

After School Program Parent Handbook 2020-2021



www.ChicoRec.com

After School Enrollment Questions?
Call Jordan at the CARD Office 895-4711
545 Vallombrosa Avenue, Chico 95926

CARD
CHICO AREA RECREATION & PARK DISTRICT

Contact Information

Site cell phones will be on during program hours only. You may leave a voicemail during non-program hours. Please call if your child will be absent.

School	Kinder Program	1-5th Grade Program
Blue Oak	518-5616 (TK & Kinder) CardKinderBO@gmail.com 12:30-5:30	513-2687 (Grades) CardBlueOak@gmail.com 2:40-6:00, Th 12:45-6:00
Chapman	No kinder program	624-9074 (Grades) CardChapman@gmail.com 2:25-6:00
Citrus	No kinder program	321-3656 (Grades) CardCitrus@gmail.com 2:00-6:00
Emma Wilson	636-3016 (TK & Kinder) CardKinderEW@gmail.com 2:10-6:00	321-3876 (Grades) CardEmmaWilson@gmail.com 2:10-6:00
Hooker Oak	521-2280 (TK & Kinder) CardKinderHO@gmail.com 2:15-6:00, Wed 1:00-6:00	321-3403 (Grades) CardHookerOak@gmail.com 2:20-6:00, Wed 1:30-6:00
Little Chico Creek	518-6580 (TK & Kinder) CardKinderLCC@gmail.com 2:15-6:00	321-1046 (Grades) CardLittleChicoCreek@gmail.com 2:40-6:00
Marigold	636-3093 (Kinder) CardKinderMg@gmail.com 1:00-5:00	321-2671 (Grades) CardMarigold@gmail.com 2:00-6:00
McManus	No kinder program	321-3187 (Grades) CardMcManus@gmail.com 2:15-6:00
Neal Dow	519-7852 (Kinder) CardKinderND@gmail.com 12:23-5:15	321-3402 (Grades) CardNealDow@gmail.com 2:20-6:00
Parkview	570-4395 (TK & Kinder) CardKinderPV@gmail.com 2:15-6:00	321-3345 (Grades) CardParkview@gmail.com 2:25-6:00
Rosedale	636-3145 (Kinder) CardKinderRd@gmail.com 2:20-6:00	321-3264 (Grades) CardRosedale@gmail.com 2:30-6:00
Shasta	636-3514 (Kinder) CardKinderSh@gmail.com 2:25-6:00	321-3452 (Grades) CardShasta@gmail.com 2:40-6:00
Sierra View	636-3516 (Kinder) CardKinderSV@gmail.com 2:10-6:00	321-1894 (Grades) CardSierraView@gmail.com 2:20-6:00

Payments and Enrollment

Visit our website at www.chicorec.com/asp for parent resources including forms, calendars, payment information and the current parent handbook.

CARD uses email as the main form of communication with families regarding enrollment, payments and general reminders. Please provide the CARD Office with the best email address to reach you.

Payments are due by the last day of the month prior to the month attending. If payment is received after the last day of the month, **the fee increases by \$20. If payment has not been made by program time on the first of the month, your child may not attend until payment is made.** If your child reports to the program without payment being made, he/she will sit out of activities until picked up or the payment is received. **Your spot will be forfeited if payment is not received by the 4th of the month.**

Payment is accepted over the phone at 895-4711, in person at the CARD office, or on your CARD online account. To access your CARD online account, visit www.chicorec.com and click "Account Login." You will use the email address you provided during enrollment as your log in and your initial password is welcome1. A drop box is located in the parking lot of the CARD Office if payment cannot be made during regular business hours.

Automatic Payment Plan

To sign up for the Automatic Payment plan, please complete an **Automatic Payment Form** and return to the CARD office. By signing up for the automatic payment plan, your monthly tuition will be deducted from the credit card or bank account provided to the CARD office **five days prior to the last day of the month.**

Enrollment is on a month to month basis. There are three enrollment options: Monday through Friday, Monday/Wednesday/Friday and Tuesday/Thursday. A change in your enrollment option must be approved through the main office. If space is available, a change in your enrollment option may be made at the time of payment for the next month. **Days of attendance are not flexible, and CARD does not prorate for days not attended.**

The Parent or Legal Guardian that has registered the child is solely responsible for payment of all fees and charges, regardless of custody arrangement. All payments must be made in full as partial payments are not accepted. Postdated checks will not be accepted. Contact the CARD office about payment questions prior to the payment due date. Only the Parent(s) or Legal Guardian(s) listed on the top of the Emergency Form may request copies of their children's confidential information or records at a cost of \$2 per page.

It is CARD's policy that any Parent or Legal Guardian of a child enrolled in the program shall have full access to CARD's file and account information for said child unless otherwise directed in writing by the Parent or Legal Guardian enrolling the child. If you wish to restrict access to your child's file, please request and complete the Directive to Restrict Access Form.

Monthly Fees

Monthly fees for the 2020/2021 school year are listed below. There will be no charge for the month of June 2021. After School Programs operate on school days. See attached calendar.

Re-enrollment for 2021-2022: To re-enroll for the 2021-22 school year, your child must be enrolled through May 2021 and re-enrollment paperwork with the August 2021 payment must be received by the CARD Office by May 28, 2021. Each year this Parent Handbook is updated and available on the CARD website under CARD After School Programs.

CARD's TAX ID # 94-1156263

KINDER & TK PROGRAM FEES				
	Sept 20-May 21			
	M-F	MWF	TTh	
Blue Oak & Neal Dow Kinder	\$360	\$240	\$160	August 2020- BO & ND Kinder M-F \$260, MWF \$170, TTh \$110
All Other Kinder & TK Sites	\$325	\$220	\$145	August 2020- Other Kinder & TK M-F \$225, MWF \$145, TTh \$100

1-5th GRADE PROGRAM FEES				
	Sept 20-May 21			
	M-F	MWF	TTh	
All Grades Programs	\$220	\$150	\$110	August 2020- Grades M-F \$170, MWF \$110, TTh \$80

Program Details

Emergency Forms

Emergency forms are kept at the program sites. It is very important for you to update your child's emergency information whenever you change jobs, move, or need to add new people to the approved pick up list. *Only the parents/legal guardians who are listed on the top of the emergency form have access to make changes to the form.*

Clothing/Belongings

Please label your child's belongings such as jackets and backpacks. All items left at the end of program time will be placed in the school's Lost and Found. CARD is not responsible for lost or stolen items. Children should not bring valuables to the program.

Health and Attendance Policies

If your child becomes ill at the program, you will be notified and must arrange to have your child picked up immediately. If your child is sent home during the school day due to an illness, they are not permitted to attend the after school program. Once your child is cleared to attend school, they are welcome to return to the program. Please notify staff if your child has been exposed to any contagious disease or condition, for example chicken pox, lice, mumps, measles, etc., so we can notify other parents immediately.

Medication Policy

CARD does not store or dispense medication. If it is required for medication to be administered to your child in a medical emergency while attending the program, please notify the after school program Recreation Coordinator at the CARD office for information on accommodations. Children may bring their own sunscreen to the program, however CARD staff are not permitted to apply sunscreen on children.

Americans with Disabilities Act

Pursuant to the Americans with Disabilities Act, the Chico Area Recreation and Park District will make reasonable efforts to accommodate persons with disabilities in the provision of District services, programs or activities. If your child requires special accommodation in order to participate in the program, please let us know prior to starting the program.

Safe Schools

CARD takes proactive measures to protect the safety of the children and staff members. In the case of a "Code Red" lockdown, parents may not pick up their child until the lockdown has ended. Staff will contact you once it is safe to pick up your child.

Photo/Video Release

CARD reserves the right to photograph and video record activities and program participants for potential promotional purposes.

Code of Conduct

To ensure the safety of all children and staff in our after school program, individuals are responsible for adhering to school rules and program policies whenever at the program. This includes use of appropriate language, a civil tone of voice, calm demeanor, respecting personal space, and maintaining professional boundaries. Any person who does not meet conduct expectations will be asked to leave the premises immediately and the participant may be removed from the program.

Kinder Program Specifics

Attendance

CARD staff will pick up children from their kindergarten classrooms each day. We are expecting your child to attend the program on days they are enrolled. In the case of an absence, **it is imperative you call the site cell phone** before the program begins to let staff know your child will not be attending the program that day. **The quick phone call from you saves a lot of time for us!** When absences are notified in advance, staff are able to stay with children in the program instead of making phone calls.

If your child is sent home or not allowed to attend school due to a behavioral or health concern, they are not permitted to attend the after school program. Once your child is cleared to attend school, they are welcome to return to the program.



Sign In/Out Procedures

Children are signed in everyday by CARD staff and must be signed out with **signature and time** by an authorized individual listed on the Emergency Form. CARD does not allow phone-ins as an authorized release of a child. **A Parent or Legal Guardian must provide written permission to the after school staff for someone that is not on the child's emergency form to pick up their child.** If the Parent or Legal Guardian cannot get written pick-up authorization to the after school staff for someone that is not on the child's emergency form, they may write a note and text a picture of the note to the site cell phone.

Pick-up time varies by school. A late fee of \$1.00 per minute is charged after the pick-up time for the first 3 instances. The late fee increases to \$5.00 per minute starting on the 4th instance. If your child is picked up late 6 times in a school year, they will be removed from the program. If your child is not picked up within 30 minutes from the pick-up time and no contact has been made with persons on the emergency form, Child Protective Services will be called.

Bathroom Expectations

To attend the after school program, all children must be able to use the restroom independently and have the ability to clean and change themselves in the case of a bathroom accident. In the event of a bathroom accident, staff will contact parents/guardians to request immediate pick-up or clothing change.

Program Components

Each program will have a daily schedule posted at the site. Program components include: circle time, snack, academic time, activity stations, quiet time and free play.

Healthy Snack

A healthy snack is provided daily and the menu will be posted in the parent area of the program. Due to storage limitations, snack will consist of the same item for all participants each day. You are welcome to send your child with alternative or extra snacks.

1st-5th Grade Program Specifics

Attendance

Your child is expected to be at the program each day they are enrolled unless otherwise arranged with program staff. CARD staff do not pick up children from their classrooms. *It is the child's responsibility to come directly to the after school program each day and sign in with staff in the multi-purpose room.* If your child does not sign in to the program within 20 minutes from the time school is dismissed, staff will contact parents on the emergency form to locate the child. In the case of an absence, **it is imperative you call the site cell phone** before school is released to let staff know your child will not be attending program that day. **The quick phone call from you saves a lot of time for us!** When absences are notified in advance, staff are able to stay with children in the program instead of making phone calls.

If your child is sent home or not allowed to attend school due to a behavioral or health concern, they are not permitted to attend the after school program. Once your child is cleared to attend school, they are welcome to return to the program.

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Pick up time is by 6:00pm. A late fee of \$1.00 per minute is charged after 6:00pm for the first 3 instances. The late fee increases to \$5.00 per minute starting on the 4th instance. If your child is picked up late 6 times in a school year, they will be removed from the program. If your child is not picked up by 6:30pm and no contact has been made with persons on the emergency form, Child Protective Services will be called.

Program Components

Each program will have a daily schedule posted at the site. Program components include: snack, academic time, activity rotations and free play.



Academic Time

A 30-60 minute period will be set aside every day for academic assistance. At some schools it is mandatory for all students to participate in this quiet, educational time of the day. The staff will help keep children on task and will answer homework related questions but ultimately it is the student's responsibility to complete their homework.

Healthy Snack

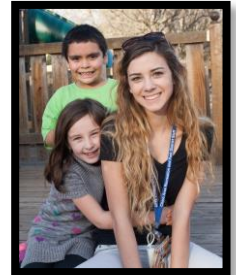
A healthy snack is provided daily and the menu will be posted in the parent area of the program. Due to storage limitations, snack will consist of the same item for all participants each day. You are welcome to send your child with alternative or extra snacks.

Behavior Management

This is the behavior management system the after school program staff will use when addressing behaviors with the children. While this is the general plan we will follow, each situation is unique and may require a different sequence than the one listed below. The staff will use their best judgment when deciding what level of discipline is most appropriate for the circumstances.

Basic Expectations for Participants

- **Be Safe** (includes staying with the group, keeping hands and feet to self)
- **Be Respectful** (includes listening and following directions, using appropriate language, being kind to others)
- **Be Responsible** (includes using the restroom independently/no bathroom accidents, keeping track of personal items, telling the truth, coming directly the program after school)



Reset:

If a participant is displaying undesired or inappropriate behavior, the staff may give a verbal warning or “reset.”

Redirect Form:

If the behavior is not corrected after receiving a reset, the child will receive and complete a Redirect Form. This form will be reviewed with the parent upon pick up.

Reflect Form:

Reflect Forms can be given to children under two separate circumstances: child displays a severe behavior, or the child receives multiple Redirect Forms. The purpose of this form is for the child to reflect on why their behavior was inappropriate and ways to improve their behavior. Depending on the severity of the situation, the child may be removed from activities for the remainder of the day. Reflect Forms will be reviewed with the parent upon pick up.

Behavior Contract:

If a child receives multiple Reflect Forms, staff may choose to suspend the child from the program and schedule a behavior contract meeting. Staff may also choose to put a child on a behavior contract for extreme situations including but not limited to running away from the program or reoccurring bathroom accidents. At this meeting attended by the parent, child, Director, and Recreation Coordinator, a contract will be created detailing behavior expectations for the child to remain in the program. If the behavior contract is broken, the child will be expelled from the program and will be eligible to re-enroll after one calendar year.

Expulsion Policy:

The CARD After School Program has committed to be a safe and enjoyable place. Our program maintains set ratios and is not designed for one on one care. In order to protect all participants, CARD will not tolerate participants causing or threatening physical injury to another person, bringing weapons or illegal contraband to the program. Any of these actions or other actions deemed dangerous, illegal or harmful will result in immediate expulsion from the program.

August 2020

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16		18		20	21	22
23	24	25	26		28	29
30						

September 2020

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27	28	29				

October 2020

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November 2020

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22						28
29						

December 2020

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20						26

January 2021

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February 2021

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March 2021

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14						20
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28	29	30				

April 2021

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18	19	20	21	22	23	24
25		27	28	29		

May 2021

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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27		29
30						

June 2021

S	M	T	W	T	F	S
		1	2			5

*To re-enroll your child for the 2021-22 school year, payment for August 2021 is due by May 28, 2021.

- = First and last day of school (grey is Blue Oak School's first and last day)
- = No School or After School Program (all schools)
- = No School or After School Program (Blue Oak Charter Only)
- = Automatic payments will be processed
- = Payment due for the following month