



WELCOME BACK PROGRAM FACILITATOR'S

2021-2022



RULES OF ENGAGEMENT

- Please mute your phones
- Keep notes of your questions or comments
- Please cease side conversations
- Stay focused on the topic conversations and task at hand
- Questions will be addressed at the end of the session



LISTEN TO HEAR AND LEARN.....

- 1. What obstacle or hiccup are you currently dealing with in your life, that may hinder you from starting this year strong?
- 2. What did you take away from last year that will help you start this school year strong?
- 3. What do you need to help you be a successful program facilitator?

OUR MISSION.....



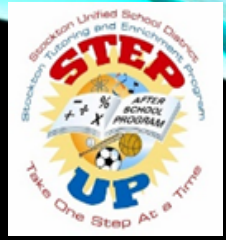
Goals for students

- Every child by the end of the 3rd grade will read and comprehend at the proficient level.
- Every child by the end of the 9th grade will demonstrate mastery of Algebra concepts and application.
- Every child by the end of the 12th grade will graduate and be college or career ready.



SCHOOL SITE SUPPORT- IT TAKE'S A VILLAGE

- Site administrator's
- Academic Hour Teacher (enrolling students)
- School day teachers
- Mental health specialist
- Counselors
- Nurses
- Custodians
- Food Services
- Front office/ Secretaries
- Noon- duty



PROGRAM REQUIREMENT'S



FEDERAL PROGRAM MONITORING

- We are responsible and expected to implement and follow our program plan that was submitted to the State = (FPM)
- Every other year, we are on the list for FPM. Both online and in-person audits look to see that we are following our plan.
 - Program Schedule
 - Meals provided
 - Academic Support
 - Teacher led intervention
 - Staff led homework and/or I-ready assistance
 - Enrichment
 - Physical fitness

GRANT REPORTING EXPECTATIONS



- The STEP Up department will submit outcome-based data on academic performance, attendance, Match, and positive behavioral changes as required by the CDE (California Department of Education)
 - School Day attendance of participating students
 - Program attendance
 - Quality Standards
 - One or more of the following measures of program effectiveness based on program's focus:
 - Skill development,
 - Standardized testing,
 - Homework completion rates as reported by school day or program teachers
 - positive behavioral changes, as reported by school day or program teachers

PROGRAM REPORTS



- Parent Sign-outs
 - ProCare reports
 - Verify, sign, and submit reports to Melissa electronically (She will provide a report schedule)
- Staff hourly reports
 - PF daily verification
 - PF scans and emails report to agency and Melissa
- Snack Attendance & Production Sheet
 - Submit production sheet to food services daily, snack attendance sheet weekly, and file snack attendance sheet for 5 years before discarding.
- Visitation Logs (for staff working above scheduled work hours and for visitors)
- Volunteer sign-ins (Verify, and submit to Melissa a long with staff hourly reports)
- Match



WHY DO WE NEED MATCH?

- The ASES Program **requires** a local match (cash or in-kind services) of one-third of the state grant amount from the school district, governmental agencies, community organizations, or the private sector for each dollar expended in grant funds (EC Section 8483.7[a][7]).

HOW TO CAPTURE MATCH



Volunteer Forms

- Dance Instructor
- Speaker/Presenter
- High School
- General Volunteer

Activity/Event Donations

- Family Night
- Celebration
- Single Donation

Forms can be found on the STEP Up Facilitator Page under Match

DISTRICT SAFETY EXPECTATION'S



- The planning, tasks, and drill schedule aligns with the District Emergency Response Crises Management plan.
- Follow your school day Emergency Safety Plan.

POSITIVE PROGRAM STRUCTURE



- PBIS team
- Care Team
 - Join the SST meetings
 - Join the IEP meetings
 - Behavior Intervention Plans for those attending your program (BIP's)
- STOIC: Learning what your school site is doing to create and sustain a positive and healthy school wide climate, will help you emulate and/or create the structures and routines your program needs.

STUDENT ADMISSION REQUIREMENT'S

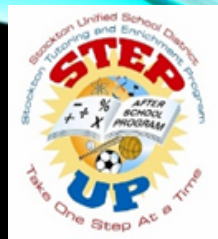




HOURS OF OPERATIONS

- After school programs shall begin immediately upon the conclusion of the regular school day and shall operate at least until 6pm on every regular school day.
- When regular school day's are in operation, after school programs are in operation.
- Each students admitted into a program shall be expected to attend the full number of hours that the program is in operation every day that she/he participates

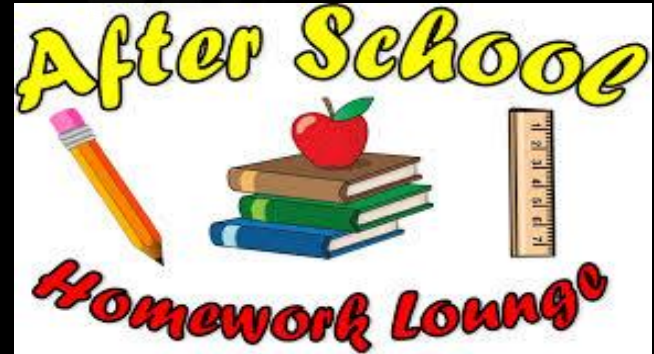
THE IMPORTANCE OF HAVING SCHEDULES

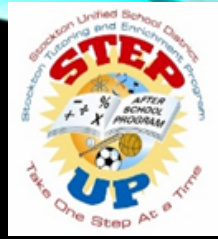


Time+ A1:J2 3	Monday	Time	Tuesday	Time	Wednesday	Time	Thursday	Time	Friday
12:00-12:30	Lunch, Attendance, RR Where:	12:00-12:30	Lunch, Attendance, RR Where:	12:00-12:30	Lunch, Attendance, RR Where:	12:00-12:30	Lunch, Attendance, RR Where:	12:00-12:30	Lunch, Attendance, RR Where:
12:30-1:15	Enrichment OR Physical Fitness Activity: Why: Where:	12:30-1:15	Enrichment OR Physical Fitness Activity: Why: Where:	12:30-1:15	Enrichment OR Physical Fitness Activity: Why: Where:	12:30-1:15	Enrichment OR Physical Fitness Activity: Why: Where:	12:30-1:15	Enrichment OR Physical Fitness Activity: Why: Where:
1:15	RR/Active Break	1:15	RR/Active Break	1:15	RR/Active Break	1:15	RR/Active Break	1:15	RR/Active Break
1:30-2:15	Enrichment OR Physical Fitness Activity: Why: Where:	1:30-2:15	Enrichment OR Physical Fitness Activity: Why: Where:	1:30-2:15	Enrichment OR Physical Fitness Activity: Why: Where:	1:30-2:15	Enrichment OR Physical Fitness Activity: Why: Where:	1:30-2:15	Enrichment OR Physical Fitness Activity: Why: Where:
2:15	Snack time & RR	2:15	Snack time & RR	2:15	Snack time & RR	2:15	Snack time & RR	2:15	Snack time & RR
2:30-3:15	Enrichment OR Physical Fitness Activity: Why: Where:	2:15-3:00	Enrichment OR Physical Fitness Activity: Why: Where:	2:15-3:00	Enrichment OR Physical Fitness Activity: Why: Where:	2:15-3:00	Enrichment OR Physical Fitness Activity: Why: Where:	2:15-3:00	Enrichment OR Physical Fitness Activity: Why: Where:
3:15	RR/Active Break	3:15	RR/Active Break	3:15	RR/Active Break	3:15	RR/Active Break	3:15	RR/Active Break
3:30-4:15	Enrichment OR Physical Fitness Activity: Why: Where:	3:15-4:00	Enrichment OR Physical Fitness Activity: Why: Where:	3:15-4:00	Enrichment OR Physical Fitness Activity: Why: Where:	3:15-4:00	Enrichment OR Physical Fitness Activity: Why: Where:	3:15-4:00	Enrichment OR Physical Fitness Activity: Why: Where:
4:15-4:30	Clean Up & Wind Down Activity: Where:	4:15-4:30	Clean Up & Wind Down Activity: Where:	4:15-4:30	Clean Up & Wind Down Activity: Where:	4:15-4:30	Clean Up & Wind Down Activity: Where:	4:15-4:30	Clean Up & Wind Down Activity: Where:



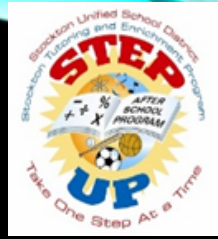
ACTIVITIES





PROGRAM POLICY'S

ATTENDANCE POLICY



- Children must attend five (5) days a per week.
- Daily attendance is required. If your child has three (3) unexcused absences, he/she may be removed from the STEP Up After School Program and will need to reapply.
- There may be a waiting list so please make sure your child attends every day.



EARLY RELEASE POLICY

- ▶ Students may be released from the after school program using 1-2 of the 9 chosen reasons created by the state seen as approved.



LATE PICK UP POLICY

Late Pick Up Notification

Student:

- If your child is picked up late three (3) times past closing time, your child will be released from program for the remainder of the school year.
- If designated person for pick up is more than 15 minutes late picking up child past closing time, law enforcement will be contacted.
- Program closing time is: _____

Notification Date Staff Signature Parent Signature

First / /

NOTE:

Notification Date Staff Signature Parent Signature

Second / /

NOTE:

Notification Date Staff Signature Parent Signature

SIGN-OUT POLICY



- No child enrolled in STEP Up will be released from the program without a parent/guardian signature or individuals 16 years or older, listed on the registration form. Each student must have his or her own registration form.



HOMework POLICY

- Homework time is scheduled during the after school program in addition to other activities.
- Each grade level receives the following time for homework:
 - K-3rd grade students receive at least 30 minutes
 - 4th and 5th grade students receive at least 45 minutes
 - 6th, 7th and 8th grade students receive at least 60 minutes
- During this time staff members are available to answer homework questions and provide help. The homework area will be kept silent to help the students' concentration. We do not guarantee that all homework is completed or correct.
- You and your child should review their homework at home.



BEHAVIOR POLICY- SINCE COVID

- It is important that all children enrolled in the program adhere to the guidelines for positive behavior.
- You will be informed if your child is not complying with one or more of those guidelines. If your child refuses to follow directions and participate appropriately, you will be contacted and asked to pick your child up.
- Disregarding or repeated violations of rules/policies will result in actions including but not limited to:
 - Staff (PF) counseling of child
 - Child missing an activity (loss of privileges)
 - Parent conference with staff
 - Suspension for one or more days
 - A behavior contract
 - released from the program for the remainder of the school year.
- Student's failure to abide by all COVID-19 health and safety requirements as outlined by county and state officials, such as not wearing a mask or refusing to social distance, will be grounds for immediate and permanent removal from the After School Program.

PROGRAM FACILITATOR LEADERSHIP-



- Facilitate and lead your after school program
- Responsible to implement Program requirements and District expectations while following your school sites desired structure, systems, and routines.
- You work with the other leadership positions at your site to ensure your after school program and students are supported and successful

FACILITATOR POSITION LOGISTICS



- Work schedule- 12pm-6:30pm (per your MOU)
 - If your hours need to change (i.e., school, another job, etc., Please contact the HR Director of Classified first, Mr. Detwarn Buntun. Your Union representative, administrator, and Janet will be notified. A team meeting will take place to determine your schedule change request.
 - When asked to work earlier or later by your Administrator (flex your hours or get STEP Up pre-approval for additional hours)
- Lunch (30 minute unpaid lunch)
 - Please inform your staff and site administrators when you are leaving your site
- Sign-in the front office (ASP or visitor's binder)
- When Absent
 - Use AESOP/Frontline sub finder link (It is checked by our office at 9am and 11am)
 - Request for a sub (rather you expect one or not)
 - For last minute emergencies, please contact Tami E./sub-finder and the STEP Up team for site support
 - subfinder@stocktonusd.net
- When attending Union meetings: (Per HR Director of Classifieds)
 - Please put these hours or time in AESOP. This activity/meeting is considered your own time.

PARTNER AGENCY AND SSS



- Their primary role is to train and support staff
- Please refrain from asking your SSS and/or Agency Coordinator to operate in your role when it comes to implementing, enforcing and sustaining your program.
- They are not SUSD employees and were not hired by your administrator
- They are responsible to help implement your program by:
 - training staff on doing lesson plan and creating schedules
 - providing PBIS and STOIC support (following your lead and site structures and routines)
 - Safety procedures (following your lead and site procedures)



IMPLEMENTATION:

- Your administrator wants your program to look similar to their school day when it comes to:
 - Entering your program
 - Serving snack
 - Transitioning to and from one activities
 - Bathroom breaks
 - Outdoor play
 - Safety procedures
 - Student pick-ups
 - Positive program climate
- What are some of the steps you need to make to ensure the above structures emulate your school day?

