



## STEEAAM

### Expanded Learning Program (ELP)

*University of California Berkeley Graduate School of Education*

**Eastbay Collaborative for Underserved Children (ECUC)**

*Our Lady of the Rosary, Saint Anthony, Saint Cornelius, Saint Elizabeth, Saint Martin de Porres, and Saint Paul Schools*

## *21<sup>st</sup> Century Community Learning Centers*

# Early Release and Late Arrival Policy

April 19, 2016

(This Policy shall be posted in a conspicuous location)

### **I. Attendance Expectations and Requirements:**

ECUC schools operate Free 21st Century grant funded, comprehensive Expanded Learning Programs (ELP) daily during the regular school year and during summer and some non-school days. 21<sup>st</sup> Century ELP programs are required to begin immediately at the end of the regular school day, operate a minimum of 15 hours per week, and remain open at least until 6:00 PM on every regular school day. Summer and non-school day programs operate for 7.5 hours per day.

### **California Department of Education (CDE) Student Attendance Expectations:**

It is the intent of the California Legislature that elementary school pupils participate in the full day of the Expanded Learning Program (ELP) until 6 pm every day that students attend. If a student is unable to attend the ELP until 6:00 pm every day, the parent/guardian must complete and submit for approval a request for Early Release and the reason(s) for requesting an Early Release prior to the student leaving the campus. Priority for enrollment will be given to students who can attend every day and stay until 6:00 pm. A periodic review of attendance will be conducted to ensure priority enrollment is given to those students.

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**II. List of Authorized/Unauthorized Reasons for Early-Release**

Exceptions to the attendance expectations for students are included in the following list of allowable reasons for early release:

<b>1. Parallel Program</b>	<b>5. Weather Conditions</b>
<b>2. Family Emergency</b>	<b>6. Medical Emergencies</b>
<b>3. Family Needs</b>	<b>7. Other Conditions</b>
<b>4. Medical appointment</b>	<b>8. Transportation</b>

**Definitions and Examples of Authorized Reasons for Early Release:**

1. Parallel Program – an on or off campus enrichment activity (examples: sports, dance, martial arts, theater classes or other activity) that occurs during the ELP time period for a specified duration of time (up to 12 days).
2. Family emergency – an unforeseen incident occurring within a family that requires that a student leave the program early; examples - illness of a family member, car mechanical problems, accidents involving a family member.
3. Family Needs – Examples; custody arrangements, sibling child care on an occasional basis, funeral of a family member, need for student to provide translation for parent or guardian, etc.
4. Medical appointment – Examples; doctor, dentist, counseling sessions, etc.
5. Weather Conditions – severe weather which poses a safety hazard; excessive rain storms, cold, or other bad weather.
6. Medical Emergencies – sudden illness or hospitalization of a student or a family member.
7. Other condition – any other serious condition that requires the presence of the student which results in the need for the student to leave the ELP early – must be approved at the discretion of the Principal.
8. Transportation – Lack of transportation home for the student that requires that the student be picked up prior to the end of the program in order to have a ride home.

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If there is a waiting list for the ELP program priority will be given to students who can attend the ELP program for the full duration of the program every day.

If the ELP program is not serving the maximum number of students per day (112 students), students with more than 12 valid, approved, early release days and 12 absences due to absence from the regular school day (a total of 24 days), may only participate in the ELP program **on a space available basis**.

**III. Sign out procedures for early-release pupils:**

All students sign in/out must be documented using a standardized Youthservices (Cityspan) or UC Berkeley sign in/out sheet from the ELP. All students must be signed out by an authorized adult unless specific written permission has been obtained from the parent/guardian.

**Student Dismissal:**

Procedures for dismissal of students participating in the ELP program are as follows:

If the parents of a student enrolled in the ELP program is requesting approval for Early Release, the student must first report to the ELP program. The parent must request an early release form from the Site Coordinator or instructor stating the reason for the early release and sign and return the form to the instructor prior to the student leaving the school campus. The parent or authorized adult must sign out and the reason must be indicated on the sign out sheet.

If a parent is requesting an Early Release for a student participating in a parallel program, an early release form must be completed indicating the days, time, and duration of the period for the early release. The form may be kept on file for the period approved. After the early release has been approved, the student must be signed out of the ELP. If the student returns to the ELP on the same day, they must sign in again.

The ECUC ELP dismissal policy includes the utilization of a 15 minute window of time before the close of program for parents to pick up their children. This 15 minute timeframe accommodates specific community needs that necessitate a staggered pick up/dismissal schedule. Under this written early release policy, student dismissal during the 15 minute time period does not require use of early release forms or indicating a specific reason for departure from the program, and students will be documented as having fully participated in the ELP.

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**IV. Consequences for unauthorized instances or unacceptable pattern of unauthorized early program departures:**

Parents who do not follow sign out procedures or complete early release forms for approval by the Site Coordinator or Principal will not be allowed to continue in the program due to safety concerns for the student and liability of the school and 21<sup>st</sup> Century partners.

ELP Early Release forms are available in the ELP Office or with the Site Coordinator and ELP Program Leaders. Parents should not pick up students in the ELP program without following procedures for early release during the ELP program time.

An unacceptable pattern of early releases that may result in dismissal from the ELP program is 12 or more early release days and more than twelve absences that coincide with school day absences within a school year. If there is no waiting list for the ELP program, a student may continue to participate **on a space available basis** if reasons for the early releases are allowable, and procedures for early release have been followed.

**V. Individuals authorized to request early-release and sign out pupils**

Only parents or guardians or individuals who are listed as emergency contacts can request an early release from the ELP consistent with school policies for dismissal from the regular school day.

# LATE ARRIVAL POLICY

ECUC Before School Programs (BSP) begin one and a half hours prior to the start of the school day. They are designed to promote student academic achievement by offering a range of activities including homework assistance, academic enrichment, and physical activities prior to the start of the school day. In order to ensure that our students get the most of this support and in fulfillment of the requirements set by the legislation, enrolled students should attend the Before School Programs for the full program length each day.

In accordance with the California Education Code Section 8483(1)(a)(1), the following regulations regarding attendance and reasonable late daily arrival of pupils to the Before School Program are required:

- If an elementary school pupil is unable to attend the before school program for the full range of hours every day, the parent/guardian must complete and submit for approval a request for late arrival and the reason(s) for requesting late arrival.
- All students must attend a minimum of 45 minutes of the scheduled daily 90 minute programs.
- All students must be provided a nutritious breakfast, per grant guidelines.

If a student must arrive late, the following are the allowable reasons for late arrival:

<b>1. Parallel Program</b>	<b>5. Weather Conditions</b>
<b>2. Family Emergency</b>	<b>6. Medical Emergencies</b>
<b>3. Family Needs</b>	<b>7. Other Conditions</b>
<b>4. Medical appointment</b>	<b>8. Transportation</b>

The ECUC ELP late arrival policy includes the utilization of a 15 minute window of time after the start of the program for parents to drop off their children. This 15 minute timeframe accommodates specific community needs that necessitate a staggered drop off schedule. Under this written late arrival policy, student arrival during the 15 minute time period does not require use of late arrival forms or indicating a specific reason for late arrival to the program, and students will be documented as having fully participated

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in the ELP. Parents of students who are enrolled in the BSP who arrive more than 15 minutes after the start time of the program must complete a late arrival form.

Students who arrive 45 minutes after the program start time have not met the minimum number of minutes for attendance and will not be counted as present for attendance purposes.

Students who arrive late repeatedly may be terminated from the program to allow students who can attend regularly to participate in the program if there is a waiting list. Each ELP program site will indicate the time of arrival on the daily sign in sheet for any late student, indicating the appropriate allowable reason for late arrival. All students sign in/out must be documented using a standardized Cityspan sign in/out sheet.

# ACKNOWLEDGEMENT OF RECEIPT OF

## ECUC 21<sup>st</sup> Century Program

### **EARLY RELEASE/LATE ARRIVAL POLICY**

(To be signed by Parent or Guardian and returned to UC Berkeley 21<sup>st</sup> Century Office)

This is to acknowledge that I have received a copy of the Early Release and Late Arrival Policy for the 21<sup>st</sup> Century Community Learning Centers Expanded Learning Program (ELP) at my school. I understand the allowable reasons and procedures for requesting an early release from the ELP and for late arrival to the Before School Program.

Signed: \_\_\_\_\_  
Parent or Guardian

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Parent or Guardian

Date: \_\_\_\_\_