



# SERRF

## EXPANDED LEARNING PROGRAM PARENT HANDBOOK



SAFE EDUCATION AND RECREATION  
FOR RURAL FAMILIES

TEHAMA COUNTY DEPARTMENT OF EDUCATION  
1135 LINCOLN STREET  
RED BLUFF, CA 96080



**RICHARD DUVARNEY, SUPERINTENDENT**

The SERRF Expanded Learning Program provides a safe and enriching environment after school. Students experience a balanced program that includes academic, enrichment and recreation curriculum.

### **Program Goals**

- To enable students to perform at or above grade level as measured by state standardized tests and the State Content Standards.

### **Activities and Interventions**

- "Power Hour" Homework Time  
Small Group Tutoring  
One-on-One Mentoring  
Learning Games - CA State Content Standards Based  
Book Clubs  
Read Alouds  
Mobile Computer Labs  
STEM – Science, Technology, Engineering and Math
- To provide recreational enrichment opportunities that will promote lifelong learning, community service, and personal growth.

### **Activities and Interventions**

- Arts and Cultural Activities  
Healthy Lifestyles  
Fun Sports  
Computer Technology  
Test Preparation  
Study Skills  
Career Exploration  
Field Trips  
Community Service  
Guest Presentations  
Girls Circle  
Character Education  
GO FAR (Go Out For A Run) 5K run & 1 mile fun run
- To increase student awareness and reduce the incidence of juvenile crime, gang activities, and use of tobacco, alcohol, and drugs.

## **Administration and Funding**

The SERRF Expanded Learning Programs are run under the auspices of the Tehama County Department of Education. Federal and State grants, monthly fees, and community donations currently fund programs.

## **Staffing**

The program hires trained, certificated and classified staff who meet program requirements. The director is a Tehama County Department of Education administrator. The staff are trained to meet children's social, academic and emotional needs. After School staff follow strict guidelines to ensure children's health and safety as well as provide a high quality program.

## **Hours and Days of Operation**

SERRF operates each school day on the following basis:

- School release time (grades TK-8) until 6:00 p.m.
- Minimum school days from school release time until 6:00 p.m. (Unless otherwise notified). Our expectation is that parents will pick students up from the school site each day by 6:00 p.m.
- Due to state funding parameters, students who are registered in the SERRF Expanded Learning Program have minimum attendance requirements. Students not meeting these guidelines may be dropped from the program.
- Elementary School Students – Grade K-5<sup>th</sup> – are required to attend the full day of Expanded Learning Program on a daily basis.
- Middle School Students – Grades 6<sup>th</sup> – 8<sup>th</sup> are required to attend the Expanded Learning Program a minimum of nine hours a week and a minimum of three days a week.

All exceptions must be in compliance with the established early release policy.

SERRF is closed on any day school is not in session.

**SERRF WILL NOT BE IN SESSION THE 3<sup>RD</sup> FRIDAY IN JANUARY FOR SERRF STAFF TRAINING**

## **Registration and Enrollment**

Enrollment in the program shall be granted without regard to race, sex, religion, color, medical condition, disability or national origin. Enrollment is open to any child in grades, TK, kindergarten through 8<sup>th</sup> grades, provided the program can meet the needs of the child.

All children must be registered before they attend the program. **A completed registration packet must be received before the first day of attendance.** A registration packet includes an enrollment form, medical emergency form, family information, and parent agreement forms. These forms must be completed for each program site.

Enrollment is on a first come, first served basis. Monthly fees must be paid and kept up to date in order to maintain program enrollment. If you have delinquent fees, you may not register for summer or new school year program, until all fees due are paid. Fees may be paid by cash or check, payable to TCDE/SERRF at Tehama County Department of Education, 1135 Lincoln Street, Red Bluff, CA 96080, or electronically through "Pay Schools", available at [www.tehamaschools.org/departmentserrf/serrf-payments](http://www.tehamaschools.org/departmentserrf/serrf-payments).

## **Attendance/Early Release Policy**

The goal of the SERRF Expanded Learning Program is to have all enrollees attend all scheduled SERRF sessions. Students will be excused to attend school functions, doctor and dentist appointments, and other established, valid absences as prearranged, and/or indicated on the child's sign out sheet. Parents need to sign an Early Release Policy form and inform SERRF personnel prior to an absence or early release whenever possible.

In the case of children leaving the program by bike or other means, a note signed by the parent giving specific instructions and time for release of the child must be on file.

When a child does not attend on a scheduled day, a specific reason must be listed in the "Remarks" column (i.e., sick, sports activity, doctor appointment, etc.,) Children leaving and/or returning to the program for extra curricular activities must be signed in and out each time. If another arrangement needs to be made in an exceptional situation, please notify your SERRF Site Facilitator, or contact the SERRF Office to let us know in advance, and indicate on sign in/out sheet.

We appreciate your support in the effort to obtain this highest level of grant funding for your students and community.

### **Sign-In/Sign-Out**

A "Monthly Attendance Sheet" must be kept for all children who attend the program. Each child is required to be signed in and out each day. Children must be signed out by the parent or authorized person with a FULL SIGNATURE.

### **Reporting Absences**

If your child will not be attending on a scheduled day, please call the site to inform them. Or, please call the main office at 528-7381, to leave a message.

If your child is scheduled to attend and has not signed in at the beginning of SERRF, staff must locate the child for his or her own safety. That may mean telephone calls to you at work and to other emergency numbers.

### **Pick-Up Procedure**

All students must be signed out daily. Your child may only be picked up by someone on the authorized list. The emergency phone numbers will be contacted if a child is left past the scheduled check-out/closing time. \*If the problem persists, a fee will be assessed or the child will be dismissed from the program.

Fees are due by the 5<sup>th</sup> of each month, September through May. Fees are not pro-rated.

### **Late Pickup Fee Policies**

#### **The program closes at 6:00 p.m.**

\*Parents whose children remain past 6:00 p.m. will be charged an overtime fee of \$5.00 per child per 10-minute increments. A ten-minute increment(s) is defined as follows:

1 – 10 minutes = 1 ten-minute increment = \$5.00 per child  
11 – 20 minutes = 2 ten-minute increments = \$10.00 per child  
21 – 30 minutes = 3 ten-minute increments = \$15.00 per child  
Late pickup three times will be cause for dismissal from the program.

## **"Abandoned Child" at Close of Program**

If your child has not been picked up by 6:00 p.m. the following steps will be taken:

- Parents' home and work telephone numbers including cell and pagers will be called.
- All other telephone numbers listed on the child's emergency contacts will be called.
- Staff will try all numbers again. REMEMBER, staff may not release a child to ANYONE except those listed on the child's emergency contacts.
- At 6:30 p.m. the child is considered an "abandoned" child and the local Police Department, Sheriff's Office, or DSS Child Protective Services will be called.
- The child will be released to the responding agency and staff will share with them what steps they have taken to locate the parents and all persons they have called or left messages with.
- Staff will post a note on the door advising the parent who the children were released to.

## **Medical and Health Information**

SERRF is sensitive to the health and physical needs of children and, therefore, the following policies have been established:

The program must have current emergency information and a "Medical Treatment Form" on file for each child.

It is the parents' responsibility to keep the program informed of any change in the information regarding their child's emergency, medical, or physical condition, as well as emergency contacts, names and phone numbers.

If a child requires the use of an epi-pen, parents must provide appropriate medication to SERRF to be held securely by SERRF Facilitator.

In case of serious illness or injury, the staff will follow parental instructions on the "Medical Treatment Form" whenever possible.

The program will not transport children to a medical treatment facility or physician. If staff members are unable to locate the parents or an "emergency" contact, staff may secure transportation by the local emergency services for appropriate treatment at the nearest medical facility, if warranted. If major injury or illness is involved, the child will be transported by ambulance to a hospital.

In all cases of injury or illness, attempts will be made to contact parents immediately and to involve them in the decision regarding treatment.

Parents are responsible for all costs incurred when a medical emergency arises.

### **Health Requirements**

It is the parents' responsibility to monitor the daily health and physical condition of their child and to determine their child's ability to actively participate in the program.

**When a child shows signs of illness** or an infectious, contagious condition, the parent will be contacted and **must pick up the child immediately**. The child will be isolated and made comfortable until the parent or designee can pick up the child.

### **Site Emergency**

In the event of an emergency or natural disaster the following procedures will be in effect:

Children will be directly supervised and remain at the site until they can be picked up by the parent or other authorized person.

OR

2. In the event of a site evacuation, children will be taken to a local emergency center. The location will be posted on the site door when appropriate.

Efforts will be made to contact parents and the program staff will remain with the children until they are picked up by the parent or authorized person.

### **Discipline**

Discipline will be administered and maintained in a positive manner, which is child-centered and contributes to the child's development. **SERRF Expanded Learning Program students will be required to follow established school rules.**

#### **Ground rules for SERRF student behavior: The 3 R's:**

- **RESPECT**
  - ➔ Be respectful and polite to others.
  - ➔ No interrupting the teacher or disrupting the learning of others.
  - ➔ Respect the property of others.
- **RIGHTS**
  - ➔ Right to be Safe – "Hands Off of others"
- **RESPONSIBILITY**
  - ➔ Come to SERRF prepared (Homework... ..)

This discipline policy applies to all children in order to ensure a fun, safe, and wholesome environment. We appreciate your support and communication in this area. If discipline is required, the following process will occur:

<b><u>OCCURRENCE</u></b>	<b><u>ACTION</u></b>
First	SERRF will discuss the unacceptable behavior with the child and explain why it is unacceptable
Second	The SERRF staff will discuss the unacceptable behavior with the child and provide a re-set and/or "student re-thinking form". They will discuss how the behavior can be changed.
Third	Should inappropriate behavior continue, the situation will be documented and a disciplinary incident report given to the parent. The form will outline the behavior problem, the steps that will be taken if the problem persists, and may include a specific "Behavior Contract". Steps will range from suspension to dismissal from the program.

**If a child's behavior creates an unsafe environment for others, SERRF Expanded Learning Program reserves the right to dismiss the child from the program immediately.**

**PARENT COOPERATION AND INVOLVEMENT  
IS APPRECIATED!**



### **Television, Videos and DVD's**

In keeping with appropriate and responsible role modeling for youth, all programs must be "G" rated to be shown. All other ratings must have a signed parent permission slip on file.

### **Snacks**

Afternoon snack will be provided through the USDA/school snack program.

It is the responsibility of the parent to inform the staff if their child has any food allergies. If the child has other food preferences that cannot be accommodated by the program, the parent will be asked to provide the child's snacks.

### **Transportation**

Transportation to and from the SERRF program sites is the responsibility of the parent unless an alternative is noted. When transportation is needed for field trips, public and contracted transportation, or school district transportation will be used.

Parents must sign and complete SERRF field trip permission slips, including "Insurance and Medical Release Information", before their child will be allowed to participate in field trips.

### **Dress Code**

The appropriate dress for attendance at SERRF will be the **SAME** as the school of attendance. Children must wear shoes at all times unless during a special activity as instructed by staff.

### **Use of Personal Property or Equipment**

SERRF will follow school rules regarding possession and use of cell phones. **Cell phones must be turned off and left in backpacks during after school hours.** Students will be able to use the telephone at staff direction and in other instances written teacher/parent permission is necessary. Students shall not bring personal property such as ipods, MP3 Players, tape players, computer games, balls and toys to school except for program approved special activities/events. **SERRF does not accept responsibility for the loss, theft, repair or damage of articles brought to the program.**

## Use of Computers & Internet

At selected sites, there may be computers and mobile labs with Internet access. The Internet provides vast, diverse, and unique resources to students. Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before access is granted, students must receive written parental permission. Parents have the option of denying their child individual access to the Internet.

## Parent and Family Involvement

Parents are important people! Although parents are not required to participate in the SERRF program sites, parental involvement is strongly encouraged. Please check your site's bulletin board/sign-out book area for special announcements.

During the year, special events are held for parents and SERRF students. In October we celebrate "**Lights On!**", a National Event that will be honored at each SERRF site. March is our annual **Highlight Show**. Our schools combine and have an opportunity to showcase their program. In May we **GO FAR**, (Go Out For A Run), with a 5K run and 1 mile fun run/walk. We also offer a **Perfect Attendance Award Trip** for students with exemplary attendance throughout the SERRF school year.

If you have a special talent that you would like to share with the children, please contact your child's Site Facilitator to discuss the opportunity to share that talent or assist the Program.

And, of course, you are always welcome to drop in anytime to observe or participate in any program activities.

## Business Office

The SERRF Expanded Learning Program business office is located at:

Tehama County Department of Education  
1135 Lincoln Street, Red Bluff, CA 96080  
(530) 527-5811  
8:00 a.m. - 5:00 p.m. Monday – Friday



## SERRF

Expanded Learning Programs  
are available at the following schools:

Antelope

Bend

Berrendos

Bidwell

Elkins

Flournoy

Evergreen Elementary

Evergreen Middle School

Flournoy

Gerber

Jackson Heights

Kirkwood

Lassen View

Los Molinos

Manton

Maywood

Metteer

Olive View

Plum Valley

Rancho Tehama

Reeds Creek

Richfield

Vina

Vista

West Street

Woodson

SERRF Expanded Learning Program  
provides a safe, healthy,  
and enriching environment  
for school-age children.



SAFE EDUCATION AND RECREATION  
FOR RURAL FAMILIES

**TEHAMA COUNTY DEPARTMENT OF EDUCATION**  
1135 LINCOLN STREET  
RED BLUFF, CA 96080

Phone: (530) 527-5811  
Fax: (530) 529-4120  
[www.tehamaschools.org](http://www.tehamaschools.org)