



After School Program Handbook 2023-2024

102 W 11th Street
Chico, California 95928
ASP Classroom: (530) 895-2650 x867
ASP Cell Phone: (530) 624-9902

Handbook Use and Purpose

This handbook is designed to help family members and students get acquainted with the After School Program (ASP) hosted at CCDS. We hope that it will serve as a useful reference to you while your child is enrolled in ASP. The After School Program is operated outside of the CCDS's core academic program. The program is growing and changing and reserves full discretion to add, modify, or delete parts of this Handbook as well as the policies and procedures on which they are based at any time. Please continue reading and referring back to the details in this handbook as needed.

Contact Information

For questions regarding ASP Program and Enrollment contact:

Erin Lizardo, *After School Program Coordinator*

elizardo@chicocountryday.org | (530) 895-2650 x867 | Room 43

For questions regarding ASP fees and billing contact:

Gretchen C. Bender, *Chief Business Officer/Director of Human Resources*

gbender@chicocountryday.org | (530) 895-2650 ext. 874 | Room 16

CCDS After School Program Goals

- To provide a safe, supportive, and fun learning environment.
- To provide opportunities to build and practice skills in the areas of fine and gross motor, social-emotional, critical thinking, and creative expression.
- To provide an engaging and balanced variety of structured and free-choice learning activities ranging from calm and quiet to high-energy and social.

Participation

Every CCDS student, grades TK-8, is eligible to enroll in ASP, subject only to program capacity. Prior to attending ASP, parents must request enrollment. If an enrollment request is approved, parents will be notified and sent an ASP Participation Agreement and a Payment Information form. Once the Participation Agreement and Payment Information form are received and processed, the student will be cleared to attend ASP.

- To request enrollment, submit this form online: [New Enrollment Request Form](#)
- To request a change in your existing enrollment (adding or subtracting participation days), submit this form online: [Enrollment Change Request Form](#)
- To withdraw your student from ASP, submit this form online: [Program Withdrawal Form](#)

ASP Billing and Payment Policies

- ASP participation fees are due the 1st of each month for the entire month regardless of the number of days your child attends. Credit/debit card payments will be processed on the 2nd of each month.
- If student ASP participation start date is between the 1st and 14th of the month, the full monthly fee payment is due for the month. If student program participation start date is between the 15th and 31st of the month, the monthly fee will be prorated by half.
- If an ASP participation fee payment is not received by the 5th of the month, a \$15 late fee will be added to the account. If payment is not made by the 15th of the month, the student will be withdrawn from the program.
- ASP hours of operations are from student school day dismissal time to 5:30pm, Monday - Friday. Student care provided beyond ASP hours of operation will be billed at \$1.00/minute per student.
- Program enrollment change requests (adding or subtracting participation days) must be submitted by the 15th to be reflected in the following billing cycle. Program enrollment changes requested after the 15th will appear as rate adjustment as a credit (if days subtracted) or an additional charge (if days added) at the subsequent billing cycle.

Program Rates

TK ASP Tuition Rates	1:50 - 2:30pm*	2:30 - 4:30pm
1 day	\$0/month	\$45/month
2 days	\$0/month	\$80/month
3 days	\$0/month	\$110/month
4 days	\$0/month	\$135/month
5 days	\$0/month	\$155/month
*CCDS ASP offers a free program for TK students from 1:50 pm - 2:30 p.m. TK students who will attend TK ASP during the free program hours must still complete the enrollment process and related documents.		

Kinder ASP Tuition Rates	2:30 - 4:30pm	2:30 - 5:30pm
1 day	\$45/month	\$65/month
2 days	\$80/month	\$120/month
3 days	\$110/month	\$160/month
4 days	\$135/month	\$195/month
5 days	\$155/month	\$225/month

1st-8th ASP Tuition Rates	2:30 - 5:30pm
1 day	\$65/month
2 days	\$120/month
3 days	\$160/month
4 days	\$195/month
5 days	\$225/month

Participation Fee Waivers and Subsidies

- ASP participation fees will be waived for students who meet the criteria for any of the following unduplicated pupil groups for the current school year:
 - free or reduced-price meals
 - homeless youth (as defined by the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. Section 11434a])
 - foster care
- ASP accepts Valley Oak Children Services subsidized payments.

Absences

If a student is absent from the After School Program for a period of 10 days or longer due to severe illness or medical situation, parents may request an [Extended Absence Credit using this form](#). A doctor's note must be provided for the specific dates your student was absent from ASP.

Withdrawals

A parent may withdraw their child from the After School Program at any time. No refunds will be given. Use this form to submit a program withdrawal notice: [Program Withdrawal Form](#)

Hours of Operation

Parents that are late picking up their child(ren) more than three times will be withdrawn from the program and can no longer attend.

	Regular Day Schedule	Early Release Schedule	Minimum Day Schedule
ASP Start	1:50pm	1:30pm	12:30pm
ASP End	5:30pm	5:30pm	5:30pm
	Tuesday- Friday	Every Monday	See 23/24 CCDS School Calendar

If a student is “left” at school past 6:00pm, and the After School Program has not been notified of proper arrangements for pick-up, ASP is authorized to call the Chico Police Department to escort your student home.

ASP Non-operational Days

ASP will not operate on student CCDS calendar holidays and non-student days. See the [23/24 CCDS School Calendar](#).

Student Sign-in Procedure

Grade Level	Regular Sign-in Procedure
TK	ASP TK students stay in the TK classroom following dismissal. ASP staff assists TK students to sign in.
Kindergarten	ASP Kinder students line up in the classroom and are escorted outside by ASP staff to the area in front of Lounge (Room 17). ASP staff assists Kinder students to sign in.
1st-8th	Immediately following dismissal, ASP Students in grades 1-8 line up on the ramp by the Party Patio. ASP staff assists students to sign in and select activities for the day.

Parents will be notified for ASP students who fail to sign in 15 minutes after school has been dismissed. Three (3) failures to sign in by 3:00pm will result in suspension from ASP. A mandatory meeting between parent/guardian, student, and the ASP Coordinator will be required prior to the student being allowed to return to ASP.

ASP Student Pick-up Procedure

1. Parents or authorized pick-up persons enter through the ASP entrance gate at the far end of the elementary parking lot (see map below).
2. Parents sign their student(s) out inside the ASP classroom. All grade levels are signed out in the ASP classroom, TK-8th grade.
3. ASP staff will locate the student using walkie radios. The time the student is picked up and the activities they’ve selected for the day will determine where the student is located.

Parents that are late picking up their child(ren) more than three times will be terminated from the program. If a student is “left” at school past 6:00 pm, and the After School Program has not been notified of proper arrangements for pick-up, ASP is authorized to call the Chico Police Department to escort your student home.

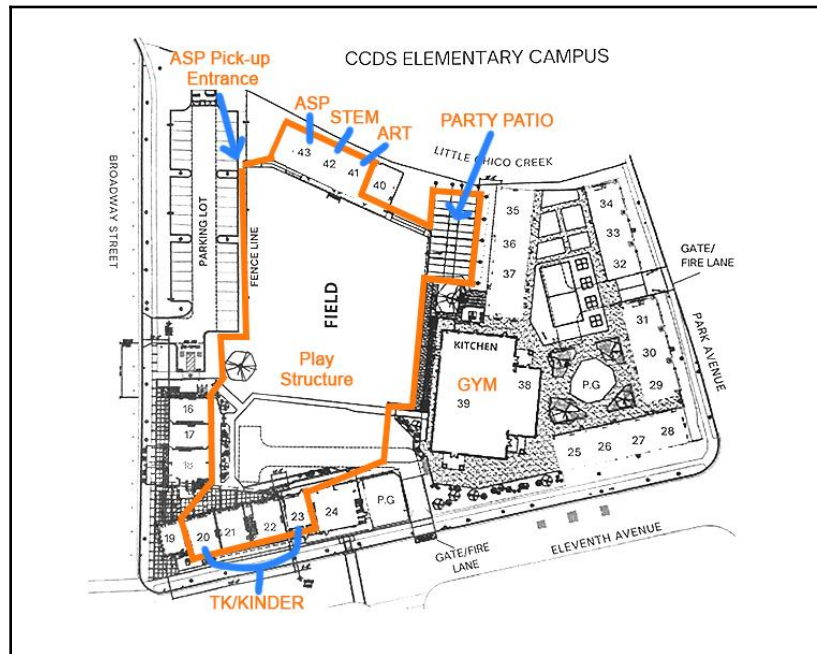
Authorized ASP Pick-up Persons

Only persons authorized by the parent/guardian are allowed to pick up the student. To create an authorized pick-up persons list for your student, please fill out this form: [After School Authorized](#)

[Pick-Up Form](#). Additionally, emergency contacts listed in the students Aeries account are authorized to pick up. Students will not be allowed to leave with individuals not previously authorized for pick-up by the parent/guardian.

Program Locations

- ASP operates on the CCDS elementary campus and utilizes:
- ASP Room 43
- STEM Room 42
- ART Room 41
- Field
- Play Structure
- Party Patio
- TK/Kinder Rooms
- Gym/Rainbow Room



Student Behavior Expectations and Management

- Students are expected to follow our CCDS campus wide expectations (the 3 Bs - see table below):
 - Be Safe
 - Be Responsible
 - Be Respectful
- Behavior deemed disrespectful or hurtful to others will not be tolerated and a parent conference will be scheduled.
- Any student found to be a risk to the safety of themselves or others may be immediately withdrawn from the ASP program.

When student behavior does not follow the three B's, the following steps will be taken:

1. Student will be given a verbal warning and engaged in a conversation about appropriate behavior expectations.
2. A second redirect from ASP staff will result in an incident report and require the student to fill out a "rethink sheet". A copy of the incident report and/or rethink sheet will be sent home and must be returned the following day with a parent signature to indicate that the behavior was discussed.
3. A third incident report or rethink sheet for the same or similar behavior will result in student suspension from the program. A parent conference will be required prior to the student returning to ASP. The meeting will be held with the ASP Coordinator, parent or guardian, and if

needed, and a CCDS school administrator (at the discretion of the ASP coordinator).

- If a student's behavior continues to put themselves or others at risk, the student will be unenrolled/removed from the after school program.

Common Universal Behavior Expectations (3 Bs) - Some examples:

	Be Safe	Be Respectful	Be Responsible
All Classrooms and Common Areas	<ul style="list-style-type: none"> Keep your hands, feet, and objects to self. Walk to the right at all times. Use equipment and materials appropriately. 	<ul style="list-style-type: none"> Use appropriate language and voice level. Clean up after self. Use appropriate language (absolutely no cussing). 	<ul style="list-style-type: none"> Take proper care of all school equipment. Leave toys or other personal belongings at home. Return equipment and materials to their proper locations.
Sign-in	<ul style="list-style-type: none"> Arrive/sign in on time. Do not leave campus. Put belongings in your designated area. 	<ul style="list-style-type: none"> Be an active listener. Keep hands, feet, and objects to self. 	<ul style="list-style-type: none"> Arrive/sign in on time.
Bathrooms	<ul style="list-style-type: none"> Walk. Report unsafe conditions. 	<ul style="list-style-type: none"> Use appropriate language and voice level. Respect the privacy of others. 	<ul style="list-style-type: none"> Use the bathroom for its intended purpose. GO-FLUSH-WASH-CLEAN-UP-LEAVE
Cafeteria/ Lunch Area	<ul style="list-style-type: none"> Keep your hands and feet to self. Eat only your own food Playground equipment is not permitted in eating areas. Eat in designated areas only. 	<ul style="list-style-type: none"> Use appropriate language and voice level. Listen and follow adult directions 	<ul style="list-style-type: none"> Remain seated until signal for dismissal. Clean up trash and belongings. Pack it in, pack it out!
Gym	<ul style="list-style-type: none"> Keep your hands and feet to self. Use equipment how and where it is intended 	<ul style="list-style-type: none"> Use appropriate language and voice level. Listen and follow adult directions. 	<ul style="list-style-type: none"> Return equipment to its proper location.
Free Play	<ul style="list-style-type: none"> Keep your hands and feet to self. Use playground equipment how and where it is intended Stay in assigned areas. 	<ul style="list-style-type: none"> Be an active listener. Practice respectful game play and sportsmanship. Use appropriate language and voice level. 	<ul style="list-style-type: none"> Return equipment to the proper location.

Cellular Device Policy

Cellular devices may not be used at any time during the ASP program. Cell phones and any cellular device (smart watches, tablets, personal wifi devices, etc.) must be turned off and in the students designated area or back pack at all times (not in pocket). If you need to contact your student, call the ASP cell phone at (530) 624-9902 or ASP classroom at (530) 895-2650 x867 and a message will be delivered to your student. Texting, picture taking, and videotaping are not permitted anytime during the school day by any student or parent. ASP is not responsible for lost, stolen, or damaged devices brought on campus.

Students found to be in violation of the cell phone/device policy will turn over their device to ASP staff. The device and [violation notification](#) will be given to the parent/guardian at pickup. After the 3rd violation, the student will be suspended from the program. A parent conference will be required prior to the student returning to ASP. The meeting will be held with the ASP Coordinator, parent or guardian, and if needed, and a CCDS school administrator (at the discretion of the ASP coordinator).

Emergency Contact

The After School Program can be reached at the ASP phone number (530) 624-9902. Chico Country Day After School Program will administer basic first aid to children in need. If the child requires emergency treatment, ASP will notify the parent (or emergency contact if the 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.