



Give Every Child A Chance

2022-2023 Parent Handbook Program Policies and Procedures

Program Office Hours:
Monday-Friday
School In-Session: 9:30AM-5:30PM
School In-Service Days: 8:30AM-4:30PM

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MISSION STATEMENT

We believe every child should be given a chance to be successful. We further believe that community volunteers; working as academic mentors and tutors, together with the school districts will provide assistance to children struggling in school the opportunity to improve academically and become successful lifelong learners. It is our mission to give every child a chance!

VISION STATEMENT

Give Every Child A Chance will be recognized as a premier youth-serving organization that is dedicated to the growth and development of our young people. We are committed to delivering superior, responsive programs that are supported by dedicated volunteers, staff and our Board of Directors.

As an organization:

- We will build a stronger foundation with strong executive leadership, motivated staff and dedicated members of the board of directors.
- We will engage networks and welcome partnerships that open new doors and opportunities to our youth.
- Create a unified, passionate voice that is influential and captures the attention of all.
- We will honor and recognize volunteers who offer positive and memorable experiences to our young people.
- Our presence will be visible in communities and be held in the highest regard.
- We will continue our efforts to reach and serve youth who need us most. We believe all youth can learn and grow academically, socially and emotionally in order to achieve at their highest potential.

PROGRAM OVERVIEW

Give Every Child A Chance offers before and after school programs throughout the school year, summer/intersessions, Monday through Friday, at select schools.

Before School Program: Our morning program provides a safe place for students to be where they can complete homework, socialize with their peers, or participate in an enrichment activity before the start of the school day.

ASAP: The After School Advantage Program provides a safe, educational, structured, and fun afterschool program to students in elementary school. ASAP offers Academic Assistance, Enrichment Activities, and Physical Education. ASAP works hand in hand with school personnel to provide programming that extends the regular school day and aligns with Common Core and the Quality Standards for After School Learning. ASAP also promotes healthy choices and behaviors in regards to nutrition, by providing an after school meal, and mental health through our Base Education program. ASAP is open to any student attending the school where the program is conducted.

BHS Program: The Before High School Program (BHS) provides a safe, educational, structured, and fun before school program to students in High School. BHS offers Homework Assistance, Activities, Clubs, and Recreation. BHS works hand in hand with school personnel to provide a safe and supportive environment in the morning to ensure our kids have a positive start to their day. BHS is open to any student attending the school where the program is conducted. After the application process is completed, high school students can drop in when they want.

TEACH Program: Tutoring Encourages Achievement, Coaching & Hard-work (TEACH) mentor/tutoring is the matching of a student receiving one or more below average grades with a volunteer or tutor. They meet 2-3 times a week, for 45-55 minutes each session. Each session allows the student and mentor to talk together and find out how each other's day was. This bond breeds trust and a healthy, safe, comfortable environment to study in. We believe every child should be given a chance to be successful. We further believe that community volunteers; working as academic mentors and tutors, together with the school districts will provide assistance to children struggling in school the opportunity to improve academically and become successful lifelong learners.

Summer/Intersession Camps: Programs are operated just like our before/after school programs and are open for 6 hours per day. These Programs include age appropriate activities, in a variety of curriculum areas that address the physical, intellectual, and emotional needs of our students. Program materials and resources will be offered in order to enhance the student's access to hands-on, interactive activities that meet the state achievement standards and/or common core requirements in reading, math, science, social studies, health and enrichment.

ABSENCES

After School Advantage Program 15 Day Absence Policy

1. The parent/guardian understands that they must inform the Program Office of any absences. This includes if your child is suspended or expelled from the school district. Please call (209) 825-7003. Voicemails must include the child's name, school, and reason of absence.
2. All contracts are given 15 days of absences during the periods of August-December. The absences allowed reset from January-May.
3. The 15-day policy includes excused and unexcused absences. Only 3 allowable unexcused absences will be considered during both time periods.
4. Students are removed from the program if they exceed their 15 day absences. In order to be considered for re-enrollment, parents must reapply and have students placed on the waitlist.

TEACH Program (tutoring) 8 Day Absence Policy

1. The parent/guardian understands that they must inform the Program Office of any absences before the tutoring session. This includes if your child is suspended or expelled from the school district. Please call (209) 825-7003. Voicemails must include the child's name, school, and reason of absence.

2. All contracts are given 8 days of absences during the periods of August- December. The absences allowed reset from January –May.
3. The 8-day policy includes excused and unexcused absences.
4. Students are removed from the program if they exceed their 8 day absences. In order to be considered for re-enrollment, parents must reapply and have students placed on the waitlist.
5. Sports and Tutoring: Although we understand the importance of sports, cheer and other extracurricular activities; we must remind parents we hold academics to a higher standard. Absences due to sports events are considered excused. However, students in sports will NOT be exempt of the 8-day absence policy. Please make sure you are aware of your child's schedule prior to accepting tutoring sessions and make sure it does not overlap.

TEACH Program (Tutoring) No Show and Tardy Policy

1. If a student does not show up to tutoring AND parent failed to communicate with the Program Office, they are considered a “No Show”.
2. Students are removed from tutoring if they accumulate 3 “No Show” absences.
3. Student arriving after their scheduled start time are considered late. This means that a student must be inside the classroom with their tutor at the scheduled time – NOT in the parking lot or getting out of the car.
4. Students are removed from tutoring if they accumulate 3 tardies.

If your child attends a parallel program; afterschool tutoring, school club, or sports, please let the program staff know your child will be late or your child will not be expected on those days.

TEACH Program (tutoring) Late Pick-Ups

1. Students must be picked up at the time their session is scheduled to end. If the parent is running late, they must call and inform the Program Office. The office staff will then inform the tutor.
2. The tutor is not responsible for the student after their scheduled session. They will not provide “extra” tutoring after their session has ended.
3. When a student is picked up late, they are affecting the quality of the next session.
4. If a child is picked up 10 or more minutes late (3) times, the student will be removed from tutoring.

BEHAVIOR AND DISCIPLINE (STUDENT CONDUCT POLICY)

Children are expected to comply with school rules and regulations. We encourage children to respect themselves, each other, and personal property at all times. If you have a concern about another child in the program, please discuss the situation with program staff. If your child has an IEP with a behavior plan in place, please be sure to include that information during your application process. This information will help us support your child so they can get the most out of program.

Program staff will follow the discipline guidelines of the school and will handle the discipline of all children at the site and on school property.

1. It is a privilege and not a right for my child to be involved in any of Give Every Child A Chance's programs. Any misconduct or disobedience will result in a written conduct violation. The second conduct violation will result in suspension from the program. The third conduct violation will be an immediate removal from the program.
2. TEACH Program (tutoring) Any misconduct or disobedience will result in a written conduct violation. The second conduct violation will result in removal from tutoring.
3. Upon review of a conduct violation and its severity, the Site Manager or Program Director may decide to remove a student from the program regardless of how many conduct violations the child has.
4. There will be no special circumstances or exceptions once a consequence has been determined by Give Every Child A Chance administration.

COMMUNICATION

All Communication from Give Every Child A Chance will **only be sent to the "Account Owner's" email** that is provided to our online ELEYO Registration System. Communication of situations at site will be brought to the "Account Owner's" attention via the phone given on the online account.

Email and Phone numbers can be updated at any time through your online ELEYO profile under "Account Settings"

CLEANING/ DISINFECTING PROCEDURE

In addition to daily deep cleanings, frequent sanitizing of high touch surfaces will occur throughout the day, including tables, chairs, and materials and supplies.

ENROLLMENT

Enrollment is limited to Manteca Unified School District, Banta Unified, Tracy Unified, Ripon Unified and River Island Academies students in Kindergarten through 12th grade and also is limited to the available spaces at each site. Enrollment per district depends on what programs are offered. Please see the table on Page 3. **Students are placed on the waitlist until space is available to be enrolled.**

FEE/PAYMENT POLICY

Late Pick-Up Fees: For the After-School program, pick-up time is no later than 6:00 pm. A late fee of \$5.00 per child will be charged to any parent/guardian who arrives between 6:05PM-6:15PM, \$5.00 per child from 6:16-6:30PM, and \$5.00 per child from 6:31-6:45PM.

If your child has not been picked up from the site by 6:01 pm, and the staff have not been notified of your late arrival, someone on your Emergency Contact list will be contacted and asked to pick up your child. **If no one can be reached and you have not picked up your child by 6:30 pm, program staff will contact the Manteca Police Department.**

Payment Policies: All payments can be made on your ELEYO Portal at:
<https://gecac.ce.eleyo.com>

Payment Due Dates: The payment due date/time will depend upon when invoices are processed, holidays, school closures, etc. They will be sent out to all accounts regardless of a "\$0.00" balance kids.

HOMEWORK

An opportunity to work on homework is offered daily; however, it is not the responsibility of staff to ensure a child's homework is completed or correct. Supervised use of school tablets and/or electronic devices may be allowed at the discretion of staff during designated times.

HOURS/DAYS OF OPERATION

Days: The MUSD, TUSD, RUSD, BUSD, and River Island Academies school calendar will be followed in all instances. All programs meet on school days only (including minimum days) and begin on the first day of in-person learning and may end at any time depending on state and county guidelines.

Hours of Operation: These will vary by program, site and district. Please review contract of the specific dates and times.

ILLNESS POLICY

Please report any exposure to contagious diseases or conditions such as head lice, chicken pox, COVID-19, flu symptoms, etc., as soon as you become aware of the situation. If your child has a fever, they cannot attend the program.

Prevent Spread & Social Distance Policy

- Students will be expected to sanitize and clean before moving into another classroom.
- Participants will wash hands often with soap & water, especially if visibly dirty. Hand sanitizer will be used if soap & water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands. They will be assisted with hand washing if they cannot do it on their own.
- Kids will be encouraged, as always, to keep their hands to themselves and kids will be strategically spread, when possible, during activities for appropriate social distancing.
- Children should cover coughs and sneezes and wash hands right after doing so.
- Frequently touched surfaces will be cleaned daily by GECAC and MUSD staff.
- Staff will not prepare food. Children are not allowed to share food.
- Restrooms will be sanitized throughout the day. Participants will be asked to practice good hygiene while using the restroom, such as washing their hands and not touching their face or others.

Isolation, Sick Child, & Sick Staff Policy

- Sick children and staff are required to stay home and will not be allowed in the program.
- "Sick" is someone exhibiting, but not limited to the following symptoms: cough, shortness of breath, fever (temp. 100.4°F or higher), sore throat, chills, vomiting, and/or diarrhea with a contact phone number listed whom to contact to inform.
- Children & Staff who arrive sick or become sick while at the school site will be sent home as soon as possible.
- It will be up to our discretion if a student's absence will be excused due to COVID.

All sickness absences will be referenced with the school district's database. Unexcused by the school will mean unexcused at the program.

INJURY PROTOCOL

The Parent will agree to indemnify and hold harmless Manteca, Ripon, Banta, Tracy Unified School Districts and River Islands Technology Academy, GECAC, board of directors, employees/volunteers and all presenters and parties affiliated with the organization/program of any incident occurrence, injury or loss of property while attending and participating in GECAC programs no matter how the injury or loss was occurred. The aforementioned shall not be held responsible for the liability or expense for legal cost or medical treatment for my child; however, I do authorize the organizers, staff, EMT, physician, or hospital to administer emergency treatment or transport to a medical facility in the event of an accident, illness, or injury. I understand that every attempt will be made to contact the parents in case of treatment. I am solely financially responsible for any cost and/or all indebtedness incurred as a result of any emergency and/or routine medical and/or surgical treatment and services prescribed by the attending physician for my child/ward, including all charges not covered by insurance.

MANDATED REPORTER

Staff are trained to be Mandated Reporters. We are required by law to report suspected child abuse and neglect. If we suspect a child has been, or is in danger of, abuse or neglect, a written or verbal report will be sent to the county Children's Protective Services, the police and/or the county sheriff for investigation.

MEDICAL CONDITIONS & VULNERABLE/HIGH RISK GROUP GUIDELINES

- People of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19.
- Children with allergies, medical conditions, disabilities, or other pertinent health-related information should be given to Give Every Child A Chance at the time of enrollment. Any medical conditions and/or vulnerabilities can also be disclosed in the contract answers. It is your responsibility to keep us updated on any changes regarding your child's medical information. It is strongly encouraged that you also inform the school of any changes to your child's medical information to better support.

MEDICINE POLICY

If your child has a medical need or condition, please carefully read the following information and our procedures with regard to Incidental Medical Services and medical emergencies. Parents/Guardians are required to:

1. Indicate on the Give Every Child contract that your child has a medical condition that may require medication to be with them onsite.
2. Please provide our office a doctor's note stating that the medication is needed on site/taken regularly for us to be able to hold it at the school site. **(Please note: We cannot hold it at the program without this letter of confirmation.)**
3. **We do not administer medication.** With respect to children who desire to participate in our programs but otherwise may not be able to because of a need for medically necessary medications during program hours, **child must be able to give self-administer medication included but not limited to inhalers, Epi-Pen, etc.**

Staff is CPR/First Aid Certified and can perform actions that fall under this certification: Bandaging, CPR for unconscious persons, etc. Medications and related supplies that must be stored on behalf of the participant shall be done so in a secured, controlled & accessible manner, by staff.

- Parent/guardian is responsible for providing all necessary information regarding dietary restrictions, food allergies, or special diet considerations to staff.
- Participants and parent/guardians shall be advised and reminded that it is the student's responsibility to self-administer the medication.
- It is the responsibility of the parent/guardian to pick up any medication that remains at the conclusion of the program. Any medications not picked up will be disposed of in a safe manner.

PARENT CONDUCT POLICY

Give Every Child A Chance reserves the right to refuse to provide services to families who willfully violate program policies and procedures.

Parent/Guardian Under the Influence of Drugs or Alcohol: Program staff will not release a child to any person who appears to be under the influence of drugs or alcohol. Another parent/guardian or someone listed on the emergency contact list will be called to pick up the child from the program.

Parent/Staff Interaction: Parents are welcome in our programs at any time. Staff will share brief information about a child's day with family members on a regular basis, if this can be done without interrupting supervision of other children. Arrangements can be made for lengthier discussion at a mutually agreeable time for parents and program staff. Staff are to handle problems or issues in a courteous, professional manner. If a parent/guardian behaves

in an inappropriate manner towards a staff member, participant, or another parent, the child may be removed from the program.

Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on school property. Examples of inappropriate behavior include, but does not limit to:

1. Disrupting rotations and sessions
2. Approaching or questioning other students
3. Intimidating or threatening staff
4. Badmouthing, insulting, and or swearing at another parent, student or staff

Divorced/Separated Parents: It is our objective to support parents and promote positive development for children. We recognize that many families are in transition and may experience issues with divorce and separation.

Give Every Child A Chance will remain neutral in all custody situations by maintaining positive relationships with all parties involved.

To clarify student enrollment in custody situations: The "Account Owner" filling out the online Give Every Child A Chance Eleyo Contract is solely responsible for payment of all fees and/or charges.

Only the "Account Owner" may designate and authorize others to pick up children from Give Every Child A Chance programs.

If only one "Account Owner" submits the application as the main contact, his or her written approval will be required before adding a second contracting parent.

Please contact the office at (209)825-7003 if the "Account Owner" would like a co-owner added to the account.

If there is a custody agreement, please provide that at the time of enrollment as stated on the contract. In an effort to minimize uncomfortable situations for you, your child, and program staff, we ask parents to refrain from talking about custody issues, visitation disputes and problems, or talking negatively about the other parent in front of the child(ren) in the program. To be clear, to the extent a parent, step-parent, and/or guardian/designee is not listed on an application to pick up children,

Give Every Child A Chance cannot add an individual as an authorized person to pick up children unless:

- 1) the parent/guardian who filled out the application agrees in writing, to add the individual;
- 2) the individual is listed with such responsibility, permissions, and/or obligations in a custody agreement;
- 3) it is mandated by a judicial order.

PERSONAL ITEMS

Participants' personal items (backpacks, water bottles, jackets, lunch boxes, etc.) should be labeled with their name. Other personal items (cell phones, video gaming devices, gum,

etc.) will NOT be allowed at the program. Staff are not responsible for lost, stolen, and/or damaged items. Supervised use of school tablets and/or electronic devices may be allowed at the discretion of staff during designated times. If issues arise with personal items, staff may hold onto the item(s) until parent/guardian arrives.

RATIO, STAFF-TO-CHILD

ASAP staff-to-child ratio is 1:20

TEACH program staff-to-child ratio may be 1:1, 1:2, or 1:5 depending on number of students enrolled in tutoring and available volunteer tutors.

BHS will always have 3-5 staff at each site, including tutors and volunteers for homework assistance.

SIGN-IN/SIGN-OUT PROCEDURE

- Sign-in/sign-out sheets are located in a binder at each program site.
- Staff will sign participants into Eleyo when they arrive (it is the child's responsibility to get to Program within a timely manner) and staff will sign children out of Before-School program when they are released to go to class. Parents will sign children into Before-School programs and ASAP and TEACH programs when they are picked up.
- Parents must sign their full signature and indicate the time each day.
- An adult 18 years of age or older must sign the child in/out each day and must be listed on your Give Every Child a Chance Application as an Authorized Pick-Up.
- The sign-in/sign-out sheets are legal documents for the duration of your child's program attendance.
- We must have written permission from a parent/guardian in order to release your child to any adult other than those you have listed on the Emergency Contact list.
- If a situation arises and a parent is unable to sign-in/sign-out their child and requests a sibling under the age of 18 to sign-in/sign-out the participant, please request a Walk Home form from the Give Every Child a Chance Site Manager or Office Staff.

***Persons picking up students must have a valid form of identification upon request in situations where:**

- It is their first time picking up the child(ren)
- New staff is present (this is for training purposes)

SNACKS/LUNCH

A snack will be provided at each program site daily. Food items are not to be shared and will follow our Health Policy.

WELLNESS/HEALTH POLICY

Give Every Child A Chance recognizes that health and wellness are fundamental to student learning. Children who are physically and emotionally healthy are ready to grow, learn, and achieve success. In accordance with its mission, Give Every Child A Chance (GECAC) is dedicated to actively promoting healthy lifestyle choices to support the physical and emotional health of staff, students, families, and the greater community which it serves.

GECAC is committed to implementing activities, practices, and policies which support these and other healthy behaviors:

- Increased consumption of fresh fruits and vegetables
- Increased amount of physical activity
- Reduced consumption of foods and beverages which are high in salt, fat, and/or sugar
- Increased knowledge and skills to make healthier choices.

GECAC intends that staff, students and community partners will understand health matters!

STAFF

Every employee working for Give Every Child A Chance must pass a criminal records background check before employment. All staff are certified in First Aid/CPR, are required to have a minimum of 48 College Credits or possess a paraprofessional certificate, or pass a pre-employment test (TEACH). Additionally, monthly professional-growth trainings and workshops are held to educate staff in becoming well-rounded leaders.

SUSPENSION/REMOVAL FROM PROGRAM

Temporary suspension or permanent removal of your child (or an entire family) from the program may occur for the following reasons:

- 1) Child's behavior is having an adverse effect on other children in the program
- 2) Parent/guardian's continued lateness in picking up the child
- 3) Failure of child's parent/guardian to cooperate GECAC staff
- 4) Ongoing, unresolved problems with the child and/or parent/guardian
- 5) Causing serious physical injury to another person, except in self-defense.
- 6) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- 7) Unlawful sale or possession of any controlled substance Schedule 1,2 and 3
Example: Schedule 1: Marijuana, Heroin, LSD, and Ecstasy. Schedule 2: Cocaine, Morphine, Oxycodone, Adderall, Ritalin, and Vicodin. Schedule 3: Tylenol with codeine, anabolic steroids, and testosterone. Schedule 4: Xanax, Soma, Valium, and Ambien.
- 8) Robbery or extortion.
- 9) Assault or battery upon any school employee.

VOLUNTARY WITHDRAWAL

If you choose to withdraw your child from the program, we would appreciate a few minutes of your time to let us know if it is due to personal reasons, or because the program is not meeting the needs of you and/or your child.

ACKNOWLEDGMENT OF PARENT HANDBOOK REVIEW & UNDERSTANDING OF POLICIES AND PROCEDURES

Make sure you read and understand each of these policies before initialing each item below and signing the bottom of this page. If you need additional clarification, please speak with our office staff.

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BY SIGNING BELOW, YOU INDICATE YOU HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY OUR PROGRAM POLICIES AND PROCEDURES.

Signature: _____ ☐ Parent ☐ Legal Guardian

Print First & Last Name: _____ Date: _____

Please print the child(ren)'s name(s) who are registered for program:

