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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**



San Ysidro
School District **EST - 1887**
QUALITY EDUCATION AND OPPORTUNITY FOR ALL STUDENTS TO SUCCEED

LEARN GROW THRIVE

**2017-2018 LEAP Parent Handbook
BORDER VIEW FAMILY YMCA**



www.ymca.org/borderview

Introduction

Welcome to the LEAP program. The San Ysidro School District, in cooperation with the Border View Family YMCA, are committed to opening community schools before and after school to provide a safe place for elementary school age youth to experience increased academic enrichment.

The LEAP program is operated by several collaborative partners. The California Department of Education, who provides the funding, the San Ysidro School District who oversees the program's fiscal administration, the individual school who provides the space and guidance for specific student needs, and the YMCA who operates the program on site.

This handbook is intended as a guide to understanding the policies and procedures of the YMCA LEAP program. Families enrolled in the YMCA LEAP program are expected to read, understand, and abide by the policies and standards herein. Please read it carefully, and feel free to ask us any questions you may have. As a parent of a child enrolled in the program we encourage you to observe and participate in activities and events. Any contributions of your time or talents are greatly appreciated.

YMCA Mission Statement

The YMCA of San Diego County is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God through development of the spirit, mind and body.

YMCA Inclusivity Statement

The YMCA is an organization open to all people. We welcome and value individuals of all age, race, ethnicity, religion, gender identity, gender expression, ability, sexual orientation and financial circumstances. We are committed to having programs and services that embrace diversity, reflecting the people and needs of our community.

Program Description

LEAP stands for:

Literacy, Enrichment, Arts Program

The LEAP program was designed by experts in child development, education, youth leadership, and recreation. The site supervisor and program youth Leaders work closely with the school. The YMCA youth leaders, classroom teachers, resource teachers, literacy tutors, and the school principal work together to tailor the curriculum to the specific needs of your school's program.

LEAP is a literacy and art enrichment program whose primary focus is to assist students with higher achievement in the school day. LEAP achieves this by assisting students with their daily homework and incorporating key educational elements into recreation based activities. LEAP creates a fun supplement to a student's standard school day learning.

The LEAP program is specifically designed to create an enthusiasm for learning, while building reading, writing, verbal, math, and science skills. Planned activities are fun, challenging, and developmentally appropriate for each program participant.

The program is held in locations at the school where the children feel safe and comfortable such as: classrooms, computer labs, multi-purpose rooms and auditoriums.

Hours of Operation*

LEAP operates every day when school is in session. For care during holidays and vacation breaks, please contact the Border View Family YMCA Day Camp department at 619-428-9622. Program operating hours are as follows:

<u>SCHOOL</u>	<u>AM</u>	<u>Kinder PM</u>	<u>PM</u>	<u>Kinder MIN DAY</u>	<u>PM MIN DAY</u>
Ocean View Hills	6:45-8:15	2:15-6:00	2:45-6:00	12:20-6:00	1:15-6:00
Willow	6:45-8:15	2:15-6:00	2:45-6:00	12:20-6:00	1:15-6:00
Vista Del Mar	6:15-7:45		2:05-6:00		12:30-6:00
La Mirada	6:45-8:15	2:15-6:00	2:45-6:00	12:20-6:00	1:15-6:00
Smythe	6:45-8:15	2:15-6:00	2:45-6:00	12:20-6:00	1:15-6:00
Sunset	6:45-8:15	2:15-6:00	2:45-6:00	12:20-6:00	1:15-6:00
San Ysidro Middle School	6:15-7:45				12:30-6:00

**Program hours are based on school bell times and are subject to change.*

How are students selected for the LEAP program?

Students are selected based on analysis of the following criteria:

- Previous participation in the program
- Date of application/interest form submission
- Number of days student will attend program
- Length of time student will attend program

All LEAP applications will be reviewed by LEAP staff and school personnel. Each LEAP program has a maximum number of students that they are able to serve. Children will be enrolled based on the above criteria, up to the capacity for each school's program. If the program receives more applications than spaces available, first priority for participation will be given to applications that meet the given criteria. Once the LEAP program has reached its capacity, children not accepted for participation will be placed on a wait list, in the same order of priority, and will be accepted as space becomes available. Student's attendance is monitored throughout the school year. If a student's attendance drops below program attendance standards or a change in the schedule committed to on their application occurs, a student may be disenrolled from the program.

If there is a wait list of students, they are added to the program as current students who do not meet prioritized attendance requirements are dropped.

How many students will be admitted into the program at my child's school?

The amount of students selected varies by school and by school year. The total number of students served is based on the funding provided to each individual school. Each school is specifically granted its

own funding amount for each school year. Our goal is to serve as many students as possible with the funding provided. Typically, a program will serve anywhere from 40 to 95 students.

Attendance Policies and Procedures

The LEAP program is funded by the After School Education & Safety (ASES) Program. The ASES Program intends that program participants attend 5 days a week for the duration of program hours. Enrolled students who do not attend daily or for the duration of the program may be disenrolled to make room for a student who needs the program full time. Families may be enrolled for AM, PM, or AM and PM.

Full time attendance means that:

AM participants attend every morning from opening time until school begins. To participate, students must arrive within the first half of program operation. Students arriving after the program start time must have a late arrival form on file.

PM participants attend from school dismissal until closing time at 6:00 PM. In order to avoid long lines at sign-out time parents/guardians may begin signing out their children out at 5:45 PM for a 6:00 PM pickup.

It is required that each child **MUST** be signed in and out of the site each day. An **ADULT** 18 years of age or older must pick up your child. Participants may not sign themselves out of the program or be signed out by siblings under the age of 18. Children will only be released to individuals authorized on the LEAP Application. The custodial parent/legal guardian who signed the application form is the only person who can authorize the site to release the child to another individual or make changes to the application.

The YMCA is not responsible for a child before being signed in or after being signed out of the program.

Early Pick Up

Because participants must stay for the duration of the program, any pickup prior to 6:00 PM is considered an early pick up. If pickup is needed before 6:00 PM, an early release form must be filled out and placed on file. Additionally, all children must stay for a minimum of half of the afternoon operating hours for that day. Please be aware that when assessing students for enrollment, not only are days attended considered, but hours attended as well. Therefore, even with a valid early release on file, students who attend every day, for the duration of the program are considered to have a higher need for the program.

Late Pick Up / Drop Off

It is imperative that all children be picked up and dropped off on time each day. A child who is dropped off late to morning program three or more times may be disenrolled from the program. A child who is picked up early/late three or more times (or one time after 6:30) may be disenrolled from the program. Emergency contacts will be called for any child who is not picked up prior to 6:00 PM. Any child left after 6:30 PM without notification is considered abandoned and the appropriate authorities will be contacted. Therefore, please ensure your contact numbers are current and up to date.

Leave of Absence

It is the family's responsibility to notify the site supervisor if your student will be absent from program. Each LEAP site has a phone number and email that you may leave a message on to report an absence. If a child is scheduled to attend and do not report to the program, the site staff will make every effort to verify the absence with the school staff and/or contact the parents. Unfortunately, children who have multiple unexcused absences throughout the year are considered to have lower need of the program and may be disenrolled.

Program Visitation

We encourage families to take an active interest in their student's success. If you wish to observe your child during the program, please notify a staff member of your presence and inform him/her what you would like to observe. Please be aware that only individuals authorized to pick-up students will be permitted into the program area.

Adult/Child Ratio

In accordance with our contract with the San Ysidro School District and the State of California, LEAP maintains a 1:20 or better staff: student ratio.

Contacting the Program

If you need to contact the program, please utilize the following phone numbers and emails. We understand that communication with your child is important, please note that we may not be able to put you in immediate contact with your child. However, we will get them your message if this is the case.

Ocean View Hills	(619) 454-1463	leap-oceanviewhills@ymca.org
Willow	(619) 836-9366	leap-willow@ymca.org
Vista Del Mar	(619) 836-9367	lead-vistadelmar@ymca.org
La Mirada	(619) 836-9368	leap-lamirada@ymca.org
Smythe	(619) 836-9369	leap-smythe@ymca.org
Sunset	(619) 836-9370	leap-sunset@ymca.org
San Ysidro Middle School	(619) 836-9371	lead-syms@ymca.org

Cell Phones & Technology

We understand that many families want to be able to contact their child directly, but a cell phone vibrating or ringing during our program causes a major distraction to the other students. We ask if you need to contact your child during program hours to please call the YMCA cell phone listed above.

Additionally, personal cell phones and electronic devices are discouraged from the LEAP program. If possible, please leave all such devices at home. While at LEAP all devices are to be kept put away at all times.

Personal Belongings

Students are encouraged to only bring to school the items and supplies they need for the school day and the LEAP program. Additional items such as toys, games, electronics, phones, sports equipment, etc. should not be brought to the LEAP program.

Each program maintains a Lost & Found for items forgotten at the program. The Lost & Found may be combined with the school's or just for LEAP, depending on the school site. Please check this area as soon as you discover an item is missing, as they are periodically donated throughout the year. The LEAP program will try to keep lost items for at least a week prior to being sent for donation.

The YMCA LEAP program is not responsible for the theft, loss, or damage of personal belongings.

Academic Enrichment & Homework

The LEAP programs provide an academic enrichment component on a daily basis. Program staff members work with school faculty to ensure that the activities provided by the program support the regular school day curriculum.

Students receive daily homework assistance and literacy lessons, as well as participate in special events and curriculum throughout the school year.

LEAP youth leaders assist students with their homework daily. However, family members will still want to check their child's homework for completeness and accuracy as our staff cannot provide one to one assistance with each student.

The Big 4 Conference

The Big 4 is a unique series of hosted events that unites staff from different school sites as well as brings students and their families together to partake in various sport, academic, and performing art showcases. Students in grades 3rd through 6th can participate in the Big 4 and selections are made based on good academic and behavior standing both with the school and the LEAP program. We encourage each student to try out for their program's team for each of the BIG 4 events as there are a limited amount of slots available at each LEAP program.

Other Activities

While attending the YMCA LEAP program students are encouraged to participate in a variety of recreation and enrichment activities which vary by school and may include:

ART	MULTI-CULTURAL ACTIVITIES	CRAFTS
COOKING	STEM	WRITING
ROBOTICS	PERFORMING ARTS	MUSIC
SPEECH	FORIEGN LANGUAGE	DANCE
SPORTS	COMPUTER CLASSES	FILM

Snacks

LEAP program participants receive a free afternoon snack each day. Students are also welcome to bring their own snack if desired. However, there are many children in our programs with peanut allergies - please do not send your child with peanut products.

If your child has any dietary restrictions or allergies please contact the site supervisor so an alternate snack may be provided.

BORDER VIEW YMCA LEAP PROGRAM TECHNOLOGY USE GUIDELINES

General Provisions

The Border View Family YMCA LEAP Program shall provide technology resources to its students for educational purposes. The goal of providing these resources is to promote educational opportunities for the program's participants. The use of Border View Family YMCA LEAP Program technology resources shall be given to participants for the enhancement of education-related functions. Individuals who use the Border View Family YMCA LEAP Program network shall consent to be monitored.

The Border View YMCA LEAP Program shall use several procedures to ensure students are protected while using technology based materials by web filtering some Internet sites through the San Ysidro School District's web site filtering system.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, the Border View Family YMCA LEAP Program cannot guarantee that students will not LEAP an inappropriate site. It shall be the student's responsibility to report any inappropriate site or posting to the LEAP Site Supervisor, school teacher or school principal. The document below outlines appropriate use and prohibited activities when using all technology resources and electronic devices. Every student shall follow all of the rules and conditions listed.

Unauthorized use of personal electronic devices includes:

1. Possessing, viewing, sending or sharing video or audio information having inappropriate, violent or threatening content on school grounds school shall be prohibited and may result in disciplinary action and/or immediate grounds for dismissal of the YMCA LEAP program.
2. Transmitting school materials for unethical purposes such as cheating, bullying, etc.
3. Any activity which may be in violation with the San Ysidro School District Bullying Prevention policy and procedural directive.

Social Media/ Social Networking

Student use of social media or social networking is prohibited at all times from the South Bay Family YMCA LEAP programs. Proper behavior, as it relates to the use of computers, is no different from proper behavior in all other aspects of Border View Family YMCA LEAP Program activities. All users shall use technology in a responsible, ethical, and polite manner. Violation of this procedural directive shall be grounds for school disciplinary action and grounds for dismissal from all Border View Family YMCA programs.

Internet

The Internet and other on-line resources provided by Border View Family YMCA LEAP Program shall be used to support the academic learning of our students. The goal of providing these resources is to promote further educational opportunities for students.

The Internet is a network of many types of communication and information networks. While this creates new opportunities for learning, research, communication and collaboration, it also creates new responsibilities for Border View Family YMCA LEAP Program participants.

Internet Safety Education

The Border View Family YMCA LEAP Program Internet safety includes Internet safety education. Border View Family YMCA staff members will review cyber safety with participants as well as teaching appropriate online behaviors for students. Students shall be instructed in appropriate use of district technology resources.

Student Internet Safety

School students shall not disclose their full name or any other personal contact information for any purpose on the Internet. Personal contact information includes address, telephone, or school address. Students shall not share or post privacy-revealing personal information about themselves or other people. Students shall tell their teacher or other program employee about any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete the message until instructed to do so by a staff member.

Student Responsibilities

1. The district's system shall only be used for educational purposes of the Border View Family YMCA LEAP program.
2. The Border View Family YMCA LEAP Program shall reserve the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by the district officials.
3. Inappropriate use may result in a cancellation of network privileges.
4. Technology resources shall be used responsibly.
 - a. The network shall not be used for illegal or commercial activities.
 - b. Users shall not search, retrieve, save, circulate or display hate-based, offensive, inappropriate, or images or information about weapons.
5. Students shall be prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, cyber-bullying, obscene, disruptive, or that could be construed as harassment of others based on any discrimination or prejudice of any type.
6. Students shall not use the system to encourage the use of drugs, alcohol, or weapons.
7. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
8. Students shall not attempt to delete, copy, or modify any applications or materials on technology that is provided to them.
9. Students shall not assume another person's identity.
10. Students shall report any security problems or misuse of the services to the Program Supervisor, Youth Leader, Teacher, or other Border View Family YMCA LEAP Program employee.
11. The students and parents, and/or legal guardian, shall sign the Acceptable Use Agreement before a student can use the Border View Family YMCA LEAP Program and San Ysidro School District network.
12. Students who fail to abide by the program's rules shall be subject to disciplinary action and expulsion of the program.
13. Students shall not make any attempt to circumvent network security.

Privacy

Network and Internet access shall be provided as a tool for education. The Border View Family YMCA LEAP Program and San Ysidro School District shall reserve the right to monitor, inspect, copy, review and

store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Border View Family YMCA LEAP Program and no student shall have any expectation of privacy regarding such materials.

Safety

The LEAP program provides a safe place on school sites where children can learn new skills, reinforce academic skills, and participate in age-appropriate recreation and social skill building activities. Participants are expected to follow all school rules and program safety rules. Violation of these rules may result in your child not being allowed to participate in the program or specific program activities.

All YMCA LEAP staff have passed a background clearance, are Pediatric CPR certified, and First Aid trained.

Enrollment / Disenrollment

To be considered for enrollment you must complete the current YMCA LEAP Application. Applications are available at each school, all LEAP programs, the YMCA, and on the YMCA web site. (see Pg 2: How are students will be admitted into the LEAP program?).

The initial enrollment for each program will be posted at the schools. Families not selected will be placed on the waiting list and will be contacted when they are to be enrolled.

At the YMCA LEAP programs, demand exceeds capacity. Therefore, we continually assess attendance and those families that do not meet the attendance standards may be subject to disenrollment. Additionally, a family may voluntarily disenroll their child at any time. A family who is disenrolled will be eligible the following school year to apply again. A family who voluntarily disenrolls or turns down an offer of enrollment, who wishes to reenroll that school year, will be placed on the waiting list and prioritized with the rest of the applicants as though they had just applied.

Families must re-apply each school year. Current enrollment does not guarantee enrollment in future school years.

Guidance

Rules may vary slightly from site to site, however each site follows the following Respect Rules and YMCA Core Values.

Respect Rules:

1. Respect yourself
2. Respect others
3. Respect materials
4. Respect nature
5. Take responsibility for your own actions

YMCA Core Values:

Caring | Honesty | Respect | Responsibility

YMCA LEAP staff have the goal of helping all children be successful within the LEAP program. This includes assisting participants with understanding their behaviors and learning successful decision making. This commonly can include: discussions regarding behaviors, time thinking and processing decisions, redirection, and making amends or apologies for mistakes. Challenges with behavior are recorded, and plans for corrective action are noted. Corrective action may include the following sequence;

- 1st Incident → Verbal Warning
- 2nd Incident → Contact/Meet with Parents
- 3rd Incident → Behavior Report

Parents will be notified if an inappropriate behavior persists. If a child continually misbehaves, the site supervisor will meet with the family to create a behavior plan with the intent of helping the child be more successful in the program. Unfortunately, there are times when a behavior plan is unsuccessful. In these situations a student may be suspended or disenrolled from the program.

If a child acts in a way that creates an intentional risk of harm to materials, him/herself, or anyone else, that child may be immediately suspended or disenrolled from the program.

Parents may be called to pick up a child if their behavior cannot be controlled. Parents who do not respond immediately are subject to disenrollment.

Child Abuse Prevention

The State of California considers all YMCA LEAP staff members as Mandated Reporters of child abuse. This requires our staff to report any and all cases of suspected child abuse. If abuse is suspected, the proper authorities will be contacted and an incident report will be filed. All staff members are trained in child abuse awareness. It is helpful to notify staff regarding accidental injuries or significant behavior changing events that have occurred at home.

Accident or Injury

Mild scrapes or "ouches" will be reported to a parent or guardian by way of an *Ouch Report* or verbal notification. All head injuries, while in program, will be documented with a Head Injury Report, and notification to the parent or guardian. An *Incident/Accident Report* will be completed for more serious injuries and will be placed on file at the YMCA. Our apologies, but *Incident/Accident Reports* are internal YMCA documents and a copy will not be provided to the family. Staff use standard first aid and universal precautions when treating scrapes or falls. All YMCA staff are CPR and 1st Aid certified.

When a serious accident or injury occurs the site supervisor will attempt to notify parents and emergency contacts. More serious injuries may require:

- Ambulance / Paramedic / 911 notifications
- Immediate transportation to the hospital by paramedics
- Follow-up care by a doctor/dentist

Prior to enrollment a *Branch Release/Waiver* must be completed and signed. All emergency numbers must be kept current in order to assure that a parent can be reached whenever necessary.

Parents are responsible for all costs incurred in the provision of emergency medical treatment for their child.

Documentation

With the exception of *Ouch Reports*, LEAP staff may not provide any written documentation regarding a child's condition or behavior without approval from the Program Director. Attendance sheets/records require a court order to produce.

Head Injury

When a student receives a head injury during program:

- Student will immediately pull them from the activity and staff will assess them for signs and symptoms of a concussion.
- If student is exhibiting any of the signs and symptoms of a concussion, the *Concussion Parent Notification Form* will be completed and a copy will be given to the parent/guardian upon pick-up.
 - Students who receive this notification may return to program but may not participate in athletic activities.
 - Students may not return to all activities until all symptoms are completely gone and the student has received written medical clearance from a licensed healthcare provider.

Illness / Medications

Health rules are designed to protect the well-being of all children. Children should be excluded from program if their illness:

- Prevents the youth from participating comfortably in activities
- Results in a need for care that is greater than the team members can provide without compromising the health and safety of other youth;
- Poses a risk of spread of harmful diseases to others.

If a child becomes ill while at the program and cannot participate in the normal daily routine, the site supervisor may notify a parent or emergency contact. In order to ensure the health of all participants, students who are ill must be picked up within 30 minutes of notification.

In the event that medication needs to be administered to a child while attending the LEAP program, a parent or legal guardian must complete the *Authorization to Administer Medication Form*. This form is available from the site supervisor. Medication must be presented in its original container, labeled with physician's name, phone number, address, prescription expiration date, prescription directions, and pharmacy contact.

Children's Rights

Each student receiving services from the YMCA LEAP program is entitled to the following rights and or privileges:

- To be accorded dignity in his/her personal relationship with staff and or other persons
- To be accorded a safe and healthful environment
- To be accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint or mental abuse.
- To be accorded an environment that includes all of the necessities of care.

Staff Member's Rights

Each staff member employed by the YMCA LEAP program is entitled to the following rights and or privileges:

- To be treated as a professional care giver by parents, students, school staff, and visitors
- To be accorded a safe and healthful environment
- To be accorded an environment free from the following: threats, harassment, humiliation, intimidation, ridicule, or mental abuse.

In order to protect the rights of staff members employed by the YMCA LEAP program, infringement upon these rights may result in the suspension or disenrollment of a child or family. Everyone entering the YMCA program space on a school campus is expected to abide by the YMCA of San Diego County Code of Conduct posted at the program and listed below.

We expect persons to act maturely, to behave responsibly, and to respect the rights and dignity of others. Our Code of Conduct outlines prohibited action, though the actions listed below are not an all-inclusive list of behaviors considered inappropriate in our facilities or programs.

- Using or possessing alcohol or illegal chemicals on YMCA or school property, in YMCA vehicles, or at YMCA sponsored and/or operated programs.
- Smoking on YMCA or school property or at YMCA operated programs – the YMCA provides a smoke-free environment.
- No pets are allowed on YMCA or YMCA operated school property unless they are “working dogs” to assist individuals while accessing the facilities.
- Carrying or concealing a weapon or any device or object that may be used as a weapon.
- Harassment or intimidation by words, gestures, body language, or any type of menacing behavior.
- Physical contact with another person in an angry, aggressive, or threatening way.
- Verbally abusive or offensive behavior, including angry or vulgar language, swearing, name-calling, or shouting.
- Sexually explicit conversation or behavior; any sexual contact with another person.
- Inappropriate, immodest, or sexually revealing attire.
- Theft or behavior that results in the destruction or loss of property.
- Loitering within or on the grounds of the YMCA or school site of a YMCA operated program.
- Cell phone photography or unauthorized photography of members or participants.

The YMCA reserves the right to deny program access or membership to any person who has been convicted of any crime involving sexual abuse, is or has been a registered sex offender, has ever been convicted of any offense relating to the use, sale, possession, or transportation of narcotics or habit forming and/or dangerous drugs, chemicals, narcotics, or intoxicating beverages.

Suspension or termination of YMCA membership privileges and/or program disenrollment may result if the Site-Supervisor and YMCA Program Director determines that a violation of this Code of Conduct has occurred.

Parent's Rights

Any parent, guardian or child representative has the right to be informed of the appropriate procedure regarding grievances, questions or complaints. The procedure is as follows:

- Step #1 - Contact the program's on-Site Supervisor (phone # posted at site)
- Step #2 - Contact the provider (information below)
- Step #3 - Contact the San Ysidro School District (information below)

(Step #2) YMCA Child Development Offices

50 4th Avenue
Chula Vista, CA 91910
(619) 421-9622 ext. 14247
Jenny Real

(Step #3) San Ysidro School District

4350 Otay Mesa Rd.
San Ysidro, CA 92173
(619) 428-4476
Alexis Rodriguez

Border View Family YMCA LEAP Program

Receipt of 2017-2018 Parent Handbook

(Please complete, sign, and return this page.)

Child(ren)'s Name(s):

1.) _____

3.) _____

2.) _____

4.) _____

I have received and read the LEAP parent handbook for the 2017-2018 school year. I understand it is my responsibility to read and understand its contents and will follow all the rules and requirements therein.

Parent Name

Parent Signature

Date