

## **ASC, After School Care at Holy Family Grade School – Glendale, CA**

1. Our school has developed a quality after school care (ASC) program. It is an effective and thoughtful after school program that will turn after school hours into productive learning time.

Each group of appropriate ages for children will be provided with opportunities for participation in some or all of the following activities:

- academic skill-building
  - homework help
  - sports and recreation
  - exploration of special interests such as art, cooking, sustained silent reading, crafts, games, etc.
  - unstructured play
  - remedial help
  - community internships (for middle school)
2. In addition to the above activities, our after school program provides the children and youth with:
    - an ongoing active interaction with caring adults
    - an environment that strengthens social skills and character
    - healthy snacks from home to meet students' nutritional needs
    - safe and well-designed indoor and outdoor spaces

Students will be able to:

- take a break, relax, and eat
- complete homework
- join other programs such as choir, chess, robotics, crafts, dance, cooking, and sports
- play ball games
- enjoy the new playground
- have an opportunity to watch an educational video

In summary, the aim of our ASC program follows the path to:

- create a sense of belonging
- improve social skills
- provide academic support
- make learning more fun
- provide safety and supervision
- build confidence

3. An ASC staff member is assigned on each of the above tasks.

4. Someone rings the bell to denote movement from one ASC program schedule to the next. Those students who will need more time in doing their homework can stay in the same room.

5. A few new rules or policies are enforced (such as no iPads during ASC unless middle school students are working on their homework. No air pods)
6. No ASC student is unsupervised.
7. ASC personnel must wear similar vests or the same colored shirt on a daily basis to easily signify their assigned position.
8. There is an over-all supervisor/director to see that the program schedule is implemented.
9. All other rules on safety, first aid treatment, documentation on any situation of injury, emergency reporting to parents, release of students to parents or any authorized guardians apply.
10. Sports coaches and extra-curricular activity supervisors must remain with their students.
11. ASC supervisors must clean up the classroom at the end of the day.
12. Students must be picked up on time. Students who are not picked up on time will go to ASC.
13. All ASC students will only use the restrooms in the newer building.
14. HFGS is a closed campus and this will be respected for safety and security reasons and to avoid distractions.
15. Parents should contact the office during school hours, not the homeroom teacher, to report any changes made to their child's after school schedule.

**ASC Adult Supervisors:**

Director: Miss Marissa Bribiesca  
TK, Kindergarten, & 1<sup>st</sup> Grade: Mrs. Salud Moreno (TK Room)  
2<sup>nd</sup> and 3<sup>rd</sup> Grade: Ms. Mais Alazraei (Kinder Room)  
4<sup>th</sup> and 5<sup>th</sup> Grade: Mrs. Ofie Ruta (6<sup>th</sup> Grade Room)  
6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade: Mrs. Kimberlee Thomas (8<sup>th</sup> Grade Room)  
Gate Duty: Miss Raziel Pelongco  
Morning Care: Mr. Rene Martinez (3<sup>rd</sup> Grade Room)

**EXPECTATIONS**

The Day Care Program is a privilege and both parents and students are expected to support all policies and procedures. The discipline guidelines are consistent with the daily rules set in place for HFGS.

**DAILY SCHEDULE**

**MSC, Morning School Care**

6:30 A.M. – 7:30 A.M. Study/Quiet time

### **ASC, After School Care**

- 3:00 -3:05 P.M. – Roll Call and Snacks
- 3:05 -3:45 P.M. – Play Time
- 3:45 -4:30 P.M. – Supervised Homework
- 4:30 -5:30 P.M. – Reading / Arts & Crafts / Board Games/ Educational Movie
- 5:30 -6:00 P.M. – Wrap up and clean up.

### **Half - Day Schedule (First Tuesday of Month)**

- 12:00-12:10 P.M. – Attendance
- 12:10-12:40 P.M. - Lunch Time
- 12:40-1:30 P.M. – Play Time
- 1:30-2:30 P.M. - Supervised Homework
- 2:30-3:30 P.M. – Cooking
- 3:30-4:30 P.M. – Arts and Crafts
- 4:30-5:30 P.M. – Arts and Crafts / Reading
- 5:30-6:00 P.M. – Wrap-up and Clean-up