

SFUSD EXCEL AFTER SCHOOL PROGRAMS WEEKLY UPDATES

– week of February 1st, 2010

ExCEL has a new phone number: (415) 750-4500. Fax is the same number: (415) 750-8653.

We have a new phone system and will have voicemail. All calls will be received by our front desk and will be forwarded to us directly. Our fax number will become obsolete in the very near future. Please use our new number for all calls to the ExCEL office.

Professional Development Updates:

If you have not already done so, please register today for **February's Workshop (Feb 18)** or **Brown Bag (Feb 26)**! February's theme is Section 9 of the QSA, Staff Recruitment and Professional Development. 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. For all upcoming ExCEL PD Opportunities, go to REGISTER, visit the **ExCEL PD page** online by clicking **here** or visit the **ExCEL 2010 calendar** **here**

Save the Dates: Please calendar the following dates for Site Coordinator meetings, as we will be sharing important updates for each grade level. The March meetings are required, please save the date:

- Elementary Site Coordinator s meeting: Wednesday, March 10, 11:30-12:30 at 20 Cook Street
- Secondary Site Coordinator meeting Thursday, March 11, 10:30-12:30 at 20 Cook Street

Nutrition and Physical Activity Professional Development Series

SFUSD's Health Theme for February is *Physical Activity* and for March is *Nutrition Education*. In honor of this, ExCEL is collaborating with SFUSD's Nutrition Education Program to offer a **four-part professional development series** (click to register – see dates below) focused on **improving and enhancing health and wellness programming during after school time!** This series is open to all ExCEL After School Program Sites (K-12). Sites may send the Site Coordinator, or a designated lead staff person to the series. Sites who sign up will participate in the following four professional development sessions and will be eligible to receive curriculum, supplies, and other perks! See the attached flyer for more details.

Questions? Contact Amy Adkins at amylea65@gmail.com. This series aligns with Section 9 of the QSA: Nutrition and Physical Activity.

Nutrition and Physical Activity Professional Development Series

Dates:

- Friday, February 5, 10am-12pm, 20 Cook Street: Setting up a Healthy After School Environment
- Friday, March 5, 10am-12pm, 20 Cook Street: Linking to Science Curriculum
- Friday, April 9, 10am-12pm, 20 Cook Street: Nutrition Links to Family and Community
- Date TBD, Site Visit to ER Taylor Elementary School's ExCEL After School Program

To register, visit: <http://excelhealthylearningseries.eventbrite.com/>

Mini Grant Professional Development Opportunity February 25th

Join us at 20 Cook Street, February 25, 2009 from 12pm for a mini grant workshop to develop your basic grant writing skills to use the tools and resources we have gathered to apply for small grants to support your school program throughout the school year.

FEDBACK REQUESTED: Bridging the Bay: Region 4 Conference

Over 1,000 youth workers participated in the Bridging the Bay conference over the weekend. We would love your feedback on the conference. Please complete the survey to let us know how to make this event even better next year. <http://www.bridgingthebay.blogspot.com/>

San Francisco Family Summer Resource Fair

Please help us spread the word! The **Family Summer Resource Fair** will be an opportunity for families to learn about programs, camps, and resources available this summer. See the attached flyer for more information. In Spanish and Chinese will be available soon. Applications will be out soon for those of you that have a summer program that you would like to exhibit at the fair! Thank you for helping us get the word out to families! Contact Eva Meyers with any questions. emeyerse@sfusd.edu

What: Family Summer Resource Fair

Date: Saturday, March 6

Time: 10am-3pm

Location: Concourse Exhibition Center (8th and Brannan Streets)

Site Coordinators need to complete the attached **SFUSD Acceptable Computer Use Agreement** form and **submit to Lucy Hong at 20 Cook Street by February, 12th**. Fax: 415-750-8653. After we receive this form signed, you will be assigned a SFUSD email and account to enable you to access the SF computer domain. Please also submit to Lucy your home address so we can ensure your password is mailed to the correct location. This is required for all Site Coordinators per Linda Lovelace.

Snack and Attendance Reminders

- **Attendance for January 2010 will be due this Friday, February 5th.**
- When sending snack emails to 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 Tuesday, February 16th. 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).

ExCEL Film Festival!

Mark your calendar for the First Annual ExCEL School Programs Global Youth Service Day **Film Festival**: Tuesday, April 13 at 5pt the Bridge Theater. **Submissions are due on DVD to the 20 Cook Street office no later than March 15.** Reels must be under 5 minutes long. We are looking for media that has a message of importance for students and the community. **Please see the attached application for more information about the festival and details on how to apply!**

ExCEL Service Learning Updates

Change for Change - Haiti

On Tuesday, January 12th, 2010, a magnitude 7.0 quake struck Haiti's capital, Port-au-Prince, destroying major landmarks and hospitals leaving over one-third of the population in dire need of a home, food, and clean water. Aid for the country from around the world has been swift and abundant, the impact of this earthquake continues to outweigh such efforts. What can your program do to help? Check out the Change for Change - Haiti lesson plan which shows you how to support the people of Haiti. Please contact our Americorps*VISTA, Helen Yu (hyu@yscal.org) (415)750-8650 x 1021) for more information or further resources.

Service-Learning Professional Development Workshops

Need a little dose of action in your professional development? OLSA*s, Helen and Ashley, have an excellent "How-To" session regarding service-learning your curriculum. What's better than that? They bring it to you (on school). Email them to schedule right away: ahildred@yscal.org or hyu@yscal.org

City College of San Francisco Spring Youth Worker courses are being offered this semester. If you have not taken Child Development classes, we encourage you to look into classes at City College this spring. See a complete list of suggested courses attached.

Request for College Transcripts for ExCEL Site Coordinators – PAST DUE! Please continue to send in if you haven't already!

As you may or may not know, Child Left Behind and California State Child Development Programs require certain qualifications for all staff. To ensure that all of our programs meet these qualifications, we need of your support by providing with copies of your

college transcripts. Our intent is to use this information to assist in communicating with City and State Colleges to determine the current educational needs of our staff 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, 2010
Fax# 750-8653

SFUSD Bullying Resource

Have you ever watched a bullying video and wished it was relevant to San Francisco youth? Well, Student Support Services has worked with SFUSD middle school students at 7 sites to create a fabulous video and supplemental resources called **About Bullying**. Check the SSSD website at the following link: <http://healthiersf.org/Resources/sc-bullying.cfm> or check with your Health Advocate (elementary) or Health Liaison (middle/high schools) at each site for a copy and to align with the school day.

Children of Incarcerated Parents Workshop

Project WHAT! Youth & Bridgett Ortega will be facilitating an all-day training for the CA CASA Association in San Leandro this Saturday 2/6/10 from 9:30am-4:30pm. Training is free and lunch will be provided. Please spread the word, it's a great opportunity for folks to attend an in-depth training on children of incarcerated parents, which will include youth speaking about their personal experiences.

RSVP to jbrown@californiacasa.org

Location: Seneca Center at 15942 Foothill Blvd, San Leandro, Lower Training Room

Thank you!

Ali Metzler

ExCEL After School District Coordinator

San Francisco Unified School District
20 Cook Street

San Francisco, CA 94118

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(415) 750-8653 - fax

metzlera@sfusd.edu

www.healthiersf.org/excelafterschool

**Please note, our phone number has changed.*