

# After-School Program

(Expanded Learning Opportunities Program)



# Parent Handbook

Franklin Elementary School  
332 North Township Road  
Yuba City, CA 95993  
**(530)822-5151 Ext. 138**

**HOURS OF OPERATION:**

Our expanded learning program (ELOP) operates from dismissal time to 5:30pm on all student attendance days. We are closed on all school holidays.

**NON-INSTRUCTIONAL SCHOOL DAYS OFFERED**

Our ELOP program will offer 30 non-instructional days starting in the 2023-2024 school year. The program will be offered to students from 8:30 am until 5:30 pm. Please be sure to sign up in room 19 if you would like your child to attend the non-instructional days. If you do sign up, please make sure to let us know if your child will not attend any certain day.

**Non-instructional ELOP program days**

August 7<sup>th</sup>-11<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>,

February 13<sup>th</sup>-16<sup>th</sup>

April 1<sup>st</sup>-5<sup>th</sup>

June 7<sup>th</sup>-28<sup>th</sup> excluding June 19<sup>th</sup> which is a legal holiday

**SIGN OUT PROCEDURES:**

An authorized individual listed on the emergency contact list must sign your child out each day in room 19. Please make sure that anyone signing out/picking up your child is listed on the contact list. Please do not call to have your child walk out to the car. Every child has to be signed out of room 19. These rules are strictly enforced.

**HEALTHY SNACK/MEAL:**

A healthy snack/meal will be provided to each student based on USDA guidelines. One snack will be served on normal school days at 2:40 pm. On non-instructional ELOP days students will receive breakfast, lunch and a snack. Each meal/snack will include water or milk.

**ACADEMIC HOUR:**

One hour will be set aside each day (Monday-Thursday) for students to complete assigned school work. This time is a priority above all other activities. This hour offers a quiet, safe environment for students to complete their homework assignments.

**ENRICHMENT ACTIVITIES:**

We will offer a variety of STEM enrichment activities to all students. We strive to offer activities that encourage exploration and creativity. Enrichment hour is offered to students for one hour a day Monday through Thursday. Activities include arts, crafts, science, music, physical fitness, technology, and community service learning.

**BEHAVIOR MANAGEMENT / DISCIPLINE PROCEDURES:**

All Franklin Elementary School rules apply to the expanded learning program. Students are expected to follow these rules. Disruptive/ defiant behavior will not be tolerated. Appropriate consequences will be given based on school policy procedure. Our staff monitor student behavior to ensure that all students are safe.

**ENROLLMENT AND WAITLIST POLICY:**

If number of students wishing to participate in the program exceeds program capacity, students will be selected for enrollment based on the following guidelines.

1. First priority for enrollment shall be given to those families that have filled out and qualified for reduced lunch and also families that are identified as in foster care.
2. Second priority shall go to those that have filled out enrollment forms before the start of the next school year. You will need to fill out an enrollment form each school year to update any information that has changed.

If the class/grade level is full your child could be placed on a waitlist until space for an additional student becomes available.

**TUITION FEES:**

Tuition is due on the 1<sup>st</sup> of each month (August through June). We do not prorate any month even if there are holiday breaks. Tuition fees are \$55/month per student. We do not offer a sibling discount. You may pay your child's tuition on your Aeries portal or by cash or check to Natalie in room 19. Tuition fees are applicable to families that do not qualify for free/ reduced lunch.

If you have filled out a form and qualify for free/reduced lunch, then your child's tuition is free.