

# Glen Park Big Blue After School & Summer Camp STUDENT & FAMILY HANDBOOK



**GLEN PARK ELEMENTARY**



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## Parent "Quick-Start" Checklist

*Please ensure these 5 steps are completed to secure your child's spot in the program:*

- Digital Enrollment:** Is your [registration](#) form complete?
  - The Multipurpose Family Income Form:** Have you submitted the [MFIF](#) online? (This must be done every school year).
  - Confirmation of Spot:** Did you receive an **immediate "Accepted" message** upon submitting your Enrollment Form? (If the program is full, your confirmation message will state that you have been placed on the **Waitlist** and SFArtsED will contact you if a spot opens).
  - Initial Payment:** Have you paid your first month, semester, or summer week fee via the [SFArtsED portal](#)
  - Emergency Contacts:** Have you saved the Site Coordinator's number **(415) 606-1381** in your phone for emergency texts?
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**Welcome to the Glen Park Big Blue After School Program & Big Blue Summer Camp**, supported by the San Francisco Arts Education Project (**SFArtsED**) and **SFUSD ExCEL**. Together, our programs provide high-quality enrichment for more than 200 Glen Park students.

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## **I. About Our Partners**

### **San Francisco Arts Education Project (SFArtsED)**

SFArtsED has been an integral partner of the Glen Park Elementary community for **more than 25 years**. Founded in 1968, SFArtsED has remained true to its mission for over five decades: to enrich the lives of children by facilitating hands-on participation in the visual and performing arts, taught by practicing artists.

Today, SFArtsED serves more than **7,000 San Francisco children** annually. Our impact extends across the city:

- **Artist Residencies:** We support professional artist residencies in visual arts, dance, drama, musical theater, world rhythms, and choral expression at more than 20 public schools and after-school programs.
- **The Minnesota Street Project:** Beyond the school day, we offer weekend workshops—ranging from collage to fashion design—at our gallery located in the Minnesota Street Project.
- **SFArtsEd Players:** Our renowned musical theater troupe offers rigorous training for serious young performers (ages 9–14), culminating in a fully realized professional production every spring at the **Presidio Theatre**.

For more information on our galleries, troupes, and workshops, please visit [www.SFArtsED.org](http://www.SFArtsED.org).

### **SFUSD ExCEL After School Programs**

The primary goal of the after-school program investment is to provide students with academic enrichment opportunities designed to complement the regular academic program in a safe, supportive environment. Our programs are designed in direct collaboration with school leadership and in strict alignment with SFUSD guidelines.

The SFUSD's ExCEL After School programs aim to create “safe havens” at public schools. Here, students and community members can access expanded learning opportunities and integrated education, health, social service, and cultural programs outside of regular school hours.

ExCEL programs are a unique collaboration between SFUSD and local Community Based Organizations (CBOs), such as SFArtsED. While each school site features unique providers, we all share a common focus on academic, social, and emotional learning.

Our program provides high-quality experiences for youth in Kindergarten through 5th grade. To ensure that after-school academics are perfectly aligned with the school-day curriculum, we involve teachers from the school site in our planning. Daily activities include:

- Arts Enrichment & Clubs
- Physical Fitness
- Homework Support: We provide a dedicated time and space for students to work on assignments with staff support. However, **we are not a homework completion program**. Due to our focus on enrichment and limited time, we ask that parents check in with their children and review their homework daily to ensure accuracy and completion.

To maintain the highest standards of safety and individualized support, we strictly adhere to the following ratios:

- Kindergarten: 10:1 ratio
- 1st through 5th Grade: 20:1 ratio

Big Blue After School and Summer Camps follow the [SFUSD Student and Family Handbook](#) for all foundational district-wide policies.

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## II. Program Funding & Fees

### How the Program is Funded

SFUSD ExCEL after-school programs are available at low-to-no cost to families thanks to Federal and State grant funds, as well as funding from SFUSD and the Department of Children, Youth, and Their Families (DCYF).

This partnership is sustained by:

- **City, State, and Federal Grants:** Including ASES (After School Education and Safety) and 21st Century Community Learning Centers.
- **SFArtsED Contributions:** SFArtsED contributes resources both "in-kind" and in cash to provide enhanced enrichment opportunities.
- **Family Fees:** Collected via a district-wide co-payment structure.

### District-Wide Co-Payment Structure

Monthly fees are determined by your family's eligibility status:

- **Full Fee Waivers:** Monthly co-payment fees are waived for students identified as experiencing homelessness or in foster care.
- **Income-Based Waivers:** Fees are waived for families eligible for free or reduced-price meals (based on the MFIF results).
- **Sliding Scale Fees:** Families who do not qualify for free or reduced-price meals will pay a monthly co-payment fee on a sliding scale, ranging from **\$50.00 to \$624.35 per month**.

## Payment Schedule & Methods

To ensure the continued operation of our programs, all fees must be paid by their respective due dates.

### After School Program Fees

- Monthly Payments: Due on the 20th of each month (August through May).
- Semester Payments: If paying by semester, fees are due in August and January.

### Big Blue Summer Camp Fees

- Weekly Payments: Summer camp fees must be paid by Sunday evening prior to the Monday your student begins their camp week.

All payments must be made online via the [SFArtsED portal](#).

## The Multipurpose Family Income Form (MFIF)

We encourage **ALL** families to submit the MFIF at the start of every school year. This form is strictly confidential and is vital for securing the state and federal funding that supports our school, after-school program, and summer camp.

- **Instructions & Info:** For a step-by-step guide on how to apply, please visit [SFUSD.edu](#).
  - **How to Submit:** Once you are ready, the form is submitted online via [SchoolCafe.com](#).
  - **Language Support:** The application portal is available in English, Arabic, Chinese, Spanish, and Vietnamese.
  - **Processing Timeline:** Please allow **five business days** for the online form to be processed. You will be notified via email when your results are ready.
  - **"Not Interested" Option:** Even if you know your family does not qualify for benefits, please still submit the form to ensure accurate data for our district. Simply mark the **"Not Interested"** box; you will not be asked to enter any income information.
  - **Accessing Results:** You can access and print your final eligibility letter at any time by logging into your SchoolCafe account.
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## III. Program Schedules

### After School Program (ASP)

The ASP operates every school day throughout the academic year.

- **Mon, Tue, Thu, Fri:** 2:55 PM – 6:00 PM
- **Wednesday (Early Release):** 1:40 PM – 6:00 PM

## Big Blue Summer Camp

- **Hours:** Monday through Friday, 8:00 AM – 5:00 PM
  - **Duration:** 30 days total (beginning in early June).
  - **Closures:** Closed for Juneteenth and July 4th.
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## IV. Enrollment & Attendance

### Enrollment Requirements

- **Digital Enrollment:** All families must submit a complete Enrollment Form via [www.glenparkschool.org](http://www.glenparkschool.org).
- **Official Acceptance:** Submitting an application **does not guarantee a spot**. Students are only authorized to attend once the family receives an official "Letter of Acceptance" from SFArtsED.
- **Priority Enrollment:** Per California Department of Education (CDE) funding requirements, priority access is provided to students identified as "focal populations." In the event the program reaches capacity and a waitlist is established, priority is given to youth experiencing homelessness or in foster care, low-income youth, and English Language Learners (ELL).

### Attendance & Early Release

Per **State Grant (ASES) guidelines**, enrolled students are expected to attend the program every day until the **6:00 PM** closing time. Consistent daily attendance ensures our program remains fully funded and available to the community.

**Early Release Codes** If you must pick up your child before 6:00 PM, you **must** record one of the following three Early Release Codes on the daily sign-out sheet:

- Code 1: Parallel Program
- Code 2: Community Safety
- Code 3: Other Circumstances

### Dismissal & Late Pick-Up

- **Daily Sign-Out:** For safety and licensing compliance, a parent or authorized guardian must sign the student out **every day**.
  - **Late Pick-Up Policy:** The program ends promptly at **6:00 PM (After School)** and **5:00 PM (Summer Camp)**.
    - **First Instance:** Verbal Warning.
    - **Second Instance:** Written Warning.
    - **Chronic Lateness:** May result in the student being dropped from the program.
  - **Emergency Contact:** If you are running late due to an emergency, please text the Site Coordinator immediately at **(415) 606-1381**.
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## V. Inclusion, Accessibility & Privacy

### The Americans with Disabilities Act (ADA)

Unlike the regular school day (which complies with IDEA), our programs comply with the Americans with Disabilities Act (ADA). We are committed to ensuring that our activities are accessible through reasonable accommodations.

### Supporting Student Success

- **IEP & 504 Plans:** If your student has an Individualized Education Program (IEP) or a 504 Plan, the Big Blue program may request access to these documents. This allows our staff to identify and implement the necessary accommodations to support your child's success in an after-school or camp setting.

### Confidentiality & Student Records (FERPA)

The ExCEL after-school program complies at all times with the requirements of the Family Educational Rights and Privacy Act (FERPA) and relevant state laws regarding the handling of student records, including California Education Code 49073.

- **Access to Information:** The program shall only access and use confidential student information for the performance of duties on behalf of SFUSD.
- **Written Consent:** We will not use confidential student data for any purpose other than providing information to the District without prior written parent consent or as permitted by state and federal law.
- **Third-Party Disclosure:** The program shall not disclose confidential student information to any third party without the prior written consent of the District.
- **Enrollment Protections:** Information regarding a student's support needs is used solely for planning and accommodation purposes; it does not influence enrollment or "guarantee of a spot" decisions.

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## VI. Health & Safety

### Medication Policy

To ensure student safety and follow district guidelines, Big Blue staff will not administer medications. \*If your child requires medication during program hours, please contact the Site Coordinator to discuss necessary arrangements.

- All medical conditions, allergies, or emergency medication needs (such as EpiPens or inhalers) must be clearly documented on the student's **Emergency Contact Form**.

## Illness & First Aid

- **Illness Policy:** For the health of our community, children who are sick or not feeling well should stay home from school, the After School Program, and Summer Camp.
- **Minor Injuries:** Staff will provide minor First Aid (soap, water, ice packs, or bandages) for small cuts, scrapes, and bruises.
- **Major Injuries:** If a student requires medical attention beyond basic first aid, parents/guardians will be notified immediately via the contact information on file.

## Emergency Procedures

The Big Blue programs follow the safety protocols outlined in the SFUSD Handbook for all emergency situations. This includes:

- Regular participation in **Fire Drills** and **Lockdown** practices.
- Established procedures for Natural Disasters and Shelter-in-Place orders.
- **Emergency Text Alerts:** In the event of an emergency, our primary way to reach you is via the phone number provided at enrollment or ParentSquare. Please keep this information current.

## Nutrition & Food Safety

- **Daily Meals:** A free, nutritious meal is provided to every student daily in the After School Program.
  - **Summer Camp:** To support a full day of activity, Big Blue Summer Camp provides free breakfast and lunch to every camper daily.
  - **Nut-Aware Environment:** We strive to be a nut-aware program. **Sharing personal snacks is strictly prohibited** to protect students with severe life-threatening food allergies. We kindly ask that you pack nut-free snacks whenever possible.
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# VII. Behavior & Community Climate

## Our Philosophy: Safe & Supportive Environments

In alignment with the SFUSD Safe and Supportive Schools Resolution (Board Policy 5144), our program is committed to a positive, relationship-based community. We believe the most effective alternative to dismissal or suspension is the prevention of concerning behaviors through proactive engagement and a "Progressive Response" that focuses on teaching and reflection.

## Restorative Practices (RP) & Targeted Interventions

To create a bias-free and culturally competent environment, we use Restorative Practices to resolve conflicts. When students need additional support to meet behavioral expectations, we utilize specific tools to help them stay successful:

- **Restorative Conversations:** Guided talks that help students understand the impact of their actions and how to repair harm.
- **Chill-Out Plans & Break Passes:** Designated space and time for students to self-regulate when they feel overwhelmed, before a behavior escalates.
- **Behavior Contracts:** Clear, written agreements created with the student to set goals and track progress.
- **The Three-Tiered Matrix:** We follow the district-mandated behavioral matrix to ensure that interventions are fair, consistent, and designed to keep students in the program whenever possible. For more information, please see the [SFUSD Student & Family Handbook](#).

## The PAX Learning Environment

Glen Park Big Blue has adopted the PAX program (developed by the PAXIS Institute) to provide a seamless transition from the school day. This evidence-based system helps students develop self-regulation and prosocial skills through:

### 1. Cultivating a Nurturing Environment

- **Vision Posters:** Students and staff work together to create Vision Posters. These serve to explicitly define what a positive environment looks like, sounds like, feels like, and what we see when we are at our best.
- **PAX vs. Spleems:** Using the Vision Poster as a guide, students define "PAX" (peaceful/productive behaviors) and "Spleems" (unwanted/disruptive behaviors).

### 2. Teaching Self-Regulation and Cooperation

- **The PAX Good Behavior Game (GBG):** A fun, team-based approach where groups work together to maximize PAX and minimize Spleems.
- **Granny's Wacky Prizes:** Short, 10–30 second "wacky" rewards (like a quick dance party) used to celebrate winning the game and teach kids how to transition from high energy back to focus.
- **Tootle Notes:** Written praise notes where students and staff recognize and appreciate positive actions in others.

### 3. Specific Behavioral Tools

- **The Harmonica Signal:** A gentle, non-verbal cue for attention, reducing the need for raised voices.
- **PAX/Equity Stix:** We use sticks with student names to ensure everyone has a fair and equal opportunity to be called on and lead activities.
- **Mystery Motivators:** Surprise rewards used to celebrate successes and teach regulation during exciting moments.

## Safety & Documentation

To ensure the safety of every student and staff member, the Big Blue program is required to document all significant incidents and injuries. Removal from the program is considered a last resort, utilized only when the immediate safety of students or staff is threatened.

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## VIII. Communication & Volunteering

Clear communication between families and staff is the key to a successful program.

- **Emergency Text Line:** Our primary method for quick updates or late pick-up notifications is via text at (415) 606-1381.
- **ParentSquare:** We use ParentSquare for program-wide announcements, newsletters, and reminders. Please ensure your notifications are turned on.
- **Meetings:** If you would like to discuss your child's progress or a specific concern, please email the Site Coordinator to schedule a formal meeting.

Volunteering We love our Glen Park community! Families interested in volunteering for special events, field trips, or as guest artists must:

1. Be cleared through the SFUSD Volunteer protocols.
2. Coordinate with the Site Coordinator at least two weeks in advance.

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## IX. Cell Phone & Electronics Policy

To promote the PAX environment and encourage social-emotional growth, personal cell phones and electronic devices (including iPads and gaming consoles) are not permitted during program hours.

- **"Away for the Day":** Phones must remain turned off and inside the student's backpack.
- **Emergency Calls:** If a student needs to contact a parent, they may request to use the program phone. If a parent needs to reach a student, please text the program line at (415) 606-1381.
- **Liability:** Big Blue and SFArtsED are not responsible for lost, stolen, or damaged electronic devices brought to the program.

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## X. Participation Termination Policy

While our goal is to support every student through Restorative Practices and PAX, the Big Blue program reserves the right to terminate a student's participation for the following reasons:

1. **Safety Risks:** Any behavior that poses an immediate and ongoing physical threat to other students, staff, or themselves.
2. **Chronic Lateness:** Failure to pick up a student by 6:00 PM (ASP) or 5:00 PM (Summer) after receiving two written warnings.
3. **Non-Payment:** Failure to pay monthly or weekly fees by the established due dates without prior arrangement.

4. **Attendance:** Failure to meet the state-mandated attendance requirements (consistent unexcused early releases or absences).
  5. **Behavior Contracts:** If a student is unable to meet the goals outlined in a Tier 3 Behavior Contract despite multiple restorative interventions.
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## **XI. Contact Information**

**Site Coordinator:** Shawn Maceira

**Email:** shawn.m@sfartsed.org | **Phone:** (415) 606-1381

**Program Manager:** Susan Tramontana

**Email:** susan.t@sfartsed.org | **Phone:** (415) 699-8253