

## SFUSD EXCEL AFTER SCHOOL PROGRAMS WEEKLY UPDATES

– week of November 16<sup>th</sup> – November 27<sup>th</sup>, 2009

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### Professional Development Updates

It is time to sign up for December's Professional Development series! We only have two options this month due to the winter break. Both events will address Section 8 of the [QSA](#): Family Involvement. Please read complete event descriptions and sign up by clicking on the highlighted links below. 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.

- [Speakers' Forum](#): Wednesday, December 2, 11am-1pm
- [Workshop](#): Thursday, December 17, 9am-1pm
- Attached please find the [Monthly Professional Development](#) Dates for the remainder of the school year. Mark your calendars!
- [October Action Plans](#) will be in the mail to you this week. Please take a minute to complete this very quick [survey](#) to let us know what you were able to follow up on.

### CBO Itemized Budgets

CBO Partners: As a reminder, itemized budgets for funds contracted to your community based organization are due to Lilian Capuli [capuliL1@sfusd.edu](mailto:capuliL1@sfusd.edu) by **December 1<sup>st</sup>**. See the link to the ExCEL website for the form in the Itemized Budget Spreadsheet in the Budgets and Contracts section:

<http://www.healthiersf.org/ExCELAfterSchool/Resources/forms.html>

CBO Partner Access to the ExCEL Monitoring Log is in process and your Executive Director will be receiving an access code in the next few weeks. All CBOs will be asked to update their in-kind contributions to their ExCEL program on the monitoring log by mid January. Please call Linda Lovelace with any questions regarding itemized budgets or in-kind contributions: (415) 522-6738.

### Snack and Attendance Reminders:

- MPWs are due every Monday at 12pm- if your site can not turn it in on time please let Lucy Hong know: [excelasp\\_snacks@yahoo.com](mailto:excelasp_snacks@yahoo.com)
  - Please include in the name of the person completing the MPW/ date completed/ School name
- Attendance is due every 5th of the month
  - Please make sure the spreadsheet has your school site name
  - Please make sure H0 numbers (H0: 0=zero, not the letter O) are included for every child and are accurate
- **Adjustments/Cancellation are due on Monday 12pm for anything the following week**
  - If you are going on a field trip, having an event, or not using snack this day, you are expected to cancel snack 1 week in advance or ExCEL is required to pay for your undistributed snack. Please help us eliminate waste of food and funds!!

- When sending snack emails to [excelasp\\_snacks@yahoo.com](mailto:excelasp_snacks@yahoo.com) please include the name of your school in the title
- Snacks Frequently Asked Question sheet is attached. Please review.

### **CPR/First Aid Certification**

ExCEL CPR classes will be offered on:

- December 4th - 9am to 1pm, 20 Cook Street

To RSVP: please email Michael Luk ([lukm@sfusd.edu](mailto:lukm@sfusd.edu)) with the name and school site of the staff member attending. If any physical or language modifications are required please let us know. On the day of please bring \$8 cash for certification, we will be lying and kneeling on the floor so wear the appropriate clothing, and bring your own snacks and drinks.

### **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.

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.

January 15, 2010

8:30 to 3:00

20 Cook Street, 1st Floor

TO REGISTER: <http://sparkbooster.eventbrite.com/>

**Science Olympiad on Saturday, December 12<sup>th</sup>**

