



**MONTCLAIR**  
AFTER-SCHOOL PROGRAM

2024-2025

PARENT HANDBOOK

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## WELCOME TO THE CITY OF MONTCLAIR EXPANDED LEARNING PROGRAM!

The goals of the City of Montclair Expanded Learning Program are to provide a safe nurturing, educational and recreational experience where children are encouraged to have fun, enjoy learning, develop friendships and build confidence.

- Students will be:
  - Respected
  - Valued
  - Accepted as unique, independent individuals who are entitled to their own ideas, feelings, thoughts, and opinions.

### EXPANDED LEARNING PROGRAM

The City of Montclair Expanded Learning Program schedule is comprised of a wide variety of well-planned, supervised activities that adhere to the California Department of Education Standards, which include hands-on enrichment activities and recreation. The Expanded Learning Program is provided to students and families through grant funding received by the Ontario-Montclair School District through the California Department of Education After-School Education and Safety program.

The City of Montclair Expanded Learning Program team consists of skilled professionals who enjoy working with children. They are required to have a combination of professional training and job experience, which enable them to understand the developmental needs of children.

### PLEASE SAVE THE DATE:

The Montclair After-school Program (MAP) holds multiple events to showcase student achievements. Please save the dates for the following events:

- Thursday, October 26, 2024, 6:30 pm, Montclair Community Center, *MAP Lights on After-School*
- March 2025, City of Montclair Community Center, *MAP Master's of Art Showcase*
- May 2025, City of Montclair Community Center, *MAP Awards*

### PARENT ORIENTATION

Montclair After-School Program parent orientations will be scheduled for each site at the beginning of the school year. **Parent attendance at the orientation is mandatory. If a Parent does not attend orientation, the child will be dropped from the program.**

## STUDENT ENROLLMENT

The City of Montclair Expanded Learning Program (ExLP) serves children from Transitional Kindergarten to 8<sup>th</sup> grade; grade levels vary per school site. Enrollment is completed on a first-come first served basis. To enroll in ExLP, the program that the student is enrolling in must receive completed registration materials; a student without completed materials will not be allowed to enroll in the program. **Students who attended program in prior years are not guaranteed a spot in subsequent years.**

Once the program enrollment is at capacity, a waiting list will be developed, on a first-come-first-served basis, when the site lead receives subsequent completed registration materials. Parents on the waiting list will be called and further documentation may be required. If all documentation is not received within two business days, the student will be placed at the bottom of the wait list and the next parent will be called. Full enrollment documentation must be received prior to the student attending program.

### *Enrollment of Students with Special Needs*

The Ontario-Montclair School District (OMSD) reviews each application submitted for a student with special needs to determine if their needs can be met during the Expanded Learning Program. The City of Montclair must receive approval from the school district prior to the students' enrollment. Once OMSD completes their review, OMSD communicates the student's start date directly with the City of Montclair. Site Leads will contact parents directly as soon as the start date is confirmed with OMSD. A pre-enrollment consultation with the parent/guardian, OMSD, and the City of Montclair may be required prior to the students start date.

All students enrolled in the Expanded Learning Program will be held to the same behavior standards and expectations for a safe and supportive environment, including the dismissal process. Accommodations and supports must be reviewed by the OMSD annually to determine program support for all students with special needs.

## BEHAVIOR GUIDELINES (Students, Parents/Guardians and Visitors)

In order to promote a safe and positive environment all students, parents/guardians, and visitors are expected to adhere to the following guidelines:

1. Treat everyone, including City of Montclair staff and other students, with respect at all times.
2. Follow directions given by City of Montclair staff.
3. Show proper respect for the building grounds/facilities, equipment, and supplies.
4. Use language appropriate to the setting (no foul words, verbal insults, etc.).
5. The parent/guardian of every student must sign an acknowledgment that they have read and agreed to follow the requirements of the parent handbook. The parent handbook has more information on MAP procedures and guidelines.

6. Students are to play in a safe manner at all times.
7. Students are to express that if someone has teased them, plays unfairly, or acting in a way that they do not like, students are to tell the person how they feel. If the other person won't listen, ask a staff member to help. Do not yell or use inappropriate language. The staff will help students to learn ways to care for themselves in these situations.
8. Students are to adhere to school behavior guidelines (PBIS) and code of conduct during the after-school program, including but not limited to, working quietly without disturbing others during the classroom time or enrichment activities and walking and talking quietly in the halls. Physical violence or threats may result in removal of from the program.

**In order to promote a safe and positive environment all parents/guardians, visitors and those authorized to pick up your student must respect everyone including City of Montclair Staff. Any violation of the behavior guidelines or parent handbook may result in disciplinary action up to and including the removal of your student from the program and removal of parents/guardians/visitors from the after-school program pick-up list. All Decisions by City Staff are final.**

#### DISCIPLINARY POLICY

Appropriate behavior will be praised and rewarded in various ways; however, in the event that a student violates any of the program guidelines listed above, the following disciplinary process will be enforced. The City of Montclair reserves the right to alter from the process outlined below based on the severity of the violation, which is at the discretion of the program supervisor:

1. A verbal warning will be given and the student will counseled on expected behavior and making better choices.
2. In the event of a second violation, the parent will be notified and will have a conference with City of Montclair staff.
3. In the event of a third violation, the parent will be notified the child may be suspended or dismissed from the program.
4. Parent will be notified of student suspension or dismissal from the program.

**Serious or repeated violations of the behavior guidelines may result in the student being dismissed from the program at the discretion of the program supervisor. Physical violence, threats, possession of weapons will not be tolerated and will result in a suspension or removal from the program.**

## CELL PHONE POLICY

Students carry cell phones during ExLP at their own risk; the City of Montclair is not responsible for lost, stolen, or damaged cell phones. Cell phones must not disrupt ExLP activities; if a cell phone does disrupt activities the site lead may hold the cell phone and release it to the parent at pick-up. Please adhere to the following guidelines for cell phone use:

### *Acceptable Cell phone Use*

- Cell phones must be turned off during the Expanded Learning Program.
- Students may use cell phones before and after program only.
- Parents can contact the Site Lead in case of an emergency.

### *Unacceptable Cell phone Use*

- Students should never use a cell phone during program or special events, inside school buildings or offices, including restrooms.
- Students should never take any pictures or videos using a cell phone or camcorder during program

## HOURS OF OPERATION

**The program operates from the end of the regular school day until 6:00 pm Monday-Friday, including early release days.** The Expanded Learning Program follows the Ontario-Montclair School District Calendar; the Expanded Learning Program is not in session when school is not in session (Example: winter break, Presidents' day, etc.) In addition, Expanded Learning will have three additional professional development days where program will not be in session, which include:

- Friday, November 22, 2024
- Friday, March 21, 2025
- Thursday, May 22, 2025

## STUDENT ATTENDANCE

**Funding for the Expanded Learning Program is based on students' regular attendance, 5 days per week from the time school ends until 6:00pm. Regular attendance is required for the Expanded Learning Program. Parents must notify the program via phone call if their child will be absent for any reason.** Parents are responsible for arranging transportation for students to return home with an adult listed on the application as authorized to pick-up the child from the program. See pick-up procedures below for more details.

If the parent/caregiver has not notified the program of the child's absence after three incidents, the child will be dropped from the program. In addition, excessive early dismissals can also result in the student being dropped from the program.

#### *Early dismissal*

The California Department of Education requires that all ASES funded after-school programs establish a policy regarding a reasonable early release of students from the program. In the event a student must be picked-up before pick-up times, please call the Site Lead. The authorized adult picking-up the student before 6:00 pm must fill out an Early Dismissal form prior to the release of the student from the program. Regular or frequent early dismissals are highly discouraged. The California Department of Education gives priority to students who attend on a daily basis.

A child may be released early from the Expanded Learning Program prior to the end of the program time of 6:00 pm based on the following conditions:

- Family Emergencies
- Medical Appointments
- Severe Weather conditions
- Child accidents or illness that occurs during program time
- Other Academic/Sports Program
- Other conditions especially on safety as prescribed by the school
- Deemed as "In the best interest of the child"
- Early Release forms must be completed prior to the child leaving the program.

#### ABSENCE POLICY

Three unexcused absences are allowed per school year. If the expanded learning program does not receive documentation from the parent for the absence to be excused within five business days, it will be considered an unexcused absence. After three unexcused absences, the student may be dropped from the program. The California Department of Education gives priority to students who attend on a daily basis.

#### PICK-UP PROCEDURES

According to California Department of Education requirements, students must be signed-out of the program by an authorized adult daily. Only custodial parents and authorized adults (those listed on the pick-up authorization form) are allowed to sign-out a student from the program. **Staff will request a picture identification from the adult picking up the student daily.** Individuals under eighteen (18) years old are not allowed to sign-out a student. Full signatures are always required for a student to be signed-out are always required.

Student pick-up times are promptly at, 3:30 pm., 4:30pm., 5:30pm.-6:00pm., arriving in between pick-up times is **not permitted** for the safety of participants. If you have an emergency and need to pick-up your child between pick-up times, please call your site lead for assistance.

Students must be picked-up by 6:00 pm. At 6:00 pm, parents will request their child with the site lead and the site lead will radio program staff to send the student to the gate. Once the child arrives, the parent will sign-out the student from the program. The student will not be released to any person who is not listed on the pick-up authorization form or to any person that does not have a valid picture identification.

*Please note*, the Expanded Learning Program sites cannot legally keep a parent from picking up his/her child, unless a parent has given the site lead a copy of a restraining order from the courts to keep on file.

#### *Late Pick-Up*

**All children must be picked-up at the end of program, 6:00 pm.** If a parent knows he/she will be late, arrangements must be made with someone else listed on the authorized pick up form to pick-up the child at 6:00 pm. The parent may be charged \$1.00 for every minute he/she is late. The charge is applied per child in the program.

The Expanded Learning Program staff are required to remain with children until they are picked-up; however, if staff have not been notified by the parent or guardian within 30 minutes or emergency contacts cannot be reached, staff will call an appropriate law enforcement agency and the child will be transported to the Montclair Recreation Center, 5111 Benito Street, Montclair, CA 91763, (909) 625-9479. A note will be posted on the pick-up door at the school site. The parent is responsible for picking up the child from the Montclair Recreation Center. If a child must be transported to the Recreation Center more than one time, the child may be dropped from the program.

#### EMERGENCY INFORMATION

Emergency information submitted to the program at the beginning of the school year must be kept current. It is the responsibility of the parent/guardian to inform the program of changes.

Changes may include but are not limited to: Home address, phone numbers including home, work and cell, persons authorized to pick-up the child, child's primary care provider including phone and address and persons to contact in a medical emergency.

### *Medical Emergency or Illness*

In the event of a medical emergency, 911 will be called immediately. Once the child is taken care of, staff will make every effort to contact the parent or guardian listed on the emergency form. In the case of an ill child, staff will contact the parent or guardian listed on the emergency registration form to pick-up the child from the program as soon as possible.

Parents must notify the program staff of any contagious diseases including but not limited to strep throat, lice, chicken pox, etc. For the safety and concern of children and families, a list of contagious illnesses is available at the school site. In addition, children must be free of fever for 24 hours before returning to the program; if a child is too sick to go outside, the child is too sick to attend the program and the parent/guardian is responsible for all charges as a result of a medical emergency/illness.

### *Emergency Disaster Procedures*

The City of Montclair is committed to ensuring the safety of the students while attending MAP. Site leads will coordinate monthly disaster drills, which include fire, earthquake and lockdown. These drills will take place during program hours. While the drill is in operation student sign-out procedures will cease until the drill is complete. After the completion of the drill, the site lead will resume standard student sign-out procedures. In the event of an emergency, direct communication with the MAP site lead may be interrupted; you may call the City of Montclair Recreation Center (909) 625-9479.

### MANDATED REPORTING OF CHILD ABUSE OR NEGLECT

California law requires people in positions of authority over children to report known or suspected abuse or neglect. It is our policy to report any suspicion or incident of child abuse involving any child under our care. As mandated reporters, we must inform a local law enforcement agency or child welfare department if we become aware of or suspect child abuse or neglect.





## PARENT HANDBOOK 2024-2025 ACKNOWLEDGEMENT

*Schools: Buena Vista, Elderberry, Kingsley, Lehigh, Monte Vista, Ramona, Vernon*

I have read and understand the policies and procedures of MAP as set forth in the MAP Parent Handbook. I also understand that the MAP Parent Handbook is to be used as a guideline and is meant to be a useful reference tool for MAP Policies and Procedures. I further understand that violations of these policies and procedures may result in the child being dropped from the program.

I have reviewed the MAP Parent Handbook in its entirety and I will attend the Parent Orientation where I will be given the opportunity to ask questions with the Site Lead.

*Note:*

*This MAP Parent Handbook is presented for informational purposes only and can be changed at any time with or without notice. The guidelines outlined in this handbook are meant to provide parents with additional information about the Expanded Learning Program but is not an exhaustive list of expectations, policies or procedures for enrollment in the ExLP. Please contact the ExLP Supervising Staff if you have questions about any item listed or not listed in this handbook*

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Student First Name

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Last Name

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Student ID Number

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Parent Name

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Parent Signature

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Date