



Lassen Expanded Learning Programs  
472-013 Johnstonville Road, N  
Susanville, CA 96130  
530-251-8711



Lassen County Office of Education  
Supporting Students for the Future

**McKinley ASES PROGRAM**  
**PARENT/GUARDIAN AGREEMENT**

The Lassen Expanded Learning Program’s goal is to engage students in a fun, safe, positive, healthy environment to achieve their full potential.

We are pleased that you have enrolled your student(s) in the McKinley Expanded Learning Program.

**Fees:**

With the enrollment of your student comes a small parent fee. This fee is \$3 per day. The total monthly fee is \$60 per student. Lassen Expanded Learning does not charge fees for August and June. You pay only for 9 out of 11 months, September to May.

If there is financial hardship, there are several options to help. You may request a fee adjustment form. Verification of income is required when submitting a request for lowered fees. Fee adjustments are not retroactive.

All fees are due by the 15<sup>th</sup> of the month. These fees can be paid online by going to [www.lassenafterschool.org](http://www.lassenafterschool.org) and clicking on the Payforit logo, then following the instructions provided. Payments are also accepted on site at McKinley Expanded Learning program. These payments can be made by check or money order. If payments must be paid in cash this can only be done at LCOE. There is a \$25 fee for non-sufficient funds check returns. All payments are non-refundable. If your bill is two months behind, your child will be dropped from the program. Of course, we will always accept prepayment (non-refundable).

**Hours of Operation:**

The program runs from the time school is released until 6:00 p.m. each day school is in session. We are not open on school holidays, school closures, natural disasters, power outages, after school professional development days, breaks, etc.

**Attendance Requirements:**

Our expectation is that parents will pick students up from the school site each day by 6:00 p.m. Our policy is to release students from one safe environment to another safe environment – specifically, from the Lassen Expanded Learning Program into the custody of a parent or guardian.

- If another arrangement needs to be made in an exceptional situation (i.e., dental appointment, school or other organized function) please let us know in advance and indicate on sign in/out sheet.
- Due to state funding parameters, students who are registered in the Lassen Expanded Learning Program have minimum attendance requirements. Students not meeting these guidelines may be dropped from the program.
  - Elementary School Students – Grades TK-6th – are required to attend the full day of Expanded Learning Program on a daily basis - full day meaning from the time of school release until 6:00 p.m.

All exceptions must be in compliance with the established court orders or the Lassen Expanded Learning Early Release Policy.

**Program Offerings:**

Through participation in the Lassen After School Program, your student will have the opportunity to participate in our snack program, moderate to vigorous physical activities, academic support and homework assistance, and a wide variety of enrichment opportunities that will both compliment their regular instruction day and expand their horizons.

I have read and understand the requirements of the program. I also understand that I will have a parent/guardian partner fee that is due and payable by the 15<sup>th</sup> of each month September to May.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_