**THEODORE JUDAH ELEMENTARY**

**ASES PARENT HANDBOOK 2019-2020**

Student’s Full Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last First Middle Initial

**I have read the Parent/Guardian Rules and Policies Agreement and will go over it with my student to ensure that they understand and abide by the rules.**

**Initials Initials**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ASES is offered free of charge as part of California Proposition 49 After School Education and Safety (ASES) Grant, but it is the parent/guardian’s responsibility to ensure all necessary forms are completed and updated as needed, including **prompt** notification to my student’s team leader or the program manager of any changes to emergency contact information. |  | I understand that enrollment is based on a priority process and a list of registered students will be kept on file as well as those on a waiting list. If my student is on the waiting list, I will await notification as to my student’s first day of participation.  *The Center is committed to create and maintain a non-discriminatory and safe ASES program. [California Education Code Section 200, 201, 220, 234]* |
|  | I understand that myself or a designated person(s) will pick up my student **prior to 6:00pm** and with a valid photo ID at the end of the program each day. |  | I understand if a student is absent from the regular day, they are not able to attend ASES. I also understand that suspension from the regular school day would also mean a program suspension. |
|  | I understand that my student is expected to attend program regularly and is allowed three (3) unexcused absences from ASES before my student will be removed from program. |  | I have read and accept the district’s Early Release Policy. I understand that excessive early pick ups and excessive late pick ups may result in removal and dismissal of my student from the program. |
|  | I understand the following behavior policy:  1st Offense = note home for signature. 2nd Offense = environment change (change class, loss of privileges, etc.) and call home. 3rd Offense = principal notification and removal from program |  | I understand that students are held to the same behavior standards and rules as the regular school day – **“same house, same rules”**. My student will follow all regular school rules outlined in the student/ parent handbook during ASES. |
|  | I will ensure my student brings his/her homework to the program and review it when he/she arrives home from the program. I understand that ASES is NOT a homework completion program. Any homework not completed during the 45 minutes of homework support is the responsibility of the parent/guardian to complete. |  | I understand that inappropriate, disruptive, or disrespectful behavior towards the program and its administrators from my student, me or any one of my authorized persons(s) will result in removal and dismissal of my student from the program. |
|  | I understand that ASES will provide an environment that is mentally, emotionally, and physically safe and students are expected to contribute to that environment. |  | I will notify the Program Manager of foreseen absences, needs, or concerns by calling, emailing, or texting. |

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

**Parent involvement leads to student success which is why ASES needs YOU! Please let us know if you can volunteer to help ASES better serve your student.**

I work or specialize in the following field: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have hobbies/talents in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am available to volunteer or assist the program the following days and times:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| To:  From: | To:  From: | To:  From: | To:  From: | To:  From: |