

Expanded Learning Opportunities Program Plan Guide

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

Prepared by: Expanded Learning Division

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This Program Plan Template Guide is required by California Education Code (EC) Section 46120(b)(2)

Note: This cover page is an example, programs are free to use their own logos and the name of their program.

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Name of Local Educational Agency or Equivalent:	Novato Charter School
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Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Novato Charter School

Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-

P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the schoolsite or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

Novato Charter School will partner with the Marin YMCA, which is a branch of the YMCA of San Francisco, to provide our Expanded Learning Opportunities Program. The Marin YMCA's mission is "to build strong kids, strong families, and strong communities by enriching the lives of all people in spirit, mind, and body." The Y embraces four core values, "Caring, Honesty, Respect, and Responsibility." Their curriculum provides opportunities for children to gain an understanding of each value and to develop a desire to apply that understanding to their lives. The Y aims to help students build leadership skills, connect and care about the community, and develop positive relationships with adults and peers in a safe and enriching environment. The Y meets all safety standards required by the State of California for a child care facility.

Our Expanded Learning Opportunities Program will include both an after-school program and a summer program. The after-school program will be offered on-site at Novato Charter School. Students will not need to travel to participate. The summer program will either be held on campus at Novato Charter School or at a different school site within Novato depending on enrollment numbers. If the summer program is held at a different school site, we will not provide transportation as the site will be within the boundaries of the Novato Unified School District.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

Below are the key program elements for the after-school and summer programs offered by the YMCA to fulfill Novato Charter School's Expanded Learning Opportunities Program.

Character Development: Character Development is woven throughout the day as an integral part of the program

Personal Choices: School-age children are given the opportunity to influence and choose their daily activities

Homework Support: Time is given daily for children to work on their homework and receive academic support

Social Recreation: School-age children need an opportunity to socialize and engage with their peers organically. A balance of supervised structured and supervised unstructured time allows for the creation and development of relationships and social identity

Arts and Crafts: Art is an open expression of creativity that emphasizes the process, not necessarily the results

Performing Arts: Accomplished through music, plays, skits, dance, puppets, and dramatic play

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

Our community partner, the Marin YMCA will provide an after school program and the summer program. The YMCA describes their Youth Development Philosophy as follows.

YMCA Youth Programming promotes the development of each child's physical, emotional, and social needs on a developmentally appropriate level in a stimulating multifaceted environment. The YMCA encourages individuality, decision-making, understanding and respect for others. YMCA of San Francisco's Youth Development Initiative aims to provide youth and teens opportunities to build leadership skills, have new challenging and enriching experiences, connect and care about their community, and develop positive relationships with adults and peers in a safe and enriching environment. We believe every young person can achieve and become a successful contributing adult. With the support and encouragement of YMCA staff and programs, we strive to enhance the assets of every young person and support their opportunity to succeed.

The YMCA describes their Developmental Youth Outcomes as follows.

Developmental Youth Outcomes can be described as the most fundamental skills that youth need to learn to transition into healthy adulthood.

To be Productive:

Youth will engage positively and do well in school, use their spare time well and take care of their basic needs.

To be Connected:

Youth will form attachments and have supportive relationships with adults and peers; they will identify with a larger community.

To Navigate:

Youth will learn how to move through different settings, situations and challenges among their multiple worlds-- peer groups, families, neighborhoods--each of which may require different behavior and even language; behaving in ways that are appropriate to each setting. Youth need to be able to navigate through the pressure and choose not to engage in unhealthy and risky behaviors.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

The Marin YMCA program aims to build youth leadership skills through youth-led activities and programming. The YMCA's Developmental Youth Outcomes (as described in the section of this plan on Skill Building) aim to engage students positively, to help them develop supportive relationships with adults and peers, and to adapt their behavior and language to different social settings.

The Marin YMCA will conduct a post-program survey of students to gain feedback on how it can be enhanced.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programing.

The Expanded Learning Opportunities Program offered by the Marin YMCA focuses on developing healthy habits during after-school hours and the summer program. The YMCA calls its approach towards developing healthy choices and behaviors, HEPA, which stands for "Healthy Eating and Physical Activity Program." This program includes social recreational time, structured and unstructured physical activities, and structured and unstructured playtime.

Novato Charter School will partner with the Novato Unified School District and the YMCA to provide meals that meet the Snacks and Meal Standards for the State of California to all our Expanded Learning Program participants.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

The Expanded Learning Program provided by the Marin YMCA cultivates an environment that recognizes and promotes cultural and linguistic diversity. Students will have opportunities to celebrate their cultural backgrounds through planned activities and holidays celebrated around the world.

Novato Charter School and the Marin YMCA will distribute information about the program in English and Spanish. All program paperwork will be available in English and Spanish. The Marin YMCA is prepared to make accommodations to welcome English Learners and students with disabilities into the program

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

The Marin YMCA will recruit and hire all staff for the Expanded Learning Opportunities Program. All program staff will meet baseline requirements equivalent to that of an instructional aide (classified employee) or student tutor. The Marin YMCA will run health and background checks on every program employee equivalent to those used for classified employees at a public school, including TB testing, FBI/DOJ background checks, and live scan fingerprinting.

The Marin YMCA will provide all Expanded Learning Opportunities staff with regular professional development opportunities.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

Marin YMCA Mission Statement

Our mission is to build strong kids, strong families, and strong communities by enriching the lives of all people in spirit, mind, and body.

Marin YMCA Youth Development Philosophy

YMCA Youth Programming promotes the development of each child's physical, emotional, and social needs on a developmentally appropriate level in a stimulating multifaceted environment. The YMCA encourages individuality, decision-making, understanding and respect for others. YMCA of San Francisco's Youth Development Initiative aims to provide youth and teens opportunities to build leadership skills, have new challenging and enriching experiences, connect and care about their community, and develop positive relationships with adults and peers in a safe and enriching environment. We believe every young person can achieve and become a successful contributing adult. With the support and encouragement of YMCA staff and programs, we strive to enhance the assets of every young person and support their opportunity to succeed.

We do this through:

Ensuring safe environments where youth can find and exercise their voices, develop confidence, and build positive relationships

Actively promote inclusion and belonging by guiding social interactions and teaching honesty, caring, responsibility and respect

Recognize and cultivate an understanding of the value of each individual and their contributions to the community

At the Y, we embrace four core values: Caring, Honesty, Respect, and Responsibility. Our curriculum is infused with opportunities to help children gain an understanding of the meaning of each value and to develop a desire to apply that understanding in their lives.

Professional staff create flexible and enriching programs that present young minds with exciting discoveries about themselves and the world in which they live. Staff members encourage the children to use independent problem-solving skills, exploration, and curiosity to help drive their development. This fosters strong social relationships and steady emotional growth.

9—Collaborative Partnerships

Describe the program’s collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

Novato Charter School will partner with the Marin YMCA, which is a branch of the YMCA of San Francisco, to provide our Expanded Learning Opportunities Program. The Marin YMCA currently operates ten before and after school sites in Marin County, including five programs on Novato Unified School District campuses. Since its inception in 1946, the Marin YMCA has had a history of partnering with local organizations to strengthen the ways in which the local community raises its children and supports its families.

The Marin YMCA will plan and operate a quality Expanded Learning Opportunities Program that meets all state requirements under contract with Novato Charter School. Novato Charter School administrators and office staff will check in with the Marin YMCA program director and site coordinator as needed to maintain a collaborative and complementary partnership.

10—Continuous Quality Improvement

Describe the program’s Continuous Quality Improvement plan.

The Marin YMCA program director will assess the Expanded Learning Opportunities Program regularly with the goal of measuring the effectiveness of the program and continuously improving its quality. The Marin YMCA will also conduct an annual parent survey to assess parent perceptions of the quality of the program. Novato Charter School administrators and office staff will check in with the Marin YMCA program director and site coordinator as needed to maintain a collaborative and complementary partnership.

Novato Charter School will collect data on unduplicated students enrolled in the Expanded Learning Opportunities Program, including academic progress, school attendance, and feedback from instructional day teachers.

11—Program Management

Describe the plan for program management.

The Marin YMCA program director and site director will manage the Expanded Learning Opportunities Program for Novato Charter School. Program management will include maintaining appropriate insurance, written agreements with Novato Charter School, and a well-documented budget. The Marin YMCA program director will appoint a site director for Novato Charter School. The site director will be responsible for day to day operation of the program. Novato Charter School administrators and office staff will check in with the Marin YMCA program director and site coordinator as needed to maintain a collaborative and complementary partnership.

General Questions

Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

N/A

Novato Charter School does not receive ASES or any other program funding at this time.

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

The Marin YMCA will maintain a pupil to staff member ratio of 10 to 1 for the TK program. The Marin YMCA will plan developmentally appropriate after school and summer program activities for transitional kindergarten and kindergarten students. The Marin YMCA program is a licensed childcare provider. All Marin YMCA Expanded Learning Opportunities Program staff will meet the state requirements for licensed childcare providers.

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

School Day Programming

8:30 - 3:00 Core Day Instruction Hours Grades 1 - 8

8:35 - 12:45 Core Day Instruction Hours TK - K

12:45 - 6:00 After School Program Hours (Marin YMCA)

Summer Programming

The Marin YMCA will operate from 8:30 to 5:30 pm Monday - Friday.

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

EC Section 46120(b)(2):

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

EC Section 46120(b)(1)(B):

For at least 30 nonschooldays, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

EC Section 46120(b)(3):

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

EC Section 46120(b)(4):

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

EC Section 46120(b)(6):

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

EC Section 46120(c):

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

EC Section 8482.3(d):

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

EC Section 8482.6:

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

EC sections 8483.4 and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.