

ExCEL After School Programs Key Compliance Elements for 2011-2012

After School Program Requirements

The program must include an 1) **educational and literacy component** to provide tutoring and/or homework assistance, as well as an 2) **enrichment component and structured physical activity**. The goal of the after school program is to support student success in school through academic support and enrichment.

Required Program Hours: Elementary & Middle School

- **Programs must operate 5 days/week, commence immediately at the end of the regular school day, run until at least 6 p.m. and for at least 15 hours/week, whichever is longer.** Programs must operate every regular school day during the school year.
- Elementary students are expected to be enrolled and participate 5 days/week. Middle school students are expected to attend a minimum of 3 days/week and 9 hours/week, but the program must operate all 5 days.
- Early release policy: ExCEL has an established early release policy and waiver that must be implemented at each after school program.

Required Program Hours: High School

- **An ASSETs program must operate a minimum of 15 hours per week**, and the program must provide a nutritious snack and a physical activity element.
- Each ASSETs program has the option of operating under either of the following modes: (1) after school only, or (2) after school and during any combination of before school, weekends, summer, intersession, and vacation.

Staffing

All staff supervising students in the after school program must meet District TB/Fingerprinting requirements as well as all minimum requirements for Instructional Aide positions.

Contracts

Programs may not begin program operations without a fully executed contract in place. No exceptions! Invoices will be paid based upon the approved contract language.

Grant Funding Calculated by Attendance

- ASES/21st Century Programs are attendance based grants.
- Elementary/Middle School Grants are based on \$7.50 per child per day for all days of the school year (176 days).
- High School grants are based on \$10/student/day for all days of the school year (176)..

Failure to achieve attendance targets may result in grant award reductions.

- Sites must earn **85%** of attendance to be in good standing for full funding
- Sites that fail to meet proposed attendance (**falling below 75 percent of attendance goal**) will trigger California Department of Education intervention and **funding levels may be reduced.**

Operational Requirements

- All students **must** utilize ExCEL approved registration forms
- All attendance data must be collected in ExCEL required formats, closely monitored, and managed for accuracy by the Site Coordinator
- All required evaluation surveys must be completed.