

## SFUSD EXCEL AFTER SCHOOL PROGRAMS WEEKLY UPDATES

– week of January 4<sup>th</sup>, 2010

Welcome back! We hope you had a restful Winter Break. Wishing you a successful 2010!

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### **2009-2010 Staff and Student Sign In & Out Sheets**

A big thank you to the sites that were requested by CDE auditors for their 2008-09 student attendance documents. To ensure that we are in compliance with 2009-2010 staff & student sign out forms, please do the following:

#### **2009-2010 Student Sign In & Out Forms:**

- Originals to be kept on site.
- A copy of August-December 2009 student sign in & out sheets are to be sent to Lucy Hong at 20 Cook Street by January 15<sup>th</sup>\*. We will be collecting the rest of the year documents in June.
- Legislation requires all students to sign in and out daily.

#### **2009-2010 Staff Sign In & Out Forms:**

- Copies to be kept on site.
- Original staff sign & sign out sheets from August-December are to be sent to Lucy Hong at 20 Cook Street by January 15<sup>th</sup>\*. We will be collecting the rest of the year documents in June.
- Federal law requires all staff to sign in and out daily.

\*Please submit staff & student sign in and out sheets in a manila envelope labeled (*permanent marker preferred*) with your school site, type of document (*student or staff*) and dates of documents. We appreciate your assistance in supporting our mass data collection.

### **Professional Development Updates:**

If you have not already done so, please register today for **January's Speakers' Forum and Workshop!** January's theme is Section 10 of the [QSA](#), **Promoting Diversity, Access, Equity, and Inclusion**. Site Coordinators are required to sign up and attend at least one event per month. Lead program staff are invited as long as space allows. Just click on the links below to register. (Please note that there will not be a Brown Bag in January).

- Wednesday, January 6, 11am-1pm: [Speakers' Forum](#) presented by Norm Ferrer and Will Paris. At this Speakers' Forum, sites will be able to review 08-09 district and school data that addresses this month's QSA theme, Section 10: Promoting Diversity, Access, Equity, and Inclusion. Sites will then receive information and resources related to improving diversity, access, equity, and inclusion in ExCEL After School Programs.
- Thursday, January 21, 9am-1pm: [Workshop](#) This dynamic workshop will be presented by Alex Villa and will address Section 10 of the QSA: Promoting Diversity, Access, Equity, and Inclusion.

To view upcoming ExCEL PD Opportunities, visit the [ExCEL PD page](#) online by clicking [here](#), or visit the [ExCEL 2010 calendar here!](#)

### **Bridging the Bay: Region 4 Conference - January 29<sup>th</sup> & 30<sup>th</sup> 2010, Balboa High School**

**January 29th 12:00 pm - 4:30 pm & January 30th 8:00 am - 3:30 pm**

**WHO SHOULD ATTEND:** Line Staff, Program Coordinators, Lead Teachers & Administrators from school and non-profit after school programs in Alameda, Contra Costa, Napa, San Francisco, San Mateo, and Solano counties.

- All ExCEL sites are encouraged to participate in the Bridging the Bay Conference and send staff to this region wide event. Friday, January 29th is a SFUSD professional development day and programs will be closed. **If you are not requested to participate with your SFUSD school staff in PD**, we are encouraging you to send your staff to the conference Friday 1/29 & Saturday 1/30.
- **The first 5 attendees (ExCEL Site Coordinators & Program Leaders) from each school site will be paid by SFUSD ExCEL**, additional staff to be paid by CBO. Cost for additional staff: 1 day - \$25, cost for both days - \$30.
- Register: Submit the ExCEL Registration Form (attached or at [www.healthiersf.org/excelafterschool](http://www.healthiersf.org/excelafterschool)) to Freddie Hendrix, Alameda County Office of Education: [fhendrix@acoe.org](mailto:fhendrix@acoe.org) or by fax. fax: 510-670-3175 tel: 510-670-4175. To receive free registration for 1<sup>st</sup> 5 slots, please submit to Freddie Hendrix by Wednesday, January 13<sup>th</sup>.

### Request for College Transcripts for ExCEL Site Coordinators

As you may or may not know, No Child Left Behind and California State Child Development Programs require certain qualifications for all staff. In order to ensure that all of our programs meet these qualifications, we are in need of your support by providing us with copies of your college transcripts. Our intent is to use this information to assist us in communicating with City and State Colleges to determine the current educational needs of our staff (e.g. educational course credits, credentials or permits). **Therefore, all Site Coordinators of ExCEL After School programs must submit copies of educational transcripts to Miriam Wong by January 12, 2010.** This is a requirement for all ExCEL After School Site Coordinators. Please contact Linda Lovelace with any questions.

Copies of transcripts are to be sent to:

Miriam Wong

20 Cook Street, San Francisco, CA 94118

By January 12<sup>th</sup>, 2010

Fax# 750-8653

### Snack and Attendance Reminders

- **Spring ExCEL ASP 2010 attendance/MPW spreadsheet and January Menu are attached.**
  - Please make sure the spreadsheet has your school site name on each month's section
  - Please make sure H0 numbers (H0: 0=zero, not the letter O) are included for every child and are accurate
- **Attendance for December 2009 will be due January 5<sup>th</sup>.**
- When sending snack emails to [excelasp\\_snacks@yahoo.com](mailto:excelasp_snacks@yahoo.com) please include the name of your school in the title
- Several of our sites recently went through a snack inspection and we just want to remind all sites of important things to remember for snack distribution:
  1. The student must take "both" meal components to be considered a "reimbursable" snack. If the student does NOT take both, it may not be claimed.

2. An adult must be at the end of the line (point of service) with the number sheet, checking off each "reimbursable" snack, not a student.
3. Total snacks claimed may NOT exceed the count sent to the site or the daily attendance.
4. The paperwork will be reviewed to ensure it is being maintained daily (daily snack claim/daily meal production worksheet).
5. The reviewer will remain onsite until the daily claim is documented (MPW, numbers sheet).
6. The claim for the day may not be changed after the reviewer departs (the paperwork will be reviewed).

From now on, please use a number sheet to count how many snack were served. Numbers sheet is attached and on the ExCEL website in the forms section.

**GREENS and Certificated Time reports are due to 20 Cook Street on Thursday, January 14<sup>th</sup>.** Please ensure that forms are filled out correctly (e.g. no white out, actual days worked, signed by employee and Principal, hours match sign in sheet).

**Revolution in Art and Dance TICKETS are now available for RAD 2010!** (Click on "TICKETS" to order!)

**On February 4, 2010 ExCEL After School Program participants will be performing in a district-wide dance showcase at Everett Middle School.** The **Revolution in Art and Dance** will be an opportunity for ExCEL After School Program sites to highlight and share the talent and hard work of their students.

- Ë **You are encouraged to bring students to this event! [Tickets](#) are free and available on a first-come, first-served basis.**
- Ë Please note that for every 10 students there must be at least one adult chaperone. **Chaperones must ensure that students are respectful and safe during the performance.**
- Ë All students attending must complete an [SFUSD field trip form](#) (click here for the form).

We look forward to seeing you there!

#### **EVENT DETAILS:**

**Event:** Revolution in Art and Dance (RAD)

**Date:** Thursday, February 4, 2010

**Time:** 4:30-6:30pm (Please note that the show will start PROMPTLY at 4:30, please arrive at least 15-30 minutes early to allow time for your students to get seated)

**Location:** Everett Middle School Auditorium

#### **SPARK Introduction Workshop- Sports, Play and Active Recreation for Kids for After School Staff- Elementary and Middle**

ExCEL SPARK Introductory Workshop - SPARK is a physical activity program that can be used to enhance your recreation activities and to support students receiving at least **30 minutes of daily physical activity!** The focus of SPARK is the development of healthy lifestyles, motor skills and fun, interactive ways of getting students more physically active. Introductory Trainings are for those participants who are **new** to SPARK. This training is for **Elementary & Middle After School Program Site Coordinators and Program Leaders**. Space is limited and pre-registration is required. SPARK Manuals will be provided to sites that have not received one. **Stipends** or equipment will not be available.

January 13, 2010  
8:30 to 3:00  
20 Cook Street, 1st Floor  
TO REGISTER: <http://sparkintroduction.eventbrite.com/>

### SPARK Booster Session- Sports, Play and Active Recreation for Kids for After School Staff- Elementary and Middle

ExCEL SPARK Advanced Workshop- is designed for After School Site Coordinators and Program Leaders who have **already** been trained in the SPARK basics and want to have more physical activity skills to add to their " toolkit" of activities. Please, have completed a SPARK Introduction Workshop prior to attending this session. Space is limited and pre-registration is required. Stipends or equipment will not be available.

January 15, 2010  
8:30 to 3:00  
20 Cook Street, 1st Floor  
TO REGISTER: <http://sparkbooster.eventbrite.com/>

### Redesign of SFUSD Student Assignment

Through the middle of January, SFUSD wants to inform and engage district staff, students, parents, and community members in conversations about the redesign of student assignment. SFUSD is using multiple strategies to reach as many people as possible. Attached please find flyers that provide the details about these meetings. Please assist us in promoting the following events:

- Staff Information Meetings: December 17<sup>th</sup> and January 11<sup>th</sup>
- Community Town Hall Meetings: December 15<sup>th</sup>, January 7<sup>th</sup>, and January 14<sup>th</sup>

### ExCEL Service Learning Updates

- **Martin Luther King, Jr. Day of Service** is coming right up on January 18<sup>th</sup>, and to help celebrate his life and legacy, ExCEL has dreamt up some service-learning lesson kits for your program. Dr. King recognized the power of service to strengthen communities and achieve common goals, and so can your students! Email Helen Yu at [hyu@yscal.org](mailto:hyu@yscal.org) if you are interested in receiving a service-learning lesson kit and materials for **word searches**, an **"I Have a Dream" Mobile**, or a **Civil Rights and Social Justice Poetry Session**. They're fun, easy, and free!
- **Service-Learning Professional Development Workshops**  
Need a little dose of action in your next professional development? Our VISTA\*s, Helen and Ashley, have an excellent "How-To" session for integrating service-learning into your curriculum. What's better than that? They bring it to your house (er, school). Email them to schedule right away: [ahildred@yscal.org](mailto:ahildred@yscal.org) or [hyu@yscal.org](mailto:hyu@yscal.org).
- **Spring '10 Youth Action Conference Planning Committee**  
The Fall '09 Youth Action Conference was an awesome success, not to mention the most widely attended YAC ever! Are you craving some more YAC fun? Do you or your students have any youth leadership ideas that you'd like to see come alive? Help make the Spring '10 YAC even more spectacular by having you or some of your students join our planning committee! Email Helen Yu ([hyu@yscal.org](mailto:hyu@yscal.org)) or Ashley Hildred ([ahildred@yscal.org](mailto:ahildred@yscal.org)) if you would like more info about the first planning meeting on Tuesday, January 12th at 10AM.

