

**Expanded Learning Opportunities  
Program Plan Guide**

**EXPANDED LEARNING OPPORTUNITIES  
PROGRAM PLAN GUIDE**

Prepared by:  
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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.**

# Expanded Learning Opportunities Program Plan Guide

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

Local Educational Agency (LEA) Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**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. \_\_\_\_\_
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

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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>.

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## 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.

## 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.

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## **3—Skill Building**

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



## **4—Youth Voice and Leadership**

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



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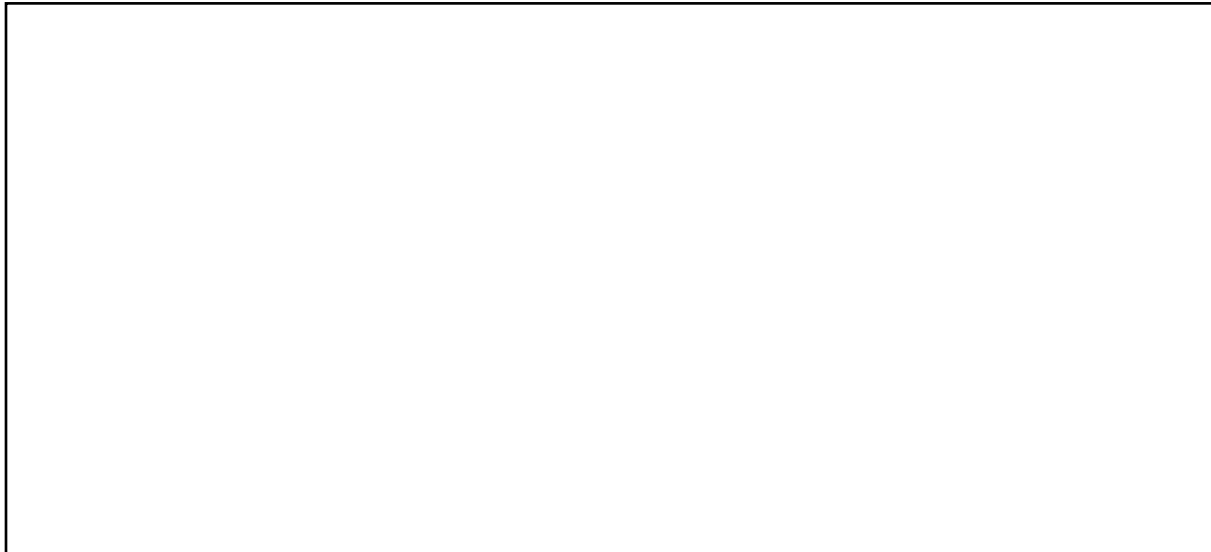
## 5—Healthy Choices and Behaviors

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 programming.



## 6—Diversity, Access, and Equity

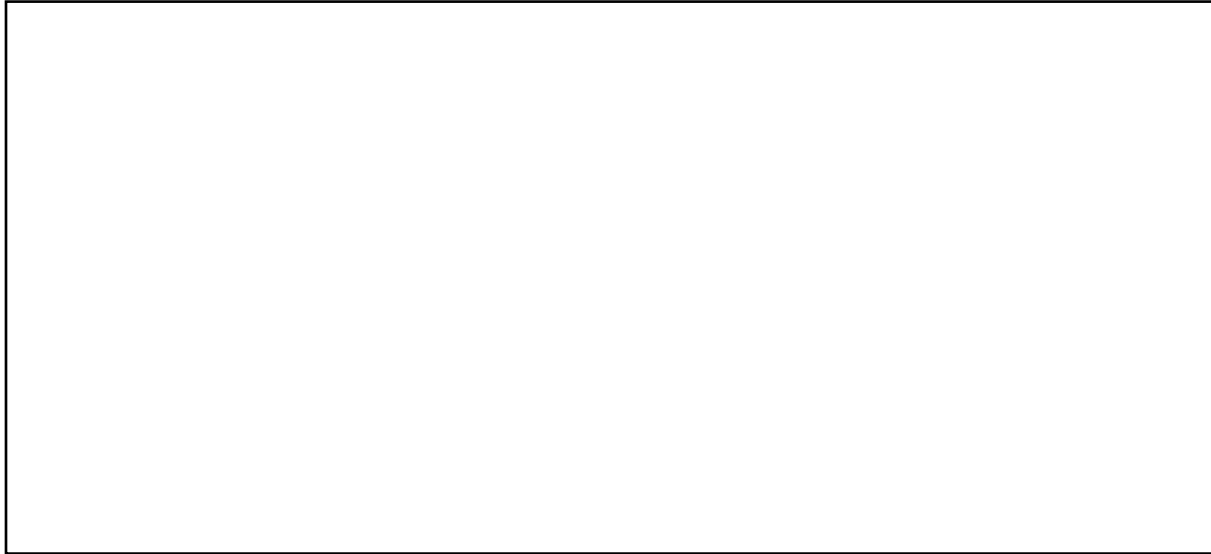
Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.



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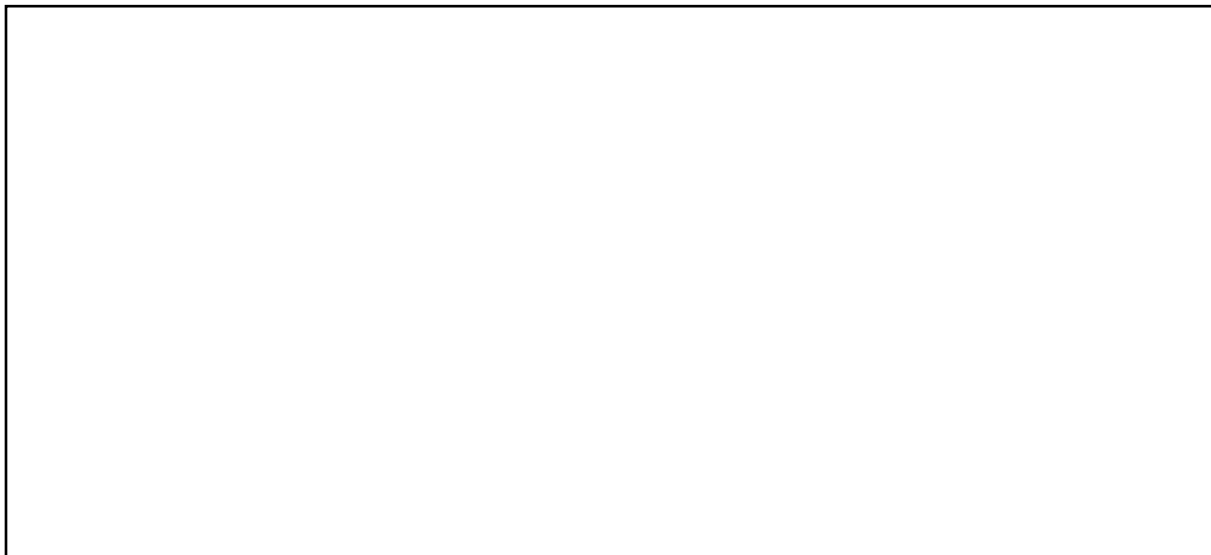
## 7—Quality Staff

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



## 8—Clear Vision, Mission, and Purpose

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



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## 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.

## 10—Continuous Quality Improvement

Describe the program’s Continuous Quality Improvement plan.



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## 11—Program Management

Describe the plan for program management.

## General Questions

**Existing After School Education and Safety (ASES) and 21<sup>st</sup> Community Learning Centers (21<sup>st</sup> CCLC) Elementary and Middle School grantees.**

ASES, 21<sup>st</sup> 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.

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## 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?

## 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.



### Enrichment Schedule 2023-24

	Monday	Tuesday	Wednesday	Thursday	Friday
PreK/TK/Kinder			9:15 - 9:45 <b>Music</b>  PreK/TK/K: 1:15 - 1:45 <b>PE (Coach Colisha)</b>	11:15 - 12:00 <b>Innovation (in-class)</b>	9:15 - 9:45am <b>Garden</b>  2:00 - 2:45pm <b>Dance</b>
Kinder/ 1st Grade	11:15 - 12:00 <b>Music</b>	1:00 - 1:45 <b>Dance</b>	Kinder/1st: 2:00 - 2:30 <b>PE (Coach Colisha)</b>	1:00- 1:45 <b>Innovation</b>	11:00 - 11:30am <b>Garden</b>
2nd Grade		1:00 - 1:45 <b>Innovation</b>	10:15 - 11:00 <b>Music</b>	12:50- 1:35 <b>Dance</b>	2nd + 3rd 1:15 - 1:45pm <b>PE (Coach Colisha)</b>  11:30 - 12:00pm <b>Garden</b>
3rd Grade	1:10 - 2:00 <b>Music</b>	2:00 - 2:50 <b>Dance</b>		2:00 - 2:50 <b>Innovation</b>	2nd + 3rd: 1:15 - 1:45pm <b>PE (Coach Colisha)</b>  2:30 - 3:00pm <b>Garden</b>
4th Grade	2:05 - 2:55 <b>Music</b>			Grades 4th + 5th:1:40 - 2:55 <b>Dance</b>	12:00 - 12:25pm <b>Garden</b>  1:10 - 2:00pm <b>Innovation</b>  4th + 5th: 2:00 - 2:30pm <b>PE (Coach Colisha)</b>
5th Grade		2:00 - 2:50 <b>Innovation</b>	11:30 - 12:20 <b>Music</b>	Grades 4th + 5th:1:40 - 2:55 <b>Dance</b>	1:05 - 1:35pm <b>Garden</b>  4th + 5th: 2:00 - 2:30pm <b>PE (Coach Colisha)</b>

**After School Club Schedule 2023-24**  
(3:30 - 4:30pm)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Culinary Arts</b>	<b><u>Culinary Arts Rotation</u></b> Kitchen: Grade 3-5 Group A: 3:30 - 4:15pm Group B: 4:30 - 5:15pm		Kitchen Grades PreK - 2		
<b>Dance</b>		(Dance Team) Cafeteria		(Dance Team) Cafeteria	(Dance Club) Bungalow #1
<b>Athletics</b>		Yard		Yard	
<b>Innovation</b>					The Lab Bungalow #2
<b>Gymnastics</b>			Cafeteria		Cafeteria
<b>Drama</b>	Cafeteria		Bungalow #1		
<b>Chess</b>			<b><u>Chess:1:30 - 2:30</u></b> Bungalow #1: 3rd Grade Bungalow #2: 4th Grade Media Literacy: 5th Grade		
<b>Garden</b>			<b><u>Garden Club Rotations</u></b> Kinder/1st: 1:15 - 1:45 PreK/TK/K: 2:00 - 2:30 Grades 3-5: 2:45 - 3:15pm		
<b>Academic Tutoring</b>		3rd Grade Classroom		3rd Grade Classroom	



LEARNING  
BY  
DESIGN

# "Summer of Joy" Camp 2023

## Parent Handbook



## Welcome to Learning by Design "Summer of Joy" Camp 2023

We are very pleased to be able to offer a 2nd year of "Summer of Joy" Camp. This year we have planned a fun-filled, jam-packed, project-based, hands-on learning and enrichment experience for your children. We promise that they will not only learn lots, but they are going to have lots of fun as well!

During the "Summer of Joy" Camp, your Administrators will be Karla Morishita and Coach Keith Copeland. If you have any questions or concerns, please don't hesitate to contact them through the school office. Our school contact phone number is 323-903- 5712.



## About "Summer of Joy" Camp

"Summer of Joy" begins Wednesday, July 3 (5), 2023 and ends on Friday, July 28, 2023.

Camp Hours are 9:00am through 3:00pm. Project-based Academics & Intervention Support and Enrichment will be Monday - Thursday each week. Fridays will be Field Trips and/or Field Days. We are asking for donations from families attending Field Trips in order to make these experiences possible. All other components of "Summer of Joy" Camp are FREE.

Before Care and Breakfast will be available starting at 8:00am and After Care will be available until 4:00pm each day.

Please make sure not to drop off students before 8:00am. Please also make sure to pick up your child on time. Families will be removed from "Summer of Joy" Camp if they are unable to adhere to scheduled drop off and pick up times or are excessively absent or tardy. We appreciate your understanding.



# "Summer of Joy" Camp Daily Schedule

## ACADEMICS & INTERVENTION

The purpose of offering an academic portion of the day is to provide students an opportunity to extend, enrich and deepen foundational knowledge and skills. From 9:00am - 12:00pm students will engage in English Language Arts (ELA) and Math learning projects as well as Reading intervention.

Matriculating 5th Graders will be engaging in Middle School Prep activities during this time. Middle School Prep will only be 3 weeks, July 3 - July 21. However, 5th Graders are invited will be invited back the following week to serve a classroom support and camp counselors for the remainder of "Summer of Joy", July 24-28.

Students will also be visiting the Miriam Matthews Hyde Park Library during summer school. If your child has a library card please consider sending it to school. It will be returned at the end of summer school.

## ENRICHMENT CAMP

In the afternoons after lunch, from 1:00 - 3:00pm, students will rotate between a variety of enrichment activities such as sports, games, innovation and STEAM, cooking, dance, music and art/crafts.

### Daily Schedule (Monday - Thursday)

8:00am - 9:00am:	Camp Drop Off and Breakfast
9:00am - 10:15am:	ELA and Reading Intervention
10:15am - 10:45am	Snack and FREE Play
10:45am - 12:00pm	Math
12:00pm - 1:00pm	Lunch and FREE Play
1:00pm - 3:00pm	Enrichment
3:00pm - 4:00pm	After Care

\* Fridays are Field Trips or Field Days



## "Summer of Joy" Weekly Schedule

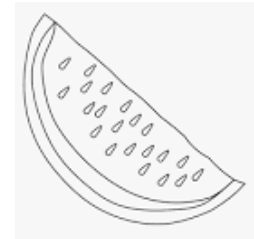
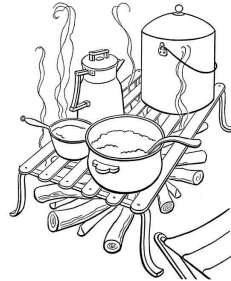
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Week 1: July 3 - 7</b>  <b>Welcome Week</b>	Camp FREE Day	NO SCHOOL 4 <sup>th</sup> of July!	First Day of Summer of Joy		Friday Funday Camp Field Day:  A Summer Cookout!
<b>Week 2: July 10 - 14</b>  Theme: <b>Beach Fun</b>			Library (PreK - K)		<b>Field Trip:</b> <b>Seaside Lagoon</b>  Leave LbD: 9am Return to LbD: 4pm
<b>Week 3: July 17 - 21</b>  Theme: <b>Safari (Lion King)</b>			Library (Grades 1/2)		<b>Field Trip:</b> <b>San Diego Safari Park</b>  Leave LbD: 7:30am Return to LbD: 8:30pm
<b>Week 4 - July 24 - 28</b>  Theme: <b>Spirit Week</b>			Library (Grades 3/4)		<b>Last Day of Camp:</b> Summer SPLASH Party Food Trucks Game Trucks Bouncers FUN!!!

## "Summer of Joy" Food: Breakfast, Snacks, and Lunch

Breakfast and Lunch will be provided every day during Camp. Breakfast will be served from 8:00am through 8:50am. Lunch will be served at 12:00. Parents may provide students with a lunch or snacks from home if they choose, but are asked to remember to consider healthy lunch and snacks choices. Sodas and candy will not be allowed. We are encouraging healthier snack options such as granola bars, fruit bars, popcorn, pretzels, fruit, crackers, yogurt, Nutella snacks, and water.

We are asking parents to provide their children with a small reusable water bottle or 2 bottles of water each day. Water is provided but often times student would like their own reusable or frozen bottles.

On Camp Field Days, we will provide camp-style food such as hot dogs, burgers, fruit, lemonade, and chips. We will ask for food donations to help make these experiences possible as "Summer of Joy" Camp is FREE.



## "Summer of Joy" Expectations

**Behavior:** Attending "Summer of Joy" is a privilege for us all. While it will be a more relaxed and fun atmosphere, the standard Code of Conduct will remain in place. There will be ZERO tolerance for negative, disrespectful, and/or violent behaviors of any kind. If these should occur, your child will be asked to not return for the remainder of the summer if we are not able to correct the behavior and restore broken agreements. We will only have 4 weeks together and we want to focus on learning, making new friends and having lots of summer fun!

### Expectations Include:

- Show Respect for Everyone at all times
- Collaborate with Peers and teachers
- Participate in all Activities
- Demonstrate Honesty and Integrity at all times
- Have a Positive Attitude towards everyone
- Always Do the Right Thing
- Give Effort Towards Learning

**Attendance:** It is important that students come to camp every day, on time, prepared and ready to participate. Students must attend the academic portion of the day in order to attend the camp portion of the day. Students must maintain consistent attendance or they will be dismissed from "Summer of Joy" Camp. There is a waiting list and we must give priority to students who will attend camp every day.

\*\* At No time during "Summer of Joy" are Cell Phones allowed including watches with cellular service

\*\* No Candy or Soda is allowed as food or snacks at any time

\*\* All student must always wear closed-toe secure shoes (No sandals, crocs or slides allowed)

\*\* All forms of violence, bullying, profanity, disrespect or defiance will result in immediate and permanent removal from "Summer of Joy" Camp!

**"Be Great! Be a Leader! Have Fun!"**



## Enrichment Academies (Grades 3-5 ONLY)

Each time we have the privilege to offer "Summer of Joy" Camp to our school community, we learn more and better ways to serve our students and families. One lesson learned from last year is that our older campers would like opportunities to go deeper into learning specific skills of their choice as opposed to having brief exposure and experiences with ALL enrichment options.

With that in mind, the older campers (Grades 3-5) will choose 2 Camp Academies that they will spend longer amounts of time doing each week. Please have your camper choose 3 Camp Academies below putting the number 1, 2 and 3 next to their 1st, 2nd, and 3rd alternative choice. Each camper will be assigned to 2 Academies with a 3rd alternative option if one of their first choices is not available.

### **Dance Academy \_\_\_\_\_**

Students will learn dance fundamentals, techniques, and skills while learning an advanced choreography to be performed on the last day of Camp.

### **Music Academy \_\_\_\_\_**

Advanced Music Academy students will practice music theory while learning a Jazz or Hip Hop Song to perform on the Last day of Camp.

### **Culinary Arts \_\_\_\_\_**

Students will learn to cook and bake a variety of foods following recipes from scratch and that require real fresh food.

### **Athletics \_\_\_\_\_**

Students will experience a variety of sports that include conditioning, physical training, skills development and playing games (Basketball and Football).

### **Innovation \_\_\_\_\_**

Students will engage in STEAM-based activities to collaboratively build a final product to be displayed on the last day of camp.

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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.

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## **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

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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.