



## Expanded Learning Parent Handbook 2025-2026

It is our pleasure to offer your student the opportunity to attend our Expanded Learning Programs offered by the Community Programs Department of the Napa County Office of Education. Our COOL School After School Program serves students at 9 elementary sites and our ACE After School Program serves students at 3 middle school sites. See program site list below.

Program	School Site	Site Supervisor	Phone	Email
COOL School	Vichy Elementary (1-6 <sup>th</sup> )	Katie Ovando	(707) 721-4489	<a href="mailto:kovando@napacoe.org">kovando@napacoe.org</a>
COOL School	Alta Heights Elementary (K-5 <sup>th</sup> )	Brittney Ojascastro	(707) 492-9424	<a href="mailto:bojascastro@napacoe.org">bojascastro@napacoe.org</a>
COOL School	Bel Aire Elementary (1 <sup>st</sup> -5 <sup>th</sup> )	Monica Linarter	(707) 210-7227	<a href="mailto:mliarte@napacoe.org">mliarte@napacoe.org</a>
COOL School	Northwood Elementary (1 <sup>st</sup> -5 <sup>th</sup> )	Taylor Marr	(707) 210-5435	<a href="mailto:tmarr@napacoe.org">tmarr@napacoe.org</a>
COOL School	Phillips Elementary (TK-5 <sup>th</sup> )	Alexis Lopez	(707) 492-9023	<a href="mailto:Alopez@napacoe.org">Alopez@napacoe.org</a>
COOL School	Shearer Elementary (TK-5 <sup>th</sup> )	Nancy Hernandez	(707) 492-9022	<a href="mailto:nhernandez@napacoe.org">nhernandez@napacoe.org</a>
COOL School	Snow Elementary (TK-5 <sup>th</sup> )	Nia Cole	(707) 477-3515	<a href="mailto:Ncole@napacoe.org">Ncole@napacoe.org</a>
**Before School Program Only COOL School	McPherson Elementary (TK-5 <sup>th</sup> )	Priscila Gaspar Sanchez	(707) 312-4624	<a href="mailto:pgasparsanchez@napacoe.org">pgasparsanchez@napacoe.org</a>
ACE (Middle)	Shearer Middle (6 <sup>th</sup> -8 <sup>th</sup> )	Nancy Hernandez	(707) 492-9022	<a href="mailto:nhernandez@napacoe.org">nhernandez@napacoe.org</a>
	Silverado Middle School (6 <sup>th</sup> -8 <sup>th</sup> )	Monica Foster	(707) 492-9020	<a href="mailto:mfoster@napacoe.org">mfoster@napacoe.org</a>
	Calistoga Jr/Sr (6 <sup>th</sup> -9 <sup>th</sup> )	Alejandro Tinajero	(707) 492-9021	<a href="mailto:atinajero@napacoe.org">atinajero@napacoe.org</a>

### Programming Information

Our program will follow [NVUSD's School Year Calendar](#) and will operate Monday through Friday from the end of school day to 6:00pm, daily.

**Daily Program Hours of Operation:**

COOL School & ACE After School Program: Monday-Friday, programs start immediately after regular school dismissal until 6:00pm.

**Meals:** NCOE will provide all students with an afternoon snack (supper meal) at no additional cost.

**Student Classrooms:** Each classroom aside from TK - K will be limited to a maximum of 20 students unless otherwise stated by NCPH. TK and K will have a maximum of 10 students. Each classroom will have 1 consistent staff member working with them. Additionally, each site has a full time Site Supervisor and Assistant Site Supervisor to ensure the program is well-connected with the school and runs smoothly.

**What to Bring:** Please make sure your student comes to the program with a water-bottle. Middle school students attending ACE should bring their tablet/device and headphones for homework and other assignments.

**Enrollment Priority:** Program participation is **fee based**. Our fiscal department will be in contact with you in regards to what you will need to pay. Enrollment is open to all students on each school campus. Napa EXL seeks to serve all students whose families request a space in after school. Enrollment priority will be given to students and families who are:

- ❖ Homeless Youth (McKinney-Vento) and/or in Foster Youth
- ❖ Recommended for additional academic support by the school
- ❖ For all other students, classes will be filled on a first come, first served basis
- ❖ If a Napa EXL class is full, students will be added to the site’s waitlist

**Programming Schedule**

**ACE Middle School Program**

<b>Homework Support</b>			
<b>45 minutes</b>	Homework support daily which can be extended until homework is complete		
<b>Snack</b>			
<b>15 minutes</b>	A nutritious snack will be served daily		
	<b>STEM Track</b>	<b>Sports Track</b>	<b>Art Track</b>
<b>45 minutes</b>	Students have the opportunity to explore the variety of activities and applications that can be found with Science, Technology, Engineering, and Math.	Students have the opportunity to participate in specialized sports activities like futsal, basketball and many others.	Each day staff provide opportunities for students to explore various art mediums.
<b>Youth Development/Leadership &amp; College/Career Exploration</b>			
<b>45 minutes</b>	Students will be able to explore various college and career opportunities through community projects, presenters, and participate in different trades.		

## COOL School Elementary School

<b>15 min.</b>	<b>Community Circle:</b> A part of our SEL Curriculum students sit alongside each other in a circle and discuss a prompt that the classroom leader provides.
<b>30 min.</b>	<b>P.E. Centers:</b> A part of our healthy behaviors component these activities allow students to participate and be introduced to a wide variety of activities.
<b>30 min.</b>	<b>Snack</b>
<b>45 min.</b>	<b>Homework/Silent Read:</b> We provide 30-60 minutes of daily homework support for students in the After School program. The goals include supporting students in developing independent homework strategies, completing assigned work, and providing time for reading. Mentors support these goals through the following activities: Conducting small-group mini-lessons on curriculum topics, and encouraging independent homework strategies.
<b>30 min.</b>	<b>Recess</b>
<b>60-90 min.</b>	<b>Curriculum Based Track Activity:</b> The Napa EXL program will be implementing curriculum-based activities that your student will have the opportunity to experience a variety of. These will consist of specialized activities for your students to strengthen their skills and exposure. Each activity will rotate monthly. The activities for each month will be; Fairy Tale Land (TK/K), STEM, Art and Sports.
<b>5:45 – 6:00</b>	Clean up/sign out

### Student Behavior Policy

**Student Expectations:** Participating students will be expected to follow the school rules: Be Safe, Be Respectful, and Be Responsible. Students who show disregard for program policies or exhibit intentional disruptive behavior may be asked to leave the program, and, upon consultation with the school and parents, may be removed from the program.

**When situations arise where rules and guidelines are not being met, the following behavior system is in place:**

- Verbal Warning (3 max)
- Behavior Reflection Form/Think Tank
- Conference with Site Supervisor
- Behavior Contract and discussion with parents and school
- Suspension (Conference with family may be required before student returns to program)
- Removal from Program

**Behavior Consequences:** Our After School Program’s discipline policies reflect a restorative approach. Our goal is to keep students in our programs and help students develop self-control, reflect on their actions, display respect and consideration of others’ rights and property.

**NCOE’s Expanded Learning Programs have zero-tolerance for students fighting, students who instigate fights, bullying,**

physical or verbal abuse, discriminatory language, vandalism or theft of program or school property.

### Curriculum & Enrichment

Our after-school program is designed to provide a well-rounded and engaging experience for students by integrating a diverse curriculum that encompasses STEM, Art, and sports. We collaborate with renowned educational platforms such as PCS Edventures and Playworks to ensure that our program is both educational and fun. PCS Edventures offers a plethora of hands-on STEM activities that immerse students in the wonders of science, technology, engineering, and mathematics. Through interactive projects and challenges, students develop critical thinking, problem-solving skills, and a passion for innovation.

To foster creativity and artistic expression, our program incorporates dynamic art sessions that allow students to explore various mediums and techniques. This not only enhances their artistic abilities but also encourages self-expression and emotional growth. We utilize cutting-edge tools like Ozobots and Cuebots to blend technology with creativity, enabling students to learn coding and robotics in a playful and intuitive manner. These activities help students understand complex concepts while having fun, making learning an enjoyable experience.

In addition to academic enrichment, our program emphasizes physical activity and teamwork through sports, facilitated by Playworks. Structured play and sports activities promote physical health, social skills, and teamwork among students. Our curriculum includes SPARK, a research-based program designed to promote lifelong wellness and physical activity. By integrating these diverse elements—STEM, Art, and sports—our after-school program aims to nurture well-rounded individuals who are curious, creative, and active.

### Parent Notification/Communication

**Remind App:** Parents and Families will receive an invitation to opt-into our Parent/Family communication app. We will send reminders, updates, and programmatic information. Applications can be used on cell phone devices and email platforms.

**Email Communication:** Periodically Site Supervisors will send out emails about program updates, reminders, upcoming events, newsletters, and activity calendars to parent/family emails listed in the Cityspan Parent Portal. Please ensure you are regularly checking your emails and adding your Site Supervisor’s contact details.

### Emergency Preparedness & Student Safety:

9/24/25	Emergency Preparedness Community Circles
9/29-10/2	Emergency Preparedness Drills Week
12/2/25	Additional Emergency Drill (Fire)
1/26/26-1/30/26	Emergency Preparedness Community Circles
2/2/26-2/6/26	Emergency Preparedness Drills Week
4/28/26	Additional Emergency Drill (Fire)

During Emergency Preparedness Community Circles week, sites will be hosting class discussions and opening the dialogue

about the importance of safety with an age-appropriate curriculum. All of our staff, volunteers, and Site Coordinators are required to participate in the scheduled drills. Parents and Families may wish to opt out of participating in the Emergency drills by making other arrangements for care that scheduled day.

**Early Release Dates for Staff Professional Development:** On these days, we *highly encourage* families to pick up students by 3:00pm to allow our dedicated staff to participate in essential professional development sessions. Ensuring that our staff continues to grow and stay updated with the best practices in education is crucial for providing your children with the highest quality care and support.

The early release dates for 25-26 are as follows:

10/31/25	Encouraged Early Release Day for staff PD
11/5/25	Encouraged Early Release Day for staff PD
12/3/25	Encouraged Early Release Day for staff PD
2/25/2026	Encouraged Early Release Day for staff PD

\*For families with high needs for programming, we will have a limited capacity modified program to attend from 3-6pm on those days. Families will need to sign-up for those limited spaces in advance.

**Program Closure:** Should the program close, families will be notified via Remind App, phone and/or email as soon as possible. Some examples of reasons for closure follow:

- ☐ **Air Quality:** Program will close if [Air Quality](#) reaches Level 5 based on school air quality recommendations, or in the event of school closure.
- ☐ **Power Outages:** In the event that PG&E implements a Public-Safety Power Shutoff (PSPS), NCOE and/or NVUSD will evaluate the impact and determine possible closure.

**Local & State Health & Safety Guideline:** Any updates to our health and safety protocols, due to local and state health orders, will also be notified by email.

### Attendance & Early Release Policy

Student success is dependent on regular attendance. Students enrolled in a Napa EXL Program are *encouraged* to attend the program until 6pm each day they attend. Due to the limited space in the program, students who acquire more than 50% of the month of unexcused absences, may be considered for removal from the program. Please call us with any concerns regarding attendance, or for any special circumstances.

However, we recognize that there may be circumstances that require students to be absent or released early.

If, for any reason, your child will not attend the program for a period of time, please notify the designated Site Supervisor listed in this handbook.

**Early Release Policy:** We recognize that there may be circumstances that require students to be released prior to 6pm. The following circumstances and issues are approved reasons for Early Release:

- Transportation necessity

- Family Needs
- Parallel activities as determined by school administration or parent
- Necessary appointments
- Health or behavior as identified by program staff or parent
- Weather and safety
- Additional circumstances will be reviewed on a case-by-case basis.

**Dropping the program:** If you would like to drop your student from the program, please complete the following:

1. Email the Site Supervisor and our Fiscal Department at [cp-fiscal@napacoe.org](mailto:cp-fiscal@napacoe.org) including:
  - a. your name
  - b. school site
  - c. child’s first and last name with current grade
  - d. noting the last day of attendance

We require at least 2 weeks’ notice of discontinued use of the program.

### Program Policies

- Please leave personal belongings at home (toys, games, computers)
- Cell phones are *not encouraged* and students will not be allowed to use them during the program. Our sites will follow the NVUSD Technology Use Policies of their school. The site phone is available to receive and make calls during the day.
- Volunteers: Individuals expressing interest in volunteering in our programs must complete the following:
  - Schedule a volunteer interest appointment to fill out an interest form.
  - Volunteer Packet
  - Valid PPD (TB) Test Verification
  - Live Scan Fingerprinting through Napa County Office of Education (if 18 years old and older)

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

<a href="#">NCOE Media Release</a>	<a href="#">Other COOL School Parent Permissions</a>	
<a href="#">NapaEXL Contract For Success</a>	<a href="#">Uniform Complaint Procedures</a>	<a href="#">Student Activity Participation Form</a>

### COOL School Specific

**After School Transition:** A teacher or program staff will escort TK & Kinder students to our COOL School sign-in area throughout the school year. All other grades will independently walk to the designated COOL School sign in area. These are generally at the picnic tables on the campus. Please check with the site supervisor to confirm location.

**Afternoon Pick-Up:** Each site will have a designated area to sign out students, please check in with the site supervisor to confirm location. Parents are not allowed in classrooms. Parents and families will need to come into the program to sign-out their student. Photo ID and/or pre-approved list of authorized individuals will be required at pick up.

Please note, students will be called from their activity at different locations on campus. Students will need to clean-up, collect belongings, receive instructions from their adult staff before signing out. We appreciate your patience during this process. To avoid longer wait times, these are the preferred pick-up times: **4:00-4:15, 5:00-5:15, 5:45**

## Frequently Asked Questions

### What happens if I am late to pick up my child?

Please notify us by contacting the lead staff at site. Families who are late to pick-up will incur a \$1/minute charge. Late pick-up charges will start at 6:01pm. After 3 late pick-ups, families may be in jeopardy of removal from the program.

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

Yes, please email or text the day of the absence(s) to the Site Supervisor.

### I have concerns regarding child’s schoolwork or wellbeing at the program?

Should you have any questions or concerns regarding your child(ren)’s schoolwork or wellbeing, please connect with us by phone or email. For safety purposes, parents/guardians are not permitted inside school campuses, so phone or email is preferred for initial contact.

### If I have questions regarding payments and invoicing?

Our Fiscal Department at Napa County Office of Education, Sandra Aguilar can answer questions about payments, invoices, and scholarships. [saguilar@napacoe.org](mailto:saguilar@napacoe.org) or [cp-fiscal@napacoe.org](mailto:cp-fiscal@napacoe.org) (707)259-5970

### What is Unduplicated (UPP) student qualification?

Students may qualify as an unduplicated (UPP) population if student/families are McKinney-Vento, foster youth, qualify for free-reduced priced lunch (income-based data from school district), or English-language learners.

## Other NapaEXL Contact Info

Name	Title	Phone	Email
Asha Levert-McDowell	Program Manager	707 265 2784	<a href="mailto:alevert-mcdowell@napacoe.org">alevert-mcdowell@napacoe.org</a>
Chris Meza	Program Coordinator	707 762 1499	<a href="mailto:cmeza@napacoe.org">cmeza@napacoe.org</a>
Christina Biasca	Program Coordinator	707 210 2500	<a href="mailto:cbiasca@napacoe.org">cbiasca@napacoe.org</a>
Vivian Gomez	Program Assistant	707 265 2714	<a href="mailto:vgomez@napacoe.org">vgomez@napacoe.org</a>
Sandra Aguilar	Fiscal Department	707 259 5970	<a href="mailto:saguilar@napacoe.org">saguilar@napacoe.org</a> <a href="mailto:cp-fiscal@napacoe.org">cp-fiscal@napacoe.org</a>

