

**SFUSD ExCEL AFTER SCHOOL PROGRAM
ENROLLMENT FORM 2018-2019**

HOW TO USE THIS ENROLLMENT PACKET

This enrollment packet can be edited to align with you agency’s guidelines. ***The language and forms are the basic components that MUST be in your agency’s enrollment packet.*** You may add any additional information/forms if you choose to do so. If you have already sent out enrollment forms for upcoming school year, you can add an addendum to your forms in the fall to include any of the necessary information. **It is expected that all enrollment packets are updated by January 31, 2019.**

Review the following to ensure that agency enrollment packet is in alignment with your [SFUSD Contract](#).

Basic Component	Contract
Program Information (including Fee Based Programs)	Contract II Section 1-6
Attendance Information (Priority Enrollment)	Contract II Section 5di
Progressive Response to Challenging behavior (Agency Protocol -- behavior, suspension)	Contract II Section 7c
ADA	Contract I Section 30
Proprietary or Confidential Information of District; Student Information (FERPA, student data)	Contract I Section 16a. 16b. 16c.
Media Release	Media Release Student Handbook P. 130
Release of Information (IEP, 504)	Contract II Section 9f

What if this information is all in agency Parent Handbook? Do I still need to put it in Enrollment Packet?

Yes. What we put in the enrollment packet is the **baseline information** that needs to be shared. Often times, these handbooks are dense documents. Our goal is to communicate clearly with parents and share where they can get more information (e.g. “see Parent Handbook for more information”).

What is the difference between Code of Conduct and Progressive Response to Challenging Behavior

Progressive Response to Challenging Behavior can be in a handbook, but it must be communicated that your agency has an internal protocol for managing behavior. Often times, the key differences between a Code of Conduct and a Progressive Response are:

- Progressive Response details **what CBO will attempt** to address the issue (e.g. conference, behavior contract)
- Progressive Response details **how CBO will proceed** if challenging behavior occurs, and more importantly **how consequences will mirror higher intensity based on frequency or intensity of behavior**

As long as agency definition of Code of Conduct **matches our definition of a Progressive Response System**, then it can be called any number of names including Code of Conduct.

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ExCEL Enrollment Form

SFUSD ExCEL After School Program is pleased to offer daily after school programs for students at many SFUSD school sites. Each school site selects a community-based organization to operate the ExCEL program and provide high quality afterschool experiences for our students.

Purpose of the Programs

The purpose of the funding is to provide students with academic enrichment opportunities which are designed to complement students' regular academic program and provide a safe environment for students. After school programs are designed in collaboration with the schools that the students attend and in alignment with SFUSD guidelines.

How are the programs funded?

All of the SFUSD ExCEL After School Programs in elementary, K-8, and middle schools are available at low cost to families thanks to **federal and state grant funds** as well as funding from SFUSD and the of **Department of Children, Youth & Families (DCYF)**.

SFUSD ExCEL After School Programs in high schools are available at no cost to families thanks to federal grants and funding from SFUSD.

In SFUSD, most school-based after school and summer learning programs are co-sponsored by SFUSD (the ExCEL program) and a partnering community based organization. The majority are funded through a combination of family fees and city, state and federal grants that are not guaranteed to be renewed once a grant cycle has ended.

The state and federal grants are very competitive. CDE selects the school sites that receive grants, determines the grant amount, and the number of students served by the grant.

In addition to the local, state and federal grants, ***[insert your agency's name]*** also contributes resources, both in-kind and in-cash, in order to serve more families and/or provide more enrichment opportunities for students. *NOTE: If you agency does NOT provide any extra resources, you do not have to include this sentence.*

Each school site receiving after school funding is required to:

1. Operate an after school program at least 3 hours/day for at least 15 hours/week and until 6 pm
2. Provide academic, enrichment, recreation and physical activities
3. Provide a nutritious snack
4. Operate with student-to-staff ratio that will not exceed twenty-to-one (20:1)

Priority for Program Slots

Since the demand for ExCEL Programs often exceeds the funding capacity, students who are identified by the program as homeless youth or in foster care are given priority for enrollment. In addition priority also goes to students who attend the full day program, five days a week. Students are also identified through a school site specific process based on but not limited to: academic need, English Learner support, truancy, and socio-emotional behaviors need. Priority is also given to students who attend the school site of after school program. *[NOTE: Agencies should communication with the SCHOOL site administrator for more specific language re: school site selection process].*

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Early Release for the Program:

Per grant guidelines, enrolled elementary & middle school students are expected to attend the program every day until 6pm. Priority for enrollment is given to those students who attend the program every day until 6pm. Early release from the program can be arranged. Whenever you pick up your child, prior to the end of program, please be aware that the staff are REQUIRED to give you a code to use on the ExCEL Sign Out Sheet.

Fee based Programs - All ExCEL after school programs in elementary and middle schools are fee based programs. SFUSD has a district wide co-payment fee structure for ALL ExCEL elementary/K-8 and middle after school programs.

- The monthly co-payment fee will be waived for a family with a child in the program who is a homeless youth or for a child who is in foster care.
- The monthly co-payment fee will be waived for a family that is eligible for Free or Reduced lunch except for those co-payments required by local, state or federal tuition subsidy programs. Families should complete the [SFUSD Meal Application](#) on an annual basis to be eligible for the monthly co payment fee waiver. If a family completes the application on line, an eligibility letter can be printed from a family's online account. If a family completes a paper application, an eligibility letter will be sent to the house.
- A family that is not eligible for free/reduced lunch will pay a co-payment fee on a sliding scale from \$50-\$500/month.

For more information refer to the [FAQ](#)

Americans with Disabilities Act (ADA)

Unlike the school day, which is required to comply with Individualized with Disabilities Education Act (IDEA), the after school program must comply with Americans with Disabilities Act (ADA). Services and activities provided by a public entity to the public, whether directly or through an agency, must be accessible to students with disabilities with **reasonable accommodations** (e.g. federal, state and local disabilities rights such as Section 504). Enrollment in program can include query if student needs additional supports, but cannot use that information to influence enrollment. If a student has a 504 plan or IEP plan, the ExCEL program may request access to that information in order to identify what **reasonable accommodations** can be made to support access to program.

Safe and Supportive Environments- Progressive Response to Challenging Behavior

In collaboration with the school day, ExCEL programs must ensure policies and protocols within its program that are sufficient to ensure staff, student and family member safety. ExCEL programs are required to document injuries, referrals and crisis situations. Each agency will share their progressive response to challenging behavior with staff, students and families. Progressive Response to Challenging behavior should include universal practices across program to promote a safe and supportive community. It should also include an internal processes for managing challenging behavior that may result in alternative consequences (e.g. Restorative Circles) or Tier II intervention (e.g. behavior contract) or suspension from program.

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Parent Permission and Student Information Form

Permission to Participate in ExCEL After School Program

I give my child permission to participate in the XXXX/XXXX ExCEL After School Program,

Program Name	School Site

Student First Name	Student Last Name	Grade	Date of Birth	Any Additional Support needed?		
				<input type="checkbox"/> 504	<input type="checkbox"/> IEP	<input type="checkbox"/> Other
				<input type="checkbox"/> 504	<input type="checkbox"/> IEP	<input type="checkbox"/> Other
				<input type="checkbox"/> 504	<input type="checkbox"/> IEP	<input type="checkbox"/> Other

Home Address:		City:	Zip Code:
Home Phone:	Work Phone:		Cell Phone:
Preferred Home Language(s):			

POLICIES AND PERMISSIONS

I have reviewed and understand the following policies and information:

Parent Initials	For the following:
	ATTENDANCE REQUIREMENTS
	EMERGENCY CONTACT & AUTHORIZATION FOR MEDICAL TREATMENT FORM
	AUTHORIZED PICK UP
	PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS
	PHOTO/VIDEO RELEASE
	AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION (OPTIONAL if applicable)

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Parent/Guardian Signature: _____ Date _____

EMERGENCY CONTACT/RELEASE AND AUTHORIZATION FOR MEDICAL TREATMENT
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Student Name:	Grade:	Date of Birth:
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In case of emergency please contact:

_____	_____	_____
Name	Relationship	Phone: work/home/cell

_____	_____	_____
Name	Relationship	Phone: work/home/cell

Does your child have health coverage? YES NO

_____	_____	_____
Name of Medical Insurance	Policy/ Insurance #	Primary Insured's Name

_____	_____
Medical History that may be of importance	Medication Student is taking

_____	_____
List any Allergies	

_____	_____
Name of Child's Doctor	Telephone

I authorize ExCEL After School Program Staff to furnish and/or obtain emergency medical treatment which may be necessary for my child during the After School Program.

Parent/Guardian Signature: _____ Date _____

AUTHORIZED PICK UPS

Adults Authorized to Pick Up Student

_____	_____	_____
Name	Relationship to student	Phone

_____	_____	_____
Name	Relationship to student	Phone

Adults that are NOT authorized to Pick up Student (attach relevant documentation)

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PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS

During your child's attendance in the ExCEL After School Program, s/he may benefit from aligned support across the school day into after school program.

Student Name: _____ Grade: _____

Parent Name: _____ Date: _____

(parent initial), I give permission for the ExCEL After School Program Staff to review my child's school data (test scores, report cards and other performance indices), for the purpose of providing targeted academic instruction and assessing the academic effectiveness of the After School Program. I also give permission for After School Program staff to monitor my student's progress and to require my child to complete evaluation surveys for the purpose of determining program effectiveness.

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**PHOTO/VIDEO RELEASE
OPT OUT Form**

During your child's attendance in the ExCEL After School Program, s/he may participate in an activity that is being photographed or videotaped; these photographs/video recordings may be used for promotional purposes.

Student Name: _____ Grade: _____

Parent Name: _____ Date: _____

By not submitting an opt out form, I authorize the SFUSD or any third party it has approved to photograph or videotape my child during After School program activities and to edit or use any photographs or recordings at the sole discretion of SFUSD. I understand that I and my child shall have no legal right or interest arising from the recording, including economic interest. I also agree to release and hold harmless the SFUSD and any third party it has approved from and against all claims, demands, damages, and liabilities arising out of or use of the recording.

(parent initial) **I DO NOT** give my permission for my child to be photographed/videotaped by the After School program for promotional purposes.

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If Applicable:

PERMISSION TO ACCESS 504 PLAN OR INDIVIDUALIZED EDUCATION PLAN (IEP)

I authorize the **exchange** of information for _____ (**student name**) described below between the San Francisco Unified School District and the following agency(s) and/or individual(s):

Agency(s) _____ (**Name**)

This authorization applies to the following information: (Check each line that applies)

504 Plan

Individualized Education Plan (IEP)

Expiration: This authorization expires (date or event): _____

Restrictions: Providers who receive this information may not release it to someone else unless another authorization form is signed.

Your Rights: You may refuse to sign this form. You may cancel it at any time by informing the San Francisco Unified School District in writing. If you cancel your permission to allow the release of information about you/your child, it will go into effect immediately (unless someone already released information). You have a right to receive a copy of this Authorization.

Parent/Guardian Signature _____ **Date** _____

Indicate relationship to student: _____