

# CARD After School Program Parent Handbook 2023-2024



[www.ChicoRec.com/ASP](http://www.ChicoRec.com/ASP)

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



**CARD**  
Chico Area Recreation & Park District

# Program Hours and Contact Info

Visit our website at [www.chicorec.com/asp](http://www.chicorec.com/asp) for parent resources including forms, calendars, payment information and the current parent handbook.

Programs operate on school days (Nature Center program follows the Chico Unified calendar) and hours are listed below. **Program hours do not change on minimum days.** Site cell phones will be on during program hours only. You may text or leave a voicemail during non-program hours.

Location	1-5 <sup>th</sup> Grade Program	Kinder Program
<b>Blue Oak</b>	530-513-2687 MTWF 3:00-6:00, Th 12:45-6:00	No CARD kinder program
<b>Emma Wilson*</b>	530-321-3876 M-F 2:10-6:00	No CARD kinder program
<b>Hooker Oak</b>	530-321-3403 MTThF 2:20-6:00, W 1:30-6:00	530-521-2280 MTThF 2:15-6:00, W 1:30-6:00
<b>Little Chico Creek*</b>	530-321-1046 M-F 2:40-6:00	No CARD kinder program
<b>Marigold</b>	530-321-2671 M-F 2:00-6:00	530-636-3093 M-F 2:00-6:00
<b>Nature Center</b>	530-519-5810 M-F 2:30-6:00	530-570-4395 M-F 2:30-6:00
<b>Neal Dow*</b>	530-321-3402 M-F 2:20-6:00	No CARD kinder program
<b>Parkview*</b>	530-321-3345 M-F 2:25-6:00	No CARD kinder program
<b>Rosedale*</b>	530-321-3264 M-F 2:30-6:00	No CARD kinder program
<b>Shasta*</b>	530-321-3452 M-F 2:40-6:00	No CARD kinder program
<b>Sierra View*</b>	530-321-1894 M-F 2:25-6:00	No CARD kinder program

\* Asterix indicates BLAST After School Programs

# Payments and Fees

The Parent or Legal Guardian that has registered the child is solely responsible for payment of all fees and charges, regardless of custody arrangement. Families can choose to pay for the entire year up front or sign up for a monthly payment plan. Monthly fees vary based on the number of days of care. CARD does not pro-rate for days unattended. Fees for the 2023-24 school year are listed below. After School Programs operate on school days. See the program calendar in this handbook. **CARD's TAX ID # 94-1156263**

To access your CARD online account, visit [www.chicorec.com](http://www.chicorec.com) and click "Account Login." **You will use the email address you provided during enrollment as your log in and your default password is welcome1.**

1-5th Grade Programs		
Yearly Fee is \$2,450		
Daily Fee is \$14		
	Days	Fee
Aug	8	\$ 112
Sep	20	\$ 280
Oct	22	\$ 308
Nov	15	\$ 210
Dec	16	\$ 224
Jan	17	\$ 238
Feb	19	\$ 266
Mar	15	\$ 210
Apr	21	\$ 294
May	22	\$ 308
June	5	no charge

Kinder Programs		
Yearly Fee is \$3,412.50		
Daily Fee is \$19.50		
	Days	Fee
Aug	8	\$ 156.00
Sep	20	\$ 390.00
Oct	22	\$ 429.00
Nov	15	\$ 292.50
Dec	16	\$ 312.00
Jan	17	\$ 331.50
Feb	19	\$ 370.50
Mar	15	\$ 292.50
Apr	21	\$ 409.50
May	22	\$ 429.00
June	5	no charge

Blue Oak Program		
Yearly Fee is \$2,408		
Daily Fee is \$14		
	Days	Fee
Aug	8	\$ 112
Sep	20	\$ 280
Oct	21	\$ 294
Nov	15	\$ 210
Dec	16	\$ 224
Jan	16	\$ 224
Feb	19	\$ 266
Mar	15	\$ 210
Apr	21	\$ 294
May	21	\$ 294
June	4	no charge

## Monthly Payment Plan

- Payment for the entire school year may be made at the time of registration. If choosing to sign up for the monthly payment plan, payments will be automatically processed 5 days prior to the last day of each month for care the following month. If payment is declined, the balance due will be shown on your online account as "Due Now" and must be paid no later than the last day of the month prior to care being provided.
- If payment has not been made by the last day of the month prior to care, a **late fee of \$20** will be charged and your child may not attend until payment is made. Your spot will be forfeited if payment is not received by the 4th of the month.

## Late Pick-Up Fees

Your child must be picked up no later than 6:00pm. A late pick-up fee of \$1.00 per minute is charged 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, they will be removed from the program.

# General Information

## **Re-enrollment for 2024-2025**

Re-enrollment information will be emailed at the beginning of May 2024. To re-enroll for the 2024-25 school year, your child must be enrolled through May 2024, you must complete re-enrollment online and pay the August 2024 fee by May 31, 2024. Each year this Parent Handbook is updated and available on the CARD website under CARD After School Programs.

## **Behavior Expectations**

Below are the behavior expectations for all children. If behavior expectations are not being met, staff will use their best judgment when deciding what level of discipline is most appropriate for the circumstances.

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

The After School Programs are committed to being safe and enjoyable places for all. Our programs maintain set ratios and are not designed for one-on-one care. Staff may choose to suspend or expel a child from the program for reoccurring behavioral concerns or for extreme situations.

CARD will not tolerate participants compromising the safety of themselves or others, causing or threatening physical injury to another person, bringing weapons or illegal contraband to the program, or vandalizing the program equipment or space. Any of these actions or other actions deemed dangerous, illegal, or harmful will result in immediate expulsion from the program.

If a child is expelled from the program and they would like to re-join the program the following school year, a spot is not guaranteed. The family would need to re-add to our waiting list which opens online on April 1st each year for the following school year.

## **Bathroom Expectations**

All children must be fully potty trained and able to use the restroom independently. In the event of a bathroom accident, staff will contact parents/guardians to request immediate pick up or assistance with cleaning and clothing change. Reoccurring bathroom accidents may result in removal from the program.

## **Electronics & Personal Belongings**

Electronic devices, including cell phones and personal gaming devices, may not be used while attending the program. Children should not bring valuables to the program. Please label your child's belongings such as jackets and backpacks. CARD is not responsible for lost or stolen items.

### **Photo/Video Release**

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

### **Health Policies**

If your child becomes ill at the program, you will be notified and must arrange to have your child picked up immediately. Once your child is cleared to attend school or has been fever free for 24 hours, they are welcome to return to the program. If your child is sent home during the school day due to an illness, they are not permitted to attend the CARD program. **Please notify staff if your child has been exposed to any contagious disease or condition, for example COVID-19, chicken pox, lice, mumps, measles, etc., so we can notify other parents immediately.**

- Do not send your child to the program if they are not feeling well or have a temperature over 100.4°.
- If a child indicates they do not feel well, you will be called for immediate pick up.
- If a child has COVID symptoms, they may not attend the program. Please follow guidelines set by local health officials.
- CARD After School Programs follow the same masking requirements as the schools.

### **Medication Information**

CARD does not store or dispense medication. Children may bring their own sunscreen to the program, however CARD staff are not permitted to apply sunscreen on children.

### **Accommodation and Inclusion**

We are happy to work with those who have special needs to ensure equal access to our recreation programs. Please refer to the Accommodations Policy and Request Form found [HERE](#). Please note that participants in need of reasonable accommodations must register for an activity or program and submit a completed Accommodation Request Form no later than four weeks prior to the start date of an activity or 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.

### **Code of Conduct**

To ensure the safety of all children and staff in our programs, individuals are responsible for adhering to the program rules and 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.

# Program Details for BLAST Sites

(Emma Wilson, LCC, Neal Dow, Parkview, Rosedale, Shasta, Sierra View)

The After School Program at the above locations is called BLAST. Chico Unified is the main administrator of the BLAST After School Program and works collaboratively with CARD to provide after school care. The majority of the children are enrolled through Chico Unified at no cost and CARD provides limited fee-based spots. These enrollment options will not affect your child's experience in the program, but will differ in registration process, fees, and attendance requirements. To get on the waiting list for a Chico Unified no cost spot, visit <http://bit.ly/CusdBLAST>

## Attendance

CARD does not have attendance requirements; your child may attend days/hours as needed. It is helpful for you to notify our staff if your child will be absent. **Unexplained absences will not be confirmed by CARD staff.** Please be clear with your child when they are expected to sign in to the After School Program.

It is the child's responsibility to come directly to the After School Program and sign in with staff in the multi-purpose room. Children will not be picked up from their classrooms.

**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.

## Authorized Pick-up People

The Parent or Legal Guardian who enrolled the child is the only individual who can access the child's account information and may designate individuals who can add or remove people from the child's pick-up list. Anyone listed as an authorized pick-up person may sign out the child. **Photo ID will be checked.** For your child's safety, these rules are strictly enforced, and no exceptions will be made.

- To add individuals to the authorized pick-up list for your child, you can
  - add people in person at the program site.
  - provide a written note with your signature to the program. If you are unable to give this note to staff in person, you may write a note and text a picture of it to the site cell phone. CARD does not allow phone-ins as an authorized release of a child.
- To remove an authorized pick-up person for your child, you can
  - remove people in person at the program site.
  - contact the CARD office for assistance.

## Snacks

Chico Unified provides a meal-sized snack to all children in the After School Program. Children are welcome to eat their own food at any time during the day.

### **Academic Time**

Children are required to participate in Academic Hour. This 60-minute period includes 20-30 minutes of reading. Staff will be available to help children with their homework but it is ultimately the student's responsibility to complete their assignments.

### **Program Structure for BLAST After School Programs**

- Students will be grouped based on their age and will stay with their assigned groups for the majority of the program time.
- Sample daily schedule for BLAST Program
  - 2:20 - 2:45- Sign in and Snack
  - 2:45 - 3:25- Recreation (structured outside activity)
  - 3:30 - 4:30- Academic Time
  - 4:30 - 4:45- Assembly
  - 4:45 - 5:20- Enrichment Activities (structured disguised learning activities such as crafts, science, cooking, music, creative writing)
  - 5:20 - 6:00- Free Choice
- During Recreation and Enrichment, students will participate in structured planned activities with their assigned group.
- Children will have the opportunity to interact with children outside of their assigned groups during Free Choice each day.

# Program Details for Non-BLAST Sites

(Blue Oak 1-5<sup>th</sup> grades, Hooker Oak K-5<sup>th</sup> grades, Marigold K-5<sup>th</sup> grades)

## Attendance

CARD does not have attendance requirements; your child may attend days/hours as needed. It is helpful for you to notify our staff if your child will be absent. **Unexplained absences will not be confirmed by CARD staff.** Please be clear with your child when they are expected to sign in to the After School Program.

- For kinder students, CARD staff will pick up children from their kindergarten classrooms each day.
- For 1-5<sup>th</sup> grade students, it is the child's responsibility to come directly to the After School Program and sign in with staff in the multi-purpose room. CARD staff do not pick up 1-5<sup>th</sup> grade children from their classrooms.

**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.

## Authorized Pick-up People

The Parent or Legal Guardian who enrolled the child is the only individual who can access the child's account information and may designate individuals who can add or remove people from the child's pick-up list. Anyone listed as an authorized pick-up person may sign out the child. **Photo ID will be checked.** For your child's safety, these rules are strictly enforced, and no exceptions will be made.

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  - add people in person to your child's account at the program site.
  - provide a written note with your signature to the program. If you are unable to give this note to staff in person, you may write a note and text a picture of it to the site cell phone. CARD does not allow phone-ins as an authorized release of a child.
- To remove an authorized pick-up person for your child, you can
  - remove people in person from your child's account at the program site.
  - contact the CARD office for assistance.

## Snacks

Snacks are not provided by CARD. Children are welcome to eat their own food at any time during the day.

## Program Structure

Each program will create their daily schedule. Program components include academic time, arts and crafts, games, free play, and more!

- Academic Time- Children are welcome to work on their academics at any time of the day. A period of optional academic assistance time will be provided. Staff will be available to help but it is ultimately the student's responsibility to complete their homework.
- Kinder is a separate program from the 1-5<sup>th</sup> grade program.



# Program Details for Nature Center

## Attendance

CARD does not have attendance requirements; your child may attend days/hours as needed. It is helpful for you to notify our staff if your child will be absent. **Unexplained absences will not be confirmed by CARD staff.** Please be clear with your child when they are expected to sign in to the After School Program.

- For Parkview students, CARD staff will pick up children from Parkview. Information regarding pick up area will be emailed.
- Transportation from schools other than Parkview is not provided.

**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.

## Authorized Pick-up People

The Parent or Legal Guardian who enrolled the child is the only individual who can access the child's account information and may designate individuals who can add or remove people from the child's pick-up list. Anyone listed as an authorized pick-up person may sign out the child. **Photo ID will be checked.** For your child's safety, these rules are strictly enforced, and no exceptions will be made.

- To add individuals to the authorized pick-up list for your child, you can
  - add people in person to your child's account at the program site.
  - provide a written note with your signature to the program. If you are unable to give this note to staff in person, you may write a note and text a picture of it to the site cell phone. CARD does not allow phone-ins as an authorized release of a child.
- To remove an authorized pick-up person for your child, you can
  - remove people in person from your child's account at the program site.
  - contact the CARD office for assistance.

## Snacks

Snacks are not provided by CARD. Children are welcome to eat their own food at any time during the day.

## Program Structure

This outdoor based program runs on the Chico Unified schedule and provides outdoor recreation such as swimming in Big Chico Creek (weather permitting). In addition to free play, science, craft and games, children have the opportunity to go on nature walks, build tree forts, attend live animal presentations and grow connections with their peers and nature.

- Academic Time- Children are welcome to work on their academics at any time of the day. A period of optional academic assistance time will be provided. Staff will be available to help but it is ultimately the student's responsibility to complete their homework.
- TK/Kinder is a separate program from the 1-5<sup>th</sup> grade program.



# After School Program Calendar

## Chico Unified Elementary Schools

### August 2023- June 2024

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	<del>22</del>	23	24	25	26
(27)	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	# 4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	(26)	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	(27)	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	# 9	# 10	11
12	13	14	15	16	17	18
19	# 20	# 21	# 22	# 23	# 24	25
(26)	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	# 25	(26)	# 27	# 28	# 29	30
31						

January 2024						
S	M	T	W	T	F	S
	# 1	# 2	# 3	# 4	# 5	6
7	8	9	10	11	12	13
14	# 15	16	17	18	19	20
21	22	23	24	25	26	(27)
28	29	30	31			




February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	# 16	17
18	# 19	20	21	22	23	24
(25)	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	# 18	# 19	# 20	# 21	# 22	23
24	25	26	(27)	28	# 29	30
31						

April 2024						
S	M	T	W	T	F	S
	# 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	(26)	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	# 27	28	29	30	31*	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	<del>7</del>	8

-  = First and Last Day of School for Chico Unified
-  = No School or After School Program
-  = Payment Plan payments will be processed

\* To re-enroll your child for the 2024-25 school year, payment for August 2024 is due by May 31, 2024.



**CARD**  
Chico Area Recreation & Park District

# After School Program Calendar

## Blue Oak Charter School

### August 2023- June 2024

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	<del>22</del>	23	24	25	26
<b>27</b>	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	<b>4</b>	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	<b>26</b>	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	<b>9</b>	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	<b>27</b>	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	<b>10</b>	11
12	13	14	15	16	17	18
19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	25
<b>26</b>	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	30
31						

January 2024						
S	M	T	W	T	F	S
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	6
7	<b>8</b>	9	10	11	12	13
14	<b>15</b>	16	17	18	19	20
21	22	23	24	25	26	<b>27</b>
28	29	30	31			




February 2024						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	<b>16</b>	17
18	<b>19</b>	20	21	22	23	24
<b>25</b>	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	23
24	25	26	<b>27</b>	28	<b>29</b>	30
31						

April 2024						
S	M	T	W	T	F	S
	<b>1</b>	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	<b>26</b>	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	<b>17</b>	18
19	20	21	22	23	24	25
26	<b>27</b>	28	29	30	31*	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	<del>6</del>	7	8

-  = First and Last Day of School for Blue Oak Charter
-  = No School or After School Program
-  = Payment Plan payments will be processed

\* To re-enroll your child for the 2024-25 school year, payment for August 2024 is due by May 31, 2024.