

Bellevue Elementary School - After School Program (ASP)

ASP Parent Handbook

2025-2026

AFTER SCHOOL PROGRAM STAFF:

Site Administrator: Superintendent-Principal, Carmel Portillo

ASP Director/Site Coordinator: Renee Skatell

Program Aide: Dorothy Young: TK-1st Grade, Room 5

Program Aide: Dee Dee Hobbins: 2nd/3rd Grade, Room 6

Program Aide: Aleene Goree: 4th & 5th Grade, Room 3

Program Aide: Allyson Hammerbeck: 6-8th Grade, Room 1

Enrollment is based on program requirements to maintain a 20 to 1 student-to-staff ratio, and 10-to-one ratio for TK students. Class groups are assigned after enrollment is completed at the beginning of each school year.

Program Goals

- Provide instructional time each day for every student in the program (This time will be 30 minutes of reading using the Accelerated Reading Program and 30 minutes of academic practice provided by the classroom teacher)
- Work closely with the regular school day teachers to ensure each student is receiving help with their homework assignments and meeting grade level standards.
- Improve the health and fitness of each student by providing them with structured physical and sports activities.
- Provide enrichment activities for the students including arts, crafts, guided activities and projects ranging over a variety of subjects.

Funding and Donations

The After School Program is funded through the State of California with the passage of Proposition 49 by the voters. The California Department of Education is the agency which oversees the After School Education and Safety programs throughout the State. Currently, Bellevue Elementary School does not charge a fee for the program. If you would like to help the after school program and provide donations, please see the Program Director. Donation examples include but are not limited to small healthy sealed snacks, books, art supplies, toys, outdoor equipment etc.

Registration

- ASES funding allows for an enrollment of 80 students. There are certain expectations (listed in the handbook) students must meet to be in the program.
- A waiting list will be established on a first come first serve basis if needed.
- A complete, signed ASP status form and emergency contact information must be on file at the site before the student may participate. If a child is left without these completed documents, the

child will be sent home. All phone numbers will be called until someone comes to pick child up. If we are unable to find anyone, we then contact the sheriff and report the child “abandoned.”

- The After School Program is not designed for sporadic or drop-in care.

Attendance Policy

- Every day school is in session from dismissal until 5:30 PM. The program requires a commitment to attend each school day. Our Early Release Policy allows for dismissal due to medical and dental appointments, family businesses, and school related activities. Parents picking up their students must sign them out.
- Children with previous ASP behavior violations will be enrolled on a trial basis. Any child who disrupts the program or threatens another child's safety may be immediately terminated.
- Parents must notify ASP by noon if your student will not attend for any reason or if there is a change in normal pick up arrangements (this is in addition to calling the school office).
- We suggest that you provide a doctor note for appointments so they can be excused. Please call the program's office directly at (209) 586-5510 ext 6301.
- If your child has more than two unexcused absences in a month it may result in your child being dropped from the program.
- If your child is to attend a school sponsored after school activity (sports, band, etc.) we must have a signed release on file, stating the activity schedule.
- You must sign out your child with a Program Assistant. A full signature and time is required each day. If you fail to sign out your child three (3) times it is grounds for termination.
- Children must be signed out and picked up no later than 5:30 PM. If you sign your child out at 5:31 PM or later you will receive one warning. The next time you sign your child out late, they will be dropped from the program. If someone has not arrived by 5:40 we will call emergency numbers. If we cannot reach someone by 5:40 we will call the sheriff and report the child “abandoned”.

Sign Out

The following procedures are designed to ensure the safety of all students:

- Please sign your student out daily on the ASP SIGN-OUT sheets.
- Location of sheets will be in each student's designated classroom
- A staff person will call for your student, as they may be in a different area of campus.
- You are welcome to park in either the gravel lot or main parking lot.
- All persons signing students out MUST BE 18 yrs, or older and listed on the application as a designated pick up person.
- Early Pick Up: If students are picked before 5:30 PM, parents must note the reason on the sign in sheet.

School Sports

- Enrollment in ASP during specific sports is allowed depending on available space.
- If your student participates in an afterschool activity/sport, they are required to “check in” with their ASP Teacher and will be picked up / signed out by a coach.

- Before AND after the activity/sport begins, the adult/coach is required to sign students out on an Alternative Activity/Sport Sign Out Sheet.
- Parents sign students out to go home on the normal ASP daily sign out sheet.
- If parent arrives during the sport/activity they are still required to sign their student out on the ASP daily sign out sheet
- If the Activity/Sport is off campus, the adult/coach will sign the child out on a daily ASP sign out sheet.

Parent Information

The site has a Parent Information Area in Room 1. We welcome suggestions and comments from parents and children who attend the program. Concerns should be addressed to the Site Coordinator. Parents may call at any time. If no one answers, please leave a message and you will be contacted as soon as possible. Please be aware that the busy time for staff is between 2:30 and 4:30 pm. Children are not permitted to use the phone except in emergencies. ASP will update parents with information regarding the After School Program and for information specific to your child.

Health Policy

- Even though we take a great deal of care to make sure the children are supervised at all times and activities are planned with safety in mind, accidents happen. Injuries are required to be reported on an accident form. The parent will be given a copy. Minor scrapes or bumps will be treated by staff with bandages or cold packs. Staff are trained in first-aid. Parents will be called immediately if the injury is more serious.
- If your child has a fever or displays other symptoms of being ill, you must come to pick up your child. We realize this can present a hardship at work, but your child needs to be in the comfort of home when they are sick.
- If your child becomes ill with a contagious disease, notify the Program Director immediately. Keep the child home until the contagious period has lapsed or the illness is no longer present.
- Inform staff of any allergies or special medical conditions your child may have.
- If your child needs medication administered while attending the program, we will follow the school procedures. Medication, permission forms and instructions will be kept in the school office. Medication will be administered in the school office.
- If there is a fire or other disaster, we will respond according to the Belleview School Emergency Plan. Staff will attempt to reach parents or emergency contacts as soon as possible after the children's safety is secured.

Program Content

There are two components to our ASES After School Program:

1. Academic Assistance
Remedial education activities and supplemental instruction
Reading and language arts activities

Technology education
Mathematics
Homework monitoring

2. Educational Enrichment

Youth development and service learning

Art and music activities

Recreation activities

Academic time is offered each day (M-TH), as well as structured enrichment activity and/or structured physical activity.

ASP is NOT responsible for the completion of homework. ASP will encourage homework completion but ultimately it remains the responsibility of the parent and the student to ensure that homework is completed and turned in on time.

Discipline Policy

Bellevue Elementary School rules are used for this program and always enforced. Students may participate in development of additional ASP rules. We use positive methods of discipline, setting reasonable goals and limits and encouraging students to work out problems and ensure safety.

Basic rules include, but are not limited to:

- Show respect to others.
- NO verbal or physical abuse. (Bullying or harassment behaviors will not be tolerated)
- Inside activities require walking and inside behavior.
- Compliance with staff direction.

When students violate discipline policies, parents will receive notification listing concerns so the situation can be discussed at home.

Strategies staff will use include, but aren't limited to:

- Positive redirection
- Direction to another activity
- Direction to take a break for a "cool down" period
- If behavior continues, child may be sent home

Three (3) discipline incidents may result in a referral and/or a suspension from the After School Program. This gives the parent an opportunity to work with the child. If behavior problems persist after the suspension, the child will be dropped from the After School Program.

If we are experiencing a problem with a child's behavior, it may be necessary to use different steps, including termination from the program, possibly in an accelerated manner. Parents will be notified in writing of any such change.

Snacks

A nutritious snack will be served at the beginning of the program each school day.

Parental Involvement

Parents who would like to be involved in the After School Program may sign up for numerous activities. Please see the Program Director if you are interested.

AFTER SCHOOL PROGRAM HOMEWORK POLICY

- During our homework support time, we will be encouraging students to be as independent as possible to get their work done.
- After school staff will assume the role of homework coaches and help students by clearly communicating what is expected of them during homework time. After school staff will also communicate regularly with classroom teachers to ensure appropriate assignments are being completed.
- ASP is NOT responsible for the completion of homework. ASP will encourage homework completion but ultimately it remains the responsibility of the parent and the student to ensure that homework is completed and turned in on time.
- All students enrolled in the program will receive homework support every day.
- ASP staff will note feedback as needed on assignment worked on in ASP.
- If students do not have a specific homework assignment from their classroom teacher, they will be expected to select one of the alternative academic options and begin working on the activity independently.
- ASP Staff will not correct homework. They will assist students with problems when the student raises their hand silently. If a student has continuous problems understanding how to complete their homework assignments, ASP staff will notify parents so arrangements can be made for alternative support.
- Academic time will be quiet for the benefit of all students.
- ASP classrooms will be stocked with standard supplies. Students must provide supplies needed for special assignments.
- Any student who refuses to follow academic expectations (Crying/ arguing/ interfering with the other children learning) will subject to disciplinary action up to / including termination from program.
- Students will have access to technology (chrome book) as needed during the academic hour.

We appreciate your support in helping us implement the homework policy.

ASP PARENT ACKNOWLEDGEMENT

I have read and understand the policies of the Belleview After-School Programs parent handbook.

Parents signature: _____ Date_____

Students name: _____ Date_____

Students name: _____ Date_____

Students name: _____ Date_____

Students name: _____ Date_____