



## After School Program Handbook 2021-2022

### **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 Expanded Learning 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 high quality activities with disguised learning opportunities.
4. To provide opportunities to wonder and research curiosities.
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. A completed contract is needed to enroll in the After School Program. All ASP contracts can be found on the CCDS Website. ASP will be utilizing the same emergency information provided to the Main Office. 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. All holiday closures are already prorated into the monthly tuition. Account payments are due on the 1st of each month. Additionally, if tuition is not received by the 5th of the month, you will be charged a \$15 late fee. If tuition is not received before the 15th of each month, your child will be automatically withdrawn from the After School Program.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. Tuition charges for any contract 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 is offering a tuition free program for TK students from 1:50 p.m.-2:30 p.m. If you would like your student to participate in this program, please fill out and return the appropriate contract.



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

	<b>2:30 p.m.-4:15 p.m.</b>	<b>2:30 p.m.-6:00 p.m.</b>
One day per week	\$25.00 Per Month	\$50.00 Per Month
Two days per week	\$40.00 Per Month	\$80.00 Per Month
Three days per week	\$52.50 Per Month	\$105.00 Per Month
Four days per week	\$62.50 Per Month	\$125.00 Per Month
Five days per week	\$75.00 Per Month	\$150.00 Per Month

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

One day per week	\$50.00 Per Month
Two days per week	\$80.00 Per Month
Three days per week	\$105.00 Per Month
Four days per week	\$125.00 Per Month
Five days per week	\$150.00 Per Month



Parents must also select which days of the week the student will be attending. Once selected, days are not interchangeable.

### **Valley Oaks**

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 tuition.

***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 1:50 p.m.- 6:00 p.m., during regular school days. The After School Program will be opened earlier than 1:50 p.m. on minimum 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 ASP room (room 17) for dismissal with their parent/guardian. 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 without permission from the ASP Director or Supervisor. Please be sure to update your emergency contact information with Stacy Ferguson in the main office at [sferguson@chicocountryday.org](mailto:sferguson@chicocountryday.org). Please be prompt in picking up your child(ren). After 6:00 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 867



### **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, CCDS 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.

### **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 a 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 2021-2022 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

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date