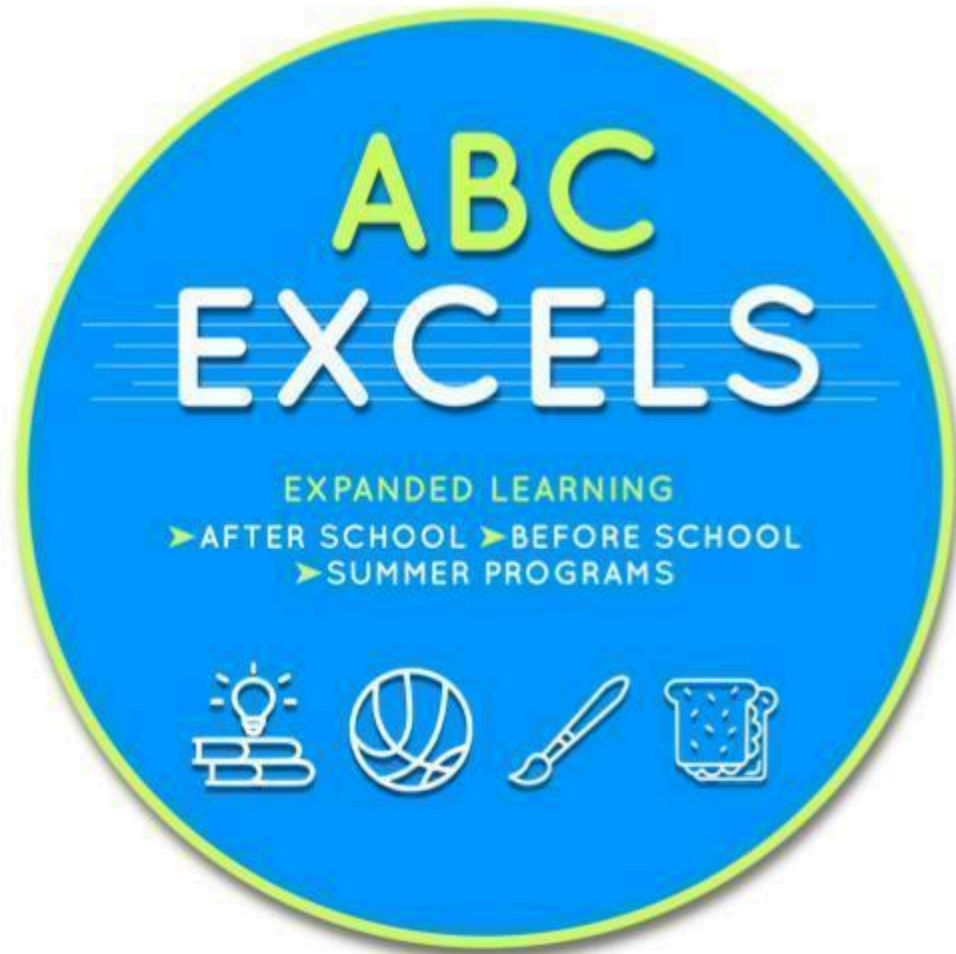


# ABC Unified School District

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# Program Handbook 2024-2025

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# WELCOME TO ABC EXCELS!

The purpose of this ABC EXCELS Parent Handbook is to provide families with information, regulations, policies, and procedures to help ensure a successful year in the ABC EXCELS program. This handbook is available online and upon request. Parents/Guardians will be asked to acknowledge acceptance of program policies.

The ABC EXCELS staff wants every student's experience to be positive, with opportunities to enhance his/her growth and development. The program is committed to providing a safe and enriching environment that furthers each student's emotional, social, physical, and cognitive growth. Providing a program that is flexible and balanced to meet each student's needs and interests is the primary goal of the program and its staff.

ABC EXCELS is ONE comprehensive expanded learning program that brings together three different programs for participating students/families:

- **After School Education Safety Grant Programs (ASES)** - free for all students at 11 sites (*Aloha, Burbank, Furgeson, Hawaiian, Juarez, Melbourne, Niemes, Palms, Willow, Fedde, and Ross*)
- **Expanded Learning Opportunities Program ELO-P** - free for all unduplicated pupils (UDP): foster youth, English learners, and/or students who qualify for free/reduced price meals
- **Fee-Based Program** (formerly known as the Extended Day Program-EDP) - students who do not qualify as free may participate for a fee

The vision of **ABC EXCELS** is to **ENGAGE** students in meaningful learning & enrichment, have students **X-PLORE** their passions and interests, **CONNECT** students to each other and to their school and community, **EMPOWER** students to share their voice and **LEAD**, so that they can **SUCCEED** in all areas of their educational experience. Our mission is to expand children's horizons through one collaborative Expanded Learning Program, to positively impact students' achievement, and allow students the time and space to thrive.

## ABC EXCELS DISTRICT STAFF

**562-229-7985** Email - [abcexcels@abcusd.us](mailto:abcexcels@abcusd.us)

Nicole "Joanie" Theus & Trina King - Coordinators of Expanded Learning (ABC EXCELS)

Dr. Rebecca Lynch- Supervisor of Child Development

Mike Darby - Program Specialist, ABC EXCELS

Martha Angel & Zoila Soto - Secretaries for ABC EXCELS

Diane Garcia - Accounting Technician for Child Development

Dr. Christine Balbuena- Director of Child Development and Elementary Curriculum & Professional Learning

## ABC EXCELS COMMUNITY BASED ORGANIZATIONS STAFF

### Action Youth America (AYA)

Henry Rodriguez - Program Director

### YMCA of Greater Long Beach (YMCA)

Alyson Bryant - Program Director

Josue Montenegro - Program Director

# GENERAL PROGRAM INFORMATION

## A. Program Description & Components

ABC EXCELS is designed to provide students with a variety of creative, hands-on learning activities that help promote active student engagement. Daily activities include:

- Homework time
- Educational enrichment (eg. visual and performing arts, STEAM, social-emotional learning, team-building, youth leadership)
- Recreational games and sports
- A nutritious snack - provided by the district's Nutrition Services Department

NOTE: Students will be given 30 to 60 minutes (depending on grade level) to work on their homework assignments. Homework completion is not guaranteed as ABC EXCELS is designed to provide students with academic enrichment activities. Students work independently on homework assignments and program staff are available to assist. Due to the 1:20 staff to student ratio (1:10 for TK/K), tutoring is not available during the program by the ABC EXCELS staff.

The ABC EXCELS after school program is offered at all elementary sites and three middle schools. It is the same program but is staffed by either ABC staff - Child Development teachers and other staff or Community-Based Organizations:: Action Youth America (AYA) or YMCA of Greater Long Beach (YMCA),

AYA or YMCA			ABC CHILD DEVELOPMENT	SITE STAFF
Aloha Bragg Burbank Carver Cerritos Elliott Furgeson	Gonsalves Hawaiian Juarez Kennedy Leal Melbourne Niemes	Palms Willow Wittmann Fedde Haskell Tetzlaff Carmenita	Nixon Stowers	Ross

Schools with a start time of 8:30 am or later also offer a morning program (Cerritos, Elliott, Furgeson, Juarez, Melbourne, Palms, Carver, Nixon, & Niemes). This program begins at 7:00 am.

## B. Program Staff

Each site has an ABC EXCELS Site Coordinator who directs the implementation of the program and oversees the program leads who work directly with students in the classroom/cohorts.

Program Site Coordinators and leads must meet the following criteria to work in ABC EXCELS:

- Hold a high school diploma or equivalent
- Have 48 college units or pass the District's Paraeducator Exam

The ABC EXCELS sites that have our Child Development teachers meet the following criteria for ABC EXCELS:

- Hold a high school diploma or equivalent
- Have 24 college units in Early Childhood or Child Development and 16 GE college units
- Hold a child development permit

While schools may have different staff providers for ABC EXCELS, the components offered at each site are the same.

### **C. Days and Hours of Operation**

The ABC EXCELS Program operates after school on days that school is in session. The program begins on the first day of school in August and ends on the last day of school in May. Program hours are: **School Dismissal until anywhere from 6:00 to 6:25 pm** (after school program dismissal will vary based on school hours). Program dismissal times are available online and at each school site.

The program does NOT operate on holidays and non-student days. Additionally, the program will not operate during the fall, winter, and spring intersessions. ABC EXCELS will offer a summer program from July 5-28, 2023 at five locations in the district. Please see the summer section at the end of this handbook.

### **D. Program Enrollment & Eligibility**

ABC EXCELS is open to all students in grades TK-8 who are enrolled in ABC elementary and middle schools where the program is in operation.

The intent of the Expanded Learning Opportunities Program funding is to provide FREE Expanded Learning Opportunities to our unduplicated pupils. Students who qualify for free and reduced lunch, are foster youth, or are designated as English Learners have priority enrollment. Students who do not qualify as free can still participate based on our fee-based structure.

If your child qualified for ABC EXCELS as free at the time of enrollment but his/her status changed in the school year and no longer qualifies as free, we will honor their status at the time of enrollment. If your child qualified for the fee-based option but now qualifies for free, we will change your child's status to free. There will be no refunds for prior months; the free status will take effect the next month of the program. Please note that students' status may change for the following school year.

There will be enrollment every spring for the following year. The enrollment process includes the following steps that parents/guardians must: (a) view a site Program Orientation video, (b) complete the Elementary or Middle School Enrollment Application, and (c) indicate in the online application that you have read, understood, and will agree to all the Parent Handbook policies. The submission of a Student Enrollment Application does not guarantee acceptance into the program. If the demand exceeds availability, we will establish a waitlist. We will continue to enroll throughout the year as long as there is space in the program. When a site program is full, our database will establish a waitlist for admission into ABC EXCELS. The Site Coordinator or our ABC EXCELS district administrator will contact parents once a space is available. (Students who are foster youth and/or homeless will have first priority on the waitlist. Other students who are

considered unduplicated pupils will have next priority on the waitlist.)

Enrollment into ABC EXCELS is not guaranteed if a student transfers to another school site (includes Schools of Choice). If there is no space, the student will be added to the waitlist.

The ABC Unified School District implements equal opportunity programs. Services are provided to all eligible students in a nondiscriminatory manner. Students are served without regard to their gender, race, color, religion, national origin, ethnic group, or mental or physical disability. The program is open to all ABC Unified School District students in grades TK-8 who meet school-wide attendance and behavior policies. Students must attend 5 days a week from the dismissal of school until the program ends.

#### **E. Fee-Based Option**

Students who do not qualify as free for ABC EXCELS can still participate based on the following fee-based program structure. Please note that the price is a YEARLY cost that is divided into equal monthly payments over ten months.

<b>Fee Schedule</b>	<b>Hours</b>	<b>Cost</b>
Part Time for Elementary	Less than 3 hours	\$2,900/year - \$290/mo
Full Time for Elementary	3.25 to 4.75 hours	\$3,200/year - \$320/mo
Full Time Plus for Elementary	5 hours or more	\$3,400/year - \$340/mo
Morning Time only	For schools whose start time is between 8:30 AM - 9:15 AM	\$1,600/year - \$160/mo
Middle School Rate	From dismissal until 6:00 pm	\$3,200/year - \$320/mo

\*Each additional sibling will receive a \$15 discount. (The oldest sibling will be at the normal rate.)

Upon enrollment, parents receive and sign a contract from the Child Development Office at the District Office West (DOW) that details their monthly payment information according to how much time their child participates in the program. Parents must adhere to the contract for their child to participate in ABC EXCELS.

Monthly payments are due on the 1st of each month either in person at the DOW (11011 Artesia Blvd, Cerritos), Monday - Friday, 8:00 am - 4:30 pm or online via [www.myschoolbucks.com](http://www.myschoolbucks.com). Paying families at Nixon, Tetzlaff, and Stowers can pay the lead teacher/TOSA on site.

Any fees received after the 5th school day of the month is considered to be late. A late fee of \$20 will be added to all payments. (Please refer to the Fee Payment Schedule shared with you when you received your contract.) Any fees not paid after 5 calendar days of the late fee assessment will result in termination from the program.

\$35 will be charged for returned checks due to insufficient funds, closed accounts, or stopped payments. Thereafter, payment will be payable by money order or cashier's check only.

**PLEASE REFER TO APPENDIX I - FEE-BASED CONTRACT AND PAYMENT INFORMATION for**

**additional information for paying families.**

## **F. Program Quality & Progress Monitoring**

The ABC EXCELS Program integrates the strategies from the Learning In After School and Summer (LIAS) Principles:

1. Learning that is Active
2. Learning that is Collaborative
3. Learning that is Meaningful
4. Learning that Supports Mastery
5. Learning that Expands Horizon

The Quality Standards for Expanded Learning in California also guide the implementation of ABC EXCELS. Our district Expanded Learning Coordinators hold monthly staff meetings with the Site Coordinators and Program Directors to review progress on goals in accordance with the standards. Professional learning is provided during this time and opportunities for professional development from the Los Angeles County Office of Education (LACOE) and/or district staff are offered throughout the year.

Our ABC EXCELS district administrative team meets monthly with the Program Directors from AYA and YMCA. The leadership team also regularly visits sites to ensure that program expectations and quality are being met.

Program Directors and the Site Coordinators also meet with the principal monthly to ensure successful program implementation. We also plan to survey our stakeholders including students, parents/guardians, District personnel, and community partners for feedback on quality programming in November and May.

## **G. Confidentiality Policy**

The District and its agency partners hold in confidence all records of family personal information. Access to these records are limited to authorized personnel: administrators, teachers, nurses, secretaries, and state reviewers. The files may be reviewed by the student's parent/guardian or authorized representative upon request and at a reasonable time and place. Program staff may discuss confidential information (behavioral or personal) with a student's parents/guardians, school principal, or program administrator/designee only.

# **EMERGENCY INFORMATION**

## **A. Emergency Contact and Authorization**

As part of the enrollment process, each parent/guardian is required to complete an Elementary or Middle School Enrollment Application that includes emergency and health information. The adults listed as an emergency contact or authorized persons **MUST** be **18 years of age or older**, and be available to pick up the student in case he/she becomes ill or injured during program hours and the parent/guardian cannot be reached. Parents/guardians are responsible for keeping this



information up-to-date by immediately notifying the staff of any changes in address, telephone numbers, and authorized adults listed on the Enrollment Application in writing.

If a student's parent/guardian cannot be reached, an authorized adult 18 years and older listed on the Elementary or Middle School Enrollment Application may be contacted if a student:

- becomes ill or is injured
- has not been picked up by the program's dismissal time
- needs to be removed from the program due to behavior
- is present during a natural disaster or emergency in the community

## **B. Transportation of a Student in an Emergency**

If a student is seriously injured during the ABC EXCELS, the Site Coordinator or person in charge will call 911 to request assistance. The parent/guardian will be notified following the emergency assistance request. Any fees for medical assistance shall be the responsibility of the parent/guardian. If the student is transported to a hospital, a staff member will accompany him/her.

## **C. Student Custody Agreements**

If a student's parent/guardian possesses a student custody agreement, the registering parent/guardian is responsible for providing the Site Coordinator with an updated copy of legal documents that define student custody/visitation agreements. Without specific court-ordered documentation, staff may be required by law enforcement to release a student to either parent.

## **D. Child Abuse Information**

All administrators, teachers, office staff, and paraeducators in the ABC Unified School District and the ABC EXCELS program and agency partners are mandated reporters and are required by federal policies and state law to report possible incidents of child abuse or neglect to the Los Angeles County Department of Children's Services - student Abuse Hot-Line, (800) 540-4000, or to the Los Angeles County Sheriff's Department. This obligation includes potential abuse or neglect that occurs when a student is in the care of the agency, as well as suspected abuse or neglect occurring outside of the program.

Specific state laws governing mandated reporting of suspected student abuse or neglect can be found at [http://www.studentwelfare.gov/systemwide/laws\\_policies/state/](http://www.studentwelfare.gov/systemwide/laws_policies/state/).

# **STUDENT SIGN-IN & SIGN-OUT PROCEDURES**

## **A. Daily Sign-In for Morning Program (and Summer Program)**

The parent/guardian or other authorized adult who is 18 years or older must accompany children to the drop off location each morning and must sign the attendance sheet daily. A **full signature** is required on paper or digital format. **Children may not be dropped off or signed in before the start of the program.**

## **B. Daily Sign-Out for Afternoon Program (and Summer Program)**

The parent/guardian or an authorized adult 18 years or older with picture I.D. must pick up children from the program area by the contracted time and must sign the attendance sheet daily and or digital format . **A full signature** is required. As the ABC EXCELS staff gets to know families and the adults picking students up each, picture IDs may only be checked when someone other than the usual adult picks up the student or if a new staff member is at the sign-out gate.

## **C. Daily Sign Out – Middle School**

Parents/guardians of middle school students are encouraged to sign their student(s) out at the end of the program day; however, students may sign themselves out at the end of the program with written parent/guardian consent on the Middle School Student Self Sign Out and Permission Form. This form is available upon request. **A complete legible signature is required.**

## **D. Changes in Student's Authorized Pick-Up List**

Authorized adults 18 years and older must be listed on the Elementary or Middle School Enrollment Application. Parents/guardians may add or delete adults 18 years and older on the Student's Authorized Pick-Up list by notifying the Site Supervisor/Director/Manager in writing.

NOTE: In case of an unforeseen circumstance/emergency where parents/guardians and the authorized adults 18 years and older listed on the student's Enrollment Application cannot pick-up a student from the program, the parent/guardian must immediately notify the staff. The parent/guardian must contact the program staff via phone and provide an email with written authorization of the adult 18 years and older who will pick-up their student(s). The parent/guardian must provide the adult's legal name and relationship to the student. Upon pick-up, the adult must present a photo identification to the Site Coordinator, and sign the student out noting the correct time in the "Time Out" column of the Student Attendance Sheet.

# **ATTENDANCE POLICY**

## **A. Attendance**

Students enrolled in ABC EXCELS are expected to participate each day the program is in session. In addition, students must report to the EXCELS program immediately upon dismissal. Students who are absent from the regular school day or who leave school early due to illness, injury or discipline may NOT attend ABC EXCELS on the day of the absence or early pick-up. When a student is suspended from school he/she will NOT be permitted to attend ABC EXCELS for the duration of the suspension. District policy states that suspended students are not allowed on school campuses (Board Policy 5144.1).

We encourage students to stay for the entire duration of the ABC EXCELS program so that they can participate in all of the activities available to them.

## **B. Absences**

For the safety of students, parents/guardians are responsible for notifying the program Site Coordinator in advance when their student(s) will be absent from the program. Parents/guardians must also provide the reason for the student's absence.

Absences from the program shall be excused only if it is a result of an excused absence from school. Absences from school are excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy and administration regulations (Education Code 46010, 48216, 48205).

Student's absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law (Education Code 46014).

Due to grant and funding requirements for ASES schools (Aloha, Burbank, Furgeson, Hawaiian, Juarez, Melbourne, Niemes, Palms, Willow, Fedde, Ross), any violations of the Attendance Policy will result in the consequences listed below.

- First unexcused absence – Phone call home and a Written Warning documenting the first attendance violation
- Second unexcused absence – Written Warning documenting the second attendance violation
- Third unexcused absence – Student will be removed from ABC EXCELS. The parent/guardian will receive notification of dismissal via phone and a Student Dismissal Letter.

#### **D. Students Participating in Other After-School On-Campus Activities - PERMISSION FORM**

Students are permitted to participate in on campus activities or programs (tutoring, clubs, etc.) as long as an agreement or partnership with the program exists, thus making it the student's enrichment component. On days students participate in on-campus activities, **he/she must first report** to ABC EXCELS immediately after school, prior to attending the on campus activity or program. In addition, students must immediately report to ABC EXCELS after their on-campus activity or program has ended. Parents must sign a **Release to After School On-Campus Program Consent Form** and provide this to the Program Site Coordinator. Failure to return to ABC EXCELS following a student's participation in an on-campus activity, may result in dismissal from the program.

#### **PLEASE REFER TO APPENDIX II - RELEASE TO AFTER-SCHOOL ON-CAMPUS PROGRAM CONSENT FORM**

#### **E. Late Pick-Up Beyond Contracted Time**

All students must be picked up by time the program ends. If your child is on a fee-based contract, he/she must be picked up according to the agreed upon pick-up time. Parents/guardians are responsible for:

- Contacting ABC EXCELS staff if the parent anticipates that he/she will be late for any reason (this will not excuse the late pick-up)
- Making arrangements for other authorized persons listed on the emergency form to pick up children

ABC EXCELS staff will begin calling the parent and the adults listed on the Emergency Information Form for any child not picked up by time the program ends. **If an authorized adult cannot be reached, the local law enforcement or Department of Social Services will be contacted.**

If a student is not picked up on time the consequences are listed below:

- First violation – Phone call home to parent and a Written Warning documenting the first late pick-up (time and reason)
- Second violation – Written Warning documenting the second late pick-up (time and reason)
- Third violation – Student will be removed from ABC EXCELS. A Student Dismissal Letter will be provided to the parent/guardian documenting the third late pick-up

#### **F. Terminating Program Services for Paying Families**

Parents/guardians who pay for ABC EXCELS may terminate program services at any time throughout the school year. Parents who wish to terminate services must:

1. Submit a two-week written notice of termination to the ABC EXCELS district administrator at District Office West (DOW).
2. Pay for services for the two week period following the date of notice (if you're in the fee based program). Fee adjustments and refunds will be made only for those families who give this written two week notice.

#### **G. Withdraw & Return During Current School Year**

Families who withdraw during the current school year for any reason may only be added to the waitlist or re-enroll after any **outstanding fees are paid** (if parents pay for the program) and after a lapse of 60 calendar days.

NOTE: Due to high demand of the program, there is no guarantee that a student may be re-enrolled if he/she withdraws from the program. As spaces are made available, students on the waitlist are contacted for enrollment.

## **EARLY RELEASE POLICY**

The ABC EXCELS program is made possible through the After School Education and Safety (ASES) grant, California's Expanded Learning Opportunities Program (ELO-P) funding, and parent fees. These programs are designed for students to benefit from an Expanded Learning experience that includes homework support and academic enrichment activities. We encourage students to stay for the entire program duration so that they may experience all of the activities offered.

Per the ASES grant requirements, students must attend every day after school until the program ends. We are required to have documentation of all early release forms for this grant. Only schools that are under the ASES grant must adhere to the Early Release Policy: ***Aloha, Burbank, Fergusen, Hawaiian, Juarez, Melbourne, Niemes, Palms, Willow, Fedde, and Ross.***

Within the guidelines of the Early Release Policy, students at the 11 ASES sites may be released early from the program; however, an early release form must be completed during the enrollment of the program. In order to qualify for early release, the reason must be valid and the reason must apply directly to the ABC EXCELS participant.

## PLEASE REFER TO APPENDIX III - EARLY RELEASE POLICY FOR ASES SCHOOLS

### A. Early Release Procedures for ASES schools

Any student who leaves the ABC EXCELS program at an ASES school prior to dismissal time must have a signed Early Release Form on file.

- An Early Release Form (ERF) must be completed by parent/guardian or authorized adult 18 years and older in order for the student to be released early from the program.
- The early release code must be identified on the Early Release Form (ERF).
- Completed forms will remain on file at the ABC EXCELS Program site throughout the school year.
- Only ONE form is required for the school year for the following reasons:
  - Code 1: Off-Site Enrichment Activity (sports, music, dance, tutoring, etc. )
  - Code 2: Transportation (walking family, transit needs, etc.)
- In the case early release is required for codes 3-4 below, an Early Release Form must be completed during pick-up noting the day of the week, date, and year.
  - Code 3: Family Emergency (death in the family, catastrophic incident, etc.)
  - Code 4: Medical Appointment/Student Illness or accident occurring during the program
- No student will be released without prior authorization from a parent/guardian or authorized adult 18 years and older.
- A student who is receiving alternate on-campus services during program hours can be admitted to and/or continue in the program by having the parent complete a Release to After School Program Consent Form.

**Middle School Students:** Students enrolled at a middle school ABC EXCELS Program may sign themselves out and walk home with written parent/guardian consent. You may also agree to allow your student to sign-out of the program for Early Release (ER) reasons including an Off-Site Enrichment Activity (ER Code 1) for activities such as dance, music, martial arts, soccer, football, tutoring etc.

Parents/guardians who elect for this option understands that once their student leaves campus, there is no adult supervision for them. For the student's safety, ABC EXCELS Program participants are encouraged to walk directly home or to their Off- Site Enrichment Activity after they sign out of the ABC EXCELS Program.

NOTE: This policy **DOES NOT apply to ER Codes 2 - 4**. If a student must leave the ABC EXCELS Program early for a family emergency, medical appointment, or other case-by-case situations, a parent/guardian or authorized adult 18 years and older must pick the student up from the program and identify the code that correlates with the reason for early release.

### B. Early Release Policy - Approved Activities

- **Off Site Enrichment Activity:** Students may attend off campus enrichment (sports, fitness, academics, etc.) to count as their enrichment component. Students may not return to the program once they have been signed out.

- **Family Emergency:** The Early Release Policy should be followed if there is a death in the family, in case of a catastrophic incidents, etc.
- **Medical Appointments:** A doctor's note must be provided for all medical appointments.
- **Transportation:** Public transportation schedules, daylight savings "dark 30" if a student walks home or takes public transportation.
- **Welfare & Well-Being of the Student:** This will be on a case by case basis.

## BEHAVIOR EXPECTATIONS & DISCIPLINE POLICY

### A. Discipline Statement

Classroom rules are used to guide students toward self-control, to better understand the consequences for their decisions, and to make good choices about their own behavior. Students are expected to incorporate these values and standards in their interactions with other students and adults. Students are expected to be respectful and responsible in their interactions with other students and adults. Unacceptable student behavior impedes the learning process for all students. It is a parent/guardian's right and responsibility to teach proper behavior to their own student(s). Parents/guardians should discuss program expectations, rules and policies of the program with their student(s).

### B. Behavior Rules and Expectations

Participation in ABC EXCELS is a privilege. School rules and regulations apply to all participants and their parents/guardians. All members of the school community have a right to a positive environment. Inappropriate behavior undermines the feeling of safety and respect that students, teachers, administrators, ABC EXCELS staff and parents/guardians have a right to expect. Inappropriate student and/or parent/guardian behavior will not be tolerated in ABC EXCELS.

### C. Positive Behavior Interventions and Supports (PBIS)

Schools in the ABC Unified School District have adopted the Positive Behavior Interventions & Supports system (PBIS). PBIS is a system of support for students that includes strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Each school has developed their own PBIS plan with various signs around campus informing everyone of appropriate student behavior expectations in a variety of places including classrooms, playgrounds, hallways, and lunch areas among others.

The ABC EXCELS students are expected to follow the same school PBIS expectations. The ABC EXCELS staff will follow the school-wide behavior plan when violations of these expectations occur. Parents and families should also be familiar with their school's PBIS expectations and plan.

### D. Basic Program Rules for Students

1. Follow the directions of the ABC EXCELS staff and other adults at all times.
2. Mobile devices or personal electronics are not permitted during ABC EXCELS hours.
3. Quiet inside voices are expected when inside the buildings and hallways.
4. Use materials and play items appropriately and safely.
5. Games and equipment must be put away before playing with or using something else and/or before leaving.
6. Respect the authority of all adult staff. (teachers, ABC EXCELS staff, paraeducators,

administrators, other staff, etc.)

7. Respect other students and their property - No fighting, stealing, using inappropriate language or actions.

#### **E. Basic Parent/Guardian Agreements**

1. Respect and follow the program guidelines and policies outlined in the ABC EXCELS Parent Handbook including the following policies: Student Attendance, Early Release, and Behavior Expectations.
2. Approach the ABC EXCELS staff respectfully to help resolve issues or concerns that impact your student's wellbeing.
3. Remain calm, polite, and respectful when communicating with ABC EXCELS staff and members of the school community including administrators, teachers, other parents/guardians, etc.
4. Under no circumstances approach another student during ABC EXCELS.
5. Collaborate with the ABC EXCELS staff to address and correct unacceptable behavior shown by your student(s).
6. Keep all information on your student's Enrollment Application updated throughout the school year with the correct address, e-mail, phone number(s) and adults 18 years and older on the Student's Authorized Pick-Up List.

#### **F. Consequences for Inappropriate Behavior**

Consequences for inappropriate behavior include but are not limited to:

- First behavior violation – Phone call home to the parent/guardian and a Behavior Report. A possible suspension from the ABC EXCELS may be given depending on the infraction.
- Second behavior violation – Behavior Report. A possible suspension from the ABC EXCELS may be given depending on the infraction.
- Third behavior violation – Behavior Report, suspension from the ABC EXCELS and a Student Success Plan\* will be put in place.
- Additional behavior violations – Student may be suspended or withdrawn from the ABC EXCELS.

Parents/guardians will be asked to attend a conference with the Site Coordinator, Program Director, and/or the District Expanded Learning Coordinator when a student consistently violates program rules or behaves inappropriately. The parents/guardians, student, Site Coordinator, Program Director and/or the District Expanded Learning Coordinator will cooperatively design a plan to modify the inappropriate behavior. If the Student Success Plan is not followed, the student will be removed from the program.

#### **G. Severe Violations of School Rules**

Severe behaviors that violate school rules, Ed Code and student safety will result in immediate student removal and/or withdrawal from the ABC EXCELS before and after-school program. Severe violation of school rules may also result in a referral to the District Student Evaluation Committee and/or law enforcement authority. These behaviors include, but are not limited to, the following:

- Persistent defiance
- Stealing
- Defacing property/vandalism
- Fighting
- Possession of weapons, drugs, alcohol and/or tobacco
- Bullying (written, verbal, physical, cyber)

- Using profane or offensive language (e.g. ethnicity related, gender identification/orientation, etc.)

## **H. Dress Code**

Participants in ABC EXCELS are expected to follow school and district dress code policies. A student's activities may be limited if clothing and shoes are not appropriate for safe play. Sweaters, jackets, coats, and other outer garments should be labeled with the student's name.

## **I. Personal Items**

The District, its staff members, and agency partners are not responsible for any lost or stolen articles or money brought to school/ABC EXCELS. No personal items are permitted, including electronic devices such as cell phones, tablets/iPads, video games, etc. Students are not permitted to bring money or personal toys. Items as such will be confiscated by the Site Supervisor/Coordinator/Manager and returned to the parent/guardian at the end of the program.

The bringing of explosive items (e.g. firecrackers, etc.) toy guns, sharp or dangerous objects, or weapons of any kind and for any reason will result in immediate dismissal from ABC EXCELS. The proper authorities (e.g. school, police, etc.) will be notified if students are found in possession of these items.

# **STUDENT HEALTH & SAFETY**

## **A. Student Health Requirements**

All students enrolled in ABC EXCELS must meet the medical and immunization requirements for enrolling in school. Parents/guardians must inform the ABC EXCELS staff if their student has any medical conditions such as allergies, seizures, asthma, diabetes, etc.

## **B. Administering Medication**

If the student is taking medication (prescribed or over the counter), the parent/guardian must submit a copy of the ABC Unified School District's Health Services Form as well as a duplicate of the medication to the ABC EXCELS. Medication must be in its original container. Medication should be taken at home whenever possible. The ABC EXCELS staff may only administer medications if the ABC Unified School District's Health Services Form is completed by the parent/guardian.

ABC Unified School District requires that the "Request for Assistance with Medication Form" be completed by a physician and parent/guardian to administer an inhaler. This form must contain written permission and instructions for inhaler use. parents/guardians should contact the regular school office to obtain the medication form.

## **C. Isolation of Sick Students**



If a student appears to be ill or have a contagious disease/condition, the student's parent/guardian will be notified immediately. While waiting for pick up, the student will be separated from other program participants.

#### **D. Illness Exclusion Criteria**

ABC EXCELS follows the District's Illness Exclusion Criteria as outlined below:

- Students should be kept home or the parent/guardian will be called to take a student home when he/she has an illness that prevents him/her from comfortably participating in activities or that result in a greater need for care than staff can provide.
- A student who is ill may not return to school until the student is without symptoms or a fever for 24 hours. The student should not have been given a fever-reducing medication during this 24-hour period. Common illnesses include:
  - Fever of 100 degrees or more
  - Earache that is associated with a fever or is causing the student distress/discomfort. We encourage parents/guardians to seek medical care
  - Diarrhea. The student may return to school when stools are of normal consistency for 24 hours
  - Vomiting two or more times in 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the student is in no danger of dehydration.
- Head Lice: A student may return after the first treatment and all nits have been removed and no longer has active live lice. The student must be checked by school staff before returning to the ABC EXCELS.

The following diseases/illnesses require a re-admittance note from a doctor stating that the student is free from the disease or illness and can return to school:

- Rash
- Purulent conjunctivitis (pink eye or other redness or pain around the eye)
- Ringworm (once released by a doctor, any remaining sores must be covered at school)
- Impetigo (once released by a doctor, any remaining sores must be covered at school)
- Mouth sores
- Streptococcal pharyngitis (strep throat)
- Scabies
- Measles
- Varicella (chicken pox)
- Pertussis (Whooping cough) – usually requires 5 days of appropriate antibiotic therapy over 14 days
- Mumps (usually requires nine days after onset of parotid gland swelling),
- Tuberculosis
- Hepatitis A (HAV)

ABC EXCELS also follow all updated COVID health and safety guidelines. More details can be

found on our district website at <https://www.abcusd.us/apps/pages/COVIDUpdates>.

## **NUTRITION & FOOD**

### **A. Snacks**

All students in ABC EXCELS are served a nutritious snack each afternoon. Snacks are provided through the ABC USD Nutrition Services Department and follow guidelines for food served at school sites. Students may bring additional healthy snacks from home. All snacks must be an individual portion size and follow the U.S. Department of Agriculture's (USDA) Dietary Guidelines for Smart Snacks. Personal snacks may NOT be shared with other ABC EXCELS participants. Information for Smart Snacks can be found at the following website:  
<https://www.fns.usda.gov/tn/guide-smart-snacks-schools>

### **B. Food Allergies**

The parent/guardian must inform the ABC EXCELS staff of any food allergies. Information about allergies and how they are being treated should be included with the student's health information in the Student Enrollment Application. To accommodate students with food allergies parents/guardians must take the "Medical Statement to Request Special Meals and/or Accommodations" form to a physician to complete. Completed forms will be given to the Nutrition Services Department for processing.

### **C. Food for Special Occasions**

Due to district regulations and state health laws, home cooked/baked food may NOT be served at school. For birthday or special occasion treats, healthy foods that have been pre-packaged and purchased at a store may be donated. Parents/guardians must consult with the ABC EXCELS administrator or Site Coordinator at least one week prior to an event.

### **D. Food for Cultural or Religious Preferences**

The parent/guardian should inform the Site Coordinator of any cultural or religious food laws that might affect the student while in the program. Students can be excused for certain parts of a meal due to religious and cultural beliefs. A written letter must be provided to the Site Coordinator explaining the reason for excusing a student from eating.

## **PARENT/GUARDIAN INVOLVEMENT**

### **A. Parent/Guardian Visitations**

ABC EXCELS adheres to all district guidelines for parent/guardian visitations. If there is a need to schedule a visitation, please contact your Site Coordinator or the ABC EXCELS Program Coordinators.

### **B. Program Volunteers**

The use of ABC EXCELS Program volunteers 18 years and older is at the discretion of the school Principal, Program Director and Site Coordinator. Once approved, the volunteer 18 years and older must sign the Volunteer Letter and the Site Coordinator will direct them to the ABC USD Human Resources department for further processing: AB 346 with regard to fingerprinting, SB 792 which requires evidence of immunizations (influenza, pertussis and measles), TB testing and Megan's Law.

Student volunteers must be at least 16 years or older to volunteer in ABC EXCELS. The parent/guardian must complete the "Indemnity Student Volunteer Form" and the Agency's Volunteer Packet.

Volunteers must sign in on a volunteer record sheet and record the time spent in ABC EXCELS. During volunteer hours, cell phones should be placed on silent mode while participating in program activities. Volunteers must answer personal calls away from the program areas.

Siblings of students enrolled are not permitted in the classroom or on field trips for safety and liability reasons (Title 22 Regulation 101161a). Parents/guardians who are volunteering should make appropriate arrangements for their students who are not enrolled in the program.

### **C. Parent Meetings**

Notices of any parent/guardian meetings will be posted or distributed at the ABC EXCELS site. At times, parent conferences may be required prior to a student enrolling/returning to ABC EXCELS.

## **FIELD TRIPS**

We hope to offer field trip experiences for students in ABC EXCELS especially during our summer programs. The parent/guardian must complete a district Field Trip Permission Form for each field trip in order for students to participate.

Students may not be dropped off or picked up at any location other than the regular ABC EXCELS school site. Parents/guardians are required to follow the same sign-out procedures on field trip days. No student will be permitted to stay at any field trip site. All students must return at the end of the trip with the group.

## **GROUND FOR TERMINATION OF PROGRAM ENROLLMENT**

Violation of federal, state, or district policies can result in the termination of services in the ABC EXCELS. ABCUSD reserves the right to refuse service for the following reasons:

1. Failure of parent or student to follow program rules, policies, or procedures
2. Habitual late pick-up of students after program closure time
3. Severe or continuous violation of program rules
4. Falsifying Information: All information required for enrollment must be complete, current,

- and accurate. False information can result in immediate termination of enrollment
5. Lack of parent/guardian cooperation and disruption of the staff and/or program
  6. Any disruption of the classroom including aggressive behavior and inappropriate language toward any staff member, student, or parent/guardian of any student while on or near school grounds

#### **CALIFORNIA EDUCATION CODE 44811**

Any parent/guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.

## **PUBLIC CONCERNS & UNIFORM COMPLAINT PROCEDURES**

### **A. Program Concerns**

As stipulated in Board Policy 1312 (*Community Relations*), the Uniform Complaint Procedures shall be used only to address concerns with program staff in the following order:

1. Site Coordinator
2. Program Director
3. Site Principal
4. District ABC EXCELS Expanded Learning Coordinators
5. Supervisor, Child Development
6. Director, Child Development & Special Programs

### **B. Uniform Complaint Procedure**

If a parent/guardian has met with the staff as listed in section A above and is not satisfied with the resolution of the issue, a Uniform Complaint Form may be filled out. These forms are available at all school sites, at the District office, and on the District website ([www.abcusd.us](http://www.abcusd.us)).

The completed form must be submitted to:

Assistant Superintendent-Academic Services  
16700 Norwalk Blvd. Cerritos, CA 90703  
(562) 926-5566 Extension 21126

The appropriate administrator will review the complaint and respond to the person filing the complaint within 30 calendar days of receipt of the form.

### **C. Williams Uniform Complaint Procedure**

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a

response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680) The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186) Filing of Complaint A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680) Investigation and Response The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685) If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685) When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186) If a complainant is not satisfied with the resolution of the complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686) For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687) All complaints and written responses shall be public records.)

Reports On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

District link to [Board Policy](#) for your reference.

## APPENDIX I - FEE-BASED CONTRACT & PAYMENT INFORMATION

### A. Computation of Fees

Program costs are based on the academic school year. Families are permitted to make 10 regular payments rather than paying the entire fee at the beginning of the program year. Regular fees are listed below. Participants who pay the entire yearly balance in full by the time **October fees are due** will receive one week free.

### B. Tax ID Number

Please keep your regular, individual receipt as no year-end report will be given. Contracting parent may ask for the Tax I.D. through the Child Development Office.

### C. Flexible Spending Programs

The program accountant is the ONLY designated person to sign ALL Flexible Spending (FS) forms. Parents can submit the form to the Child Development Office. The FS form will be signed once payment for fees has cleared. Clearance of fees can take up to 4 – 6 weeks after the parent has submitted their regular fees to the online payment system or to the Child Development Office. The office staff will notify parents when forms are completed.

### D. Enrollment Fees & Contract

For NEW ABC EXCELS students, there is an initial enrollment fee of \$50.00. The registration fee for RETURNING students is \$25.00. This fee is not refundable nor credited toward regular dues and is due at the time of initial enrollment. Payment must be made at the DOW and can now be made payable by personal check, money order, or cashier's check. Paying families must also complete and sign a payment contract for each student to finalize registration in ABC EXCELS.

### E. Payment of Fees

**Fees are due the first school day of each month.** Any fee received after closing of the 5<sup>th</sup> school day will be considered late. See Fee Payment Schedule. A late fee of **\$20.00** will be added to all late payments. Fees may be paid with a personal check, cashier's check, money order or online payment system **ONLY**. **Cash or business checks will not be accepted as payments for your child's regular tuition.**

### F. Late Payment of Fees

Regular fees received after the 5<sup>th</sup> school day of each month is considered to be late. **3 late payments will result in dismissal from the program.**

### G. Checks returned for Non-Sufficient Funds, Stopped Payment, or Closed Account

If a check is returned to the district as a result of non-sufficient funds, stopped payment, or closed account, a \$35.00 fee will be charged. The contracting parent must then:

1. Pay the amount of the returned check by **money order or cashier's check only**.
  - a. This amount is due within 14 days of notice.
2. Pay a \$35.00 returned check fee by **money order or cashier's check only**.
  - a. This amount must be paid by a **separate money order or cashier's check**.
  - b. It may NOT be combined with the amount of the original returned check.
  - c. This amount is due within 14 days of notice.

Regular payments for the remainder of the school year and the following school year must be

submitted online (if available) or by **money order or cashier's check only**.

3. If a second check is returned to the district for a similar reason, then all future regular payments must be submitted online (if available) or by **money order or cashier's check only**, for the duration of continued enrollment in the program.

NOTE: If someone other than the contracting parent wrote a returned check, the contracting parent still bears the responsibility for the student account and must therefore submit all future payments by money order or cashier's check only.

**Failure to pay for the original check amount plus the \$35.00 fee by the due date indicated on your notice will result in termination from the program.**

## **H. Payment Plans**

If there are emergency circumstances that result in a parent's inability to submit a payment by the regular due date, a payment plan may be requested. This may be done only once in a school year for a maximum of 1 month. Please inquire at the Child Development Office at 562) 229-7985 prior to the regular payment due date to request a payment plan.

## **I. Extended Leave of Absence**

A request for a Leave Of Absence (LOA) may be granted once per year for a period of up to 6 weeks. During the leave, your spot in ABC EXCELS will be held for a \$50.00 fee for each child requesting a LOA. This fee must be paid in the form of a money order or cashier's check only. This fee is not refundable, nor will it be credited. If necessary, a prorated fee will be given upon the students return to the program.

A leave of absence may be considered for any reason, but not limited to the following:

- **Maternity Leave:** A maternity leave can be requested for the duration of up to 6 weeks. (Please provide a notice for verification)
- **Medical Leave due to medical emergencies:** A medical leave can be requested for the duration of that which is recommended by a medical professional for the enrolled student and any immediate family member of the enrolled student. Immediate family members include parent/step-parent, sibling/step-sibling, maternal/paternal grandparent, or legal guardian. (Please provide a notice for verification.)

## **J. Extended Leave of Absence Request Procedures:**

Contact the ABC EXCELS administrator at District Office West (DOW) at least **two weeks prior** to the start of the leave.

- a. Once approved, provide verification for the leave, complete a Leave of Absence Form and submit LOA fee at the DOW).
- b. LOA fee is \$50.00 per child, payable with money order or cashier's check only.

Please note that a leave may not be granted due to insufficient notice or for non-payment. Depending on the circumstance, a payment plan may be offered in lieu of a leave of absence. At the end of the designated leave, the parent will be liable to pay any regular prorated fees to the DOW by the first school day back from the leave, or on the predetermined date. Failure to provide payment will result in an automatic termination from the program.

**APPENDIX II -**  
**RELEASE TO AFTER-SCHOOL PROGRAM ON-CAMPUS CONSENT FORM**

**ABC Unified School District**  
ABC EXCELS Program

*Time and Space to Thrive!*

**Release To After-School On-Campus Program  
Consent Form**

If your student will be attending an on-campus activity such as tutoring, sports, chess club, etc. during the ABC EXCELS Program, this form must be completed by a Parent/Guardian and returned to the ABC EXCELS Program staff at the school site. Students without a completed form on file will not be permitted to leave the after-school program. Please print:

**Student's Name (First and Last):** \_\_\_\_\_

**School Site:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Beginning on (day of the week/date) \_\_\_\_\_ my student will attend

(on campus activity or program) \_\_\_\_\_

from (time) \_\_\_\_\_ to (time) \_\_\_\_\_ on the following days (Select all that apply below):

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

-----  
I, \_\_\_\_\_, the parent/guardian, authorize the release of my student from  
Parent/Guardian (Print)

from the ABC EXCELS Program to the on-campus activity listed above. I understand that I do not hold the

**ABC EXCELS Program** responsible for my student while he/she is participating in their on-campus

activity. I will notify the appropriate teacher or site personnel of any special needs or allergies my student has.

**Relationship to Student (Check One):**    ☐ Legal Guardian    ☐ Mother    ☐ Father

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## APPENDIX III - EARLY RELEASE FORM FOR ASES SCHOOLS

### ABC Unified School District

ABC EXCELS Program

*Time and Space to Thrive!*

## Early Release Form

Thank you for your participation in the ABC EXCELS Program. An Early Release Form (ERF) must be completed by a parent/guardian or authorized adult (18 years and older) in order for the student to be released early from the program. Completed forms will remain on file at the ABC EXCELS Programs site.

**PLEASE NOTE:** Once a student is signed out for the day, he/she/they may not return.

**Student's Name:** \_\_\_\_\_

**School Site:** \_\_\_\_\_

**10-Digit Student State ID#:** \_\_\_\_\_

(To be completed by ABC staff)

**NOTE: ONE FORM MUST BE COMPLETED FOR THE 2024-25 SCHOOL YEAR FOR FOLLOWING REASONS:**

**My student (named above) must be released early from the ABC EXCELS Program during the school year for the following reason (please check the box that applies below):**

- ☐ **Code 1** - Off-Site Enrichment Activity (sports, music, dance, tutoring, etc. )
- ☐ **Code 2** - Transportation (walking family, transit needs, etc.)

**NOTE: AN EARLY RELEASE FORM MUST BE COMPLETED DURING PICK-UP FOR THE FOLLOWING REASONS:**

**My student (named above) must be released early from the ABC EXCELS Program during on (e.g., Monday, August 26, 2024)\_\_\_\_\_ for the following reason (please check the box that applies below):**

- ☐ **Code 3** - Family Emergency (death in the family, catastrophic incident, etc.)
- ☐ **Code 4** - Medical Appointment/Student Illness or accident occurring during the program

**A parent/guardian or authorized adult (18 years and older) will be asked to use the following codes/reasons on the Student Sign-out Sheet if picking up early.**

Parent/Guardian or Authorized Adult Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Staff Name (Print): \_\_\_\_\_ Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ABC EXCELS Summer Adventures Program (2023)**

***\*Page 25-27 of the ABC EXCELS Program Handbook. Parents/guardians must acknowledge receipt and agreement of the guidelines for the ABC EXCELS Summer Adventures Program in the application form.***

### **Program Dates, Times, & Locations**

The program runs from July 5-28, 2023 from 8:00 am until 5:00 pm at FIVE host sites\*. Each host site will provide the program for specified schools in ABC.

<b>Furgeson ES*</b>	<b>Bragg ES*</b>	<b>Burbank ES*</b>	<b>Carver ES*</b>	<b>Gonsalves ES*</b>	<b>Kennedy ES*</b>
Furgeson Melbourne Hawaiian	Bragg Willow Aloha Nixon	Burbank Niemes	Carver Palms Leal	Gonsalves Wittmann Stowers Cerritos	Kennedy Elliott Juarez

There is NO half-day program option at this time. The only exception for half-day participation is for students who are participating in the Migrant Education Summer Program (at Hawaiian, Juarez, Melbourne) and/or the Extended School Year (ESY-Special Education) that runs concurrently with the ABC EXCELS Summer Program. Students participating in Migrant Ed Summer or Extended School Year (ESY) can participate in ABC EXCELS Summer Adventures after their morning program ends. A parent/guardian must bring them to the program to sign students in.

### **Enrollment Eligibility**

All CURRENT TK-5th grade students enrolled in ABC Elementary schools during the 22-23 school year are eligible to enroll in ABC EXCELS Summer Adventures. Families may sign students up for each week of the program:

- Week 1 - July 5-7 (3 days)
- Week 2 - July 10-14 (5 days)
- Week 3 - July 17-21 (5 days)
- Week 4 - July 24-28 (5 days)

If children in the same family attend different elementary schools within the district, they can attend one ABC EXCELS Summer site together. Please note that in the application in the Special Notes section.

### **Funding & Free/Fee Eligibility**

Funding is made available through the state's Expanded Learning Opportunities Program (ELOP) and family fees.

The program is FREE to unduplicated pupils (foster youth, English learners, and students who qualify for free & reduced price meals) as well as all students enrolled at Title 1 ASES sites: Aloha,

Burbank, Furgeson, Hawaiian, Juarez, Melbourne, Niemes, Palms, Willow). These sites are part of the After School Education Safety grant.

Students who do not qualify as free can participate for a fee based on the following guidelines and schedule below.

- Payment must be made at least one week before each session begins. Students may not attend until payment is received.
- Payments can be received in person at the Child Development Office at District Office West (DOW) at 11011 Artesia Blvd, Cerritos. Office hours are from 7:30 am - 4:00 pm or can be made on [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Payments can be made in the form of a personal check or money order, cashier's check or via online.
- There is no credit or refund for days students do not attend.
- In the event there is a field trip for ABC EXCELS, program services will not be provided for students who do not participate.
- Parents must notify the DOW at least one week prior to withdrawing from a session in order to receive any refunds for fees paid. (If parents paid for all of July for \$650, the refund may be prorated based on how many days the student already attended.

Full Month of July July 5-28 (18 days)	<b>\$650 per child if paid by June 9, 2023</b> (This is a \$115 discount!)
Week 1 - July 5-7 (3 days)	<b>\$120 per child</b>
Week 2 - July 10-14 (5 days)	<b>\$215 per child</b>
Week 3 - July 17-21 (5 days)	<b>\$215 per child</b>
Week 4 - July 24-28 (5 days)	<b>\$215 per child</b>

### **Drop-off & Pick-Up Times**

The drop-off window is from 7:30-8:30 am. Parents must physically sign students into the program with an ABC EXCELS staff member. Pick-up can begin as early as 3:00 pm. However, we encourage all students to stay for the entire day to benefit from all of the scheduled activities.

### **Transportation**

If transportation to and from the summer host site is a challenge, please contact the ABC EXCELS Program office.

### **Attendance**

Students are expected to attend each day for the weeks they are registered. Students who miss three or more days may be dropped if there is a waitlist.

### **ABC EXCELS Summer Adventures Program Staff**

Our Community Business Organization (CBO) partners who have extensive experience with

providing summer programming will run the summer program at our five sites. Additionally, we will have Child Development staff provide small group interventions for students who need academic support during the morning block of the program.

### **Program Description**

Students will engage in various STEAM activities that focus on science, technology, engineering, art, and mathematics. Students will also participate in PE/recreational activities and interactive games. Small group academic intervention will be provided to students who are in need of academic support. As we have more programming opportunities available, we will provide that information to families as soon as possible. The program weekly schedule will also be available in June.

### **Meals & Snacks**

The district's Nutrition Services Department will provide all students with breakfast, lunch, and snack. Students are allowed to bring their own food, however, food CANNOT be reheated or refrigerated.

### **Behavior & Discipline Policy**

Participation in ABC EXCELS Summer Adventures is a privilege. School rules and regulations apply to all participants and their parents/guardians. All members of the school community have a right to a positive environment. Inappropriate behavior undermines the feeling of safety and respect that students, teachers, administrators, ABC EXCELS staff and parents/guardians have a right to expect. Inappropriate student and/or parent/guardian behavior will NOT be tolerated in ABC EXCELS. The same expectations listed in the [Behavior Expectations & Discipline Policy section of the ABC EXCELS Program Handbook \(pp. 13-14\)](#) apply to the ABC EXCELS Summer Adventures Program.

### **All Other Policies**

All other policies listed in the ABC EXCELS Program Handbook apply to ABC EXCELS Summer Adventures Program:

- [Emergency Information \(pp. 7-8\)](#)
- [Student Sign-In & Sign-Out Procedures \(pp. 8-9\)](#)
- [Late Pick-up Policy \(p. 10\)](#)
- [Student Health & Safety \(pp. 15-16\)](#)
- [Nutrition & Food \(pp. 16-17\)](#)
- [Parent/Guardian & Involvement \(pp. 17-18\)](#)
- [Field Trips \(p. 18\)](#)
- [Grounds for Termination \(pp. 18-19\)](#)
- [Public Concerns and Uniform Complaint Procedures \(pp. 19-20\)](#)