



# After School Program Handbook 2015-2016

## Philosophy/ Mission

The CCDS After School Program provides an extension of the excellence in education standards of Chico Country Day School. We provide a safe, caring, and fun learning environment while encouraging your child's social, physical, and academic development.

## Vision/ Goals

The CCDS After School Program will provide activities that support the following goals:

1. To provide a safe, nurturing, active and fun learning environment for children.
2. To promote a positive development of self in each child.
3. To provide a quiet, supervised academic session.
4. To provide and encourage a love of literacy.
5. To provide supervised free-choice activities.
6. To provide fine and gross motor activities on a daily basis.

## Registration

All parents must enroll their child in the After School Program prior to the child attending the program. There is a non-refundable \$25 Registration Fee per family which is due at the time of registration. ASP will be utilizing the same emergency information provided to the Main Office. Parents **MUST** verify their emergency contact information at time of registration. The Parent Agreement page (the last page of this Handbook) **MUST** also be signed and returned before any student may attend the program. By signing the Parent Agreement page, parents/guardians acknowledge the CCDS After School Program's policies, procedures and student behavior expectations.

## Tuition and Payment Schedule Procedures

The After School Program tuition is based on the CCDS school calendar. Account payments are due on the 1st of each month. Additionally, if tuition is not received by the 1st of the month, you will be charged a \$10 late fee. If tuition is not received before the



5th of each month, your child will be automatically withdrawn from the After School Program. **NO EXCEPTIONS.**

Tuition is due for the entire month regardless of the number of days your child attends. Enrollment in the program is as follows, depending upon waiting list numbers: New enrollments & contract changes are allowed with the submission of a new contract and a \$25 enrollment/enrollment alteration fee. Tuition charges for any contact changes or new enrollments during the month will be handled as follows: If enrolling between the 1st and 14th of the month, full payment is due for the month. If enrolling between the 15th and 31st of the month, the program will be prorated by half.

Chico Country Day School After School Program for 1st-8th Grades schedule is as follows:

M-F until 5:30 p.m.	\$200.00 Per Month
M/W/F until 5:30 p.m.	\$140.00 Per Month
M/W until 5:30 p.m.	\$100.00 Per Month
T/TH until 5:30 p.m.	\$100.00 Per Month
Fridays Only until 5:30 p.m.	\$60.00 Per Month

Chico Country Day School After School Kindercare Program schedule is as follows:

M-F until 2:30 p.m.	\$130.00 Per Month
Friday from 8:00 a.m.-9:25 a.m.	
M-F until 5:30 p.m.	\$215.00 Per Month
Friday from 8:00 a.m.-9:25 a.m.	



If your child receives subsidized funds from a local government/organization such as Valley Oaks, please bring in the appropriate paperwork. Parent/guardian's are responsible for the difference between what Valley Oaks remits and the actual CCDS After School Program fees.

***Students must be fully registered for the CCDS After School Program prior to being allowed to participate.***

### **Hours of Operation**

The After School Program operates from 1:00 p.m.- 5:30 p.m., during regular school days. No care will be offered during school in-service/teacher work days or holidays. Please refer to the website for these dates through the school year.

### **Arrival Procedure:**

Children will be escorted to the After School Program by a teacher or program aide as soon as school is dismissed. They will then follow their appropriate After School Program schedule.

### **Departure Procedure:**

Parents will park and escort their child(ren) out of the ASP room after signing them out with the ASP personnel in the afternoon. Parents must sign their children out at the end of the day indicating the time and their signature. Students will be called by radio to the front lobby for dismissal with their parent. Any authorized adult indicated on your student's emergency card will be required to show a photo identification card. Please be sure to carry one with you at all times. No one under the age of 18 will be allowed to sign students out or pick students up from the After School Program. Please be prompt in picking up your child(ren). After 5:30 p.m., late fees will accrue at a rate of \$1 per minute for the first 5 minutes, and \$5 per minute for each minute after that. **Parents that are late picking up their child(ren) more than three times during one month may be terminated from the program.** If your child(ren) is "left" at school past 6:00 p.m. and the After School Program has not



been notified of proper arrangements for pick up, we are authorized to call the **Chico Police Department** to escort your child(ren) home.

### **Contact Information**

For questions regarding contracts, the ASP program, student needs and/or billing please contact the Director of our ASP Program:

Angela Cherry, ASP Director

[acherry@chicocountryday.org](mailto:acherry@chicocountryday.org)

530.895.2650 x 218

### **Emergency Contact**

The After School Program can be reached by calling the main school number at 530-895-2650 and dialing ext. 111. This phone is available during ASP hours only. To reach the ASP Director and leave a message, you may dial ext. 218. Chico Country Day After School Program will administer basic first aid to children in need. If the child requires emergency treatment, CCDS will notify the parent (or emergency contact if parent cannot be reached) and emergency personnel to take the child to the hospital. The After School Program also has permission to allow the child to leave the school with one of the Emergency Contacts listed on the emergency card if the parent is unable to be located.

### **Student Behavior and Discipline Policy**

Students are expected to be respectful and responsible at all times. Behavior deemed disrespectful or hurtful to others will not be tolerated and a parent conference will be scheduled. Any student that injures another person intentionally will be suspended from the program. If the behavior continues, the child will be terminated from the program and no tuition refund will be given. Such behavior is a serious concern and requires prompt and firm action.

### **Discipline Policy:**

First Offense-	Director/Student conference
Second Offense-	Director/Parent/Student conference



Third Offense-	Suspension from the program
Fourth Offense-	Termination from the program

Students are required to follow the following basic school rules:

1. Always demonstrate proper behavior during, and after school.
2. Be Safe. Be Respectful. Be Responsible.
3. The following behavior should never be exhibited:
  - A. Any type of fighting.
  - B. Intimidating, harassing, or threatening others.
  - C. The use of profane language, gestures, or behaviors.
  - D. Damaging and/or destroying property belonging to the school and/or others.
  - E. Leaving the school grounds without permission of the After School Program.
  - F. CCDS' After School Program has zero tolerance for hitting, biting, and theft.

### **Absences**

Credit for absences will only be given in extreme situations where a lengthy absence period (10 days minimum) has occurred due to student having a severe illness. To receive a credit, a doctor's note must be provided covering the dates of the absences and permission to return to school.

### **Withdrawals**

A parent may withdraw their child from the After School Program at any time. No refund will be given.



## **Parent Agreement**

My student(s), \_\_\_\_\_, will be attending the CCDS

Student's Name(s)

After School Program in the 2015-2016 school year. I have read the CCDS After School

Program handbook and agree with the policies, procedures and behavior expectations

required for participation in the CCDS After School Program.

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date