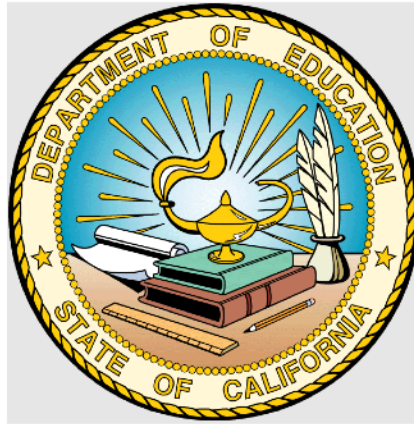


**Expanded Learning Opportunities
Program Plan Guide**

**EXPANDED LEARNING OPPORTUNITIES
PROGRAM PLAN GUIDE**

Prepared by:
Expanded Learning Division

California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923



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.

Expanded Learning Opportunities Program Plan Guide

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

Local Educational Agency (LEA) Name: JOURNEY

Contact Name: Gavin Keller

Contact Email: gavin@journeyschool.net

Contact Phone: 949-448-7232

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. Journey School
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

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

Expanded Learning Opportunities Program Plan Guide

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>.

Expanded Learning Opportunities Program Plan Guide

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.

Journey School plans to offer a summer school program on campus in collaboration with a subcontractor Strategic Kids. ELOP programming will run Monday - Friday from July 18th to August 26th and will be available from 8am-5pm each day. Additionally, Journey School will partner with Strategic Kids in providing before care (8:00-8:45) and after care programming (3:00-5:00) to extend the regular school day for students.

Staff will be trained to monitor student behavior to ensure that all students are safe, treated with respect, and valued for their individuality. Rules and expectations will be outlined in the registration packets that go home to parents and are reviewed with students attending ELOP classes.

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.

Programming on campus will provide students with an opportunity to experience supplemental reading, writing and math practice, as well as access to nature walks, storytelling, outdoor games, arts & crafts, painting, music and STEM activities.

Expanded Learning Opportunities Program Plan Guide

3—Skill Building

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

The program's educational and literacy elements include supplemental practice in core curricular areas and tutoring and homework assistance designed to help students meet grade-level standards. Homework assistance will be available before and after school hours. There will be an educational enrichment component of the programming that consists of fine arts, physical fitness, and STEM activities that reinforce and complement the school's academic program. All ELOP program activities are intended to keep students motivated and actively engaged.

4—Youth Voice and Leadership

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

Students will be divided into smaller groups based on age and will be assigned to an adult leader. Students are allowed to choose from a variety of activities and projects as per the weekly and monthly themes.

All students are given opportunities to develop their leadership skills through their participation in group projects and specially designed experiences and lessons.

In addition, the Journey School administration team will provide coaching and training for Strategic Kids staff on strategies for small group instruction and development of character education, including leadership skills.

Expanded Learning Opportunities Program Plan Guide

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 ELOP program will provide students access to a variety of physical fitness and wellness activities on a daily basis such as dance, yoga, fitness exercise circuit, nature walks/hikes and multiple sports activities. Through structured physical activities students will learn and grow through play. Play provides students with an opportunity to learn while engaging in fun activities, discover themselves, and build social skills in both recreational and physical activities.

The daily physical activity sessions will also extend the activities students use in their regular day PE curriculum. We will offer a variety of outdoor recreation programs such as, but not limited to: soccer, football, basketball, handball, gaga ball, jump rope, etc.

In addition, students participate in a kitchen activity making a healthy afternoon snack that is alignment with healthy nutritional practices. Nutritious snacks and meals will be provided daily for every student in attendance.

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 program is available for all students and accommodations will be made for any student who have a disability.

The curriculum and experiences referenced previously will include ample opportunity to include multicultural and cultural awareness components so to ensure students feel included and represented in the programming.

The programming will be offered free to unduplicated students.

Expanded Learning Opportunities Program Plan Guide

7—Quality Staff

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

The programming will be staffed with highly qualified and experienced educators who have completed safety training and a rigorous criminal background checks as designed by the Department of Justice and Federal Bureau of Investigation.

The educators will be trained to establish a safe, nurturing and supportive environment consistent with a Waldorf inspired program and will have access to ongoing support and professional development.

Staff performance will be evaluated regularly.

8—Clear Vision, Mission, and Purpose

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

ELOP Mission and Vision: Create programming for before/after school and when school is not in session that is primarily intended to meet the needs of the whole child: head, heart and hands.

ELOP Purpose:

1. Provide a safe, healthy environment, both physically and emotionally for students after school and when school is not in session.
2. Provide fun and engaging activities in order to exceed or meet daily attendance requirements.
3. Support student academic achievement through academic and enrichment activities that are aligned with the regular school day.
4. Promote parent and community involvement.

Expanded Learning Opportunities Program Plan Guide

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.

The program contracts with Strategic Kids to implement ELOP programming on campus.

<https://www.strategickids.com/>

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

An evaluation tool will be developed and used to assess the ELOP program quality, and used to revise and refine the areas of needed improvement. Data will be collected in a variety of ways which will include; surveys, interviews, observations and self-assessments. The information will be collected from all stakeholders, which will include students, parents, community members and staff. The results will be used to drive improvement of the program.

Journey Administration will meet at least once monthly with the Director of Strategic Kids to collaborate, review the program and discuss needs and possible changes in the program.

Expanded Learning Opportunities Program Plan Guide

11—Program Management

Describe the plan for program management.

The Strategic Kids organization will use weekly attendance sheets to track daily participation and will bill Journey School for unduplicated students who are participating in the program according to the agreed upon contract for services. Journey administration will track and report all expenditures to the Journey School board via monthly financial reports. An independent auditor will audit the program and fiscal records annually for the ELOP program.

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.

Journey School is not an existing After School Education and Safety (ASES) and/or 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantee.

Expanded Learning Opportunities Program Plan Guide

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?

Programming will be available for students in K -8th grade.

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.

Summer Programming July 18th to August 26th and Intersession Programming
(2022-2023 Fall, Winter and Spring Breaks)

Monday - Friday

8:00am Gather and welcome circle activities

9:00am Academic enrichment

10:30am Recess/Snack

11:00am Specialized programming (Art, Craft, Music, Painting, etc.)

12:00pm Recess/Lunch

1:00pm Academic enrichment

2:30pm Outdoor Programming

3:30 Specialized programming (Art, Craft, Music, Painting, etc.)

5:00pm Close/Dismissal

Before Care Programming (during scheduled 2022-2023 school day)

Expanded Learning Opportunities Program Plan Guide

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.

Expanded Learning Opportunities Program Plan Guide

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

Expanded Learning Opportunities Program Plan Guide

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.