



Before School Parent Handbook 2025-2026

It is our pleasure to offer your student the opportunity to participate in the Expanded Learning Programs provided by the Community Programs Department of the Napa County Office of Education.

The Napa EXL Program currently serves students at nine elementary school sites, and our Before School Program operates at three middle school sites. The Before School Program runs Monday through Friday, from 6:35 AM to 8:00 AM. Please see the program site list below for locations.

Program	School Site	Site Supervisor	Phone	Email
**Before School Program Only COOL School	McPherson Elementary (TK-5 th)	Priscila Gaspar Sanchez	(707) 312-4624	pgasparsanchez@napacoe.org

Programming Information

Our program will follow the NVUSD School Year Calendar and will operate Monday through Friday.

Daily Program Hours of Operation

McPherson Before School Program: Monday–Friday, 6:35 AM–8:00 AM. Programs begin promptly at 6:35 AM.

Meals

The Napa County Office of Education (NCOE) will provide breakfast to all students at no additional cost.

Student-to-Staff Ratio

All classrooms, except Transitional Kindergarten (TK) and Kindergarten, will be limited to a maximum of 20 students unless otherwise directed by Napa County Public Health (NCPH). TK and Kindergarten classrooms will have a maximum of 10 students. Each classroom will have one consistent staff member assigned. In addition, each site has a full-time Site Supervisor to ensure the program is well-connected with the school and operates smoothly.

What to Bring

Please send your student with a water bottle and any homework they may wish to review or complete with staff support.

Enrollment Priority

Enrollment is open to all students on the school campus. Napa EXL seeks to serve all students whose families request before school care. Enrollment priority will be given to students and families who meet the following criteria:

- Homeless youth (McKinney–Vento) and/or foster youth
- Recommended for additional academic support by the school

- All other students will be enrolled on a first-come, first-served basis
- If a Napa EXL class is full, students will be placed on the site’s waitlist

Programming Schedule

Before School Schedule

6:35-7:05am	Sign-In and Homework Help
7:05am-7:35am	Enrichment Activity
7:35am-7:55am	Breakfast
7:55am-8:05am	Clean-up/sign out *Drop-Off TK-1st to Classrooms*

Student Behavior Policy

Student Expectations

Participating students are expected to follow school rules: **Be Safe, Be Respectful, and Be Responsible**. Students who disregard program policies or engage in intentional disruptive behavior may be asked to leave the program. Upon consultation with the school and parents/guardians, the student may be removed from the program.

When rules and guidelines are not met, the Before School Program will follow this behavior process:

- **Verbal Warning** (up to 3 times)
- **Behavior Reflection Form/Think Tank**
- **Conference with Site Supervisor**
- **Behavior Contract** and discussion with parents/guardians and school staff
- **Suspension** (a conference with the family may be required before the student returns)
- **Removal from Program**

Behavior Consequences

The Before School Program’s discipline policies follow a **restorative approach**. Our goal is to keep students engaged in the program while helping them develop self-control, reflect on their actions, and demonstrate respect for others’ rights and property.

NCOE’s Expanded Learning Programs have **zero tolerance** for:

- Fighting or instigating fights
- Bullying
- Physical or verbal abuse
- Discriminatory language
- Vandalism or theft of program or school property

Curriculum & Enrichment

Program Overview

Our Before School Program is designed to provide students with a well-rounded and engaging start to their day through a diverse curriculum that includes STEM, art, and sports. We partner with renowned educational organizations such as **PCS Edventures** and **Playworks** to ensure the program is both educational and enjoyable.

STEM Enrichment

Through PCS Edventures, students participate in hands-on STEM activities that explore science, technology, engineering, and mathematics. Interactive projects and challenges encourage critical thinking, problem-solving, and innovation. Tools such as **Ozobots** and **Cuebots** blend technology with creativity, introducing students to coding and robotics in a fun and approachable way.

Art Exploration

Dynamic art sessions allow students to work with various mediums and techniques, promoting creativity, self-expression, and emotional growth. These activities not only develop artistic skills but also encourage students to think creatively in other areas of learning.

Sports and Physical Activity

Physical activity and teamwork are promoted through Playworks-facilitated games and sports. We also use **SPARK**, a research-based program designed to promote lifelong wellness and healthy habits. Structured play builds social skills, teamwork, and physical fitness.

By integrating STEM, art, and sports, our Before School Program helps students begin each day feeling curious, creative, and ready to learn.

Parent Notification/Communication

Family Communication

Remind App

Parents and families will receive an invitation to opt in to our Parent/Family communication app, **Remind**. This platform will be used to share reminders, updates, and program information. Remind can be accessed through a mobile device or an email account.

Email Communication

Site Supervisors will periodically send emails with program updates, reminders, upcoming events, newsletters, and activity calendars. These messages will be sent to the email addresses listed in the Cityspan Parent Portal. Please check your email regularly and add your Site Supervisor's contact information to ensure you receive all updates.

Emergency Preparedness – Community Circles Week

During this week, sites will host class discussions and age-appropriate lessons on the importance of safety. All staff, volunteers, and Site Coordinators are required to participate in scheduled safety drills. Parents/guardians who wish to opt their child out of participation in these drills may make alternate care arrangements for that day.

Program Closures

If the program must close, families will be notified as soon as possible via the Remind App, phone call, and/or email. Reasons for closure may include:

- **Air Quality:** The program will close if the Air Quality Index reaches Level 5 based on school recommendations or if the school itself closes.

- **Power Outages:** In the event of a PG&E Public Safety Power Shutoff (PSPS), NCOE and/or NVUSD will evaluate the impact and determine whether closure is necessary.
- **Health & Safety Guidelines:** Any updates to health and safety protocols due to local or state health orders will be communicated by email.

Attendance & Early Release Policy

Student success is closely linked to regular attendance. Students enrolled in a Napa EXL Program are encouraged to attend the program each day. Due to the limited spaces available in the Before School Program, students who have more than 50% of the month marked as **unexcused absences** may be considered for removal from the program.

We understand that there may be situations requiring a student to be absent or released early. If your child will not attend the program for any period of time, please notify the Site Supervisor listed in this handbook as soon as possible.

Program Withdrawal

If you wish to withdraw your student from the program, please complete the following steps:

1. Email the Site Supervisor **and** the Fiscal Department at cp-fiscal@napacoe.org. Include:
 - Your name
 - School site
 - Child’s first and last name and current grade
 - The last day of attendance
2. Provide at least **two weeks’ notice** before your child’s final day in the program

Program Policies

Personal Belongings

- Please have students leave personal items such as toys, games, and personal computers at home.
- Cell phones are not encouraged and may not be used during program hours. All sites will follow the NVUSD Technology Use Policies in place at their school.
- The site phone is available for students to receive and make calls as needed during the day.

Volunteers

Individuals interested in volunteering in our programs must complete the following steps:

1. Schedule a volunteer interest appointment and complete an interest form.
2. Complete the Volunteer Packet.
3. Provide valid PPD (TB) test verification.
4. Complete Live Scan fingerprinting through the Napa County Office of Education (required for individuals 18 years and older).

Below are links to our program policies, previously signed during online enrollment process.

NCOE Media Release	Other COOL School Parent Permissions	
NapaEXL Contract For Success	Uniform Complaint Procedures	Student Activity Participation Form

Frequently Asked Questions

What happens if I am late to drop off my child?

Please notify us by contacting the lead staff at the site. Families who are late to pick up will incur a \$1 per minute charge beginning at 6:01 PM. After three late pick-ups, families may be at risk of removal from the program.

Do I need to contact staff if my child will be absent?

Yes. Please email or text the Site Supervisor on the day of the absence.

I have concerns regarding my child’s schoolwork or wellbeing at the program.

If you have any questions or concerns about your child’s schoolwork or wellbeing, please contact us by phone or email. For safety purposes, parents/guardians are not permitted inside school campuses during program hours, so phone or email is preferred for initial communication.

What is Unduplicated Pupil (UPP) qualification?

A student may qualify as part of the unduplicated pupil (UPP) population if they meet one or more of the following criteria:

- McKinney–Vento (homeless youth)
- Foster youth
- Qualify for free or reduced-price lunch (based on income data from the school district)
- English language learner

Other NapaEXL Contact Info

Name	Title	Phone	Email
Asha Levert-McDowell	Program Manager	707 265 2784	alevert-mcdowell@napacoe.org
Chris Meza	Program Coordinator	707 762 1499	cmeza@napacoe.org
Christina Biasca	Program Coordinator	707 210 2500	cbiasca@napacoe.org
Vivian Gomez	Program Assistant	707 265 2714	vgomez@napacoe.org

