

EXTENDED DAY CALENDAR & HOURS

Cajon Valley Union School District employees receive holidays pursuant to the California Education Code, plus local holidays set by the Board of Education; therefore, the program is closed on the following days:

2021-2022 SCHEDULE

July 5 (closed)	Independence Day
August 16	Closed (No School)
August 17	First Day of School
Sept 6 (closed)	Labor Day
Nov 11-12 (closed)	Veteran's Day
Nov 22-26 (closed)	Thanksgiving Recess
*Dec 20 – Jan 7	Winter Recess
Jan 10 (closed)	No School
Jan 17 (closed)	Martin Luther King Day
Feb 14 (closed)	Lincoln's Day
Feb 21 (closed)	Presidents Day
*April 11 – Apr 22	Spring Recess
May 30 (closed)	Memorial Day
June 16	Last Day of School
June 17	Closed (No School)
*June 20-August	Summer Recess

*WINTER, SPRING & SUMMER VACATION CAMPS MAY BE AVAILABLE

Applications are submitted online at www.cajonvalley.net/edp.



**Cajon Valley Union
School District**

Extended Day Program

**Parent Information
& Program Policies
2021-2022**

Elementary ASES Sites

Anza, Bostonia, Chase, Johnson, Lexington,
Madison, Magnolia, Meridian, Naranja,
WD Hall

Middle School ASES Sites

CVMS, Emerald, Greenfield, Hillsdale,
Los Coches Creek, Montgomery

Nicolle Starr, Program Manager
Amanda Orwen, Supervisor
Natalie Perez, Supervisor

General Information (619) 590-2789

Office Technicians
(619) 441-6172
(619) 441-5720

Mail To:
P.O. Box 1566
El Cajon, CA 92022-1566

www.cajonvalley.net/edp

Office Hours: 8:00 am – 4:00 pm

MISSION STATEMENT

The mission of the Cajon Valley Union School District's Extended Day Program is to provide an emotionally and physically safe environment for all students before and after school. In order to keep students engaged, children will enjoy a wide array of ultra-engaging, high-energy, and super-fun activities in a structured camp-like setting. Children's academic, social, emotional, behavioral, and physical skills are enhanced in a safe and caring environment.

PROGRAM ACTIVITIES

EDP strives to create an emotionally and physically safe environment for all students, every day, when parents are working or attending school. The program includes a nutritious snack, homework time and academic activities that link to the California State Standards. Enrichment activities are an important part of the program and include fine arts, science, literature, physical activity, sports, crafts and cooperative games. Students also have the option to participate in sports & other appealing high interest clubs.

SUPERVISION

Students are supervised by our Extended Day Program Staff. These staff include site Leads, who are responsible for the daily site operations, Program Assistants, Program Aides and Student Aides. Staff are employees of the Cajon Valley Union School District, have met the District's hiring criteria and must maintain their CPR/First Aid certification. To benefit our school community, we require that all employees are able to demonstrate positive behavior techniques with children, have child development units at the high school or college level, and/or are enrolled in a teacher preparation program. Staff are also required to attend ongoing in-service training programs.

ELIGIBILITY

Students in TK through 8TH grade, currently enrolled in the Cajon Valley Union School District are eligible to participate in the Extended Day Program. **Per the Assembly Bill 1567: This bill, beginning July 1, 2017 states priority will first be given to pupils who are identified by the program as homeless youth, as defined, and pupils who are identified by the program as being in foster care. Second priority will be given to those attending for the full range of hours.**

EXTENDED DAY PROGRAM FEES

The Before/After School Program at these sites is funded through a state grant and is provided at no cost to families with qualifying incomes who meet the ASEP after school attendance requirements.

Anza Elementary Grades TK to 5th 1005 S. Anza St El Cajon, CA 92020 AM: 6:30 to 8:00 PM: 2:00 to 6:00	Bostonia Language Grades TK to 8th 1390 Broadway El Cajon, CA 92021 AM: 6:30 to 8:00 PM: 2:00 to 6:00
Chase Avenue Grades TK to 5th 195 E. Chase Avenue El Cajon, CA 92020 AM: 6:30 to 8:00 PM: 2:00 to 6:00	Johnson Elementary Grades TK to 5th 500 W. Madison Ave El Cajon, CA 92020 AM: 6:30 to 8:00 PM: 2:00 to 6:00
Lexington Elementary Grades TK to 5th 1145 Redwood Avenue El Cajon, CA 92019 AM: 6:30 to 8:00 PM: 2:00 to 6:00	Madison Elementary Grades TK to 5th 1615 Madison Avenue El Cajon, CA 92019 AM: 6:30 to 8:00 PM: 2:00 to 6:00
Magnolia Elementary Grades TK to 5th 650 Greenfield Drive El Cajon, CA 92021 AM: 6:30 to 8:00 PM: 2:00 to 6:00	Meridian Elementary Grades TK to 5th 651 S. Third Street El Cajon, CA 92019 AM: 6:30 to 9:00 PM: 3:00 to 6:00
Naranja Elementary Grades TK to 5th 1030 Naranja Ave El Cajon, CA 92020 AM: 6:30 to 9:00 PM: 3:00 to 6:00	W D Hall Elementary Grades TK to 5th 1376 Pepper Drive El Cajon, CA 92021 AM: 6:30 to 8:00 PM: 2:00 to 6:00
Cajon Valley MS Grades 6th to 8th 550 E. Park Avenue El Cajon, CA 92020 AM: 7:00 to 9:00 PM: 3:30 to 6:30	Emerald MS Grades 6th to 8th 1221 S Emerald El Cajon, CA 92020 AM: 7:00 to 9:00 PM: 3:30 to 6:30
Greenfield MS Grades 6th to 8th 1495 Greenfield Dr El Cajon, CA 92020 AM: 7:00 to 9:00 PM: 3:30 to 6:30	Hillsdale MS Grades 6th to 8th 1301 Brabham Street El Cajon, CA 92019 AM: 7:00 to 9:00 PM: 3:30 to 6:30
Los Coches Creek Grades 6th to 8th 9669 Dunbar Lane El Cajon, CA 92021 AM: 7:00 to 9:00 PM: 3:30 to 6:30	Montgomery MS Grades 6th to 8th 1570 Melody Lane El Cajon, CA 92019 AM: 7:00 to 9:00 PM: 3:30 to 6:30

BEHAVIORAL EXPECTATIONS

Our positive behavior practices help ensure an emotionally and physically safe environment for all of our students. Extended Day staff promotes respect between staff, parents and students.

Our culture is based on these four *Respect Rules*:

- **Respect Yourself**
- **Respect Others**
- **Respect Materials**
- **Take Responsibility for Your Actions**

EXTENDED DAY PROGRAM PRACTICES

1. So that we may prepare for our day, please call the Extended Day Site Lead if your child is absent from school.
2. Students may NOT attend the Extended Day Program if they have been suspended or absent from school that day.
3. Students MUST scan “IN” and “OUT” each and every day of attendance at the appropriate times. Signatures and times are required when entering the program in the AM and when leaving in the PM.
4. Unless we have written authorization from parents to do otherwise, students are not released until a parent or designee signs the student out.
5. Students signing out from the after-school program may not return for the remainder of that day.
6. For the safety and comfort of your students, please do not drop off until the Extended Day site opens and be prompt in picking children up at closing. Parents picking up their child(ren) past closing three times within a 12-week period may lose their right to participate in the program.
7. For students who are not picked up 15 minutes after closing., staff will follow these procedures: Contact an adult listed on the registration form and if by 7:30 p.m., no authorized adult has come to pick up the child(ren), authorities will be notified.
8. A parent/guardian may update their emergency pick-up information in writing at any time during program hours. Parent/Guardian may choose to have an adult, sibling, or other minor (under age 18), or student sign themselves in/out with written parental authorization.
9. As a protection for your student, should a designated adult arrive to pick up a child and appear to be in any condition that might endanger the child, staff will contact another authorized adult for pick up.

10. The PM program provides homework assistance, enrichment activities and outdoor games. During homework time, tutors and staff are readily available to assist students with their school assignments.
11. In the interest of safety and the benefit to our Extended Day community, students are expected to abide by program and school rules.
12. Students who need extra support to be successful in the program may be placed on an individual contract. Parents will be contacted, the specifics of the contract reviewed and agreed upon with the parent’s and student’s signatures. EDP’s goal is for every student to experience success in the program; however, with continued violation of the Respect Rules, children may lose the privilege of participating in the program.
13. Although Extended Day is not part of the instructional school day, we strive to offer a welcoming environment to all students. This includes students with special needs, as long as their needs can be reasonably accommodated. Our goal is to create an emotionally and physically safe environment for all children; therefore, admission to the program occurs following a thoughtful process to determine whether the EDP setting is an appropriate placement for the child’s extended day needs.
14. Mutual respect and professional relationships must be maintained between parents and staff. Violation of this standard may result in termination of the child from the program. It is not our intent to prevent parents from expressing their views, but we must avoid scenes which upset the children, disrupt activities, or adversely affect the respect for and rapport between children and staff.
15. Parents/Guardians may **not** solicit program staff to provide childcare for child(ren) outside of Extended Day hours.
16. The program is not responsible for personal belongings brought from home. Parents are financially responsible.
17. For the safety of our students, overseeing medication for children shall be done only when:
 - Medication cannot be adjusted so that all doses are given at home
 - Administration has been requested and approved by the student’s parent/guardian

- The appropriate physician forms are on file at the site
18. For the safety of the children in the program, please do not send your child to the Extended Day Program for the duration of any communicable illness.
 19. In a student emergency, staff will make every effort to contact the parent or designee. If unable to do so, the parent signature on the registration form gives permission for administering first aid and/or emergency treatment that is in the child’s best interest. Parents are responsible for payment of emergency medical treatment. Low cost medical insurance is offered through the school district. Please contact your school office for details.
 20. In an emergency, staff will follow these procedures:
 - Injury: Call parent at work/home
 - Call 911 as appropriate
 - Late pick up: Call emergency contact numbers or authorities as appropriate.
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CLUBS & SPORTS PROGRAMS

The Extended Day Program also offers a variety of additional morning and afternoon club and sport activities at Middle Schools. If you wish to enroll your student in any of these club activities, please contact Extended Day to find out which activities are offered and to request a club registration form.

CELL PHONE POLICY

Cell phones are to be kept in backpacks and may only be used for emergency purposes. Parents will be given the site phone so that they may contact their student. Students may use the site phone for contacting parents. Cell phones used inappropriately will be confiscated for the remainder of the day and returned when the student departs. Refer to District Board Policy 5131 (b) for more information.

ATTENDANCE AND EARLY RELEASE POLICY

In accordance with the California Education Code Section 8483(a)(1)(2)(3), the following attendance and early release regulations for the After School Education and Safety Program (ASES) are required. Also, a periodic review of attendance will be conducted to ensure priority enrollment is given to students who attend daily.

ELEMENTARY SCHOOL STUDENTS

It is the intent of the California Legislature that elementary school pupils participate in the full day of the after-school program for the full range of hours every day, the parent/guardian must complete and submit for approval a request for early release specifying the days and hours the pupil will attend and the reason(s) for requesting early release. First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec 11434a), at the time that they apply for enrollment or at any time during the school year, and to pupils who are identified by the program as being in foster care, and to pupils who are eligible for free or reduced-priced meals.” Second priority for enrollment will be given to students who can attend the full day every day. **Non-compliance with the attendance and early release policy may result in disenrollment from the after-school program**

MIDDLE SCHOOL STUDENTS

It is the intent of the California Legislature that pupils enrolled in the after-school program in middle or junior high school attend a minimum of 9 hours a week or three days a week. If a middle or junior high school student is unable to attend the minimum number of hours or days, the parent/guardian must complete and submit for approval a request for early release specifying the days and hours the pupil will attend and the reason(s) for requesting early release. First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec 11434a), at the time that they apply for enrollment or at any time during the school year, and to pupils who are identified by the program as being in foster care, and to pupils who are eligible for free or reduced-priced meals”. For programs serving middle and junior high school pupils, second priority for enrollment will be given to students who can attend the full day every day. **Non-compliance with the attendance and early release policy may result in disenrollment from the after-school program.**