

# **Expanded Learning Opportunities Program Plan Guide**

## **EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE**

Prepared by: Expanded Learning Division

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**This Program Plan Template Guide is required by California Education Code (EC) Section 46120(b)(2)**

**Note: This cover page is an example, programs are free to use their own logos and the name of their program.**

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

<b>Name of Local Educational Agency or Equivalent:</b>	Enterprise Elementary School District
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**Instructions:** Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Alta Mesa Elementary
2. Lassen View Elementary
3. Mistletoe Elementary
4. Rother Elementary
5. Shasta Meadows Elementary
6. Parsons Junior High

### Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

### Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

### Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the

program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

## 1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the schoolsite or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

The EESD ACE program provides ongoing professional development training to help ensure that the program provides a safe and supportive environment that provides for the developmental, social-emotional, and physical needs of students. A key element in all training for ACE staff is how to foster and sustain healthy relationships with students and their parents. ACE Site Facilitators participate in a variety of professional development trainings annually and are responsible to train their own after school staff. Each school site conducts its own after school staff meetings for this purpose.

New after school staff are provided a new employee packet that contains the ACE written routines, procedures, communication, lesson planning expectations, etc., and are paired with experienced staff for at least two days. The job shadowing is designed for on-the-job training through modeling and consultation. After job shadowing, a Site Facilitator spends one day with the new employee to review what was experienced during job shadowing, answer questions, clarify expectations, and provides the ACE Administrator feedback on the employee's readiness.

ACE maintains continuity with the instructional day program with the use of social contracts to help address the developmental, social-emotional, and physical needs of students. The social contracts describe the behavioral expectations as well as the process for resolving conflicts in the classroom.

The Enterprise Elementary School District's (EESD) After-school Community Education (ACE) program is located on the EESD campuses of Alta Mesa, Lassen View, Mistletoe, Rother and Shasta Meadows elementary schools and Parsons Junior High.

There are times after school activities take place off-campus that require students to travel safely to and from the program sites. When an off-campus activity is planned, the program follows the EESD established protocol that ensures the safe travel of students including signed parental permission forms that contain contact information and pertinent information for each student, the use of EESD vehicles, and adult chaperones are assigned specific duties under direct oversight of ACE staff. After school safety procedures at each site follow the safety protocols established by an EESD school safety committee in coordination with the Redding Police Department School Resource Officers. The after-school program conducts safety drills on a regular schedule and follows the same protocol as the instructional day program. ACE site facilitators coordinate with the site principals to address any unique circumstances at each site. The after-school program administrator ensures that training and drills take place as scheduled and that they adhere to EESD procedures.

## 2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

The ACE program is designed to enhance students' academic skills, achievement, and confidence through assessment, targeted instruction, and alignment with classroom instruction. The ACE Administrator provides curriculum and training support to staff, communicates at least bi-weekly with ACE Site Facilitators, and conducts regular site visits to observe and identify program strengths and areas for growth. ACE staff periodically observe instructional day certificated teachers to help enhance after-school student academic achievement and to help foster their development. ACE staff also participate in district-wide professional development training related to educational literacy and educational enrichment. The Site Facilitators regularly communicate with the Site Administrators and the Program Administrator maintains that communication as well.

The ACE Program Administrator is on site at least once a week and meets with after-school staff and instructional day staff to ensure program coordination, is responsible for after-school curriculum development and its alignment with the instructional day program, and reviews assessment results to identify learning goals for ACE students.

The ACE professional development plan includes training on the effective use of thematic units in the after-school program, which are used to guide the planning of educational literacy and educational enrichment activities aligned with the instructional day. Thematic unit planning includes differentiated instructional objectives to meet the needs of K-8 students. Thematic units are designed at the site level and are shared among the various sites as needed.

The ACE staff are also trained in various aspects of Social Emotional Learning (SEL) and are able to incorporate SEL based activities into the enrichment time that help students make and identify goals as well as identifying and processing feelings.

ACE provides homework/academic support for an hour daily specifically designed to allow students time to complete homework. The dedicated time is for students to work on homework, read, or participate in quiet game or activities. ACE staff communicates regularly with instructional day staff about ACE students to help provide the most effective academic supports.

The planned program activities will:

a. Provide positive youth development.

The ACE social contract helps students develop interpersonal relationship skills for positive interactions with others.

The ACE program is intentionally designed with social structures that provide students multiple opportunities to work in cooperative groups for building and maintaining important social skills.

b. Provide hands-on, project-based learning that will result in culminating products or events.

ACE thematic units are structured to guide students through the process of task completion that includes setting goals along with learning the appropriate steps to achieve the goals. Each thematic unit concludes with a culminating product or event and ACE students learn how to plan for the expected end product or outcome.

ACE utilizes the Turtle Bay Museum Lending Library to check out science learning kits that include all the lessons and materials in various aspects of science that span all grade levels. These kits typically take a scaffold approach to various science topics through the use of instructor led hands on activities/experiments concluding with a culminating project.

### 3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

**Educational and Literacy Element:** ACE academic assistance uses state standardized test results along with teachers' and parents' input to help improve student academic achievement and overall success in school. The ACE curriculum and related activities are intentionally linked to classroom instruction and state and district standards.

**Homework Assistance:** ACE provides 60 minutes daily for students to complete homework assignments with assistance from project staff and/or tutors in one-on-one or small group settings. ACE staff are trained in specific strategies to maximize the homework assistance hour.

**Reading and Language Arts Activities:** Reading and language arts are priority areas of academic need based on aggregated CAASPP results. Sustained silent reading is incorporated into the program along with story times when staff read aloud to students followed with discussions, dramatizations, and activities designed to reinforce reading comprehension. ACE students are encouraged to meet their Accelerated Reader goal which is also used in instructional day classrooms, with activities woven into the after-school academic and enrichment compliments using Accelerated Reader reading materials. KidzLit activities are also used to reinforce a variety of reading and deduction skills. The ACE Program is partnered with the Redding City Library. ACE groups visit the library on a bi weekly basis to engage in story time, literacy games and other literacy and or dramatic play activities. The library also provides ACE with grab and go book kits to use in their classes for group instruction and or for students to take home and enjoy

with their families. This partnership helps make literacy and support materials available to students and their families outside of the school and ACE program hours.

**Mathematics and Science Education:** ACE students participate in a variety of high-interest activities integrating math, science, and language arts, all designed to reinforce classroom learning and to support interest and achievement in math and science. Students participate in a variety of organized math activities designed to promote mathematical understanding and in hands-on science and math activities through the Lawrence Hall of Science GEMS (Great Explorations in Math and Science) program, and KidzScience programs that are aligned with the California state content standards and feature an inquiry-based and student-centered approach to learning. Both the GEMS and KidzScience Programs are made accessible to ACE through the Turtle Bay Lending Library. Many of the activities students do in ACE are done in cooperative groups to model the Next Generation Science and Engineering Practices for developing inquiry-based and problem-solving skills.

**Tutoring Services:** ACE tutoring services are provided through volunteers, Intervention teachers, and Simpson University pre-service teachers. In non-Covid years, America Reads volunteers from Simpson University had worked with students one-on-one and in small groups to improve students' academic test scores, self-confidence, and social skills. These volunteers will be used again in the future if they become available again. Simpson University pre-service teachers tutor English learners to improve academic achievement in language arts and math. Schools have implemented intervention programs and teachers in these programs provide intensive academic instruction to individual students and small groups based on identified needs. ACE students in need of academic intervention receive individualized support during ACE program time.

**Technology Education Programs:** Technology is an important aspect of the ACE program. Student computer use is integrated into learning activities such as math and writing assignments. Students have access to Google Cloud Computing options by using personalized logins with Chromebooks or available desktop systems to support their academic learning.

**Programs for Students with Disciplinary or Truancy Issues or Counseling Needs:** Students are referred as appropriate for counseling services available through the district.

**Educational Enrichment:** ACE students engage in a wide variety of enrichment activities based on a prioritized list generated from students, teachers, and/or after school staff. The enrichment activities reflect the strengths, needs, and interests of students at each site and provide a variety of recreational, youth development, physical development, cultural, nutritional, and visual and performing arts options. ACE staff develop the curriculum for each activity to reflect and reinforce regular academic programming.

**Youth Development:** ACE staff and collaborators foster youth development through a variety of strategies including: 1) planned interactions with adult staff, Intervention teachers, and America Reads Volunteers or other volunteers 2) the formation of positive relationships with peers; 3) weekly programs that focus on character development and the acquisition of positive values; and 4) ACE collaborates with a variety of community partners including: The We Care A Lot Foundation and the Youth Violence Prevention Council that provide youth character development activities designed for positive social and character development as well as social awareness and acceptance of those with disabilities.

**Arts and Music Education:** ACE visual and performing arts and crafts activities are provided, based primarily on students' interests as well as staff and volunteer skills. The ACE enrichment program provides a variety of activities including music, drama, sign language, and ceramics, and craft classes.

**Recreation:** ACE has a full array of recreation opportunities available for students based on their interests, time of year, and staff and collaborators' skills and interests. ACE incorporates the standards aligned CATCH recreation curriculum for which staff has been trained. Recreation activities also include board games, soccer, tennis, basketball, and roller-skating.

Drug and Violence Prevention: The ACE program regularly incorporates county-approved substance abuse and violence prevention curricula into the after-school offerings including anti-bullying through the Shasta Women's Refuge and the We Care a Lot Foundation, as well as alcohol and drug prevention provided through Shasta County Public Health and their A+ Life Curriculum. The curriculum is taught by the corresponding agency via in person instruction when applicable or through virtual meetings with the ACE classes and their instructor.

#### **4—Youth Voice and Leadership**

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

ACE administers an annual student survey with questions specifically designed to allow students a voice, to gather feedback about the program, and to describe opportunities for leadership. ACE Site Facilitators actively seek input from students about their interests and use that information in planning the enrichment activities. ACE staff seek out students who are interested in being student helpers, who are usually upper grade level students given opportunities to assist students in lower grades. ACE Site Facilitators develop trusting relationships with students so that students are comfortable discussing concerns and ideas with them and the site ACE aides. Daily interactions allow for students to share their viewpoints. The most recent annual student survey results showed that over 89% of students affirmed that the ACE program is a safe place. ACE utilizes thematic units as a means for students in all grades to make choices when participating in program activities. ACE staff encourage student input when defining the thematic unit topics along with their suggestions for the types of activities to be incorporated. Students in higher grades learn to actively exercise their leadership skills while participating in cooperative learning collaborative groups during the thematic unit lessons. Students in all grade levels can also vote on which science topics to explore which assists the ACE staff in selecting which science kits to check out from the Turtle Bay Lending Library.

#### **5—Healthy Choices and Behaviors**

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

ACE has aligned its healthy practices and program activities with the EESD School Wellness Plan that states, "As we focus on educating the whole child, the District is always mindful of student wellness, and it is our goal to promote and foster a mindset towards good nutrition and healthy lifestyle choices. The Enterprise Elementary School District Governing Board has adopted a policy with regard to student wellness and to that end, our food services team, school nurses, physical education department, teachers, and administration work together to provide healthy options for our students and staff." The healthy practices and program activities include the daily snack and recreation curriculum. The ACE Program Administrator coordinates with EESD Food Services to ensure a variety of snacks are provided to students daily and that align with the district's health practices and standards. Close attention is paid to students with allergies.

Most ACE sites utilize the CATCH (Coordinated Approach to Child Health) curriculum. The other sites utilize physical education-type games and activities. ACE daily snacks are prepared and served by the food services staff at each school. A sample of the snacks provided to ACE students include:

- Whole Grain Graham Cracker
- Nutrigrain bar
- Roasted Sunflower Kernels
- Fruit cup in 100% fruit juice

In addition to the daily snack, ACE students at Rother Elementary School are also served a nutritious supper, provided by the National School Lunch Program. These meals are served to every student in the ACE program at that school site. Meals will be provided on site (breakfast, lunch, snacks) that meet the National School Lunch guidelines during intersession and summer offerings.



## 6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

ACE sites promote diversity and provide activities and opportunities to celebrate students' cultural and unique backgrounds by incorporating the acknowledgement of culturally specific holidays specific to the student's different cultures including Cinco de Mayo, Kwanzaa, and Christmas. The thematic units provide opportunities to develop specific activities designed to encourage students to share their unique cultures and backgrounds. The KidzLit curriculum also provides literature on various cultures and cultural practices that can be incorporated into ACE thematic units. The resources for students with disabilities, English language learners, and other students who have potential barriers that are available during the instructional day program such as counseling, special education and physical education, are also accessible after school for ACE students. There is direct, ongoing communication between instructional day staff and ACE staff with regards to individual students' needs. The after school program mirrors what is successful during the instructional day program for these students. Curriculum for intersession is still to be determined.

## 7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

The school districts' minimum requirements for an instructional aide are that they must be NCLB compliant as demonstrated either by passing the paraprofessional test or having an AA degree or 48 college credits. All ACE staff are required to pass a background check. The ACE Administrator recruits staff from Simpson University, Shasta College, EdJoin, and ACE Facebook page. The ACE interview process includes the EESD Human Resources required interview questions along with specific after-school prompts that help to assess each potential employee's strengths and weaknesses. The process helps to ensure successful placement based on the applicant's experience, knowledge, and interests. ACE also provides on-site job shadowing, coaching, and modeling to bolster any areas of weakness. ACE staff attend workshops and seminars throughout the school year that develop and maintain after-school adult skills and abilities that best serve children and their families. An ACE training manual helps facilitate a smooth transition for new staff. New ACE staff receive three days of job shadowing and orientation with experienced staff. The process includes an observation guide that focuses on the key elements of their role and serves as a discussion outline that the ACE Site Facilitator and Program Administrator use to identify areas for continued support. The types of professional development sessions offered throughout the school year include: Personnel Guidelines, Paperwork, Interactions with School Staff, Classroom Management, Interactions with Students, School and Safety Procedures, District Information, ACE Site Procedures and Miscellaneous Information. ACE is not currently involved with any sub-contractors. When utilized, Sub-contractors are required to submit to the same background clearances as all EESD employees and are overseen by ACE Site Facilitators when interacting with students. The sub-contractors, ACE staff, students, and parents provide feedback on sub-contractor performance to the ACE Program Administrator.

## 8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

The mission and vision of the ACE program are the same as those of the Enterprise Elementary School District. This mission is focused on "Empowering Every Child, Every Day, to Create a Better World."



ACE goals are derived from the needs assessment and are directly related to the Quality Standards for Expanded Learning in California. Each goal is measured by an objective at the program level, staff level, and at the participant level.

The needs assessment results identified three main goals: 1) The ACE program will provide a safe and nurturing environment that supports the developmental, social-emotional and physical needs of all students; 2) The ACE program design and activities will reflect active, meaningful and engaging learning methods that promote collaboration and expand student horizons, and 3) The ACE program will maintain high expectations for all students, intentionally links program goals and curricula with 21st-century skills, and provides activities to help students achieve mastery.

The data collected to evaluate whether the ACE program goals are being met include annual self-reporting surveys of students, parents, teachers, ACE staff, and school staff with questions specifically designed to measure each goal.

Goal 1: The ACE program will provide a safe and nurturing environment that supports the developmental, social-emotional and physical needs of all students.

Objective 1.1 Programmatic Level: The ACE Program Administrator will work closely with school leaders to maintain school-aligned health and safety procedures for the expanded learning program.

Objective 1.2 Staff Level: 100% of ACE Site Facilitators and Instructional Aides intentionally build and maintain trusting, nurturing, and supportive relationships with participants.

Objective 1.3 Participant Level: 100% of the students who participate in the ACE program will actively participate in the co-creation of a behavioral agreement in collaboration with ACE program staff.

Goal 2: The ACE design and activities will reflect active, meaningful and engaging learning methods that promote collaboration and expand student horizons.

Objective 2.1 Programmatic Level: The ACE program engages students in a variety of activities that are hands-on, project-based, and result in a culminating product.

Objective 2.2 Staff Level: ACE staff design activities that raise awareness, promote thought-provoking discussion and support collaborative interaction with others in the larger community, other cultures, and even globally.

Objective 2.3 Participant Level: 100% of ACE students participate in group work are engaged, cooperate in the group's accomplishments, and are accountable to one another.

Goal 3: ACE will maintain high expectations for all students, intentionally link program goals and curricula with 21st-century skills, and provide activities to help students achieve mastery.

Objective 3.1 Programmatic Level: ACE supports projects and activities in which students demonstrate mastery by working toward a final product or presentation.

Objective 3.2 Staff Level: ACE staff sequence activities that allow students to build on previously learned skills.

Objective 3.3 Participant Level: ACE students work in groups where they practice skills such as teambuilding, collaboration, and use of effective communication.

## 9—Collaborative Partnerships

Describe the program's collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

The ACE Program Administrator has ongoing interaction with collaborative partners during the school year to provide program updates and to obtain feedback. The interaction includes informal contact, phone calls, e-mail, and face-to-face meetings. The collaborative partners are members of the Enterprise Youth Collaborative that includes school site teachers, administrators, parents, students, community collaborators, and EESD personnel.

The collaborative members attend the Enterprise Youth Collaborative annual meeting where partners share achievements, new resources, and any needs. The sharing generates discussions that affirm successes and is a platform for problem solving. Each member reports back to their organization on ACE project progress, continuing involvement, and recommendations for improvement.

The Enterprise Youth Collaborative members review the annual evaluation findings from surveys and observations, use the information from the state report and local evaluation report to identify barriers to success, modify existing programs, implement new activities and approaches, and make recommendations for program improvement. The benefit of this close communication and collaboration is that all agencies are aware of each other's interests, grant goals, and concerns. Over the course of the grant, additional agencies, businesses, service organizations, and individuals are recruited to further strengthen the existing collaboration. The District also has an MOU with the YMCA for Summer 2022 to provide a Power Scholars Summer Program.

## 10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

ACE engages in a data-driven program quality improvement process with program attendance as a key measure of program effectiveness. California Department of Education (CDE) Statewide Student Identifiers (SSID) are used to collect instructional day attendance and ACE program attendance to demonstrate program effectiveness. ACE ensures an effective data-driven program quality improvement process based on the CDE's Quality Standards for Expanded Learning in California programs recommended by the California Afterschool Network (CAN) Work Group on Quality Standards.

ACE utilizes a Program Quality Improvement Plan to assess program quality through a strategic plan of specific objectives that address each high priority need in an ongoing, continuous evaluation cycle designed to improve program quality. The California After-School Program Quality Self-Assessment Tool (CAN-QSA) tool guides the process at both the individual sites as well as at the overall programmatic level. ACE has designed a matrix of CDE Quality Standards for Expanded Learning in California and the EESD Local Control Accountability Plan components as a framework for ensuring that continuous quality improvement is maintained within each measure.

ACE utilizes a self-assessment team approach whereby the ACE Program Administrator works with a local evaluator to keep the matrix up to date and review the Quality Improvement Plan annually for program improvement based on evaluation measure results. The self-assessment team meets annually with the ACE Site Facilitators to: 1) review how the collected data aligns with the goals and objectives; 2) identify any needs to be addressed; 3) define an action plan; 3) specify the individuals responsible to carrying out the plan; 4) establish a timeline for completion; and 5) identify estimated costs associated with the action plan.

The ACE local evaluation partner, Center for Evaluation and Research, LLC (CER) assists in data collection and analysis. This continuous and intentional partnership benefits from lessons learned over many years of collaboration and has established proven best-practices that maximize the efforts to collection, analyze, and report results, and that minimizes the duplication of tasks. CER gathers information across the three major components related to program quality including ACE participation data, ACE student achievement information, and self-reporting of stakeholders regarding program activities and impacts. CER generates the summary reports for each assessment instrument that are provided to the ACE Program Administrator for the self-assessment review process. The summary reports are compiled into an ACE Annual Evaluation Report (AER) that displays and describes the results of the formative and summative evaluation data collected to monitor program improvement. The AER includes after-school program attendance statistics also submitted in the Annual Performance Review (APR). The AER also shows evidence to support data trends, which help to identify program strengths and positive impacts, and it highlights areas that can be addressed immediately along with areas that require longer-term solutions. The ACE self-assessment process uses the AER to help identify the high priority needs upon which to focus each year for program improvement, and to verify the positive impacts the program accomplishes that lead to marked improvement generated from the services and activities being delivered to students.

## 11—Program Management

Describe the plan for program management.

The ACE Program Administrator oversees all aspects of the after-school program including attendance, meeting agendas, professional development plans, CQI data collection, program quality, and the budget. The ACE Program Administrator communicates with staff via memos, email, telephone, and in-person.

The ACE Program Assistant is responsible for communication, time cards, scheduling and collaborative planning. The ACE Program Assistant also maintains records for the Green Sheets (documentation that tracks monetary support from Shasta County Office of Education). The ACE Program Assistant reports directly to the ACE Program Administrator. They meet in-person at least weekly during the school year and via email/telephone as needed.

The ACE Level II Clerk is responsible for attendance tracking and accounting and reports directly to the ACE Program Assistant. They meet in-person at least weekly during the school year and via email/telephone as needed.

ACE Site Facilitators are responsible for all aspects of the after-school program at their individual sites including attendance, student sign-in and sign-out, daily program activities, parent interaction, and serves as a liaison between ACE and school staff. ACE Site Facilitators report directly to the ACE Program Administrator. They meet at least weekly on-site during the school year, and they meet as a group monthly during the school year.

ACE Instructional Aides lead activities with students, monitor students, and facilitate the sign-in and sign-out process. ACE Instructional Aides report directly to the ACE Site Facilitators and interact in-person on a daily basis during the school year and via email/telephone as needed. The ACE program administrator will oversee two week-long intersession program offerings. Enterprise Elementary School District is currently partnered with YMCA to oversee the summer Power Scholars Program.

## General Questions

### Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

Expanded learning opportunities funding will be allocated to academic support and enrichment for all after school students and the summer learning program. Funding will also be used to provide continued support around socio-emotional learning for students during the instructional day. In accordance with the UPK initiative, funding will be allocated for additional staffing in the after school program to support nine hours of combined instructional time and expanded learning opportunities for TK participants and a reduced adult to TK student ratio of 10:1. After school care slots will be provided to at least 50% of students who meet the Unduplicated Pupil Percentage (UPP) criteria. The same staffing ratio will also be applied during intersession/summer school programs for TK students. There will be early learning care available for TK students combined at one site during AT LEAST ONE of recess windows and during the summer learning session. There are three student recesses within the school year: Winter Recess (December), President's Week (February) and Spring Break (April). This will allow students in TK to receive an integrated model for during the day instruction and extended day learning and care.

### Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

The Expanded Learning program will provide a minimum of nine hours of after school programming for TK/ K students with staffing ratios of at least 10:1. Currently the District is recruiting classroom and ACE aides to support this staffing model for the 22/23 school year. The current schedule for Expanded Learning is Monday through Friday. On minimum days, ACE is open for a minimum of five hours. Students will participate in the extended day program from the time school is dismissed until six o'clock. Staff will be recruited through internal and external postings (Edjoin and Facebook). In addition, existing part-time classified staff will be provided an opportunity to apply for additional hours in the extended day program. In addition to recruiting qualified staff, opportunities will be made available for staff to pursue early childhood certification at local colleges or online programs. Staff recruited for the TK extended day hours will be provided ongoing professional development and collaboration opportunities to build their capacity in working with early learners.

### Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

Sample Intersession Program Schedule:

8:30-9:00 Breakfast/ Recess

9:00-9:30 In class SEL activity

9:30-11:00 Language Arts Instruction

11:00-11:20 Snack Recess

11:25-12:45 Math Instruction

12:50- 1:30 Lunch & Lunch Recess

1:30- 3:00 Visual Arts Enrichment Instruction

3:00-3:30 Physical Education

3:30- 5:00 Science Enrichment Instruction

5:00-6:00 Technology Skills

6:00 Parent pick up closing

Field trips may occur on these days as well