



El Sol Science & Arts Academy
An Excellent Public School

Parent Handbook

2024-2025

EXPANDED LEARNING PROGRAM

EL SOL SCIENCE AND ARTS ACADEMY

Mission

Through engaging STEAM-based activities, El Sol students will evolve into 21st-century leaders. The Expanded Learning Program is dedicated to bolstering the school's mission of fostering learning experiences that cultivate a culture of kindness, creativity, courage, and critical thinking. Students will actively participate in purposeful academic support, enrichment activities, and health and wellness initiatives.

Objective of the Program

The Expanded Learning Program is an enrichment program aimed at helping students thrive academically, offering a place where students find a variety of enrichment activities and lessons to support their socio-emotional well-being. For those enrolling in the program, there are two options:

Track 1 (Fixed Enrollment): Students who participate in the program every day and attend regular classes. These students participate in enrichment classes and are enrolled until 6:00 p.m. Monday - Friday. Cost is determined on a sliding fee scale with income verification.

Track 2 (Enrichment) : Students who attend the program on this track have the option of flexible pickup. These students are enrolled strictly for **enrichment classes** (i.e. basketball, art, folkloric) and can enroll from one to five recurring days at \$10/day per student. However, you are required to reserve your enrollment days ahead of time. Charges will reflect days reserved.

Enrollment

To enroll students in the program parents must:

1. Fill out an Expanded Learning program registration form. If you need a hard copy of the application, please contact the office. Completed applications may be left in the front office in the Expanded Learning Program coordinator's mail box. Applications must be completed in full. Incomplete applications will not be processed.
2. Applications will be stamped with the date received and will be processed in the order received. Parents must wait until a space becomes available in their child's grade level and until the Expanded Learning Program Coordinator notifies them.

When a space becomes available, the Program Coordinator will call the parents to give them the following information:

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- Cost of the program.
- First date of enrollment.
- Instructor name and room number where the student will be enrolled.
- Schedule (if a child is enrolled in any of the clubs).
- Program Dismissal Time
- Any other important parent information.
- Parent handbook.

The Expanded Learning Program is made available to all El Sol Families. Although spaces in the program are filled on a first come first served basis, families experiencing hardship or in need of additional support can work with the program Coordinator and Supervisor for enrollment. Our policy is to maintain classes with no more than 20 students. School administrators can make exceptions to this policy in special circumstances as needed.

Attendance

Attendance in the Expanded Learning Program is mandatory. However, students who are excused from attending school during the day are also excused from the program. **If your child will not be attending the Expanded Learning Program and you would like them to report to dismissal after school, please contact the office and provide a reason for their absence no later than 12pm.**

The Expanded Learning Program ends at 6:00 pm. Those who stay in the program in Track I must remain in the program until the time indicated on the Early Release Form. The Expanded Learning Program has an early release policy for those parents who need to take their child out of the program earlier than the time indicated above (Refer to Early Release Policy). Parents who come to pick up their child earlier than established, must write a reasonable reason on the sign-out form for his/her child. Students with three or more unexcused absences through the year and/or have left the program early six or more times without a valid excuse, will be dropped from the program.

Students will only be allowed to leave school with people whose names are listed in the students' Expanded Learning program application. If for any reason someone that is not listed in the student Expanded Learning Program application is going to pick up the student from the program, parents must call the school front office (7:30 am to 4:00 pm) or the Program coordinator to let them know who is coming to pick up the student.

Students must be picked up no later than 6:10 pm. Parents can park on the corner of 10th and Broadway after 5:45 pm. Parking is very limited on Halesworth. Please do not double park or park in a non-parking spot.

Parents of students who pick up their child after 6:10 p.m., without prior notice on three or more occasions, may be dropped from the program.

Early Release Policy

Option I Fixed Enrollment

This program is funded by the ELOP/ASES Grants, the school, and the parents. Parents can complete an Authorization for Early Release Form at any time during the year. By completing this form parents and the program coordinator will agree on certain

day

where the students will leave early or not participate at all due to his/her participation in outside sports, dance and other parallel programs; and any other circumstance that may impede the child from fully attending the program. Parents can obtain the

class schedule from the Program coordinator. Students must participate in the program every day until 6:00 pm, except in the following cases:

- They have a doctor or a dentist appointment.
- They are sick.
- There is a situation with the child and/or a family member that prevents the child from remaining in the program.
- Any day(s) previously agreed upon with the Program coordinator through the Authorization for Early Release Form.
- Other circumstances including weather, transportation, and daylight savings (dark thirty).

It is important for parents/guardians to identify the reason for early pickup.

Payments

Parents are required to keep their payments up to date by paying their monthly balance on the due date. An invoice will be sent via email. Please refer to the [payment schedule](#) for specific dates.

Payment Methods

- Cash: Payments can be made in person
- Check: Please make checks payable to “El Sol Academy” and include your child(ren)’s name(s) on the check. Parents are responsible for any bank fees incurred due to invalid checks.
- Automatic Credit Card Payment: For convenience, parents may set up automatic payments. Please speak with the program coordinator to arrange this option

Late Payments

Parents who are behind on one or two payments will receive a reminder letter. Those who owe three or more payments may be dropped from the program and placed on a waiting list for that grade level.

If you have any questions regarding payments, please do not hesitate to contact the program coordinator.

Enrichment Program

Students enrolled in the Expanded Learning Program can sign up for the following enrichment classes, where space is available: Music, Folklorico, Dance, or Basketball Club. More offerings are coming soon!

If enrolled in a performance art (Dance, Folklorico, Music) attendance is mandatory. If a student fails to appear at any of the performances without a previous notice and without a reasonable excuse, the student may be excluded from the class. Students must arrive promptly at their scheduled time for performances. Failure to do so may result in exclusion from the performance. Students must be officially enrolled in the Expanded Learning Program to be able to participate in any of the classes.

Enrichment Classes Enrollment:

Parents may enroll their child in any of the enrichment classes via the Expanded Learning Program Application. For students already enrolled in the Expanded Learning Program, parents may contact Cesar Ledesma, Program Coordinator, for any changes to their child's enrollment to the enrichment classes.

Due to the high volume of applications received, parents will be contacted when a space becomes available. Spaces are given according to teacher criteria, skills, grade level, date of application received, and age. Students who participate in plays or competitions are selected by the teacher from their class. Roles are assigned by the teacher.

Homework policy. Communication with parents and teachers.

Students enrolled in the program are offered homework time. Expanded Learning Program instructors create weekly lesson plans, prepare enrichment lessons, and support students with homework as needed. Expanded Learning Program instructors' partner with teachers to support completion of homework. Although students are given homework time during extended day, we strongly encourage parents to review homework with their children and communicate with the teacher directly if there are concerns. Support hours and procedures vary grade level to grade level.

Expanded Learning Program instructors will maintain open communication with families at dismissal regarding any issues or incomplete homework. Please keep in mind that due to the large number of students enrolled it is not guaranteed that instructors will review every single question with your child. We ask that you please monitor accordingly. Ultimately, parents are responsible for the completion of homework.

Program Hours. Dismissal time for each grade level.

The Expanded Learning Program starts promptly after school. Program start times vary by grade level.

- TK – 1: Monday, Tuesday, Thursday and Friday 2:30 p.m. – 6:00 p.m.
 - Wednesday (Minimum and Modified Days) 1:00 p.m. – 6:00 p.m.
- 2 – 5: Monday, Tuesday, Thursday, and Friday 3:00 – 6:00p.m.
 - Wednesday (Minimum and Modified Days) 1:30 p.m. – 6:00 p.m.
- 6 – 8: Monday, Tuesday, Thursday, and Friday 3:30 p.m. – 6:00 p.m.
 - Wednesdays (Minimum and Modified Days) 1:50 p.m. – 6:00 p.m.

Discipline

In an effort to continue to create and foster a positive school climate, each classroom has a set of behavior norms. Instructors work with the students to build classroom norms together and help students take ownership for their personal and collective behavior. Students who struggle to meet these norms will go through a series of restorative actions that include, but are not limited to:

- 1– Individual conference with instructor
- 2– Reengagement conference with administrator
- 3– Parent contact
- 4– Review of program enrollment

Parents are not allowed in the classroom unless there is a previous coordination with the Program Coordinator. Parents are welcome to discuss any concern with the program coordinator. You can contact the Program Coordinator Cesar Ledesma via phone at (714) 543-0023 or directly at (657) 566-1133, or email at clesdesma@elsolacademy.org

Mutual respect must be a key for the communication between parents and staff. It is our intention to have a

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wonderful Expanded Learning Program and to lead our students to a successful future. Thank you for your support. If you have any questions, please contact the Program Coordinator Cesar Ledesma at (714) 543-0023/ (657) 566-1133, or email at clesma@elsolacademy.org. You may also contact Aileen Lipiz, the Expanded Learning Site Supervisor at (714) 543-0023 or at alipiz@elsolacademy.org.

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Please sign and return, acknowledging you have read and reviewed the Expanded Learning Program Contract.

I have reviewed the Expanded Learning Program contract and agree to all the terms set forth by the program.

Student(s) Full Name: _____

Grade(s): _____

Parent/Legal Guardian (please print): _____

Parent/Legal Guardian signature: _____ Date: _____