



## Expanded Learning Opportunities- Program (ELO-P)

### Parent Handbook

#### Introduction

The McCabe elementary school district expanding learning opportunity program welcomes you and your child(ren) to an exciting year of after-school activities. ELO-P is an educational service that operates from 8 am-5 pm daily. ELO-P is an educational and enrichment program offered before and after school. Additional ELO-P services will also be provided on 30 non-school days on Saturdays and during summer break. ELO-P services are available for TK – 6<sup>th</sup>-grade students.

We are pleased to have your child/children participate in our expanded learning opportunity program. The goal of this program is to provide a safe and nurturing learning environment to the students meeting care before and after the regular school day. Your child's well-being, safety, and academic success are the primary focus of our program. We will maintain the same high standards of excellence in the expanded learning opportunity program that is evident during the school day. We look forward to a wonderful year with many academic and enrichment activities.

This handbook is a comprehensive guide to understanding the policies and procedures of the MUESD ELO-P. Please read it carefully and keep it handy for future reference throughout the year. As a parent of a child enrolled in the program, we encourage you to observe and participate in activities and events. If you have any additional questions please feel free to ask your site coordinator.

#### Program Description

The MUESD Expanded learning opportunities Program is specifically designed to create enthusiasm for learning that may include homework assistance in language arts, mathematics, history, computer training, and science as well as an educational component that may be fine arts, career education, recreation, and physical fitness.

#### Hours

The program will operate every day school is in session from 7 am- 8 am and from the time school is dismissed to 4:30 PM.

#### Adult/Child Ratio

The staff-to-student ratio is no greater than 1 to 20 and will be maintained. For grades TK/Kinder the staff-to-student ratio will be 1 to 10.

#### Homework Assistance

ELO-P will provide an academic enrichment component daily. Our school site will provide hands-on support to participants and a variety of academic subjects.



## **Enrichment Activities**

While attending ELO-P, students are encouraged to participate in a variety of recreation and enrichment activities which may include stem, athletics, arts, and crafts, performing arts, music, technology, sports, dance, and recreation.

## **Safety**

ELO-P provides a safe place in school for children can learn new skills, reinforce academic skills, and participate in age-appropriate recreation and social skills-building activities. Some ELO-P activities may be held offsite. Participants are expected to follow all school rules and program safety rules posted at the site. Violation of these rules may result in your child not being allowed to participate in the program.

## **Enrollment/Removal**

To enroll your child, you must complete all enrollment forms for the school. It is the family's responsibility to keep all pertinent information current. Once their enrollment is confirmed by the school priority enrollment goes to a student that is classified as an English Language Learner, in Foster Care, and/or receives Free or Reduced Lunch.

You May remove your child at any time. However, please note that due to staffing needs, your child may be placed on a waiting list in the event that you wish to re-enroll him/her. Please see the section on student behavior for procedures regarding involuntary removal.

## **Early Release Policy**

Students enrolled in the ELO-P in the McCabe Elementary School District are encouraged to attend the program for the full duration of the program with the following exceptions: a student has been absent from the regular school day.

The following codes will apply to early release and must be documented on the sign-up sheet for any student leaving ELO-P prior to 5 PM. Parents will be required to indicate the time of leaving for reasons such as early release.

The codes for early release are as follows:

1. Offsite enrichment program for example (e.g., dance, karate, or religious training)
2. Family emergency
3. Family needs
4. Medical appointment
5. Transportation
6. Child accident/injury
7. Safety issue (weather)
8. Participation in school athletic programs and team sports
9. Other conditions – must state reason.



### Pick up/Sign out

All students must be picked up by 5 PM. Pick-up after 5 PM is considered late pick-up.

- If a child is picked up one time, they've been he may be removed from the ELO-P for one day beginning the following the late pick-up.
- If your child is picked up late two times, they may be removed from ELO-P for two days beginning the day following late pick up.
- If a child has picked up three times due to the repetitive nature of the problem, they may be removed from the ELO-P for the rest of the school year.

### Student Behavior

ELO-P teaches positive behavior that aligns with the regular school day. Opportunities to change behavior will be documented and appropriate interventions will be applied. Parents will be notified if inappropriate behavior persists. If a child continually misbehaves, the site supervisor/ELO-P coordinator may remove the child. If a child acts in a way that creates a risk of harm to themselves or anyone else, the site supervisor may immediately remove the child from the program. Students may be dismissed from the program temporarily or permanently based on behavior issues.

Reported behavior issues will be documented as a "Behavior Incident." Parents will be notified of the behavior incident in person or over the phone. Behavior Incidents will be documented on a 3-incident form and upon the 3<sup>rd</sup> incident a student may be dismissed from the program temporarily or permanently. Parents may be called to a meeting to discuss their child's behavior and to sign the behavior incident form that has documented their child's behavior. Students' safety is our priority which may require dismissal from the program.

**Parents may be called to pick up their child/children if the behavior cannot be controlled.**

### Accident or Injury

Accidents or injuries will be reported to the parent or guardian by way of verbal or written notification. Staff will use standard first aid and universal precautions when treating scrapes or falls.

When a serious accident or injury occurs the site supervisor/ ELO-P coordinator will attempt to notify parents and emergency contacts. The school will call 911 when parents/caregivers cannot be located. All emergency numbers must be kept current to assure that a parent can be reached when necessary. Parents are responsible for all costs incurred in the provision of emergency medical treatment for their child.



### **Parents Rights**

Parents/guardians of children attending that you are a programmer entitled to the following rights or privileges:

- to be accorded dignity to his/her relationship with staff and or other persons
- to be accorded a safe and healthy environment for their child.

Any parent/guardian or child representative has a right to be informed of the appropriate procedure regarding grievances, questions, or complaints. The procedure is as follows:

1. Contact the programs supervisor/ ELO-P coordinator
2. Contact the site principal

### **Attendance Policy and Procedures**

A child participating in the program may only be released to a person that is listed on their emergency release in their ParentVue account.

### **Illness/Medications**

If a child becomes ill while at the program and cannot participate in the normal daily routine, the site supervisor may notify a parent or emergency contact.