

FORESTVILLE SCHOOL

ASAP

(After School Activities Program)

FAMILY HANDBOOK

2017 - 2018

Introduction

The Forestville Union School District is pleased to offer an after school program serving our students. It is a recreational and activities based program designed to provide a safe and comfortable after school environment where young people can have fun, learn and grow. The program will run between the hours of school dismissal and 6:00 p.m. The program will offer morning care from 7:00 a.m. to 8:00 a.m. as well.

This handbook will act as a guide to explain the policies and procedures under which the school district's program operates. If you have questions regarding your child's participation in the program, details regarding hours, scheduling, tuition, discipline, etc. please do not hesitate to call the Activity Programs Coordinator at 887-2279, ext. 4424. At certain times during the workday when no one is available to answer the phone, the answering machine will be in operation. Please leave a message and one of our staff members will respond to your call at their earliest opportunity.

In operating the after school program (ASAP), the district's goal is to provide a safe and comfortable environment for children, one that is also convenient for the parents. We believe after a long day at school, an inviting place for our children is a necessity. At ASAP, we strive to provide a positive environment for the children using the program. A wide range of supervised and self-directed activities are offered which include creative art, crafts, science, computers, indoor and outdoor games, gardening and cooking. High School and college students, as well as community volunteers, act as tutors, recreational assistants and mentors for ASAP children. Children are encouraged to participate during homework time. Parent-teacher involvement in developing a study plan that works best for each child is encouraged and supported. Nutritious snacks are served each afternoon. Each child is treated with respect and dignity and cooperation among the children is always stressed and encouraged. The program is staffed by a teacher director and experienced teaching assistants.

We encourage and appreciate your involvement with your child and their after school time at ASAP. In order for the district to provide the facility, it must be self-sufficient. Due to tight financial conditions under which the school districts are operating today, no school district general funds are available to supplement fees paid by the parents using the program. To pay for salaries, purchase food and supplies, and maintain classroom equipment, your tuition must be paid on a timely basis. To run the program efficiently and be considerate of our staff, your children must be picked up on time. When emergencies come up, or changes need to be made, communication with the program director is important. Please feel free to contact our staff at any time.

Director/Activity Programs Coordinator: Linda Strauss
Address: Forestville School 6321 Hwy 116 Forestville, CA 95436
Telephone: (707) 887-2279, EXT 4424
Director E-mail: Lstrauss@Forestvilleusd.org

Hours of Operation and Legal Holidays

During all days that the school district is in session, ASAP is open from after school until 6:00 p.m. The program is open on minimum days when school lets out at 12:30pm.

ASAP is closed Saturdays, Sundays, and all legal and school holidays. Each school year a school calendar will be available at registration time.

Holidays are not deducted from your monthly contracted fees. Fees for months affected by winter, spring or summer vacations may be prorated if there are less than 4 weeks in the month. Check the parent bulletin board or your parent file for specific information. When you register, you will receive a "School Year Tuition Schedule" letting you know what tuition will be charged each month of the school year.

Communications

There will be a folder with your child's name on it in the ASAP room. All notices and informational flyers will be placed in the folder. You will receive a Parent Newsletter at the beginning of each month containing news about what is going on at ASAP. Your monthly tuition statement will also be placed in this folder. Please check it frequently. Notes will be posted on a board near your child's folder to call your attention to important details and events as they arise.

Release of Your Child

The ASAP staff are not allowed to sign your child out for you and/or bring your child home to you. The ASAP staff always assume, unless informed otherwise, that you, the parent/guardian, will pick up your child and they will sign out each evening or that by prior arrangement, another adult or sibling may pick them up. You may give written permission for your child to sign themselves out so they can walk home or to after school events. Any other persons picking up your child must:

- 1) be previously listed by you on your child's permanent registration record, or:
- 2) have written authorization from you to pick up your child, or:
- 3) be authorized by a previous phone call to ASAP.

Registration

The current enrollment fee is \$75 per child, per year (\$50 registration, \$25 materials fee). Children enrolling late in the school year, after March 1st, will have the registration fee reduced to \$25, for a total enrollment fee of \$50. Each family will be asked to complete a registration packet each school year.

Families currently attending receive priority registration privileges in May but must complete a preregistration form to reserve a space for the next school year. Registration fee payment reserves a space. Complete registration packets will be available at ASAP and need to be processed prior to the first day of attendance. Watch for notices on the ASAP bulletin board or in your parent file concerning registration dates and forms. If the program fills and is not accepting new registrations, a waiting list will be kept and you will be notified immediately when there is an opening.

Registration meetings will be held in August (the week before school starts). During this time, registration packets are completed and registration fees are paid. The first month's tuition is paid in August. This meeting

time will also give families an opportunity to meet the staff and ask questions. Please note that for proper billing and scheduling, a revised schedule must be submitted any time a child's schedule changes during the year. There is a \$15.00 fee for non-emergency schedule changes. A two-week notice is required for any schedule change. ASAP does not give refunds due to scheduling changes or absences once the school year begins because staffing commitments have already been made.

Tuition

The tuition fee schedule is included with the registration packet. Tuition fees are due and payable in advance of attendance on the first day of each month. Tuition needs to be paid by check or money order; we do not except cash payments. Tuition fees are based on days requested on the registration contract and will be billed on the first of each month. An invoice will be placed in your parent file. Invoices are not mailed. A \$25.00 late fee will be charged for payments received after the 10th of the month. Failure to pay tuition by the 10th of the month may result in termination of services. In order to continue services at your present status, payment must be received within 7 days. If payment is not received, re-enrollment will be required before your child may resume attendance. Resumption of services cannot be guaranteed if there is a waiting list. Tuition adjustments are billed at the beginning of the following month and are due by the 10th of that month. Fees are based on a per-day basis.

Families receiving child care subsidies are responsible to pay any amount not covered or paid by the subsidizing agency.

Drop-In Attendance

Attendance on days not contracted for may be available if the program is not full on the day you are requesting. You must receive approval from the ASAP director before sending your child to ASAP on a day he/she is not scheduled to attend. The drop-in daily fee of \$18.00 is due when you pick up your child that day. Drop-in attendance in the morning only is \$7.00 per day. If the drop-in fee has not been paid at the end of the drop-in day, a \$5.00 late fee will be added.

Refunds and Credits

ASAP does not give refunds or credits for any reason. Once completed and paid, your schedule is a contract with the School District and informs the Site Director that a certain number of children will be using the program during the upcoming period. Personnel are employed based on the number of children scheduled to use the program. There are no refunds given for any time that is scheduled and not used. We do not prorate schedules for illness, family vacations or any other unused time.

Discounts

ASAP offers a 10% discount for more than one child attending when the children attend full time. The discount is taken off on the tuition of the sibling using the program the least number of hours, or the older sibling if both attend the same number of hours. A discount will not be given on past due accounts.

Returned Checks

If a check is returned from the bank, a fee (\$25.00) will be assessed. You will receive written notification from the school district office stating the total amount owed. Failure to respond with payment due within 5

days of notification may result in termination of services. If a second check is returned at any time we may request that future payments be made by cashier check or money order.

Discipline

Our goal is for children to successfully manage their own behavior. We use positive interaction and supportive intervention to help students reach that goal. We will treat children with respect, consideration and sensitivity and expect them to treat others likewise. We ask that parents be involved by encouraging their children to observe program rules which include all regular Forestville School classroom and playground rules. Students will be required to: respect all school rules; respect property, equipment and materials; respect other students, staff and volunteers; arrive on time and sign-in and out; and bring their books and materials for homework time.

Consequences for rule infractions, in sequential order, are: 1) re-direction, staff/students conference, 2) student written response (think sheet), 3) parent/student/staff conference, 4) suspension and/or expulsion. The following behaviors may lead to immediate expulsion from the program: aggressive physical or out-of-control behavior, actions that threaten the safety and well-being of others.

Homework Help

A time is set aside each day, except Friday, for completion of homework assignments. We solicit and support parent and teacher involvement in developing a study plan that works best for each student. It is the student's responsibility to let the ASAP staff know when they have homework and to come prepared with the books and materials they need. We encourage peer support and provide high school and college students. We have a variety of reference books and supplies to aide students. We have computers for students to use that include on-line research capabilities.

Health

Illness - Our facilities have no provisions for caring for sick children. Please do not send your children if they are sick or feverish. If your child becomes sick while attending ASAP, we will contact you with a request and expectation that you will pick up your child immediately.

Contagious condition - Please notify the staff if your child has a contagious disease/condition (this includes head lice). Your child will not be allowed at ASAP during his/her contagious period. As appropriate, parents will be informed of contact to contagious diseases. Children who have had head lice must be completely free of lice and nits before they will be readmitted to attend ASAP or Forestville School.

Allergies - Please inform staff of any allergies or allergic symptoms prior to your child's admittance to ASAP. This notification should include food and medication allergies.

Emergencies - Should your child need medical attention, an attempt to notify parent/guardian will be made. If you cannot be reached, medical attention will be sought as per your emergency information on file with ASAP.

Medications - Medications cannot be administered by the staff. Medications can be administered by the school health tech in the school office before your child arrives after school.

Sign-in and Sign-out

Each child will sign in when arriving at ASAP and sign out when they leave. Children must arrive when school is dismissed unless they are attending a supervised after school activity. Children are not allowed to be on

campus after school unless they are supervised by an adult. Children may not leave campus and return to ASAP unless accompanied by a parent or parent designee. ASAP is a recreation program, not licensed day care; it is the child's responsibility to sign in and sign out; parental reminders to do so are appreciated! Children may sign themselves out and leave **ONLY** when we have parent/guardian permission for them to do so.

**Forestville School ASAP
After School Activities Program**



Before and

After School

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