

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN



Prepared by:
Expanded Learning Division

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

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Local Educational Agency (LEA) Name: KIPP Endeavor College Preparatory

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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. KIPP Endeavor College Preparatory School K-8th

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

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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>

County District School (CDS) Code:

19-64733-0120014

List 3- 5 steps that are taken to recruit students

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Information/interest forms will be given to parents about our after school program in various ways including, but not limited to:

1. Flyer and Interest Form were posted on ParentSquare
2. A parent square message is sent out to all families 2 week prior to the interest period.
3. Recruitment flyers were part of parent orientation nights presentations and packets
4. Parent square messages will be sent out to families during the week of interest period as a reminder for families that are interested to fill out the interest form.

2022-23 Program Goals

The program goals at KIPP Endeavor College Preparatory are as follow:

Academics

- Students will receive 1-2 30 minute academic sessions a week to help with homework, academics and reading during the educational and literacy portion of the program.
- Students will receive academic support that will help them strive and achieve academic excellence.

Enrichment Experiences

- Students will participate in fun and engaging activities that inspire students to discover and pursue their passions.

Safety

- Students feel emotionally and physically safe at the program. The program has developed safety protocols during daily programming and in the event of an emergency.
- The Expanded Learning Program staff is trained on emergency preparedness.
- The Expanded Learning Program staff is trained to ensure safety emotionally and physically to the students while providing a supportive environment.

Educational and Literacy Element

List all educational and literacy elements that the Expanded Learning Program offers, the frequency and purpose for all educational components that meet this program element

Students have at least 45 minutes of uninterrupted homework time in a classroom with a ration of 20:1 or less. Students will work independently on their homework on a daily basis. Study hall expectations will reflect KECP's day-time classroom expectations and behavior policy. Expanded Learning program instructors will continue to support students character development by reinforcing KECP PRIDE values. (Preparation, Respect, Integrity, Determination, and Enthusiasm) Expanded Learning Program Instructors will have access to homework agendas and assignments by developing Program (instructors/assistant/manager) will check with day-time teachers regarding student challenges in core subjects, to find ways to support homework during a expanded learning time. We aim for all of the students to feel they are being academically supported by the program. We aim for all participants to finish all homework assignments and reading by the end of program.

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Educational Enrichment Element

List all educational enrichments that the Expanded Learning Program offers, the frequency and purpose for all educational components that meet this program element

We offer many educational enrichment opportunities depending on what students' interests are. Examples of enrichment clubs include: **Creative Poetry, Dance Team, Cheerleading, Music, Cultural Art, Photography, Fit Club, Yearbook class, Crafting, Art and Media Literacy, Soccer, Journalism, Basketball, Volleyball, Ceramics Coding, Cinematography, and Service Learning.** In each of the enrichment offerings, students will engage in learning that supports mastery.

It is an expectation for all of our KIPP SoCal Expanded Learning Programs to have Instructors complete lesson plans, it helps align and integrate the program with the school day and LIAS (Learning in After School) principles. To provide quality enrichment that follows the LIAS principles of expanded learning a thought out plan for each day of enrichment is expected. Instructors will submit lesson plans weekly to their Expanded Learning Manager for review.

Students have the opportunity to participate in the enrichment club of their choice. Enrichment clubs run quarterly, the length of the sessions allow students to build and master skills in their chosen enrichment. Students will then have an opportunity to showcase to families, peers and teachers what they have been working for for the entirety of the session.

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 school site or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

If the program will be located off campus, describe how students will travel safely to and from the program site.

KIPP Endeavor College Preparatory Expanded Learning Program is located in the same facilities the students use during the day, no transportation is necessary for the students. Students are dismissed by general education teachers when school ends to the designated program classrooms where Expanded Learning staff (Instructors wearing staff t-shirts & lanyards) wait for them. We also provide an emotionally safe environment for the students. Students practice character traits throughout the program such as zest, self-control, gratitude, grit, curiosity, optimism, social intelligence and love that helps students be aware of the motives and feelings of other people and oneself.

Describe the initiatives and measures that will be taken by the program to create safety procedures that are aligned with the instructional day, including regular staff training and practice drills with students and staff.

We know emergencies can occur at any time of day and want to make sure that ELO teams are trained and

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equipped to handle any type of emergency, especially since ELO managers are the lead on-site personnel when these after-hours emergencies occur.

As a result, next year, we will be taking the measures below to ensure safety procedures are aligned:

- Require ELO teams to conduct nine emergency drills times a year. Drills practiced included by not limited to Fire, Earthquake, and Lockdown.
- Require the ELO manager to draft a safety plan appendix to be included in the site's comprehensive safety plan.
- All ELO team members are required to complete the 45-minute active shooter e-learning module designed by ALICE.
- All ELO team members are required to attend an in-person emergency prep training twice a year (August and January) on their sites' specific procedures.
- ELO managers will be provided with a 4-hour Incident Commander (ICS) training to ensure they are equipped to lead emergency response for after-hours emergencies.

The program has established safety protocols to ensure student safety during daily programming and in the event of an emergency. There is a clear line of communication between the day time staff and Expanded Learning staff to report on all the health issues happening with students. The Expanded Learning staff follows up appropriately and communicates with parents at the end of the day. We have a secure building in which the Expanded Learning Program Manager ensures the building is locked and the only door open is the door where parents come in. In order to get into the building, parents are required to buzz into the system and are only permitted to come in by an Expanded Learning staff member. Parents are required to show valid ID and this is referenced on emergency documentation collected before the start of the programming.

Describe how the program will provide a safe and supportive environment that provides for the developmental, social-emotional, and physical needs of students.

All Expanded Learning team members are trained on emergency procedures. We ensure that at least two members in the team are CPR certified. The Expanded Learning Program staff is trained by the School Business Operation Manager in Emergency Preparedness. We have a drill once a month to assure that we are practicing drills with the students and the staff. Some of the drills are earthquake/ great shake fire, lockdown. The Expanded Learning Manager ensures that there is a rescue team in place in case of a major earthquake, fire, or active shooter. KIPP Endeavor College Preparatory maintains an easily accessible binder with all the student emergency contact on site.

All Expanded Learning Program staff members are trained on classroom management. Students are clear of the rules and expectations and remain safe. Expanded Learning Program Staff sets high clear expectations for behavior and achievements, by praising students accomplishments and positive behavior, when students are engaging in unsafe or challenging behavior, staff calmly intervenes and helps to ease the student. All program lessons will intentionally help students build life, physical and social skills that will prepare them for College and Career choices. Program enrichments will be delivered based on student interest and social and emotional learning, we will ensure that the lesson plans are providing and setting positive goals, feel and show empathy for others, establish and maintain positive relationships in and out of school, make responsible decisions and understand and manage emotions. It is crucial for the program to continue KIPP SoCal's model of

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the whole child approach where the schools not only concentrate on building academic skills but life skills and character traits. Instructors are also taking professional developments in social and emotional learning to be able to better provide a safe and supportive environment for the students.

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.

Provide examples of best practices, including research or evidence-based practices that were used to guide the planning of educational literacy and educational enrichment activities that will align with the regular school day to enhance academic performance achievement and positive youth development.

Expanded Learning Instructors in the beginning of the school year will participate in several school wide professional development to ensure the same culture during progra. Participating in school wide professional development will help align with Expanded Learning Program. For example knowing each student's school schedule and having access to their teachers google classroom for the instructors to better support the students.

Expanded Larning Instructors Instructors maintain clear and constant communication with day-time teachers to target specific student academic needs. Expanded Learning Instructors have access to live documents listing student homework and assignments.

Expanded Learning Instructors have access to student data and assessments to create academic opportunities and remediation based on student need. Students have a range variety of resources to expand their learning after homework is completed including working on individual learning lessons on I-ready, completing their reading minutes and reading logs, engaging in work packets created by qualified staff, and playing active and engaging learning games to support math and English on websites like Prodigy, Math Playground, and blooket.

Students are offered a literary element by being encouraged to read for 15 minutes daily after their homework is completed. All students have books made available to them located at the student library.

All classroom activities during enrichment have a clear goal and are approved by the Expanded Learning Manager Activities follow and reinforce at least once of the following core learning principles: learning that is active, learning that is collaborative, learning that is meaningful, learning that supports mastery, and learning that expands horizons.

Student and Instructor engagement are evaluated via student and staff surveys/discussions.

Describe the planned program activities and how they will:

a. Provide positive youth development.

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b. Provide hands-on, project-based learning that will result in culminating products or events.

- A. Student confidence and participation is encouraged and rewarded via merit points.
- B. Student leadership opportunities are created within each class to allow students to “own” something. Each class provides different student jobs for students to complete such as line leader, merit tracker, timer tracker, P.E. stretches leader, walkie tracker, class tutor, door monitor, cleaning crew, sign out tracker, etc.
- C. Students are surveyed and can provide constructive feedback. That feedback is then shared with ASP Coordinator, ASP instructor, and steps are taken towards addressing student interests during team huddles and professional development.
- D. Curriculum includes hands-on activities and project-based learning that requires hearing, touching and seeing such as, but not limited to, art projects, STEM projects, dance, and sports.

If applicable, explain how the planned program activities are based on the school and community needs for a summer supplemental program.

To ensure our summer program is based on school needs, the School Leader and Expanded Learning Manager will work together to develop summer programming. The primary focus of summer programming will be countering summer slide (learning loss) and ensuring that students continue to learn throughout the summer break. Students will read for 30 minutes each day to maintain or increase their reading levels, just as they do in after school during the school year. Students will also be able to participate in summer enrichment similar or identical to those offered during the school year as well as present what they’ve learned at the end of summer student showcase.

Students will also be able to participate in new activities as part of summer programming, including weekly field trips to outdoor activities such as hiking, kayaking, swimming, and rock climbing. These activities would allow students to experience the outdoors and explore new forms of physical activity.

Finally, we expect summer programming to improve student outcomes by increasing retention of Expanded Learning staff. Currently, our program loses approximately 50% of its staff every year because of the summer employment gap. Because we have not been able to provide employment for our Instructors through the summer months, many have found other opportunities and not returned for the next school year. The ability to guarantee work during summer break will help us retain quality staff from one school year to the next, resulting in an experienced staff even better equipped to meet our students’ needs.

Skill Building

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

Describe how the program’s enrichment activities are contributing to student success

Student enrichment classes include culminating final projects. Our enrichment classes get harder and require

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more thinking and doing, as students progress throughout the year.

Students are offered the opportunity to master certain skills such as painting, coloring, fine motor skills, reading, and numbers and letters.

Students are allowed to tutor each other and provide peer-to-peer support. They are also allowed to create PowerPoints and projects to showcase with other grade levels.

Students are given access to materials and equipment that are not common in the regular school day and are encouraged to ask staff for additional access and tools.

Explain how the planned program activities are based on the school and community needs for a before school, after school and/or supplemental program

The planned program activities are based on KIPP Endeavor College Preparatory needs as a community to ensure we are supporting the same mission here at KIPP So Cal Public Schools which is to ensure students are getting to college and through college. Expanded Learning students are getting opportunities to embrace our mission by exposing them to different career options, by providing students the opportunity to learn about different colleges around the area.

Youth Voice and Leadership

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

Describe how student feedback, assessments, evaluations, and integration with the instructional day will be used to guide the development of training, curricula, and projects that will meet students' needs and interests

Students are given a survey at the end of the quarter which students provide feedback on what they enjoyed in their enrichment. In the survey, students are given an opportunity to voice what different types of enrichments they would like to see. Students are likely to engage in the program when their ideas and contributions are included. Students gain experience, their input and contributions become increasingly sophisticated. Students serve as leaders and mentors to each other.

Describe the opportunities provided to students where they can share their viewpoints, concerns, or interests (i.e., student advisory group) that will impact program practices, curricula, or policies, including opportunities for student leadership

Students in this enrichment will lead activities such as bringing awareness to topics that affect their peers and their community. Students will have an opportunity to run community circles where students get an opportunity to share their view points and give suggestions for the program to grow. Instructors will

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encourage, and provide a safe place for students to express their concerns and interests.

Describe how students in lower grades will be able to make choices when participating in program activities, and how students in higher grades will actively exercise their leadership skills by addressing real world problems that they identify in their communities (e.g., service learning).

Students will have the opportunity to voice their opinions and thoughts at the end of each activity. The last part of the instructor's lesson is for the instructor to wrap their lesson plan and receive student's feedback. For older students they will actively have leadership skills by supporting their after school instructor to ensure we are taking students' interest into consideration.

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.

Describe the types of healthy practices and program activities that will be aligned with the school wellness plan.

KIPP SoCal Public Schools' wellness policy outlines our approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity throughout the school day. KIPP SoCal participates in USDA child nutrition programs and during ELO-P hours of programming students will be served a healthy breakfast/lunch/supper/snack (whichever meal(s) are applicable for program hours) that meet the current nutrition requirements established by local, state, and federal statutes and regulations. Aligned with the wellness policy, during the ELO-P hours we will limit the sale of any foods and limit the use of unhealthy food for celebrations and rewards. To support consistent physical activity throughout the school day, during ELO-P hours students will engage in a wide range of activities including basketball, soccer, volleyball, yoga, dance, dodgeball, cheer team to name a few.

Additional Healthy Practices & Program Activities

Students learn about healthy life-style choices that include reflecting and learning about mental health, physical health, and emotional health.

Staff model good choices in front of students and monitor what they are eating and drinking. Staff also models a collaborative team and healthy environment by sharing enrichment classes, promoting teamwork, and running fundraisers together.

Students will also have the ability to be physically active during the program. Students are offered enrichments that keep them physically active. Enrichments such as football, basketball, soccer, dance, yoga are offered to the students to ensure that students are getting at least 30 minutes of physical activity.

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On Monday- Friday we offer a Dance and cheer club to the students. During dance club students have 45 minutes to be physically active, they have the option to dance to interactive music videos and choreography.

On Mondays we also offer Recess time to the students. During recess time students have 45 minutes to be physically active, they have the option of soccer, basketball, handball, volleyball, jump rope, hula hoop and many other physical activities we offer to the students.

Student computer technology use is limited to learning activities. Phones are not allowed.

Students are exposed to a number of healthy choices for our environment, including topics and activities based on recycling, community service, and animal safety.

Describe how the program will incorporate healthy nutritional practices, and the types of daily developmentally appropriate and/or research-based physical activities the program will conduct. Include any collaborative partnerships with wellness organizations.

On a daily basis, we will incorporate a variety of healthy nutritional practices with the students such as drinking water and eating fruits and vegetables. We will also engage in daily developmentally appropriate physical activities such as structuring our sports by hosting tournaments and providing activities for our younger students such as recreational time.

Students are prohibited from eating and bringing in unhealthy snacks. All snacks students bring to campus follow health requirements that are listed in the handbook.

Students receive 5 course healthy supper meals from Revolution Foods and Our Little Helpers that include fruit, vegetables, milk, grain, and protein which is distributed to them during the program.

Give 3-5 examples of nutritious snacks or meals that follow the California Nutritional Guidelines that are served in your expanded learning program.

Our program offers nutritious snacks or meals that follow the California Nutritional Guidelines that are served in your after school program and the following are examples of items we served:

- Honey Graham cracker/Sunbutter
- Chicken Wraps
- Cheese Crackers/ Apples
- Chicken Taco Trio/ Brown Rice/ Oranges/Milk/Fruit Juice
- Green Salad/ pears
- Southwest Veggie Wrap
- Strawberry Granola Yogurt
- Chicken Salad Sandwich
- Veggie Chef Salad

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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.

Describe how the program will create an environment that promotes diversity and provides activities and opportunities to celebrate students' cultural and unique backgrounds.

At KIPP SoCal, we believe in reflecting our communities, and are committed to diversity and investing in professional development. 80% of our family and 66% of our leadership team identify as people of color, 79% of our leadership identify as female, and 82% of our leaders are developed from within our own organization.

Students go through a series of cultural enrichment activities leading up to historical national holidays and celebrations such as Hispanic Heritage Month, Black History Month, Native American Day, etc. Most cultural topics and lessons end with culminating class projects.

Our Expanded Learning Program staff reflects our community and student body.

Describe how the program will reach out and provide support to students with disabilities, English language learners, and other students who have potential barriers to participate in the program.

Team Members will work with the Special Education Team to ensure that accommodations that the school day is doing for the student, reflect in the program. The Manager works closely with the team to ensure that we are providing all the necessary support for the student to fully engage in the program. The program will also work with administration to provide the necessary support to English Learners, by either translating projects into their native language or providing one on one support where needed.

Our program is inclusive to all students currently enrolled at KIPP Endeavor College Prep. Our program is open and offered to students with disabilities, English Language learners, students of different backgrounds, different races and different socio-economic statuses.

All KECP communication with families is offered via physical letters, cell phone, text messages, and Parentsquare. All verbiage within newsletters, posters, and notices is provided in English and in our students families' home language.

Information about the Expanded Learning Program will be presented at family orientations and in newsletters before the school year begins and will be presented to new enrolling families throughout the year. All interested families will fill out application packets, and students will be selected via lottery due to the large number of families needing the program. Once the program reaches maximum capacity, any remaining applicants will be put on a waitlist.

Enrollment information is made accessible to families by being posted on Parent Square and in ECP's front

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office with the Expanded Learning Manager's direct contact information including a cell-phone number and email.

Quality Staff

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

Describe how the program's administrators will ensure that all staff who directly supervise pupils meet the minimum requirements of an instructional aide.

All Program Instructors are required to submit verification of at least 60 units of college courses completed, copy of Bachelor's Degree, or pass the Proficiency Test in order to be employed by the organization. This ensures that they are able to provide academic support to the students.

Describe the planned recruitment and hiring process for staff and how their experience, knowledge, and interests will be considered.

Applicants will be screened by the regional talent acquisition team, where they will determine if applicants meet the qualifications for a phone screen interview. A phone screen interview will help determine if a candidate has basic knowledge, experience and interest in the position. If the candidate passes the phone interview, candidates will then be invited to an in-person interview with the Expanded Learning Manager and School Team. Candidates will be asked questions related directly to the culture of the school and their experience in giving quality service. The program aims to hire individuals that are interested in pursuing a career in education. Once offered a position, candidates must provide a copy of their FBI/DOJ live scan fingerprint card and results to a current TB test, and proof of vaccination or an approved exemption.

Describe the type and schedule for the continuous professional development that will be provided to staff.

Program Managers will create a training schedule that reflects the needs of the school and program. Training starts as early as the summer before the program starts. The various types of training that occur throughout the year are listed below:

- Classroom Management
- Lesson Plan Development and Facilitation
- Enrichment Engagement
- Attendance Procedures
- Meal compliance
- Event Planning
- Emergency Preparedness
- School Culture
- Relationship Building
- Professionalism

Team Members will attend weekly team meetings and several days of professional development throughout

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the school year. It is crucial for the success of the program that team members continue to receive feedback so they can grow and develop their skills. Feedback is given through multiple avenues, like on the ground observations, meetings, and one on one check-ins. In addition, team members will attend bi-weekly one-on-ones with the Expanded Learning Manager to discuss performance, programmatic goals and receive support during the program in accordance to goals discussed at the time of hire. Team Members will also receive a rating on program observations, this will help the program get stronger.

Program Managers will also receive continuous professional development via the regional expanded learning team, school administration, operational leaders and human resources. Managers also are coached through program coaching/compliance visits. These visits will support their on the ground development and skill building.

Clear Vision, Mission, and Purpose

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

Describe how the needs of the community, students, parents, and school were identified (i.e. assessment scores, number of students performing academically below grade level, school and community safety data, attendance and truancy rates, and juvenile crime rates, etc.), the resources available, and how those needs will be addressed.

We prioritized the need for foster/homeless youth and students who can come to the program every day of the week. The resources for these students include supper, academic support and opportunities for enrichment activities. We provide the students an environment where they feel safe.

The Expanded Learning Manager works closely with different stakeholders to receive feedback on specific community needs. It is important that all stakeholders are involved when planning a program. Involving stakeholders such as school administrators, teachers, parents, staff and other community members helps build stronger relationships and goals that benefit the program participants. The School Leader observes the Expanded Learning program to make sure that our program is aligned with regular day school and helps create goals that will strengthen program operations and quality. The Expanded Learning Instructors give feedback to Manager about program improvements and the Manager works with the Program Manager to implement best practices and feedback. The program can only accomplish its mission and vision if the whole school community works together.

Describe 3-5 program goals developed from the results of the needs assessment and how will data be collected to evaluate whether program goals are being met.

Based on the needs assessment we conducted, these are the program goals we have:

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- 1) Improve student achievement in English Language Arts and math by providing targeted tutoring, additional literacy and math skills enrichment, and HW assistance during the ASES program; goal measured by internal school assessments and state exams (CAASPP)
- 2) Improve or sustain high HW scores by providing a quiet, safe, and calm environment for at least 45 minutes of focused HW assistance
- 3) Continue student character development by reinforcing PRIDE values in afterschool
- 4) Maintain high student behavioral expectations through implementation of the graduated consequences outlined in Endeavor's School Wide Behavior Response System.
- 5) Extended enrichment opportunities developed from student interest in art, technology, performing arts and sports.
- 6) Create a welcoming, safe and supportive environment for students and families by increasing school spirit and participation.
- 7) Raise student involvement and opportunities for leadership

At least twice per year, we will engage with all our stakeholders (students, families, school leaders) via surveys to evaluate whether our program goals are being met.

Describe how the program has engaged or will engage stakeholders (i.e., Principal, instructional day teachers and other instructional day staff, families, students, program staff, community members, and other community partners) in the creation of the program's mission, vision, goals, and expected outcomes based on the needs of the specific community.

Our program is led by the Expanded Learning Manager and that person is managed by a school administrator on site which allows for cohesion between the expanded day program and the instructional day. When creating the program's vision and goals, our Expanded Learning Manager is able to develop a safe space with extensive new learning experiences and develop confident and thriving students.

The Expanded Learning Manager meets with the School Leader bi-weekly to discuss program compliance, curriculum, and progress toward goals. The Assistant School Leader conducts a walkthrough of the program monthly and provides feedback and support for the growth areas. Expanded Learning Instructors and Manager provide updates to teachers about students progress on homework and classwork as well as behavior. Teachers and Families are invited to attend the quarterly showcase where students get to share with families end products or knowledge they have gained in their enrichment. Parents as program staff get to praise the students achievements and support the students academic success. Finally, Expanded Learning Instructors participate in supporting school and community initiatives by being present or conducting a supporting role in events put on by the school and community.

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.

Describe the collaborative partners that will be involved in the process used to plan, implement and update

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the after school program plan.

The Expanded Learning team will communicate with the KIPP SoCal Success Team for support in collecting data, making necessary reports, and providing supplemental academic support. School Leaders will offer support in developing the Expanded Learning Program through various avenues. School Leaders will also assign a school administrator to be the direct manager of the Expanded Learning Manager in order to achieve even stronger cohesion between the expanded learning program and the instructional day. Furthermore, the Director of Expanded Learning at a regional level will be partnering with other local agencies including other expanded learning providers, the LA County Office of Education's Expanded Learning Division and other state agencies to constantly improve the program quality of each school program and obtain additional resources for our staff's professional development. Thankfully, all these partnerships have already been in place for many years and as we move into growing our expanded learning services in each school, we will be able to easily leverage these collaborative partnerships in order to provide our students and staff with the best opportunities. Furthermore, the Expanded Learning Manager develops their own partnerships with local organizations/vendors to provide services to their students and this allows for tailoring to happen based on student interests each semester.

List and describe at least 3-5 collaborative members, including any specific duties/responsibilities or contributions (e.g., Memorandums of Understanding, service providers, in-kind, etc.).

KIPP Endeavor College Preparatory Expanded Learning Program collaborates with the day time administration, families, students, and instructional day teachers to ensure that our program and its participants are set up for success. Collaborating with these members ensures that our entire program has clear communication for any events, drills, changes or ideas happening at our site or involving our program. This collaboration and information will help to create new goals for the upcoming years and help update the program plan as needed.

Identify any potential collaboration and partnerships that would be of benefit to the expanded Learning program and describe your efforts to include them.

We are currently in the process of reaching out to sports teams to help fund our competitive sports programs. We would like our students to receive adequate equipment and reliable space/transportation to best prepare for competitions.

We are also currently looking to partner with local community-based organizations and nonprofits such as Self-Help Graphics, STEM programs, and colleges and university student groups to make presentations on campus. Our hope is that college and university student groups such as student governments, student dance clubs, and student activist clubs will inspire and excite our students to go to college.

Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

Describe what measures of student success (e.g., school attendance, students and parent satisfaction, academic improvement, feedback from instruction day teachers) will be collected to help the program(s)

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assess and improve the quality of academic enrichment opportunities. Explain how the measures are coherent with the instructional day and the goals of the program.

Evaluating Effectiveness

We will evaluate the program each cycle and adjust any program components as needed. Also, surveys will be done by students regularly to evaluate satisfaction and student surveys will also be administered. Surveys for families will be sent every quarter to evaluate satisfaction. The measure of our program success will be based upon student and family survey results.

We will be gathering qualitative feedback by gathering responses on the questions below:

Students

- I like the after school program
- I like my study hall teacher
- My After School Teachers make me feel safe
- If you answered yes, what teacher/s makes you feel safe?
- Have you learned something new this year at the After School Program?
- What is your favorite part of the After School Program and why?
- What makes the After School Program fun?
- One idea to make the After School Program better is:

Families

- My child enjoys attending the After School Program
- I like the services my child is receiving in the After School Program
- Please give us a reason for your answer above
- I am satisfied with the overall communication from the After School Team Members
- I am satisfied with the amount of academic support my child is receiving
- What is one way that after school has supported you or your child during this year?
- I am satisfied with the After School Program
- I would recommend the After School Program to other families
- Let us know if you have any other thoughts or comments to share!

Our program goals and next steps for 2022-23 will be determined based on the regional surveys we are providing families and students. It is our hope that by working to meet program goals and that we will ultimately be meeting the needs of our students and families during the Expanded Learning Program.

Describe how (i.e., methods and frequency) the program will engage in a data-driven CQI process (i.e., assess program quality, plan, improve program quality) based on the Quality Standards for Expanded Learning in California. Include timelines, roles of staff and other stakeholders, and how the results of the assessment(s) will help refine, improve, and strengthen the program.

Please use the CDE's Guidelines for a Quality Improvement Process Web page at <http://www.cde.ca.gov/ls/ba/as/implemetation.asp>.

The role of the Expanded Learning Manager is to assess the program, plan frequently and make improvements to the program every semester. The Manager will collaborate with school administration and instructors frequently to make the necessary adjustments to the program. Once the assessment has been conducted, the Manager will continue to work with school staff to have a plan of action for the program based on the

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assessments to meet specific goals. The Manager builds a quality improvement in the month of July and chooses 1-2 quality standards to focus on for the school year. The region focuses on quality staff due to the high volume of turn over that occurs in the program. Focusing on that quality standards helps us strengthen the operations of the program. Once the quality standards are chosen, and the Manager starts assessing, the Manager submits quarterly continuous quality improvement updates to the Regional Team, the regional team reviews to ensure that the program is on track to meet their goals for the year. The program will also receive a few coaching visits and peer reviews throughout the year that helps with meeting all requirements and to ensure program quality. The Manager shares all progress with their team and works on a plan to make any necessary improvements.

Program Management

Describe the plan for program management.

Describe how the program funding will relate to the program vision, mission, and goals for each site or groups of sites.

The KIPP Endeavor College Prep’s Program vision is to provide a quiet academic support space where every student can focus on doing their academic homework or silent reading. In an effort to carry out this vision, we utilize the state grant funding to hire a full time Expanded Learning Manager in an effort to ensure all documents and attendance are within compliance. Furthermore, the program funding is used to hire part time staff and is utilized as a budget to purchase materials and supplies that carry out a well-rounded enrichment program. With a full staff team, we are able to execute the program vision for Study Hall and a fun enrichment program. The program funding is also used to fund field trips that are possible for students to be exposed to an expanded learning horizon.

Our vision for the program consists of providing quality academic sessions that follow certain expectations such as; help students understand the lesson, provide resources to increase their education stand point and also meet their class goals. In addition, implementing enrichments that can convert virtually and still serve our students with opportunities that will benefit them through and to college. Our program will continue to provide our students/families with materials and resources needed throughout the program with state funding and ensure the exposure of all types of learning horizons.

Provide the program organizational structure including succinct description of staff roles (e.g., “Staff responsible for homework support for grade three and science activities for grades three through five.”), lines of supervision for each site or groups of sites, frequency of meetings, and methods of communication.

The program organization structure follows a stringent managerial system where the Expanded Learning Manager is managed by the School Leader and Transitional School Leader. They meet monthly to have one-on-one meetings to discuss program plans and updates. The program will have a total of nine instructors that are in charge of study halls and enrichments. The program has staff assigned grades Kinder to 8th grade

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which assist students with homework and projects. The Expanded Learning Manager monitors the instructors and provides feedback and guidance. The meetings are then followed up with emails to review what already has been discussed in the meetings.

Describe the process and time frames for periodic review of the program plan and how community partners and other external stakeholders were involved in the process.

The Program Plan will be under constant review to ensure the academic and social needs of the students are being continuously met. Each semester, the schedule will be adjusted to fit the needs of the staff and change of athletic seasons. The Program Plan will be updated at a minimum on a bi-yearly basis. We assess the program needs by administering a beginning and year-end student survey and an end-of-year parent survey. The Program Plan will be under constant review to ensure the enrichment and social needs of the students are being continuously met. Each semester, the schedule will be adjusted to fit the needs of the staff and change of athletic seasons. The Program Plan will be updated at a minimum on a yearly basis.

Describe the system in place to address the following program administration requirements:

- **Fiscal accounting and reporting requirements.**
- **Obtaining local match (cash or in-kind services) of one-third of the state grant amount (EC Section 8483.7[a][7]).**
- **Attendance tracking, including sign-in and sign-out procedures.**

Fiscal Accounting / Reporting

KIPP Endeavor College Prep is part of KIPP SoCal Public Schools, and the regional structure enables the school and its expanded learning program to focus on students. KIPP SoCal Public Schools Finance & Accounting department provides full fiscal accounting and reporting support. This team, specifically, the fiscal compliance contact, works closely with staff to ensure the smooth and timely handling of all accounting matters. Monthly reports are provided to School Leaders and Expanded Learning Managers, with quarterly and annual reporting to a variety of funding and oversight authorities. We maintain a board-approved set of fiscal policies and procedures, which governs virtually all aspects of the financial operations. The policies and procedures are revised as necessary to maintain compliant and appropriate practices.

In-Kind Matching Funds

KIPP Endeavor College Prep is committed to the expanded learning program and ensuring sustainability. In the most recent year, the in-kind match was:

Source	Category	In-Kind Amount
KIPP SoCal	Facilities	13,650.00
KIPP SoCal	Grants Manager- Staff	12,471.32

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KIPP SoCal	HR Support – Staff	2,570.32
KIPP SoCal	Accounting Support	1,153.64
Federal Reimbursement	Snack Expense	14,311.92
KIPP SoCal	Materials & Supplies	2,103.02
KIPP SoCal	Services & Operating Exp	1,775.62
KIPP SoCal	Classified Personnel Salaries	6,564.17
		54,600.00

Program is budgeted to consume variable costs from ASES, 21st Century and ELO-P funds. Remaining fixed costs, nutrition costs, administration and management will be drawn from general funds, local funds and other state and federal sources. KIPP SoCal afterschool program cost structure was budget with this cost structure for years and it will continue doing so for ELO program going forward.

Attendance Tracking

KIPP **Endeavor College Prep** has a well documented and established attendance tracking system. We utilize uniformed sign in sheets, early release forms and Infinite Campus to track all of the student information.

Student Sign-In:

Students transition from their last class of the day to the after school program and sign in on the sign-in sheet provided. Once students are signed in, they participate in enrichment and then transition to Study Hall.

Student Sign-Out

As students are picked up from the expanded learning program, they sign out by class with the appropriate staff member on the same sheet they signed in on. With the proper documentation, students are permitted to sign out and walk, ride a bike, or take the bus home.

Attendance Calculation and Monitoring

Our attendance goal is always 100%, and progress towards the goal is constantly monitored. the primary tool to monitor both calendar and school year attendance audits is the county provided attendance calculator. We have recreated this calculator in Google Sheets in order to increase transparency on the program attendance and to ensure multiple stakeholders have access to the most up today information. The attendance calculator is updated daily based on the attendance sheets.

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Attendance Auditing

KIPP Endeavor College Prep benefits from a regional auditor who comes to the school on a monthly basis to audit attendance and ensure that the sign in sheets match what is reported on Infinite Campus and ultimately match what is reported to the California Department of Education. We ensure that we have the proper documentation for all attendance reported.

Early Release Policy

Being present during the Expanded Learning Program from start to finish ensures your child will receive maximum exposure to the Expanded Learning Program academic and enrichment opportunities. All students are required to be present until at least 5:50pm. If any student is picked up prior to 5:50pm, a parent/guardian must sign an early release form.

State legislation governing expanded learning programs funded by After School Education and Safety Program and/or 21st century community learning centers mandates that such programs must operate from the end of the school day until 6:00pm. It is expected that all school students attend 5 days a week and stay for the full duration of the program. In the event that a parent/guardian may have the need to pick up his/her child before the end of the programs, the parent/guardian or authorized person (18 years or older who is on the student's emergency card) may pick up his/her under one of the following conditions on KIPP SoCal Schools Early Release Policy listed below:

- A. Attending a parallel program (Program in the school community, soccer, basketball, music lessons, religious education, etc.) as long as an agreement with the parent or guardian exists making this the child's enrichment component.
- B. During Standard Time, when the days are shorter and it gets dark early, a parent/guardian or authorized adult (18 years or older who is on the student's emergency card) may pick up his/her child under the following condition or child can walk home before it gets dark
- C. Family emergencies (such as a death in the immediate family, natural catastrophic incidents, etc).
- D. Medical appointments
- E. Conditions pertaining to student health and welfare
- F. Transportation Challenges
- G. Conditions regarding safety, as prescribed by the school safety plan, local district, or local government body.
- H. Violation of a rule that puts other youth at risk (Program staff will call parent/guardian)
- I. Court Order Mandate (Court Order documentation must be on file with the school.)

Program Review

The Program Plan will be under constant review to ensure the enrichment and social needs of the students are being continuously met. Each semester, the schedule will be adjusted to fit the needs of the staff and change of athletic seasons. The Program Plan will be updated at a minimum on a yearly basis.

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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.

Describe how the funding from all grant providers will be used to create one comprehensive and universal Expanded Learning Program.

KIPP SoCal grant compliance policies and procedures for the Expanded Learning Program were established by comparing different grant's compliance elements and selecting the most stringent ones. Most of the time federal requirements were the most stringent which is what was selected as a final policy and procedure for program operations. We will run the same exercise with the addition of ELO-P funding to make ensure that the expanded learning program runs as a single, comprehensive and compliant program.

KIPP SoCal's Program Operations and Requirements will reflect the same as ASES/21st CCLC but less restrictive in the attendance policies and allowing flexibility to ensure all students have the opportunity to participate when needed.

Transitional Kindergarten and Kindergarten <<ONLY FOR ELEMENTARY SCHOOLS>>

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?

Describe how the proposed schedule, curriculum and program will accommodate the developmental needs of this younger age group.

The schedule for our TK and Kinder students will be a bit different from our regular schedule for 1st-8th grade students. Our schedule for our TK and Kinder students will include more breaks for students, especially on early release days. We will also allow time for creative play to be added to our schedule for some days. The instructors that will be assigned to TK and Kinder will be able to observe and partner up with TK and Kinder teachers and Instructional Aides to be able to learn from them and see what works best for those students. When providing enrichments, lesson plans will need to be modified to accommodate TK and Kinder students so that they are able to participate in the enrichments that are offered in the program. The number of TK and Kinder students that are added to the program will be lower so that we are able to keep the ratio of 10:1. If we have an instructor for that group we would be able to add 10 more students per instructor that is hired for TK

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and Kinder.

Describe the plan for recruiting, preparing and supporting staff working with younger children

Team Members are recruited through several job search engine sites, as well as promoting within the organization. Once advertised, applicants are filtered through our regional online system. Applicants are saved within the system for quick reference in the event that additional staff is needed. Applicants will be screened by the regional talent acquisition team, where they will determine if applicants meet the qualifications for a phone screen interview. A phone screen interview will help determine if a candidate has basic knowledge, experience and interest in the position. When screening for team members working with younger children, we will focus on hiring candidates with experience working with that age group, have these team members participate in any training that is offered for kindergarten teachers, the team members will also be able to learn how to implement a fun learning and age appropriate lessons that focus on “doing”. The program will ensure team members are supported by keeping no more than 10:1 ratios during all program hours with extra supervision from the Manager and Assistant.

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.

Describe how all funding sources will be combined with the instructional day to create a minimum nine hours per day of programming.

The school will use the general purpose funding and other normal restricted funding sources to fund the instructional day which runs 7:45am-3:45pm (elementary schools) or 8:00am-4:00pm (middle school). Additionally, from school dismissal until 6:30pm, for the after school period, as well as summer school, will use a combination of ELO-P, ASES and/or 21st CCLC funding to exceed the nine hours per day of programming.

Provide a sample program schedule for a minimum nine-hour school day (instructional day plus Expanded Learning supports).

Here is a sample schedule for the school day program.

Start Time	End Time	Content Area/Activity
7:30am	8:0am	Arrival and Breakfast

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8:00am	9:00am	Welcome/ELA
9:00am	10:00am	Math
10:00am	11:00am	Science
11:00am	12:00am	History/Ethnic Studies
12:00pm	12:45pm	Lunch
12:45pm	1:15pm	PE
1:15pm	1:45pm	English Language Development
1:45pm	2:45pm	Arts/Electives (access to at least 1; more preferable)
2:45pm	3:45pm	Community Building/Advisory
3:45pm	4:00pm	Clean up/Instructional Day Ends
4:00pm	4:30pm	School Dismissal/ Study Hall
4:30pm	5:00pm	Supper
5:00pm	6:00pm	Enrichment Club
6:00pm	6:30pm	Dismissal

Provide a sample program schedule for a minimum nine-hour summer or intersession day.

Here is a sample schedule for the summer program.

Start Time	End Time	Activity
8:00	8:45	Morning Arrival & Breakfast
8:45	9:00	Clean up/Transition
9:00	9:30	Community Competitions (All Participants)
9:30	9:40	Transition
9:40	11:00	Academics
11:00	11:30	Recess/Recreational Time outdoors
11:30	12:00	Reset Time

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12:00	12:10	Transition
12:10	12:40	Lunch!
12:40	12:50	Clean up
12:50	1:00	Transition
1:00	2:20	Enrichment Rotation #1
2:20	2:30	Clean up
2:30	2:40	Transition
2:40	3:50	Enrichment Rotation #2
3:50	4:00	Clean up/Transition
4:00	4:30	Snack / MPR-Fun activity
4:30	5:00	MPR-Dismissal!