

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN

Big Oak Flat-Groveland Unified School District

Prepared by:
Tenaya Elementary
After School Program (ASP)

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Expanded Learning Opportunities Program Plan Guide

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Local Educational Agency (LEA) Name: Big Oak Flat Groveland Unified School District

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Big Oak Flat-Groveland Unified School District will provide Expanded Learning Programs at the following sites:

1. Tenaya Elementary School

Purpose

Big Oak Flat-Groveland Unified School District will implement the Expanded Learning Program as outlined in this plan.

This plan is a detailed description of program activities that provide supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. ASP Expanded Learning Program will focus on developing the academic, social, emotional, and the needs and interests of pupils through hands-on, engaging learning experiences. ASP will engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. ASP will support the whole child's learning development engaging them in year-round learning opportunities that prepare them for high school, college, career, and life.

Safe and Supportive Environment

Tenaya ASP will operate within school-age designated classrooms.

ASP program directors will work closely with school leaders to create school-aligned health and safety procedures for the expanded learning program.

ASP will ensure that staff are easily identifiable to participants, families, school employees, and additional external agencies /partners.

Tenaya Elementary will ensure all required ASP staff are trained in safety and first aid.

Staff will participate in ongoing health and safety procedures, training, and practice drills with participants. ASP staff will ensure the practice of fire drills and that preventative emergency practices are implemented at numerous times throughout the school year.

ASP is equipped with emergency response backpacks filled with critical survival items, such as non-latex gloves, first-aid kit, and, flashlight.

ASP will connect participants and families to services, organizations, and other resources that provide support for financial aid, food and nutrition, health services, parent education beyond after school, and summer programming.

ASP will maintain an accessible "Emergency Binder" list of all participants with current emergency contacts pertaining to daily program operations, related activities, and field trips. The Expanded learning program will be incorporated into existing school emergency response and safety plans. Program staff must identify primary and secondary evacuation locations and are trained in the student reunification process.

ASP policies will document and communicate incidents with parents, and guardians as per written and verbal communication requirements and record keeping. Staff are trained on the communication protocol and whom to report to (e.g., expanded learning site coordinator/supervisor, school administrator) in the event of a health or safety incident, or behavioral issues. Training will also include steps for proper written documentation of such incidents.

The ASP program policies require parents to identify the health and medical needs of all participants as per the Health History Records / Registration Packet documents and contract.

ASP will ensure students are supervised at all times. Visual supervision will be constant. All staff will maintain a high level of supervision with knowledge of where participants are located throughout the duration of the program. Students will be supervised both inside and out side of the classroom, at all times and until such time that they are formally released from the daily program.

ASP staff will ensure participants understand school campus and classroom safety rules and procedures.

ASP staff respectfully welcome and release all participants from the program. Employees will meet all requirements for safely signing in and out participants of the program. ASP employees will meet all requirements as per sign-in and out regulations set by Big Oak Flat-Groveland Unified School District.

ASP staff will ensure the strict supervision of all participants regarding the release of children to adults/guardians authorized to pick up regarding the release of children as per registration/contract documents.

ASP staff will purposely build and maintain trusting, nurturing, and supportive relationships with participants. ASP employees will participate in MTSS training modules that support the overall health safety and well-being of attendees in the program.

ASP staff will intentionally identify pupils' strengths, interests, and learning styles, and encourage participants to participate in activities that support the development of skills related to their strengths and interests.

ASP employees will acknowledge the positive behavior of student participants. ASP staff will support student accomplishments. Staff will encourage all participants to engage in safe and positive behavior by the use of school-age-related social/emotional curriculum, role modeling, and the encouragement of healthy choices. Staff will actively support good behavior and achievements in all participants. Staff will intervene and support participants when engaged in physically / emotionally unsafe behavior. Staff will promote participants' skills and confidence with problem-solving and conflict mediation.

The ASP program will provide school enrichment services in the community, further engaging all participants in building a sense of program and community. Participants, where age-appropriate, will actively participate in program planning, behavioral agreements, and community outreach.

Active and Engaged Learning

The ASP expanded learning program will actively engage students in hands-on learning experiences. Activities will be project-based with activities and products displayed in the classrooms and community supporting the visual accomplishments of all participants.

The program schedule of activities with support meaningful and engaging methods of learning. The program will work with internal and external resource staff and agencies to actively engage students in activities that promote collaboration, develop student skill sets and encourage all individuals to expand their horizons.

The program will utilize participant feedback, staff reviews, and evaluations to guide the development of training, curricula, and projects that fully meet participants' needs and interests. The program will partner with local agencies to implement additional program activities that further support learning opportunities.

Agencies and potential partners include but are not limited to:

Tuolumne County Superintendent of Schools

Tuolumne County Recreation Department

Tuolumne County Arts

University of California 4H

Tuolumne County Public Health

Echo Adventures

Tuolumne County Child Development Planning Council

ASP Staff will provide activities that raise awareness, promote thought-provoking discussion and support collaborative interaction with others in the larger community, other cultures, and even globally. Actives centered around a theme-based program supports the studies of both cultural and geographical curricula.

Staff will provide participants with the experience of learning through multiple senses. Arts, fine arts, language arts, sciences, music, domestic science, career technical education, movement, physical fitness & prevention education. Staff will offer homework and tutorial assistance with an emphasis of math and English including but not limited to history and social science, computer training, science, and STEM-based activities. The schedule of activities will be planned monthly, posted, and available to parents and school affiliates. All plans are reviewed and approved by ASP administrative personnel.

ASP employees will support opportunities for students to participate in areas of activities of interest to them. Staff will encourage the development of critical thinking, problem-solving, conflict relation, communications, and role modeling.

Staff will allow participants to actively engage in activities solely and/or in collaborative groups. Activities will be purpose-driven and allow for students to engage in conversations enhancing the learning experience of each individual.

Group and team building activities with children will support participants in the following development of personal skills and cognitive development: Problem-solving, communication, cooperation, listening, self-esteem, Idea exchange, working with others, groups, and leadership and accountability.

Participants will gain knowledge and understanding of working with one another and develop an appreciation for different perspectives. Participants will develop a sense of self-confidence and mastery of their learning. Participants will use computers, the computer lab, tablets, media, literature, and program curriculum to support their learning activities.

Skill Building

The ASP Expanded Learning Program will support students in the growth of personal skill development. Curricula will be centered on the development of physical social skills, socially-related social skills, cognitive social skills, behavioral social skills, and adaptive/functional social skills. Participants will be encouraged to think, understand, communicate, remember, imagine and predict. Teamwork, adaptability, critical thinking, problem-solving and self-regulation being essential components of the daily activity schedule.

Students will be offered the opportunity to participate in several scheduled daily activities resulting in the finished product of individual and/or team efforts. Products may range from completed artwork, foods to be shared with family, gardening, completed puzzles, quizzes, tests, and the sharing of literature, poetry, and music. The completion of a movement for fitness dance class and or the participation in a small group-centered project. Facilitators will also incorporate STEAM based activities that help bridge the ethnic and gender gaps sometimes found in math and science fields. STEM will prepare students for the technological innovations they will experience in their lifetime. The program will allow for students to be in a safe and structured environment while parents are working. The curriculum will follow a monthly activity calendar and will be expansive in nature including but not limited to the above-stated study areas.

Qualified, trained individuals will provide instruction to participants centered on the development of enrichment and fun learning opportunities. Activities will be school-age related meeting the developmental needs of participants. The curriculum will be relevant to the present day experience and engage youth in meaningful experiences.

Staff will facilitate activities and promote the development of practical life skills and social responsibility where age-appropriate.

Activities will set goal-orientated achievements, with additional curricula supporting the growth of continued learned skills in specific areas. Projects will support a knowledge of the community and the world at large. Staff will support the involvement of youth feedback, and experience to assist with the development of curricula.

Participants will be encouraged to think, understand, communicate, remember, imagine and predict. Teamwork, adaptability, critical thinking, problem-solving, and self-regulation being essential components of the daily activity schedule.

Participants will work individually and in groups where they practice skills such as team-building, collaboration, and use of effective communication.

Older students attending the program will have the opportunity to role model to younger children. Age-appropriate participants may role model big brother/sister mentorship. Age-appropriate participants may assist with leading or coach group activities. Age-appropriate participants will lead by role modeling appropriate positive behaviors supporting anti-bullying, kindness, honesty, and healthy choices.

Healthy Choices and Behaviors

The program will support the wellness, health, and development of children through the provision of nutritious foods. In particular, promoting healthy habits in young children that serve as a foundation for healthy choices in life. The program will encourage students to learn about the value of nutrition and physical activity in an environment that supports healthy living.

The ASP Expanded Learning Program will follow all guidelines related to food service as set by the USDA Food and Nutrition services. The following shall apply:

All food shall be safe and of the quality and in the quantity necessary to meet the needs of the children. Each snack shall include, at a minimum, the amount of food components as specified by Title 7, Code of Federal Regulations, Part 226.20. Requirements for snacks, for the age group served. All food shall be selected, stored, prepared, and served in a safe environment.

The program will create and maintain a healthy culture utilizing USDA resources such as the Child and Adult Food Care Program and Team Nutrition resources for child care. The program will work with collaborative community agencies to train and support staff in the implementation of a nutritious food program.

The program will train, educate and support the professional development of employees to ensure the delivery of a high-quality food program which in turn educates participants.

Employees will identify healthy practices within the program and implement them into daily program practices. ASP staff will educate students and support their participation in food program activities. Staff will prepare monthly menus that reflect a knowledge of nutritional standards. The menu will contribute to the academic and physical performance of participants and promote positive socio-emotional life styles. Staff will participate in ongoing professional food and nutrition growth training.

Staff will schedule visitors from external agencies who offer additional program activities such as local farmers, 4H, and the master gardeners. Program curriculum shall include: Moderate to vigorous physical activity, Nutrition education, Social and Emotional Learning training, Healthy eating habits, and Partnerships within the community that promote health and wellness.

Participants will have opportunities to participate in program planning in turn supporting a healthy culture and environment within the program. Participants may apply their knowledge and experience around nutrition, healthy lifestyles, and physical activity while interacting with peers, junior participants, and the community at large.

Diversity, Access, and Equity

The ASP Expanded Learning Program supports program an environment in which participants experience values that embrace diversity and equity regardless of race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation, and/or gender identity and expression.

The program celebrates diversity related to participants' race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation, and/or gender identity and expression.

Program policies state the ASP's commitment to uphold these standards of operation. ASP actively recruits and hires staff that reflects the community of the students served.

The ASP program environment is welcoming to all students and supports diversity within the classrooms by the use of program materials and visual representation. Staff shall participate in ongoing diversity, equality, and sensitivity training.

Staff shall implement curricula that supports cultural diversity and include activities that create an awareness of diversity, equality and equity in action. The program plan will incorporate special classes that celebrate diversity, such as dancing, where students learn dances of various cultures; art and music classes, where students learn about diverse visual and performing artists, music, and cooking classes. Guest speakers with knowledge or experience working with diverse populations will also be invited to programs, including parents and community members. Additionally, the program will celebrate significant cultural and historical days acknowledging the importance and contributions of outstanding individuals in society.

Staff shall adapt all activities to accommodate the age, grade levels, and physical developmental abilities of all participants, and actively encourage their participation in the program activities.

Participants shall have the opportunity to participate in enrichment activities that support cultural diversity. Participants will be encouraged to share their diverse experiences and backgrounds.

Quality Staff

The ASP program actively engages in the recruitment of qualified staff whose expertise meets the requirements of the Expanded Learning Opportunity Program.

All employees must have qualifications that meet with positions and title requirements.

Staff shall have qualifications and knowledge of school-age child development needs. Employees must show experience, a desire and interest to work with children, and a capacity for engaging children in age-appropriate learning activities.

ASP will actively promote and recruit existing school employees who wish to participate in working for the ASP Expanded learning Program.

Employees are required to participate in ongoing training. The ASP Expanded Learning Program shall complete Public School Works safety training. ASP senior staff shall provide on-the-job training and coaching to all new and advancing staff.

ASP will actively promote and recruit existing school employees who wish to participate in working for the ASP Expanded learning Program.

Employees are required to participate in ongoing training. The ASP Expanded Learning Program shall complete Public School Works safety training. ASP senior staff shall provide on-the-job training and coaching to all new and advancing staff.

Employees engage in staff meetings and are encouraged to meet with administrators who provide opportunities to discuss positions and all related program elements.

Staff implement and incorporate Tenaya Elementary/ASP operational policies and daily curricula actively engaging students in an enrichment focused program.

Staff model professionalism and maintain caring, positive, nurturing relationships with families, students, school affiliates, and the community.

Staff strive to develop and build culturally diverse relationships with the students and parents.

Staff research, develop, and plan activities schedules incorporating the developmental needs of participants.

Staff demonstrate an understanding of school-age developmental needs and facilitate activities that engage participants in meaningful experiences. Senior staff support and guide all employees, volunteers, and external resource staff in roles that support student learning.

Participants have trusting and positive relationships with staff. Participants assist staff as “school-age” helpers and volunteers where age-appropriate and at the request of the student to take on a role modeling/mentor position in the program.

Vision, Mission, and Purpose:

The ASP program provides a safe and nurturing environment supporting developmentally appropriate school-age enrichment and academic curriculum. Intergenerational guided learning activities are an essential component of the program. ASP endeavors to enhance the social, emotional, cognitive, and academic development, reduce at-risk behaviors and promote the physical and intellectual growth in children and youth.

ASP fosters equal opportunities in learning and education for all school-age children. Cultivating skill development, independence, and a positive self-image, ASP supports the well-being of all students participating in the program.

ASP employees are qualified individuals meeting all requirements of the Big Oak Flat-Groveland Unified School District. ASP is committed to providing the highest quality after-school program.

Staff will share the program’s mission, vision, goals, outcomes, and planned activities with families. Staff will participate in school-age development training that supports the missions and goals of the program. Staff will design and develop curricula that support the ongoing goals, mission, and purpose of the program.

Where age-appropriate participants know the goals, and the outcomes of the program. Participants will provide input that is used to impact the program’s vision, mission, and goals of the program.

The Big Oak Flat-Groveland Unified School District shall provide Classrooms, located on the school campus for the purpose of operating the program assisting with a seamless and integrated instructional day and the expanded learning program.

The program will seek to build collaborative relationships with the school, families, external agencies, and partners. ASP shall advocate and encourage families to participate in the healthy development of their child/children's education.

Admin staff regularly review program content, relationships, and partner agreements. Program goals are discussed highlighting program activities, growth, and program needs.

Staff communicate and discuss program needs and goals. Staff engage and communicate effectively with school administrators.

Participants share their experiences and feedback about the program to inform program design.

Quality Improvement

ASP staff will share and review program activities monthly for the purposes of quality control, improvements, and the responsibilities of senior staff implementing the program.

Data shall assist with ongoing quality assessments within the programs' daily operations. The program shall record keep all material related to meetings, training, assessment tools, documents, and communications with partners and affiliates.

Employees shall demonstrate their commitment to improvement through regular self-assessment of individual and team performance as well as attending professional development training. Staff shall provide safe, educationally enriched, learning environments to students, as measured by assessments (i.e., California After-School Program Quality Self-Assessment Tool), program attendance, surveys (e.g., California Healthy Kids Survey), and focus groups.

Staff shall encourage participants to engage in feedback related to program activities. Staff shall utilize feedback as a means to implement program improvements.

Staff shall participate in reviewing up-to-date data reports that assist with program evaluation.

Staff shall share data about the program strengths and challenges with senior staff for the purposes of program planning and improvement.

Grade-appropriate participants are encouraged to actively contribute to the assessment of program activities and operations to assess program strengths, weaknesses, and improvements.

Program Management

All program operations are supported by written documentation, policies, procedures, and record keeping practices.

The company contracts with fiscal and legal agencies to oversee all financial/legal requirements.

The company maintains written agreements, contracts, and letters of engagement that define the roles and responsibilities of all partnerships and subcontractors.

The program has the appropriate up-to-date insurance and Workman's Compensation coverage to protect the School District, administrators, volunteers, and participants.

The company and the ASP program have a defined organizational structure. Additionally, ASP has specific policies related to the daily operations of the enrichment after-school program.

These regulations pertain to:

Operational budgets, oversight, and administration requirements of the program.

Employee oversight - Staff Job descriptions and lines of Supervision

ASP personnel policies/training policies, procedures, practices, and mandatory requirements.

All Federal, State, and local required completed documentation Re: Facility compliancy and employee compliance. The program provides parent agreements/handbooks that describe the policies, procedures, and requirements. The program will support the translation of materials for non-English speaking parents by working with affiliate organizations that offer these services.

Site Directors are responsible for the oversight and administration of all program operations. Site administrators manage all billing practices and have the flexibility to make site-level decisions and have a process for requesting additional funds when needed. Site Directors at all levels participate in opportunities to develop management and leadership skills and stay informed about school-age after-school enrichment programs development, research, practices, and innovations in expanded learning programs. Site administrators encourage and support the training of all onsite employees in the implementation of new practices. Site administrators attend regular meetings and use defined means of weekly and monthly reporting to communicate program operations and program needs.

Site Teachers and Instructional Aides will perform a wide variety of academic support, such as homework assistance, tutoring, working in small learning groups; and enrichment services, such as setting up art education materials and supplies and helping students with service-learning projects.

Methods of communication between School Districts and the ASP program will consist of meetings, telephone calls, emails, and written agreements.

Transitional Kindergarten and Kindergarten

The ASP Expanded learning program will continue to employ existing ASP employees in addition to seeking new staff for the program. Positions will be offered to existing school employees who apply directly to the ASP. Recruitment opportunities will also extend to the local high schools and the community of Tuolumne County. All employees will become staff of the Big Oak Flat-Groveland Unified School District ASP, and will be paid as BOFGUSD employees. All employees will be trained in the program plan prior to school commencing August 2023. The existing ASP program currently serves transitional kindergarten and kindergarten students. The program will expand to accommodate an increase in attendance as enrollment grows.

The ASP monthly activity calendar will note grades served and reflect an age-appropriate curriculum that meets the developmental needs of TK and K students.

ASP employees must meet ECE requirements that include the completion of early childhood education credentials that support an understanding of the needs of TK and K students. Employees assigned to work with this age group will be required to modify themed curriculum to meet the needs of these participants in addition to participating in age-related training programs.

Skilled and qualified program directors will guide and support staff working with TK and K students to provide a high-quality program in addition to meeting the staff-pupil ratio of 1-10. ASP's State regulations require mandated ratios therefore the program is extremely familiar with the consistency and existing regulations required to support the safety and well-being of all and specifically young participants in the program.

Sample Program Schedule

School Instructional Day / ASP Expanded Learning Program

11:50 AM to 3:00 PM

Transitional Kindergarten or Kindergarten & Class / Grades 1 - 8th

Whole group instruction

Small group instruction

Exploration/Free choice

Outdoor activity

Nutrition

3:00PM to 5:00PM ASP ELOP

Academic Enrichment - Homework / Tutorial Academic Assistance.

Nutrition - Snack / Health eating, Nutritional / Cooking / learning Curriculum

Outdoor activities - Exercise and sports

Enrichment activities - Art, science, music, movement, STEM, Theme based curricula

Exploration/ Free choice

Summer Intersession Schedule:

8.00 AM Sign In / Breakfast

8.00-8:30 Outside Activities

9.00 Academic Enrichment/Intervention

Math,

Reading,

Writing,

Social-Emotional

9:45 Nutrition Morning Snack

10:30 Outside Enrichment Activities / Games

Sports / Music and Movement

Exercise

Science (gardening, nature walks/observations)

11: 30 Nutrition (Lunch)

12:00 PM Outside Free Choice activities

1.00 - 2.00 Break Time / Quiet Activities

2.00PM Enrichment

Art

MusicSTEM

Theme based curricula

3.30 Nutrition Afternoon Snack

4.00 Outside Activities

4.30 -5.00 PM

Free Choice/Exploration - Children have an opportunity to explore their interest in crafts, building blocks, art, technology, math manipulative, literacy activities, and science.