



## **Expanded Learning Opportunities Program (ELOP)**

### **Parent Handbook**

## **Mission**

AeroSTEM Academy prepares students of today for the growing college and career opportunities of tomorrow.

By exploring Science, Technology, Engineering, and Mathematics (STEM) through the lens of aerospace, students gain the knowledge and skills necessary to contribute to a dynamic, technology-intensive economy.

AeroSTEM Academy creates a culture of character and collaboration in close partnership with college and professional communities.

The educational program encourages imagination, incorporates experiential learning, and provides opportunities to engineer solutions.

## **Vision**

Graduates from AeroSTEM Academy will have mastered a growth mindset, determined a college and/or career field, acquired an accompanying real-world STEM skill set, and will be prepared to successfully enter the next phase of their post-secondary education and/or career pathway.

## **ELOP Purpose**

The purpose of the Expanded Learning Opportunity Program at AeroSTEM is to provide academic support, enrichment and connections for students beyond the regular school day.

Expanded learning means after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of our students through hands-on, engaging learning experiences.

**Yearly Calendar**

July 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Hours of Operation**

	AM Start Time	AM End Time	PM Start Time	PM End Time
Mon/Wed/Fri School Day Schedule	7:30 AM	8:30 AM	3:02 PM	4:30 PM
Tue/Thu School Day Schedule (Late Start)	7:30 AM	10:00 AM	3:02 PM	4:30 PM
Non Student Day with Optional Program	7:30 AM			4:30 PM
Non Student Day - National Holiday/Vacation	No Before or After School Program			
Non Student Professional Development Day	No Before or After School Program			

## **Attendance Requirements**

There are no attendance requirements for this program.

## **Sign In/Sign Out Procedures**

An authorized individual listed on the emergency contact list must sign all students out each day. Photo ID's will be checked when a new staff or authorized individual is facilitating the pick-up of students. **FOR YOUR CHILD'S SAFETY, THESE RULES ARE STRICTLY ENFORCED.**

## **Nutrition Services**

A healthy snack/meal program will be provided to each student based on USDA guidelines.

## **Academic Support Time**

Approximately 40 minutes will be set aside each day for students to complete assigned homework. This time is a priority above all other activities in our Expanded Learning Programs. Academic Hour classes offer quiet, safe environments for students to complete their homework in a timely manner. This is an independent study opportunity. Tutoring offered in our Expanded Learning Programs based on teacher availability.

## **Enrichment Activities**

Our ELOP staff focus on making connections to the regular school day curriculum, introducing students to new ideas, and developing the talents and interests of each student. Enrichment activities encourage exploration and learning in creative ways. The activities are based on students' needs and interests. Activities include, but are not limited to, STEM, arts and theater, healthy living, crafts, music, career awareness, technology, and community service learning.

## **Recreation**

SPARK and Skillastics curriculum are used for physical education activities, as well as, offering a variety of other physical activities and team sports opportunities.

## **Behavior Management Procedures**

All ELOP personnel treat students in a fair and impartial manner by modeling the appropriate behaviors of mentors and teachers when leading activities with students. “Positive discipline” protocols are used to redirect students to avoid disruptive behavior and increase responsible choices and student cooperation.

All ELOP sites have simple, clearly defined classroom agreements that align with the regular day but are flexible and accessible to ensure inclusion for all students participating in the program. ELOP staff monitor student behavior to ensure that all children are safe, treated with respect, and valued for their individuality.

## **Professional Development Closure Days**

All ELO Programs are entitled to three Professional Development days per school year. Parents will be given a minimum of two weeks notice before any site closures.

## **Waitlist Policy**

If the number of students wishing to participate in the program exceeds program capability, students shall be selected for enrollment based on the following guidelines:

1. First priority for enrollment shall be given to unduplicated students, which include, homeless and foster youth, English language learners, and economically disadvantaged students. The district is not required to disenroll a current student to secure the enrollment of a student who has priority for enrollment.
2. Second priority for enrollment shall be given to students selected on a “needs basis”.
3. All remaining students shall be placed on a waitlist that will be established to accommodate additional students, if space becomes available.

**ELOP Enrollment Form**

Name:	Grade:	Student ID #:	Date of Birth:
Address:		Home Phone:	
Parent/Guardian Name:		Parent/Guardian Cell Phone:	
Parent/Guardian Address:		Parent/Guardian Work Phone:	
Emergency Contact #1:	Cell Phone:	Work Phone:	Home Phone:
Emergency Contact #2:	Cell Phone:	Work Phone:	Home Phone:

**Please indicate below how your child will get home**

To ensure student safety while students attend AeroSTEM Academy Expanded Learning Programs, they must be signed out when leaving. In order to accommodate parent needs and student safety, the following sign-out options are available to parents. Please indicate the option that best meets your needs:

- I will sign my child out from the expanded learning program (5th-12th)
- My child may sign themselves out when leaving the school campus (5<sup>th</sup>-12<sup>th</sup> grade)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Health/Medical/Consent Information**

In the event of an emergency involving my child, and listed emergency contacts are unable to be reached, I authorize site staff to arrange for any necessary emergency medical/surgical treatment or procedure on my behalf. (The district does not assume responsibility for medical expenses.)

Please list any medical conditions or allergies (including food allergies):

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Is your child on any medication that must be taken during the expanded learning program?

- Yes
- No

Is your child allergic to insect bites?

- Yes
- No

Please list other adult/s who are authorized to pick your child up from the expanded learning program:

Name:	Relationship:	Work Phone:	Cell Phone:
Name:	Relationship:	Work Phone:	Cell Phone:
Name:	Relationship:	Work Phone:	Cell Phone:

I have read and understood the information in the enrollment packet. My child and I both understand that school rules remain in effect during the ELOP. My child has my permission to attend the ELOP at their school site and I will notify the coordinator of any changes in the contact information provided above.

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**ELOP Student Release Form**

My child has permission to:

- Walk home (5<sup>th</sup>-12<sup>th</sup> grade)
- Ride his/her bike home (5<sup>th</sup>- 12<sup>th</sup> grade)

My child will be leaving prior to the end of program for the following reason:

- My child attends a parallel program. For example: sports, dance, communion, etc.
- My child has other non-program obligations. For example: Doctor appointment, etc.

My child will leave at:

Release time \_\_\_\_\_ Dates of early release \_\_\_\_\_ to \_\_\_\_\_

My child may be picked up by the following individuals:

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Student's Name \_\_\_\_\_ District ID# \_\_\_\_\_ Grade \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_



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## Parent/Guardian Acknowledgement of Rules and Responsibilities

Dear Parent/Guardian,

We are so pleased you have enrolled your child in the AeroSTEM Academy Expanded Learning Program. Please read the following Parent/Guardian Acknowledgment of Rules and Responsibilities.

1. I understand that, for my child's safety, I must sign my child out when picking her/him up from the program. I also understand that my child will only be released to the persons listed in my child's emergency contact information, and that I will be contacted immediately, if any unauthorized persons attempt to pick up my child.
2. I also understand that I am required to pick up my student by 4:30pm on each regular attendance and all intersession days. If I don't pick up my student on time, I will accrue a late fee based on the following scale:
  - a. 1-5 minutes late = \$5.00
  - b. 6-10 minutes late = \$10.00
  - c. 11-15 minutes late = \$15.00

If I continue to pick up my child late, it can result in the termination of services for my student.

3. I understand that the expanded learning program has the same expectations for student behavior as the regular school day.
4. I have read, understand and will adhere to all the above sections found in the Expanded Learning Programs Parent Handbook and understand that failure to do so, can result in termination of services for my student.

Parent/Guardian Name (printed) \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Site Coordinator Signature \_\_\_\_\_ Date: \_\_\_\_\_

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