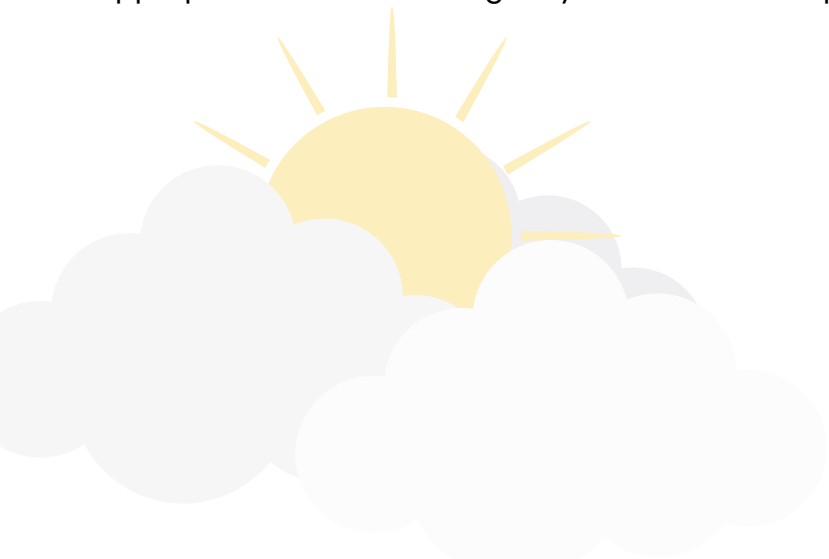
Please assist us in our efforts to maintain a healthy environment for our children. In some instances, a Dr.'s note or negative Covid test may be required.

MEDICATIONS

ELOP prefers that all prescribed medications be administered at home before the start of the program. Staff are not authorized to administer medication to students. Please contact your Site Lead Teacher if you have specific questions/needs.

MEDICAL EMERGENCY

If a medical emergency arises, the staff will first attempt to contact you. If you cannot be reached, the staff will contact the emergency contact persons listed on the registration form and Aeries Portal and/or your physician. If the emergency requires immediate attention, staff will notify the appropriate medical emergency services to transport your child to the nearest hospital.



CODES OF CONDUCT

MEUSD ELOP Programs aim to provide a safe and nurturing environment that supports the developmental, social-emotional, and physical needs of all students. We have established the following Code of Conduct for all participants of the ELOP programs to ensure the safe and supportive experience for all.

We want all of our campers to enjoy their experiences during ELOP Programs. Students should feel physically, emotionally, and mentally safe when in our programs. **In addition, it is important to note that students who engage in three or more disruptive behaviors that jeopardize the mental, emotional, and physical safety of others will face dismissal from the program.** In such cases, the program director will promptly notify the parent/guardians to address the situation accordingly.

It is very important to read and review this section entitled Code of Conduct to your child. Please be sure you and your child understand the procedures. Upon registration of your child/ren in ELOP programs, you will be prompted to sign an agreement that you and your student have read, understood, and will abide by the following Code of Conduct.

Student Code of Conduct

- Students must behave towards others and their environment that follows school rules:
 - Be Safe, Be Respectful, and Be Responsible
- Students are responsible for following these rules at all school locations, Before Care, After Care, and including field trips.
- Students are expected to follow all directions from MEUSD staff.
- Students must stay with their designated group from MEUSD and may not venture away from the group, field trip location, or school site at any times.

Bus Code of Conduct – Field Trips

- Eating and Drinking will not be permitted on the bus, with the exception of water.
- Riders must remain seated.
- Riders' hands, arms, and/or objects etc. may not extend outside the bus at any time.
- Riders must listen to and obey the driver's directions.
- Riders must not tamper with the bus emergency door.
- Riders may be assigned seats if riders are displaying behavior that may distract the driver and compromise the safety of those on the bus.

PARENT AND GUARDIAN Code of Conduct

It is important that your student has a wonderful ELOP experience. This includes a positive partnership with our families.

- Parents must follow all established policies and procedures outlined in the Handbook including the pick-up policy, late pick-up policy, health, and wellness policy etc.
- Parents are responsible for reviewing communication from ELOP Program Director and Site Lead Teachers to keep informed about the program.
- We encourage families to talk with their students to find out about the fun had each day.
- Please communicate any questions, concerns, and praise to our Site Lead Teachers so all students have an amazing ELOP experience.

We reserve the right to suspend and/or terminate parents (and thus their child(ren)) for:

- Continual late pick-up of children.
- Inappropriate behavior towards Expanded Learning Programs employees. Examples of inappropriate behavior are inappropriate language, threatening, behavior, harassment or physical aggression.
- Violations of the District's Code of Conduct for Parents and Visitors.
- Refusal to follow Expanded Learning Programs procedures.