

# Parent Handbook

2021 - 2022

## EXTENDED DAY PROGRAM EL SOL SCIENCE AND ARTS ACADEMY

### Objective of the Program.

The Extended Day Program is an enrichment program aimed at helping students thrive academically, offering a place where students find a variety of enrichment activities and lessons to support their socio-emotional well-being. For those enrolling in the program there are two options:

**Track 1 (ACES):** Students who participate in the program every day and attend regular classes. These students participate in enrichment classes and are enrolled until 6:00 p.m. Monday - Friday. (Funding Source: ASES Grant, school, and parents). Cost is determined on a sliding fee scale with income verification.

**Track 2 (Enrichment):** Students who attend the program on this track have the option of flexible pickup. These students can enroll from one to five recurring days at \$10/day per student.

### Enrollment

To enroll students in the program parents must:

1. Fill out an Extended Day registration form. Registration forms can be found in the front office. Completed applications may be left in the front office in the Extended Day program Assistant's mail box. Applications must be completed in full. Incomplete applications will not be processed.
2. Applications will be stamped with the date received and they will be processed in the order received. Parents must wait until a space becomes available in their child's grade level and until the Extended Day Program Assistant notifies them.

When a space becomes available, the Program Assistant will call the parents to give them the following information:

- Cost of the program.
- First date of enrollment.
- Instructor name and room number where the student will be enrolled.
- Schedule (if child is enrolled in any of the classes).
- Time when parents might come to pick up their child.
- Any other important parent information.
- Parent handbook.

The extended day program is made available to all El Sol Families. Although spaces in the program are filled on a first come first served basis, families experiencing hardship or in need of additional support can work with program directors for enrollment. Our policy is to maintain classes with no more than 20 students. In special circumstances, school administrators can make exceptions to this policy as needed.

### Attendance

Attendance is mandatory. Students who are excused from attending school during the day are excused from attending the Extended Day Program as well. **Students who leave school right after the regular school day and do not report to the Extended Day Program must call the office and explain the reason for the absence.**

The Extended Day Program ends at 6:00 pm. Those who stay in the program in Track 1 must remain in the program until the time indicated on the Early Release Form. The Extended Day Program has an early release policy for those parents who need to

take their child out of the program earlier than the time indicated above (Refer to Early Release Policy). Parents who come to pick up their child earlier than established, must write a reasonable reason on the sign-out form for his/her child. Students with three or more unexcused absences through the year and/or have left the program early six or more times without a valid excuse, will be dropped from the program.

Students will only be allowed to leave school with people whose names are listed in the students' Extended Day application. If for any reason someone that is not listed in the student Extended Day application is going to pick up the student from the program, parents must call the school front office (7:30 am to 4:00 pm) or the Program Assistant to let them know who is coming to pick up the student.

Students must be picked up no later than 6:10 pm. Parents can park at the corner of 10th and Broadway after 5:45 pm. Parking is very limited on Halesworth. Please do not double park or park in a non-parking spot. Parents of students who pick up their child after 6:10 p.m., without prior notice on three or more occasions, may be dropped from the program.

## **Early Release Policy**

### **ASES Program (Track I)**

This program is funded by the ASES Grant, the school and the parents. Parents can complete an Authorization for Early Release Form at any time during the year. By completing this form parents and the program assistant will agree on certain days where the students will leave early or not participate at all due to his/her participation in outside sports, dance and other parallel programs; and any other circumstance that may impede the child from fully attending the program. Parents can obtain the class schedule from the Program Assistant. Students must participate in the program every day until 6:00 pm, except in the following cases:

- They have a doctor or a dentist appointment.
- They are sick.
- There is a situation with the child and/or a family member that prevents the child from remaining in the program.
- Any day(s) previously agreed upon with the Program Assistant through the Authorization for Early Release Form.
- Other circumstances including weather, transportation, and daylight savings (dark thirty).

**It is important for parent/guardians to identify the reason for early pickup.**

## **Payments**

Payments can be made in cash, checks or money order. Automatic credit card payment is also an option. Checks must be made to "El Sol Academy" and must include the child(ren)'s name on it. Parents are responsible for any bank fee in the case of invalid checks. Please refer to the payment schedule.

Parents are expected to keep payments current. Parents will be billed for the days agreed upon enrollment. As a result, parents will pay the total cost for a week whether their child attends the program one day or the entire week, per the initial enrollment agreement, unless an absence was previously excused. Please inform the Program Assistant or the classroom instructor if your child will no longer attend the program.

Parents who owe one or two weeks of payment will receive a reminder letter. Those who owe three or more weeks of payments may be dropped from the program and placed on a waitlist for that grade level.

The payment amounts due on Fridays are calculated Friday mornings to have the most accurate attendance numbers possible. Please be aware that we do not send paper invoices on a regular basis. They are sent out, however, for one of two reasons:

- By request: to families who are not enrolled on an automatic payment schedule.
- To families that continue to accumulate past due fees.

## Enrichment Program

Students enrolled in the extended day program can sign up for the following enrichment classes, where space is available: Music, Folklorico, Dance, or Basketball Club. More offerings coming soon!

**If enrolled in a performance art (Dance, Foclórico, Music) attendance is mandatory.** If a student fails to appear at any of the performances without a previous notice and without a reasonable excuse, the student may be excluded from the class. Students must arrive promptly at their scheduled time for performances. Failure to do so may result in exclusion from the performance. Students must be officially enrolled in the Extended Day Program to be able to participate in any of the class.

### Enrichment Classes Enrollment:

Parents of students currently participating in the Extended Day Program will fill out the Class Participation Form. Forms can be found in the front office. The form must be placed in the Extended Day Program Assistant mail box for processing.

Parents of students not currently participating in the Extended Day Program will fill out the Extended Day Enrollment Form. (See section Enrollment)

Forms will be marked with the date received, and they will be processed in the order they are received. Due to the high volume of applications received, parents will be contacted when a space becomes available. Spaces are given according to teacher criteria, skills, grade level, date of application received, and age. Students who participate in plays or competitions are selected by the teacher from their class. Roles are assigned by the teacher.

## Homework policy. Communication with parents and teachers.

Students enrolled in the program are offered homework time. Extended Day instructors create weekly lesson plans, prepare enrichment lessons, and support students with homework as needed. Extended day instructors' partner with teachers to support completion of homework. Although students are given homework time during extended day, we strongly encourage parents to review homework with their children and communicate with the teacher directly if there are concerns. Support hours and procedures vary grade level to grade level.

Extended day instructors will maintain open communication with families at dismissal regarding any issues or incomplete homework. Please keep in mind that due to the large number of students enrolled it is not guaranteed that instructors will review every single question with your child. We ask that you please monitor accordingly. Ultimately, parents are responsible for the completion of homework.

## Program Hours. Dismissal time for each grade level.

The Extended Day Program starts promptly after school. Program start times vary by grade level.

- TK – 1: Monday, Tuesday, Thursday and Friday 2:30 p.m. – 6:00 p.m.
  - Wednesday (Minimum and Modified Days) 1:00 p.m. – 6:00 p.m.
- 2 – 5: Monday, Tuesday, Thursday, and Friday 3:00 – 6:00p.m.
  - Wednesday (Minimum and Modified Days) 1:30 p.m. – 6:00 p.m.
- 6 – 8: Monday, Tuesday, Thursday, and Friday 3:30 p.m. – 6:00 p.m.
  - Wednesdays (Minimum and Modified Days) 1:50 p.m. – 6:00 p.m.

## Discipline

In an effort to continue to create and foster a positive school climate, each classroom has a set of behavior norms. Instructors work with the students to build classroom norms together and help students take ownership for their personal and collective behavior. Students who struggle to meet these norms will go through a series of restorative actions that include, but are not limited to:

- 1– Individual conference with instructor
- 2– Reengagement conference with administrator
- 3– Parent contact

#### 4– Review of program enrollment

Parents are not allowed in the classroom unless there is a previous coordination with the Program Assistant. Parents are welcome to discuss any concern with the program assistant. You can contact the Program Assistant via phone at (714) 543-0023 or directly at (657) 566-1133, or email at [scolon@elsolacademy.org](mailto:scolon@elsolacademy.org)

Mutual respect must be a key for the communication between parents and staff. It is our intention to have a wonderful Extended Day program and to lead our students to a successful future. Thank you for your support. If you have any questions, please contact the Program Assistant Sergio Colón at (714) 543-0023/ (657) 566-1133, or email at [scolon@elsolacademy.org](mailto:scolon@elsolacademy.org)

## **EXTENDED DAY PROGRAM** **EL SOL SCIENCE AND ARTS ACADEMY**

328 WEST HALESWORTH STREET  
SANTA ANA, CA 92701  
(714) 543-0023

**Monique Daviss**  
Executive Director  
[mdaviss@elsolacademy.org](mailto:mdaviss@elsolacademy.org)

**Jenny Zavala**  
Director of Curriculum and Instruction  
[jzavala@elsolacademy.org](mailto:jzavala@elsolacademy.org)

**Ivet Gonzalez**  
Academic Program Coordinator  
[igonzaez@elsolacademy.org](mailto:igonzaez@elsolacademy.org)

**Sergio Colón**  
Academic Program Assistant  
[scolon@elsolacademy.org](mailto:scolon@elsolacademy.org)



El Sol Science and Arts Academy  
An Excellent Public School

Please sign and return, acknowledging you have read and reviewed the Extended Day Contract.

-----

**I have reviewed the extended day contract and agree to all the terms set forth by the program.**

Student(s) Full Name: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Parent/Legal Guardian (please print): \_\_\_\_\_

Parent/Legal Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_