



**ASES PARENT HANDBOOK  
2022-2023**

IMPORTANT: New ASES Information

- Students will have their temperature taken and asked routine questions before gaining entry to their ASES classrooms.
- Students will be required to wash hands prior to beginning ASES activities.
- One light snack will be provided by ASES during the afternoon hours. **Outside snacks are not permitted at Providencia and Washington ASES Programs due to participation in the state funded snack program.**
- Students may wear a mask upon entry to the program and for the duration of the day. Masks will be required when notification is sent regarding COVID exposure.
- Each school site will have different protocols where ingress/egress occurs. This will be communicated with you before your start date and will also be posted at school sites.
- Students are expected to attend program from 2:30 pm to 6:00 pm. Students may be picked up after 5:50 pm.
- Students must be picked up by 6:00 pm.

*Public Health Protocols that will be followed by ASES are attached to this handbook.*



**Burbank Unified School District**  
**After School Education and Safety Program (ASES)**  
*in partnership with the Boys and Girls Club of Burbank*



**ASES PARENT HANDBOOK**  
**2022-2023**

**PHILOSOPHY**

Inspired by the old saying “It takes a village,” Burbank Unified School District offers an after-school program for children that incorporates play, teamwork, and academic enrichment. The District’s After School Education and Safety (ASES) program, is designed around the key beliefs that all children can be exceptional, and every child can benefit from a high-quality after-school program. Every child is encouraged to join our program, regardless of race, color, gender, sexual orientation, or religion. We believe that, along with the application of traditional academics, children learn best through the relationships they build with others in their community.

We also believe adults should play essential roles in the academic, social, and emotional development of children. Parents and family members are the primary and most important teachers of their children. At ASES, we view ourselves not as “replacement parents,” but as parent partners. We fully understand that parents entrust their children to us for only a brief period. But it is especially important to us that we make the most out of that time. We believe we can make a difference in the lives of the children enrolled in the program. Our staff is made up of qualified educators who strive to be role models and are passionate about changing the lives of others.

**MISSION**

To enhance and enrich the lives of children as they become young adults.

**VISION**

To provide a safe and caring environment in which all students can reach their fullest potential while gaining self-confidence.

**GOALS**

Our program goals include:

- **Providing** for the well-being and development of children through an emotionally and physically safe environment, during the afterschool hours.
- **Impacting** the academic development and achievement of students by offering monitored practice time while assisting with homework.

- **Connecting** young people to one another, to caring adults, to the neighborhood, and to the greater community; by providing opportunities for leadership, input into program design, implementation, and decision making.
- **Involving** youth, staff, families, the community, and other stakeholders in continuous program improvement, and by providing input and feedback to ensure that we are meeting the needs of students.
- **Creating** an environment that moves children toward participating fully as contributing members of society by reflecting on the past, exploring the present, and inventing the future.
- **Offering** an opportunity for youth development by allowing students' voices to be heard.

The ASES program fosters the development of lifelong learners by integrating content areas through reading and literature, by providing lessons that accommodate multiple learning and teaching styles and by supporting teaching and learning through the content areas.

The ASES staff recognizes children's individual needs, strengths, and attributes. We understand the need for active involvement. To these ends, we promote cultural sensitivity and awareness of student differences. We encourage participation, cooperation, and creative expression. We also provide opportunities for fun and strengthening students' academic skills.

## PARENTAL COLLABORATION

All parents, guardians, and family members are encouraged to approach children, staff, and other parents, guardians, and family members with appropriate conduct:

- Parents/guardians are expected to collaborate with the program staff by encouraging their children to follow program rules.
- Parents/guardians are expected to cooperate in resolving issues and must acknowledge and return all required paperwork promptly.
- Parents are required to notify the Site Coordinator immediately, in writing, of any changes in emergency information, residence, telephone numbers, or persons on the pick-up list.
- Parents/guardians should never attempt to discipline children other than their own.
- Vulgar language, threats, verbal and physical intimidations, and physical violence will not be tolerated.

*Please note that violations of these expectations may result in your child being dis-enrolled from the program.*

## STUDENT COMPONENTS

The ASES Program operates from the end of each school day until dismissal at 6:00 p.m. Children are supervised by trained Classroom Leaders. ASES daily routines include time for snacks, homework assistance, and enrichment activities linked to the core academic curriculum. Each day, students are also engaged in recreation activities as well as prevention/intervention activities, and clubs.

Parents, please take note:

- Go through your child's backpack daily, or to have your child go through it daily to make sure your child carries multiple pencils, erasers, and other necessary school supplies.
- Review your child's agenda and/or homework assignments daily, as students often do not complete their homework during the ASES program.

## DISCIPLINE

*It is our goal to be able to share something positive about your child with you each day we have an opportunity for a conversation.*

We believe in positive intervention, not punishment. The difference is that positive intervention is proactive whereas punishment is reactive. ASES staff will make every effort to try to intervene and offer positive alternatives and solutions to problematic behavior. However, if ASES student participants continually engage in disruptive behavior or do not follow program rules and expectations, disciplinary measures will be utilized. The same rules and expectations that students follow at school apply to ASES. For more information about the district's policies and regulations related to student discipline, **please refer to your school's Parent Handbook and the Annual Notification to Parents and Guardian. For District policy information, please visit the district's website, [www.burbankusd.org](http://www.burbankusd.org).**

If ASES staff determines that your child is jeopardizing the safety and quality of the program for other participants, he/she will be sent to the Site Coordinator. The Site Coordinator shall determine the appropriate course of action on a case-by-case basis.

- Generally, on a 1<sup>st</sup> offense, you will be contacted, and a referral (which details the offense) will be written-up. You may be asked to pick up your child immediately or receive notification of a suspension or removal from the program, depending on the specific offense. Also, the program director and school principal may be contacted.
- Should a second offense occur during the school year, you will again be contacted, and a referral will be written up.
- A third offense will result in your child being dis-enrolled from the program. If your student is dis-enrolled from the program, he/she may be eligible to re-enroll the following school year, but he/she is not guaranteed enrollment.

\*Depending on the severity of a student's behavior issue, you may be asked to pick up your child immediately. For severe infractions that cause significant safety issues for your child, other children, or staff, you may receive notification of a suspension or removal from the program, even if occurring on a first offense.

In the ASES program, **students are expected to always behave appropriately.** Fighting, pushing, shoving, and horseplay are prohibited. Also prohibited are verbal comments that may, in nature be perceived by the program director as intimidating, harassing, or intended to provoke a conflict.

Students who are cooperative, respectful, and demonstrate good behavior and citizenship are rewarded in several ways. These may include holiday celebrations, reward box trinkets, raffle drawings, special treats, and field trips. Please encourage your child to follow the rules and regulations for the purpose of being a good citizen. The rewards are meant to reinforce this.

Behavior Expectations: 1) Be Safe 2) Be Respectful 3) Be Responsible

## DAILY SCHEDULE

Hours: End of each school day dismissal to 6:00 p.m. (on all days when school is regularly scheduled)

- Snack 15 min.
- Homework Assistance 55 min.
- Physical Activity 55 min.
- Literacy, Math, and/or Enrichment Activity 55 min.

Our program includes active engagement opportunities such as:

### Physical Activities

Soccer  
Ping Pong  
Basketball  
Tennis  
Football

### Enrichments

Fun Literacy  
Math Activities  
Board Games  
Computer Lab  
Chess

### Clubs

Cooking  
Science  
Arts/Crafts  
Architecture  
Gardening

## HOMEWORK ASSISTANCE

Students are provided with time to work on homework daily, Monday-Thursday.

Homework - All ASES students are expected to:

- Bring materials and assignments daily.
- Make the effort to complete the homework on their own before asking for help.
- Complete the most difficult/lengthy assignments first.
- Manage their time to complete homework during the afterschool program.
- Work quietly while others are completing their homework.
- Ask the classroom lead for assistance when they miss or do not understand an assignment.

Things to do when done with Homework:

Check work for errors  
Read a book

Study for a test  
Review flash cards

Be a homework buddy  
Make a visual dictionary

## TECHNOLOGY – Student Use of Technology

Technological resources are provided by the school district and must be used in a responsible and proper manner for the advancement of student learning. Any student who violates the Burbank Unified School District Technology Policy will lose his/her computer privileges. Further consequences may apply if necessary.

At the beginning of each school year, parents/guardians receive a copy of the District's Technology Use Policy and administrative regulation regarding access by students to the internet and on-line sites. This same district policy applies during the ASES program hours. The District's Technology Policy may be viewed on the District's website, [www.burbankusd.org](http://www.burbankusd.org).

## ATTENDANCE

In the ASES program, all students are expected to participate every school day until 6:00 p.m. Parents of students with more than 3 unexcused absences (“no shows”) will be contacted by the Site Coordinator and the student will be removed from the program. If a student is going to be absent, the parent is expected to send a note to the ASES site coordinator prior to the absence or call the ASES program at the school site and leave a message for the ASES Site Coordinator prior to the beginning of program for that day.

The following are the numbers to call for each site: **Walt Disney Elementary ASES (818)729-0135, George Washington Elementary ASES 818-729-5750 Ext. 11615, Providencia Elementary ASES (818)558-5473, and Luther Middle ASES 818-558-4646 ext. 20705**

All students must be signed-out of the program each day, either by their parents or by those designated by parents. At the middle school program, there are self-sign out forms available for students to sign themselves out with parent permission.

*Should a student be picked up prior to the close of program at 6:00 p.m., his/her parents or guardians are expected to fill-out an early release form that indicates the reason for the early pick up with a specific code. This must be done each day a child will be picked up early.*

***Please be considerate of our staff and arrive no later than 6:00 pm to pick up your child. Your child’s fourth late pickup of after 6:00 pm shall result in removal from ASES. Students picked up after 6:00 p.m. will need to fill out a Late Pick-Up Notice and you will be charged \$2.00 per minute. Fees start accruing at 6:00 pm.***

If a child is not picked up by 6:00 p.m. and the ASES staff has not heard from the parent, staff will begin calling emergency contacts listed on the registration packet. Failure to receive parental notification by 6:30 p.m. will result in staff contacting Burbank Police Department.

Attendance will be taken each day by Program Leads. If a student is absent, the Site Coordinator will check to see if the student was in school during the school day. Follow-up with parents/guardians will occur when students are not in attendance in the after-school program but attended school during the instructional day. Please be aware that the ASES staff cannot search for students; it’s the student’s responsibility to sign into ASES immediately after school.

Parents or guardians are required to turn in a written note to the Site Coordinator if a student is going to be absent for a reasonable cause. **However, please be informed that any type of absence or early pick-up from the program may be cause for termination.** This allows for regular attendees to continue benefiting from the program and bring in students from the waiting list.

The ASES Program is funded through a state grant. This grant requires attendance accounting that demonstrates a target number of students are served each day. **It is critical that the students enrolled attend ASES every school day.** The dismissal of students prior to the end of the program can result in the student being automatically dis-enrolled from the ASES program. Families with special situations need to discuss them with the Site Coordinator.

## EARLY RELEASE POLICY – BEST INTEREST OF THE CHILD

The Best Interest of the Child is defined in the after-school program funded by the California Department of Education ASES grant, as pertaining to the needs of a child or a family that can be met by making necessary modifications or accommodations in the after-school programming day. These adjustments are made on an individual basis after reviewing the information provided by children and families and determining that such adjustments will serve in the Best Interest of the Child.

Please see your Site Coordinator to complete an early release policy form to keep on file if you know dates in advance. The following information will be needed:

- \*Child's name
- \*Parent/Guardian's name and signature
- \*Date or range of dates for early release
- \*Reason for making the request, a note for verification purposes from a representative regarding the condition.

The Site Coordinator will review the request and discuss it with the ASES Program Director. If it is determined that the request reflects the Best Interest of the Child, then the request will be granted. The Site Coordinator will make every effort to reach an agreeable solution. *An early release form must be filled out each day (of an early release request), along with signing the regular sign in/out form and putting a code.*

**Please be mindful that "Early Releases" must be kept to a minimum to comply with the ASES State Grant.**

## HEALTH & SAFETY

All children must:

- Be signed out by parent/guardian.
- Only be released to authorized persons (with identification);
- Remain under staff supervision until parent, guardian, or authorized person signs him/her out.

ASES does not receive medical information turned into the regular school day so please communicate that with ASES staff, if needed. Any medication that is, or may be needed, must be provided to the ASES staff along with the ASES medication form.

Forms need to be completed and turned in to the Site Coordinator for any student to be released to other adults or siblings over the age of 18. You may contact your Site Coordinator for any forms.

At the middle school, students may sign themselves out, after parent/guardian completes the self-sign out form.

## ILLNESS

If your child shows signs of an oncoming illness, please keep him/her home, both for your child's wellbeing and for that of the other children and their families. **Please call us if you know that your child is not coming to school on a given day. A written note must be turned in to the On-Site Coordinator to understand their absences.**

We are required to look for symptoms of colds, over-fatigue, and/or contagious diseases. You will be called to pick-up your child if he or she shows any signs of illness, elevated temperature, vomiting, or diarrhea. In such cases, children will be isolated until you arrive. If you cannot be reached, we will notify the person listed on your child's pick-up list or emergency card.

## FIRST AID

Every effort will be made to ensure the safety of your child. Unfortunately, minor accidents may occur. When a minor injury occurs, we will care for it at ASES and a form indicating the accident will be put on the child's sign in/out sheet. We generally have staff during operating hours who are CPR and emergency First Aid trained.



**BURBANK UNIFIED SCHOOL DISTRICT**  
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1900 WEST OLIVE AVENUE  
BURBANK, CALIFORNIA 91506-2460  
TELEPHONE (818) 729-4424 • FAX (818) 729-4427

### **EARLY RELEASE POLICY**

The ASES grant (Education Code 8483) requires that programs stay open until 6:00 pm and for a minimum of 15 hours per week. Children may, however, leave the program (early) under specific conditions established by the program. Requests to leave early must be made in advance and in writing.

When students participating in the ASES Program need to be released early, parents must complete the “Early Release Form” which would specify the day and time. If a child needs to leave early “on all Tuesdays for example,” the form may be filled out for specific days, instead of dates. This form will be then kept on file with the Program Coordinator.

Only those individuals whose names are on file will be allowed to fill out an “early release form” and check the child out from the program.

In the Burbank Unified School District, a child enrolled in the ASES Program may be released early (prior to 6:00 p.m.) based on the following conditions:

Students are expected to attend ASES from 2:30 pm to at least 5:50 pm

- (1) Extra-Curricular activities/Parallel Programs: Students participating in other recreational programs, such as soccer, basketball, dance, or music lessons, etc., as long as an agreement or partnership with the program exists, thus making this parallel program the child’s enrichment component and extracurricular activity. A note will be required from the program stating dates and periods of time regarding the child’s participation in the activity.
- (2) Safety/Dark 30: At certain times during the school year, sunset can be as early as 5:00 p.m. In the Best Interest of the Child, we have the following policy: Children who walk home with a parent, guardian, or other designated person will be allowed to leave the program 30 minutes before sunset. Weather conditions may also apply.
- (3) Family Matters: When family emergencies such as death in the family, catastrophic incidents, etc. occur and students are absent, students will be excused. In such cases, please send a note as soon as possible to the ASES Program Coordinator so staff may be sensitive to the student’s feelings and needs.
- (4) Routine Appointments: From time to time, it is expected that children will have routine appointments (doctor, dentist, etc.) that cannot be made during another time of the day. Parents may pick up their students early from the after-school program for these necessary, routine appointments. It is expected that these appointments are the exception, rather than the rule.
- (5) Sickness: If a child becomes sick during the program, the Coordinators will call home for him/her to be picked up.
- (6) Other Conditions: Especially on safety and best interest of the child determined on a case-by-case basis by the After School Program staff.

Whatever the case may be, program staff will record the date and time of the early release departure of the child. There are many students interested in attending the ASES program and limited space is available. It is



the ASES policy that “Early Releases” need to be kept to a minimum. If the ASES Program staff feels there is a problem, they will contact home to discuss ways to change the situation.

## RELEASE of INFORMATION

Our records, personnel, and resources are not available unless subpoenaed by a Court of Law. It is generally our policy to require both parents to attend parent conferences regarding their child and to honor any court-dictated arrangements regarding pick-up of a child from school.

## PERSONAL BELONGINGS

We want children to make friends because of who they are, not for what they have. Toys and other items from home should not be brought to school. Please understand that items that are lost or damaged are not our responsibility to repair or replace. If a child has an item that is causing a distraction to the program, we will ask him/her to put it away and take it home. All items left in our program more than one week will be donated or thrown away.

## Re-enrollment

Transferring your student to a different school within the district does not guarantee enrollment to ASES. It is likely your child will be placed on the waiting list for ASES until a spot becomes available at the alternative school.

Each year you will need to re-enroll your child in the ASES program. Students are not automatically enrolled into ASES the subsequent school year. Early registrations are held in April.

We are thrilled to provide our services to your family this school year. We welcome your involvement and support. For any concerns, please contact:

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