

GUAJOME EXTENDED SCHOOL SERVICES (GESS)



Expanded Learning Opportunities Program

Our Mission Statement:

Guajome Extended School Services supports Guajome Park Academy Charter by ensuring students have access to a quality afterschool program that creates a safe, enriching, and engaging environment for children beyond the regular school day.

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Dear Parent/Guardian,

Thank you for choosing the Before and After School Program at Guajome Extended School Services (GESS). We are excited to provide a space where students can engage in academically enriching activities, build self-confidence, and feel secure during the essential after-school hours.

Our program is dedicated to creating a safe, enriching, and engaging environment that inspires and empowers all learners to become responsible, critical thinkers and compassionate global citizens. We encourage curiosity, courage, and resolve in approaching the world.

Please take a moment to carefully review the program information that follows. It includes important policies and procedures specific to GESS. Your signature on the registration form indicates your acknowledgment and agreement to all program requirements and practices.

For further information, please feel free to call us at (760) 631-8500 ext:1061, available from 8:00 am to 4:00 pm, Monday to Friday.

Thank you once again for your support.

Best regards,
Carolina Trejo
Guajome Extended School Services
Program Manager

ENROLLMENT

A [GESS interest form](#) must be filled out by a parent/guardian. Students will be placed on our interest/wait list. Upon acceptance to the GESS program, the parent/guardian will be provided with an enrollment link through cityspan or ezchildtrack.

Enrollment must be completed for each child attending the program.

Parents/Guardians are required to provide emergency contact information, authorized pick-up individuals, and accurate phone numbers. It is essential that all medical information for students is current, including details about allergies, asthma, dietary restrictions, and other relevant health concerns. Participation in the GESS program is considered a privilege rather than a right.

Enrollment will be open to any qualifying child that the Expanded Learning Opportunities Program can meet the needs of. Behavioral rules established during the regular school day apply to the after-school program as well. Students are expected to treat themselves, their peers, adults, and materials with respect at all times. Disruptive or disrespectful behavior may lead to dismissal from the program. We reserve the right to terminate enrollment from the program for reasons including, but not limited to, non-cooperation, harassment, delinquency, non-payment of fees, or failure to adhere to the program's policies and procedures as assessed by the administration.

PROGRAM HOURS

The GESS program operates every scheduled school day from the time of the school day dismissal until 6:00 PM. The AM GESS program operates every scheduled school day beginning at 6:30AM.

LATE PICK UP

The latest time for pick-up from GESS is 6:00 PM. Families who arrive after this time will receive a late pick-up slip. Please note that termination from the program may occur if there are three or more late pick-ups. If you anticipate being late to pick up your child, please notify the GESS staff via ParentSquare. Emergency contacts will be notified if timely parent pick-up does not occur.

Important Note: Informing the site of your tardiness does not exempt you from receiving a late pick-up notice

TUITION

Tuition Payment Information

Tuition must be paid through ezchildtrack.com/GESS. We accept Visa, Mastercard, and e-check. Please note that we do NOT accept cash, money orders, or cashier's checks.

Billing Details:

- Fees are billed monthly at the daily rate.
- Families are required to pay for the month, with the billing cycle running on the 6th of every month.
- No credits will be issued for absences, and refunds will not be provided for any missed days.

Free Enrollment Criteria:

The GESS program is free for the following students:

- Students defined as homeless youth under the federal McKinney-Vento Homeless Assistance Act.
- Students in the foster youth program.
- Students who qualify for free or reduced lunch based on federal guidelines.
- Students registered as English Language learners.

For families not falling within the above categories, a fee-based structure will apply. Families will receive an email containing questions; the answers will determine their position on our sliding scale.

Sliding Scale Discounts:

Our sliding scale offers discounts of 20%, 30%, and 40% off the daily fee-based structure. This is determined by your total household size and your total family income.

ATTENDANCE POLICY

Students are required to attend the GESS program for a minimum of 1 hour each day. Those who do not meet this 1-hour requirement will be marked as absent. Please refer to the information below regarding excused/verified absences.

We kindly ask that you consider the waitlist and the other families who wish to fully utilize our services. To participate in GESS, your child must be present at school during the day. If your child does not attend school that day, they cannot join GESS.

Additionally, if you have picked up your child early from school, they cannot return to GESS. This policy is strictly enforced, and there are no exceptions. Students who are marked as absent for the entire school day will be excused from GESS.

ABSENCES

Please let us know via Parentsquare or email if your child will not be attending GESS. Students who are picked up immediately after school dismissal will be marked as an unexcused absence. If we do not receive notification of your child's absence, we will contact you or your emergency contacts to ensure your child's safety.

An unexcused or unverified absence occurs when we do not receive notification from a parent or guardian. If your child accumulates seven (7) unverified absences during the year, it will lead to dis-enrollment from GESS. When your student reaches three (3) unverified absences, GESS will issue a written warning letter and attempt to meet with you to discuss the situation.

Additionally, a second warning letter will be sent, and a second phone call will be made at five (5) unverified absences, prior to any dis-enrollment action.

Excused or Verified Absences

Excused or verified absences are those that have been reported to the program and will be considered valid. These may include, but are not limited to:

- Family needs
- Family emergencies
- Medical appointments
- Extracurricular activities
- Transportation issues

If your student participates in extracurricular activities such as sports, dance, or youth group, please provide us with a schedule that includes the dates and times. This information will help us document the reasons for your student's absence from GESS or for needing to leave early. To ensure that your student's absence is verified, please contact GESS via email, ParentSquare, or phone call prior to the absence, or confirm the absence with us within one week following the absence.

Daily Student Sign-In Procedure

Students are required to sign themselves each day. This process is essential for staff to accurately track student attendance. Additionally, students participating in clubs, tutoring, or any after school activities on campus must check in with GESS prior to attending their scheduled activity. Thank you for your cooperation in ensuring a smooth attendance process.

Student Release Policy

To ensure the safety of all students, please adhere to the following guidelines:

- Students must be signed out by an adult who is 18 years or older.
- GESS will verify the identification of all authorized adults until staff become familiar with them.
- GESS will not release any student to individuals not listed on the authorized/emergency pick-up list.
- No students will be released to anyone under the age of 18.
- Siblings enrolled at Guajome Park Academy in middle or high school are not permitted to pick up their younger siblings.

For safety reasons, we kindly request that all individuals picking up students remain in the designated pick-up area. Parents and guardians are not allowed to enter the GESS classroom to retrieve their students or to rush them. Staff will radio for your student to come to the designated pick-up area.

MEDICATION

Medication Administration Policy for After School Hours

GESS acknowledges that students may require prescribed medication during after school hours. To support this, designated and trained staff will assist with the administration of medication as directed by a physician. Whenever possible, we encourage students to take their medication at home. A secure location will be provided for the safe storage of medication. Only designated staff members may administer medication to a child whose "Medication Authorization" form has been submitted to GESS. This form must include written consent from both the parent/guardian and the physician for administration during program hours.

Please note that students are not permitted to carry any prescribed or over-the-counter (OTC) medication. This includes, but is not limited to, all pills, injections, inhalers, eye and ear drops, cough medicine, cough drops, aspirin, and any other medications.

MEDICAL EMERGENCY

In the event of a medical emergency, staff will first reach out to the parent or guardian designated on the registration forms. If the parent/guardian is unavailable, staff will proceed to contact the emergency contacts in the specified order listed on the registration form. Should the situation require immediate medical attention, staff will promptly notify the appropriate emergency medical services to transport your child to the nearest hospital.

SPECIAL NEEDS /ACCOMMODATIONS

GESS is open to all children enrolled at Guajome Park Academy (grades K-6), including those with special needs. It is important to note that all students participating in GESS must be able to function within specific adult-to-student ratios:

- For Kindergarten: 1 adult to 10 students
- For grades 1-6: 1 adult to 20 students

GESS does not provide a 1:1 support setting; therefore, students must be able to thrive within these program parameters.

We are committed to making reasonable accommodations to our policies and practices to facilitate the inclusion of children, parents, and guardians with disabilities. An individualized assessment will be conducted to determine how we can best meet your child's needs.

DISCIPLINE

In the GESS program, daily incentives, rewards, and affirmations are implemented to reinforce positive student behavior. To address inappropriate behavior, program staff utilize a "Behavior Report." Participation in the GESS program is considered a privilege, not an entitlement. It is important to note that the behavior rules established for the regular day program also apply during the after-school program. Students are expected to show respect towards themselves, their peers, adults, and materials at all times. Any disruptive or disrespectful behavior may lead to dismissal from the program. Please take a moment to review the Progressive Discipline Flow Chart, which is in accordance with how GESS staff will handle student behavior.

Progressive Discipline Flow Chart

Step 1: Set Up Students For Success Structured program, Clear expectations, Celebrate appropriate behaviors, address inappropriate behaviors
Step 2: Verbal Warning Reminders of GESS rules
Step 3: Reflective Conversation with Student / Restorative Practice Redirection: Remind student of consequences if this continues Ask student: What happened? What were you thinking/feeling at the time? Who or what was harmed? How can we repair the harm? Notify parents that conversation had with student (if necessary)
Step 4: Conversation with Parents Site leader review previous steps taken Notify if this happens again there will be a reflection sheet
Step 5: Reflection Sheet (student fills out) Student writes the situation in their own words Student works on it on their own time (recess, snack, or enrichment) Staff and student discuss the reflection sheet Notify parents the reflections sheet was completed (GESS keeps reflection sheet on site)
Step 6: Behavior Write Up Site leader and student fill out write up form Site leader notify parent via parent square Site leader talk to parents about write up Behavior contract on file (student may be placed on daily behavior contract) After 3 behavior write ups student maybe dismissed from GESS

- Any behavior that results in physical contact will result in immediate program dismissal

Suspension Policy Overview

At GESS, we take all suspensions very seriously and view them as a last resort within our disciplinary process. GESS is a privilege not a right. We are committed to addressing any behavioral issues promptly and appropriately. If a child's behavior necessitates it, we will not hesitate to implement a suspension. Should your child receive three behavior write-ups, a termination contract may be initiated.

Continued disregard for GESS rules or behavior that poses a threat to others may also result in suspension or termination, even in the absence of a termination contract. If a child's behavior continues to warrant additional disciplinary notices, a second step toward termination from GESS will be considered. Immediate suspension or termination may be enacted if deemed necessary by the GESS program manager or assistant manager.

HOMEWORK

A designated time will be available from Monday to Friday for academic activities. While time will be allocated for homework, please note that GESS is not a homework completion program. Daytime teachers will supply GESS staff weekly with a list of homework assignments they would like GESS students to work on during this period. If your child does not have any homework during this scheduled time, they are expected to engage in the academic activities provided by the staff.

GESS Enrichment Program Overview

GESS is committed to providing enrichment opportunities for all students. Our dedicated staff will either create tailored enrichment lessons for their groups or invite professional vendors to teach specialized classes. Vendors can range from professional coaches, musical instructors, chefs, gardeners, yoga instructors, scientists, and more!

Class Details:

- Classes taught by vendors will run for 5 weeks, with each session lasting 1 hour 4:00PM-5:00PM.
- GESS funds these professional instructors to deliver new skills to our students, so we kindly ask that parents ensure their students can participate for the entire hour.

Attendance Policy:

- We understand that students may occasionally need to leave early. However, if a student leaves the class early twice, their seat will be allocated to another student.
- Respect for the professional instructors is essential; any student displaying disrespect may be dismissed from the class.

TECHNOLOGY

Due to the requirement for academic assignments assigned by daytime teachers to be completed online, all students are expected to bring their Chromebooks to GESS. GESS technology policy aligns with the daytime Personal Electronic Device (PED) guidelines. Parents are responsible for retrieving any confiscated devices from the front office, Monday through Friday, between 8:00 AM and 4:00 PM. After three offenses related to the use of PEDs, a student may face dismissal from GESS.

Please note the following rules regarding device usage:

- Devices such as cell phones, smart watches, headphones, and earbuds are not permitted. If these devices are used, they will be confiscated and submitted to the office.
- Students are not allowed to use their cell phones to communicate with parents. If communication is necessary, parents should reach out to GESS staff via email or ParentSquare, and the staff will relay the message accordingly.

Behavior Contract student and parent

We kindly request that all students and parents take the time to review and initial the GESS Student/Parent Contract.

We request a copy returned to GESS staff members PRIOR to the first day of the program.

Your cooperation in this matter is greatly appreciated.

Thank you for your attention to this important document.

Before and After School Parent/ Student Behavior Contract

As a GESS student: It is important that I work to the best of my ability. Therefore I shall strive to do the following:

- **Be Safe**

- Follow all school and GESS rules
 - Inform GESS staff of any problems or concerns

- **Be Respectful**

- Follow GESS Staff/ student workers directions
 - Follow GESS schedule
 - Respect all GESS vendors/ performers
 - Be kind to everyone by using kind words/ kind actions

- **Be Responsible**

- Work on my day time teacher assigned homework
 - Complete my 15 minutes of iXL, reading plus, etc.
 - Show GESS staff/ student worker my progress time at beginning, middle, and end of homework time
 - Have chromebook charged and ready to go
 - Have all my materials/ supplies ready for homework/ enrichment

- **Have Fun**

- Engage in all vendors/ performs
 - Include all students
 - Participate in enrichment activities

I understand that there is a 0 electronic policy across the Guajome campus INCLUDING during GESS. Electronics being used by a student will result in confiscation of devices. The device will be turned into the school office where a parent must pick it up at the office between 8:00AM-4:00PM the following day.

Student Name/ Signature:_____

Grade:_____

Student Name/ Signature:_____

Grade:_____

Student Name/ Signature:_____

Grade:_____

Student Name/ Signature:_____

Grade:_____

Before and After School Parent/ Student Behavior Contract

As a GESS Parent:

Please initial all agreements:

_____ I will display appropriate behavior while on campus or at a GESS related event. Inappropriate behavior includes that which is disruptive, aggressive, and or threatening. I understand that violating this rule will result in GESS prohibiting me (or anyone acting on my behalf) from entering school premises and resulting in my child being dismissed from the GESS before and or after school program

_____ I have read and understand the attendance policy

_____ I will not enter any classroom or school buildings

_____ I will wait for my student to be radioed at the designated pick up area

_____ I will promptly pick up my student before 6:00 PM and drop off my student at or after 6:30 AM

_____ I will review my students homework at the end of the day (due to limited time GESS is not responsible for students completing all their homework but we will do our best)

_____ I will support the GESS staff in their effort to maintain proper discipline

_____ Encourage my students to tell a GESS staff member when something is bothering them. Staff cannot fix what they are not aware of.

_____ Encourage my student to participate and have a positive attitude during GESS

_____ Encourage my student to follow all GESS rules

Parent's Name: _____

Date: _____

Parent Signature: _____