

*Olga Reed School*

*FUNdamentals  
First*

*After School Program  
Handbook*

*For Parents and Staff*

*2008-2009*

## *Mission Statement...*

### ***The goals of the FUNdamentals Program are:***

1. Improve the academic achievement of all students.
2. Provide for the safe and positive social development of all students.
3. Provide a fun, safe and stimulating program for students during the after school hours until 6:00 p.m.
4. Enhance and enrich the lives of all students participating in the program
5. To promote and model healthy and wise life style choices through prevention activities and education.

## *Program Description*

Los Alamos School District offers an After School Program (FUNdamentals First) at Olga Reed Elementary School. The program is funded by the After School Education and Safety (ASES) Program. The program is designed to follow the academic focus calendar of the school. The components of the program include:

- Standards based reading, math and language development activities
- Supervised homework periods
- Recreational activities
- Fine arts and/or specialized educational activities
- Nutritional education

Students in the program are divided into groups of no more than 20, so that small group instruction and assistance will be available to all students. All students have access to the school library. The program is staffed by:

- One certificated teacher
- Seven classified instructional tutors
- One recreational leader
- One high school/college student

The program begins each day at 1:00 p.m. and runs until 6:00 p.m. Students are expected to stay in the program for a minimum of 2-1/2 hours each day in order to gain the maximum support offered by the program.

Special events are designed to enhance the overall after school program. Events will be designed to promote learning and/or self-esteem. Students will be included in planning these events when appropriate.

### ***Collaborative Committee***

A collaborative committee to include the program director, the principal, teacher(s), activity leader(s), parents, students, Food Services personnel, Custodial personnel, and the Sheriff will be established and will meet at least two (2) times a year to discuss and plan the program.

Students will be provided time in which to complete homework, according to District policy. Twenty minutes of silent reading is required of all students.

**District Policy Regarding Homework:**

*The Los Alamos School District recognizes the need for a balance between the amount of homework assigned and the importance of students having opportunities to use their free time to pursue other hobbies, activities, and interests that are not school related. The following guidelines regarding the length of homework assignments have been adopted by the district.*

<i>Grade</i>	<i>Average Time Allotment</i>	<i>Not to Exceed</i>	<i>Days</i>
<i>K-1</i>	<i>10-20 minutes</i>	<i>30 minutes</i>	<i>Mon-Thurs</i>
<i>2-3</i>	<i>15-30 minutes</i>	<i>45 minutes</i>	<i>Mon-Thurs</i>
<i>4-5</i>	<i>20-45 minutes</i>	<i>60 minutes</i>	<i>Mon-Thurs</i>
<i>6</i>	<i>30-60 minutes</i>	<i>90 minutes</i>	<i>Mon-Thurs</i>
<i>7-8</i>	<i>45-90 minutes</i>	<i>120 minutes</i>	<i>Mon-Thurs</i>

*The guidelines assume that the student is working conscientiously in a suitable learning environment. The time allotments do not include daily required recreational reading or long term projects for which the student must plan ahead.*

*Further, this policy recognizes that students require free time on weekends for family commitments and other interests, and assuming that daily assignments are being completed on time, weekend homework assignment will be avoided. The only exception is the district's Saxon Math Program which requires homework five days a week in order for students to successfully complete the curriculum.*

## *Program Rules...*

Normal school rules apply to the FUNdamentals First Program.

- Students enrolled in the program are required to attend on a regular, daily basis or may be dropped from the program. Program funding is based on attendance, therefore it is important that students enrolled in the program attend on a regular basis. An 85% average daily attendance must be proven to the state in order to sustain funding for the program. If student attendance drops below 85% at any time, that student may be dropped from the program.
- Students must be picked up by an authorized adult by 6:00 p.m. If a student is to walk or ride a bike home, a note stating such must be provided to the FUNdamentals staff. Two (2) late pick-ups (after 6:00 p.m.) will cause the student to be removed from the program for the remainder to the year.
- Parents/guardians are required to sign their children out each day in view of assigned staff. Only parents, guardians or those listed on emergency/information sheets are authorized to pick up students.
- The issuance of two Blue Slips within one academic quarter from the FUNdamentals First Program, may result in suspension from the program for a specified time period or removal of the program for the remainder of the year. Parents will be notified of either action.

## *Early Release Policy...*

The ASES grant requires that programs stay open until 6 p.m. and for 15 hours per week. Children may, however, leave the program early under conditions established by the program in advance and in writing. See below for our early release policy.

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### **Legislation**

8483. (a) (1) Every after school component of a program established pursuant to this article shall commence immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6 p.m. on every regular school day. Every after school component of the program shall establish a policy regarding reasonable early daily release of pupils from the program. For those programs or school sites operating in a community where the early release policy does not meet the unique needs of that community or school, or both, documented evidence may be submitted to the department for an exception and a request for approval of an alternative plan. [Ed Code 8483]

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A child may be released early from the after school program prior to the end of program time at 6:00 p.m. based on the following conditions:

- Family Emergencies (such as death in the family, catastrophic incidents, etc.).
- Medical appointments.
- Weather conditions especially if the child walks home.
- Child accidents that occur during program time (program staff should call parent or guardian).
- Other conditions especially on safety as prescribed by the school.
- Religious related activities
- Other conditions that will be considered on an individual basis. Such conditions will be agreed upon by the parents/guardians and the director of the program.

Whatever the case may be, program staff should record the date and time of the early release departure of the child. Parent, guardian, or program staff should sign the child out and it is recommended that the child's signature or initial be recorded as well.

# *FUNDamentals Program*

## *Organizational Chart*

### **Olga Reed School Principal**

Mr. Paul Oisboid

Oversees the FUNDamentals Program Director

### **FUNDamentals Program Director**

Janice Chaves

Grant Manager; Supervises the FUNDamentals Program.

The Director is responsible for overseeing all program employees, creates daily schedules and plans special events; manages grant budgets and attendance and produces and files all necessary reports.

### **Recreation Activity Leader**

Lisa Mendoza

This position is responsible for planning age appropriate  
Recreational activities for all age groups.

The Recreation Activity Leader is also responsible for maintaining the daily federal snack program, and filling supply orders.

### **Literacy Coaches**

Literacy Coaches work directly with the students who are enrolled in the FUNDamentals Program. The coaches plan and conduct daily academic and social activities for participants.

## ***Days, Hours and Leaves***

The employees are district employees and will abide by the Los Alamos Educators Association – ESP contract.

## ***Incident/Injury Reports***

Within 24 hours of observing an incident regarding an accident, student discipline, or any other unusual event, it is the responsibility of each employee to report the observation in writing, including signature and date, and to turn this report in to the Director. The Director will report the incident to the Principal by the end of the regular school day of receipt of the written report.

## ***Public Relations***

Program employees represent the FUNdamentals First Program to the public they come in contact with. Employees will conduct themselves in a polite and courteous manner when working with the public and the school staff and will strive to promote and support the program in such contacts. If any questions or complaints about the policies or procedures of the program are expressed to the employee, the employee will politely suggest that contact be made with the Director.

### ***Site Set Up and Preparation***

If you're enjoying your job, you're probably doing it right. If you feel like you're not having a good time, please let your Director know.

Determine and have posted basic rules and behavior guidelines. Go over them the first day of each week.

Check-out your activity site (classroom, outside space) each day before the kids arrive. What classroom, playground area will you use? What are off limits? Are there any safety hazards?

Organize and be sure all program supplies and equipment you will need are available.

### **To be an OUTSTANDING Leader:**

- Always be on time, ready for whatever, enthusiastic!
- Talk to people, not at them! Listen, listen and listen some more
- Follow through on your promises, to others and to yourself.
- Be consistent in your actions and your attitude.
- Join the Smile and Compliment Club. Give one and get one!
- Plan your work, and work your plan!
- Treat people as if they are capable of teaching you something.
- To get more, you have to give more.
- Take pride in everything you do.