
BRIDGES

AFTER-SCHOOL PROGRAM

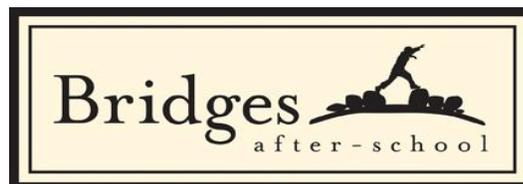
Parent Handbook

School: _____

Site Coordinator: _____

Telephone Number: _____

Hours of Operation: _____



San Juan
Unified School District

Overview

The San Juan Unified School District's Bridges After-School Program provides homework support, enrichment and pro-social recreation in a safe and positive environment. Student success is supported through the implementation of homework support, enrichment/disguised learning, pro-social skills/recreation, use of technology and parent support and empowerment. Strong relationships between program staff, school staff, parents, and students are key!

Goals

- Support student academic achievement to meet state standards.
- Increase self-esteem and improve life skills.
- Offer positive interaction in a safe and enriching environment.
- Prepare students for 21st Century success through technology
- Involve and support parents/guardians in developing positive family interaction.

Components

Academic Support: Academic support through homework assistance and skill building opportunities are designed to support student success. Students also engage in reading and literacy practices that help support fluency and accuracy. Additional academic intervention/remediation may also be available.

Enrichment/Disguised Learning: Enrichment/Disguised Learning activities are implemented through learning centers that complement the regular school day instruction. Enrichment activities include core topics in nutrition, art, mathematics, science, reading, drama and others. Middle school students participate in enrichment activities through student driven clubs that assist in skill mastery. Clubs may include cooking, music, dance, yoga gardening, environment, sports, photography, ceramics, journalism and more.

Pro-Social Skills/Recreation: Pro-Social Skills/Recreation offers positive interaction and promotes social skills through structured team-building and recreation activities. Students increase self-esteem and awareness through character education, service learning, and other community-based activities. Additionally, middle school students participate in life skill development including career exploration and prevention activities.

Technology: Technology is infused throughout the program model enhancing homework support, academic skill building and a variety of enrichment activities. Students use computers to experience multimedia applications involving music, video and photography.

Parent Support and Empowerment: Parent Support and Empowerment is facilitated through ongoing communication and relationship building between the program staff, school, parents and students. Parents are encouraged to participate in volunteer opportunities that help support the program and student success.

Program Calendar

Bridges After-School programs begin immediately after the end of the regular school day and are open each school day school is in session for at least 3 hours and until at least 6:00pm. Bridges After-School operates on minimum days and does not operate on holidays, school breaks, staff development days, or any other non-school days.

Student Participation

Bridges After-School is open to kindergarten through eighth grade students who attend participating school sites. Students are referred to the program by administrators, teachers, parents, or by self-referral; and are accepted on a first-come, first served basis until maximum capacity has been reached. If the program becomes full, student names will be put on a waiting list in the order received. Parents/guardians will be contacted as soon as space is available. Applications must be resubmitted each new school year. New waiting lists are formed each school year.

Staffing

All Bridges After-School program staff meet the minimum qualifications and hiring requirements of the San Juan USD instructional assistant. Staff must have a minimum of 48 college units, an AA degree or higher, or have passed a qualifying proficiency exam. The Bridges program provides a staffing ratio of one staff per twenty students.

Attendance

As the program is funded by student attendance, regular participation is required. Students are expected to attend program every school day and to participate the full program time. If a student is absent parents/guardians are expected to communicate, written or verbally, to the Bridges After-School program staff in addition to the traditional school day staff. An accumulation of 10 unexcused absences can be considered excessive and a student's enrollment in the program may be revoked. A student may not attend Bridges After-School on the same day they are absent or suspended during the traditional school day. Students may be picked up before the end of program time if in accordance with the Bridges After-School Early Release Policy.

Early Release Policy

Students picked up prior to the end of program must have a reason or reason code identified in the comments section of the student sign out sheet. Students may be picked up from program early for the reasons listed below. If there is a need for an ongoing early release a Special Activities form must be completed and submitted to the program Site Coordinator for approval. Approved forms will be kept on file at the program site.

- | | |
|---|-----------------------|
| A. Parallel Program (i.e. sports, dance) | B. Behavior Issues |
| C. Parental Choice | D. Transportation |
| E. Safety for walkers (written parent permission) | F. Health Appointment |
| G. Illness | H. Injury |

Late Arrival

Students are to report directly to Bridges After-School upon conclusion of the regular school day. If a student participates in a sports activity, tutoring, school related functions, or other approved activities they must check in to Bridges After-School before attending the activity unless prior arrangements have been made. Students are to report to Bridges After-School immediately after the activity concludes. Additionally, a Special Activities form must be on file if the student attends the activity regularly.

Student Pick-Up

Students must be picked up promptly at the end of the program time. Students must be signed out by a parent/guardian or someone designated on the emergency form by a parent/guardian and be at least 16 years of age with valid identification. Parents/guardians are responsible for maintaining emergency form information and must notify the Bridges Site Coordinator of any changes.

Parents/guardians must pick up their student immediately or make other arrangements for someone else to do so in the event of an emergency or a child illness/injury. If a student has not been picked up or signed out by the end of program time, Bridges After-School staff will contact the parent/guardian and those individuals designated on the emergency form. Every effort will be made to reach designated persons for pick up. If contact is not made and children are not picked up, they may be released to the Sacramento County Sheriff's Department or the Citrus Heights Police Department. Three (3) late pick-ups may result in dismissal from the Bridges After-School Program.

Snack/Child and Adult Care Food Program

Bridges After-School provides an USDA compliant snack daily to all enrolled children free of charge. Parents/guardians should report any allergies to the site coordinator and indicate the allergy on the emergency form. Also provide instruction in the event that an allergic reaction occurs.

Bridges After-School is a proud sponsor of the Child and Adult Care Food Program (CACFP). In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Dress Code

Bridges After-School follows the same dress code policy as San Juan USD and the hosting school. This policy is designed to keep students safe and focused on learning. *For detailed information on the dress code policy refer to the San Juan USD parent handbook.*

Medication

Parents/guardians of students taking any type of medication before/during the regular school day need to notify the Bridges After-School Site Coordinator. Arrangements must be made with the Site Coordinator and parent/guardian to authorize medication distribution during after school hours.

Emergency Plan

Each school has a site specific plan that they follow in case of an emergency. All sites practice emergency (fire/lockdown) drills on a monthly basis. During critical weather or local emergencies parents/guardians may be contacted to pick up their students immediately. In the event of a site lockdown, staff are instructed to refuse admittance to anyone until the drill or emergency has been resolved or instructed by the authorities.

Positive Behavior Management and Reinforcement

Bridges After-School uses a strength-based approach that supports fair and consistent treatment of students and a quality-learning environment. The program provides continuity with the behavior management/discipline plan of the hosting school site. Students are acknowledged throughout the program for their positive behavior and involvement, improving self-esteem and ultimately boosting

academic achievement. The Bridges After-School Site Coordinator will communicate with parents/guardians consistently regarding student behavior, including any required interventions. Disruptive or disrespectful behavior towards other students or staff may be reason for dismissal.

Fee Policy

The Bridges After-School Program charges an annual registration fee and monthly participation fees. Rates are kept as low as possible to ensure that San Juan Unified School District parents are able to access services at the lowest cost possible. In addition, full and partial scholarships are available based on need. Please contact Debbie Timpson at 971-5933 for information regarding scholarships. Families will not receive paper bills for program fees. As a courtesy, payment reminder calls will be sent out each month using the phone number available in the district database.

Registration Fees:

- A \$30 nonrefundable registration fee is due at the time of confirmed enrollment. No registration fees will be accepted until enrollment is confirmed by telephone.
- Monthly fees are determined using a sliding scale based on a student's lunch rate eligibility.
- All fee rates include early release Thursdays and all other scheduled minimum days.
- Fees are calculated with all non-school days during the school year (including holidays) considered.
- Fees will not be applied for school year program days in August or June. The regular year monthly rate will be applied for, each month, from September through May.

Bridges After-School Program Monthly Rates:

Lunch Eligibility Status	Monthly Rate
Full Lunch	\$50.00
Reduced Lunch	\$40.00
Free Lunch	\$30.00

Payments by check or money order: Payments are due by the 10th day of each month and may not be dropped off at the program sites. Checks and money orders are made payable to San Juan USD with Bridges After-School, student's name, and school written on the check or money order.

Mail to: *Attn: Bridges After-School Programs/San Juan USD, 3738 Walnut Ave., Carmichael, CA 95608*

Payments may be dropped off at one of the Bridges After-School regional offices:

- Arden Arcade Region - 4425 Laurelwood Way, Sacramento 95864/Room 18, 979-8414
- Carmichael Region – 4330 Pasadena Ave., Sacramento 95821/Room 18, 575-2386
- Citrus Heights Region - 7901 Rosswood Dr., Citrus Heights 95621/Room H7, 725-6499

Payments by credit card: Visa and MasterCard payments are accepted online at www.myschoolbucks.com. My School Bucks is a fast and simple, online payment center for parents. Myschoolbucks.com has features such as: Paying for tuition, meals and other school items in one central place; email reminders of payments due; set up of automatic payments and more.

Late Fees: If payments are not received within 5 business days of the due date, a \$25 late fee will be charged.

Non-Sufficient Funds (NSF): Checks returned by the bank will incur an additional \$25 charge. A money order is required for replacement of NSF check. Checks will not be accepted as form of payment after the bank has refused a second check.

PARTICIPATING SCHOOLS

Arden Arcade Region

Cottage

Del Paso Manor

Dyer Kelly

Thomas Edison

Greer

Howe Ave

Whitney

MIDDLE SCHOOL

Encina Bridges 6th-8th grades

Carmichael/Fair Oaks Region

Cameron Ranch

Carmichael

Charles Peck

Deterding

Pasadena

Starr King K-8

Thomas Kelly

MIDDLE SCHOOLS

Churchill

Will Rogers

Citrus Heights

Carriage

Citrus Heights

Coyle

Grand Oaks

Kingswood

Lichen K-8

Mariposa

Northridge

Ottomon

Skycrest

MIDDLE SCHOOL

Sylvan

Board of Education

Lucinda Luttgen, President
Pam Costa, Vice President
Saul Hernandez, Clerk
Greg Paulo, Member
Larry Masuoka, D.M.D., Member

District Administration

Kent Kern, Superintendent of Schools
TBD, Associate Superintendent, Schools and Student Support
Kent Stephens, Chief Financial Officer
Linda C.T. Simlick, J.D., General Counsel
Paul Oropallo, Acting Assistant Superintendent, Human Resources
Donna O'Neil, Ed.D., Assistant Superintendent, Educational Services
TBD, Acting Assistant Superintendent, Elementary Education
Rick Messer, Acting Assistant Superintendent, Secondary Education
Trent J. Allen, Senior Director, Community Relations
TBD, Senior Director, Facilities, Maintenance, and Transportation
Carl Fahle, Senior Director, Technology
Jim Shoemake, Senior Director, Labor and Employee Relations

Program Leadership

Linda M. Bessire, Ed.D., Director, Pupil Personnel Services
Debra Middleton, Coordinator, Bridges After-School/ASSET's Programs
Bradley Shebesta, Supervisor, Arden Arcade Region
Kimberly Smith, Supervisor, Carmichael Region
Judie Shotwell, Supervisor, Citrus Heights Region
Yvette Cheam, School Community Intervention Specialist II, Arden Arcade Region
Debbie Chechourka, School Community Intervention Specialist II, Citrus Heights Region
Maria Mahon, School Community Intervention Specialist II, Citrus Heights Region
Dianne Normandin, School Community Intervention Specialist II, Carmichael Region

Community Partners

Carmichael Recreation and Park District
Fulton-El Camino Recreation and Park District
Mission Oaks Recreation and Park District
Orangevale Recreation and Park District
Sunrise Recreation and Park District
People Reaching Out
California State University of Sacramento
Mighty Milers/New York Road Runners

District Resources

Parent Education Programs	916-979-7929
Clothes and Food Closet.....	916-979-8874
Homeless Education.....	916-979-7045 (East) 916-979-8024 (West)
Marvin Marshall Counseling Center.....	916-971-5947
White House Counseling Center.....	916-971-7640

Community Resources

California Healthy Families Program.....	1-800-880-5305
Child Action.....	916-369-0191
Children's Protective Services.....	916-875-5437
Sacramento Covered.....	916-414-8333

Drug/Alcohol Abuse:

Aquarian Effort.....	916-325-5556
The Effort Crisis Line.....	916-368-3111
AA (24 hours).....	916-454-1100
AL-NON(24hours).....	916-334-2970

Sacramento County, Department of Health Care Services:

Medi-Cal.....	1-800-541-5555
WEAVE Shelter and Rape Crisis.....	916-920-2952
Counseling Center.....	916-448-2321
Poison Control.....	1-800-222-1222
Suicide Prevention Service (24 hours).....	916-386-3118
Women, Infant, & Children (WIC).....	1-888-942-9675
W.I.N.D. Youth Center.....	916-561-4900