

SFUSD EXCEL AFTER SCHOOL PROGRAMS WEEKLY UPDATES

– week of December 14th, 2009

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 15th*. 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 15th*. 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:

December's Professional Development topic is Family Involvement: Section 8 of the [QSA](#). 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.

- Family Involvement [Workshop](#): **Thursday, December 17**, 9am-1pm at 20 Cook Street (presented by Stacey Daraio).

It is time to sign up for **January's Speakers' Forum and Workshop**. January's theme is Section 10 of the [QSA](#), **Promoting Diversity, Access, Equity, and Inclusion**. Please click on the links below to sign up. Please note that there will not be a Brown Bag in January due to the January 29 District Professional Development day and Region 4 conference.

- 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.

Bridging the Bay: Region 4 Conference - January 29th & 30th 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.
- An ExCEL District Coordinator will be calling you by the end of the week to get an estimated head count for the number of staff that you plan to send to the Region 4 Conference. SFUSD is trying to get a reduced rate for our large group of participants.
- **REGISTER:** online at <http://pdp.acoe.org>

Youth Performers Wanted for the Bridging the Bay Conference - January 29th & 30th, Balboa High School

There are 4 open slots for 10 minute performances. Each performing organization will receive a \$100 stipend. Application is attached. Contact Mary Boyle to apply: mary-boyle@sbcglobal.net. Deadline is December 15th. This is a great way to warm up for RAD!

Snack and Attendance Reminders

- **Spring ExCEL ASP 2010 attendance/MPW spreadsheet is 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 5th.
- When sending snack emails to excelasp_snacks@yahoo.com please include the name of your school in the title

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/>

ExCEL January CPR & First Aid classes

ExCEL January CPR Classes:

- January 8th, 9 am - 1 pm at 20 Cook.
- January 22nd, 9 am - 1 pm at 20 Cook.

Please send an email to Michael Luk: lukm@sfusd.edu if you have any staff that are interested in taking the CPR Course. Cost per person is \$8

ExCEL January First Aid Class:

- January 13th, 9am to 1pm at 20 Cook.

This is for ExCEL staff who have already taken CPR provided by ExCEL. Please send an email to Michael Luk: lukm@sfusd.edu to register, Certification fee is \$8.

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 17th and January 11th
- Community Town Hall Meetings: December 15th, January 7th, and January 14th

ExCEL Service Learning Updates

- **Martin Luther King, Jr. Day of Service** is coming right up on January 18th, 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 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 or 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) or Ashley Hildred (ahildred@yscal.org) for more info on our upcoming meeting info!

San Francisco H1N1 Swine Flu Mass Vaccination Clinic

Tuesday, December 22

10AM - 7PM

Bill Graham Civic Auditorium, 99 Grove Street in Civic Center Plaza for San Francisco residents in high-risk priority groups

Multilingual (English, Spanish, and Chinese) flyer attached. Please distribute at your sites.

After School Resources:

Interested in learning more about statewide after school efforts? Join the **California Afterschool Network**. Their listserv is one of the many benefits of Network participation. Click [here](#) to join the Network and to receive their informative newsletter.

The **California School-Age Consortium** is now **accepting applications from qualified candidates to become CalSAC Trainers and attend the 2010 Training of Trainers (ToT) Institute**. They are offering three ToT's this year in Southern, Northern and the Central California to a total of 120 candidates. The CalSAC Trainer Network is a professional development and training project serving out-of-school time professionals across California. The goal of the Trainer Network is to build the training and facilitation skills of professionals in the field who, in turn, provide training to afterschool and school-age care program staff, volunteers and administrators.

CalSAC Trainers have the opportunity to:

- Participate in a 3-day intensive training institute
- Complete a 1-year certification process with support from CalSAC mentors
- Learn to provide high-quality trainings on a variety of topics
- Join a statewide community of professionals
- Earn \$50 an hour for trainings conducted

To access the application, [click here](#) or visit our website at www.calsac.org click on Become a CalSAC Trainer under the green Training & Consulting tab. The **deadline to submit an application is January 8th, 2010**.

HAPPY HOLIDAYS from everyone at SFUSD ExCEL After School Programs.

We wish you a wonderful 2010!

Ali Metzler

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www.healthiersf.org/excelafterschool