

# CORPUS CHRISTI AFTER SCHOOL PROGRAM

## PARENT HANDBOOK

### **CORPUS CHRISTI AFTER SCHOOL PROGRAM (CCASP)**

581 Silas Deane Highway – Wethersfield CT 06109

Thank you for your interest in the Corpus Christi After School Program (CCASP). We will be entering our twenty-sixth year this September, and we are excited about how our program has grown from twelve children in 1992 to over one hundred and twenty today. We look forward to spending the afternoon with your children.

Corpus Christi After School Program's mission is to provide a fun, safe, educational and enriching environment for every child. Warm and friendly staff nurture children to increase their cognitive abilities and foster self-esteem, while developing team spirit with a sense of cooperation and fair play. We encourage the character traits of RESPECT, RESPONSIBILITY, and KINDNESS and ask that students adhere to 5 basic principles which contribute to their safety, well-being and the program's overall success: They are:

- 1) BE SAFE
- 2) BE KIND
- 3) BE A GOOD HELPER
- 4) HAVE FUN
- 5) GET HOMEWORK DONE

The program follows the school day and is open only on days when school is in session. The program is closed on all days off, vacation days and snow days.

Our afternoon consists of:

Social Time	emphasizing helping, understanding and respect for one another.
Play Time	Educational and creative activities both outdoors to enjoy nature and in the classroom
Craft Time	Developing skills of creativity and enjoying seasonal and holiday projects
Homework Time	Quiet, supervised time to complete school assignments, study, read or rest
Snack Time	Healthy food brought from home to enjoy while socializing with friends

## PROGRAM HOURS:

- **Full Day** – 2:07 pm-5:30pm
  - **Half Day** – 12:07 pm-5:30 pm

Children must bring a **full lunch**, including a drink & afternoon snack.

The program **will not operate** on days off, during school vacation or snow days.

- The program **will not** be in session on the **half day** before the Thanksgiving, Christmas, Easter and Memorial Day break.
- The program **will always begin on the first full day** of the new school year.
- In June, the program will always end on the **last full day** of the school year.

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## DAILY SCHEDULE

### PreK-3 & PreK-4 Program

2:00	<b>Check-in</b> Pre-K Classrooms
2:05-3:00	<b>Active play</b> (Outside/indoor)
3:00-3:20	<b>Snack**</b>
3:20-4:15	<b>Circle Time</b> Music, Story, Art
4:15 –5:30	<b>Activity Stations/Playscape</b>

**PLEASE NOTE:** Preschool students remain in uniforms, are fully trained-No diaper/pull-ups.

### Kindergarten - Grade 4

2:07	<b>Check-in</b> followed by Uniform Change (Main Building)
2:30-3:15	<b>Active play</b> (Outside/Gym/Other available space)
3:15-3:30	<b>Snack**</b>
3:30-4:10	<b>Structured Homework</b>
4:10 –5:15	<b>Free Play &amp; Activities</b>

## **Grades 5 - 8**

2:07	<b>Check-in</b> dismiss to Art Rm
2:07-2:30	<b>Snack**</b> (In Art Room)
2:30-2:40	<b>Uniform Change</b>
2:40-3:30	<b>Supervised Free Play</b> (Gym)
3:30-4:10	<b>Structured Homework</b>
4:10-5:30	<b>Free Play &amp; Activities</b> (Annex or outside)

**\*Daily schedules** may change based on weather and programming needs. **Activities include: Table games, puzzles, science & math activities, arts & crafts, legos, garden activities, physical activity on the playscape & playground, music, puppets & more.**

**\*\* SNACK** - Healthy Finger Food Snacks & Drinks must be provided by parents. Medical & Allergy Information is critical to student safety. Please speak with staff about any concerns and note on registration forms.

Half days (12:07 to 5:30) the schedule is adjusted accordingly.

### **DAILY SUPPLIES NEEDED:**

- (1) Play clothes and sneakers are **mandatory daily** – except for Pre-k and 8<sup>th</sup> grade students (sandals or slide shoes are NOT allowed);
- (2) Finger food snack & drink needed Monday-Friday; sugary drinks & snacks are discouraged because they may contribute to hyperactivity and behavioral issues
- (3) Please send a water bottle with your child daily, especially to hydrate during warm weather.

Note: Parents are asked to **PLEASE label all uniform items**. This is extremely helpful if items are accidentally misplaced during changing time or forgotten at the end of the day.

### **Pick-Up Procedure**

**Children must be picked up by 5:30 p.m.** Children must be **picked up** at the door on the **north side** of the building **and exit this same door**. **Please do not hold or open the door for anyone coming or leaving at the same time that you arrive or depart from the building for security reasons.**

Once you arrive for pick up, children **must** leave with their parent/guardian – children may not return to the after-school program activities once they have been released to their parent/guardian for the day.

Push the button to ring the bell. Once you have identified yourself, CCASP staff will allow you admittance. Each family will receive a unique identification number (PIN) which will be used to accurately track CCASP hours. Please come in and use your family PIN to log out your child(ren) on the CCASP clock.

Each parent is required to log his/her child(ren) out every day. If another person is picking up a child(ren), a note or telephone call is to be made to the CCASP director. If the person is not listed on the emergency form, he/she is required to show identification before any child is released into their care.

CCASP officially closes at 5:30 p.m. Please be prompt in picking up your child(ren). A late fee will be charged to those who are late. Chronic tardiness will be addressed through the principal's office. If your child has not been picked up by 6:00 p.m. and CCASP has not received a phone call from you, the principal will be notified.

If you are late picking up your child three (3) times in a month, you will not be allowed to use CCASP for a month.

If a person other than a parent will be picking up, the director must be notified beforehand as to who is picking up in order to release the child/children.

- Identification will be needed
- Please be sure they are aware of the correct pick-up door.
- Emergency form is completed with all the people who may pick up.

## **Financial Information**

**The following rates are for the 2018-2019 school year:**

### **Full-time: \$3,465 for the school year**

For parents who intend to use the CCASP an average of 9 hours a week or more, the full-time rate is recommended as the more cost-effective option. Additional children in the family receive a 10% discount. The \$3,465 may be paid in one, two, or 10 monthly installments from October through July. All CCASP charges are paid through FACTS beginning in October and ending in July.

Please be aware that the full-time After School Program cost does not include before-care supervision. An hourly rate applies for all before-care use and will be billed separate from the After-school Program fee. This before-care supervision fee will be charged though FACTS.

**Full time families: 1<sup>st</sup> child: \$3,465**  
**2<sup>nd</sup> child: \$3,118 - - 10% discount off full-time rate**  
**3<sup>rd</sup> child: \$2,772 - - 20% discount off full-time rate**

**Part-Time:**

For students who average less than 9 hours per week in the CCASP, we recommend utilizing the part-time program. The following rates apply:

<b>Half Day</b>	<b>12:07p.m. – 5:30 p.m.</b>	<b>\$7.00 per hour</b>
<b>Full Day</b>	<b>2:07 p.m. – 5:30 p.m.</b>	<b>\$7.00 per hour</b>
<b>Late Fee</b>	<b>5:30 p.m. – 5:45 p.m.</b>	<b>\$10.00</b>
	<b>5:45 p.m. – and thereafter</b>	<b>\$10.00 per 15 min</b>

**Part time families: 1<sup>st</sup> child: \$7.00 per hour**  
**2<sup>nd</sup> child: \$5.00 per hour**

All charges for CCASP will be billed to your FACTS account and payments will be made through your FACTS account. You will be billed by the 10<sup>th</sup> of each month for the previous month’s charges. FACTS will collect your payment on the 28<sup>th</sup> of each month starting in October and finishing with your final payment in July.

Families are responsible for their scheduled day/days. Part-time may add on day/days but may not swap days. There will be a \$21.00 fee charged to your FACT’s account for any cancellations not made by the previous Friday. If your child does not attend on a scheduled day when they are in school, the \$21.00 fee will also be charged. This rule is in place so that we can plan accordingly and ensure proper staffing.

**Health and Safety**

If, in the opinion of the director, your child is ill or becomes ill, you will be notified and asked to arrange for your child to be picked up immediately.

**Please be sure all contact, medical history and emergency medical treatment information is listed on the form and updated if needed throughout the year.**

PreK students’ outside play is on the playscape in the back of the building. All other students will play outside on the black top (upper parking lot).

The upper parking lot gates are closed at all times when the students are outside. **The gates will be opened daily ONLY by the After School Staff around 5:00pm.** Parents are asked NOT to open gates at any time.

## Emergency Snow Day Procedure

In the event of an early dismissal (12:07 p.m.) due to weather conditions, the CCASP will close as well.

If after school activities in the Town of Wethersfield are cancelled, CCASP will also be closed.

If snow falls after CCASP begins, it is up to the discretion of the CCASP director whether to close early or not. If CCASP closes early, the CCASP personnel will notify [you](#).

- The children may attend the program, but we ask parents to pick-up as soon as possible – **no later than 2 PM.**
- **We will not** be calling parents to let them know that school is dismissing early. It will be announced on the local radio and TV stations, as well as through the school's emergency phone alert (please check our school handbook for details).
- Once you are aware that Corpus Christi School is dismissing early, please know that the program emergency snow day hours are in effect.

**If on a day when the weather is a concern and we feel the roads may be treacherous, the program may decide:**

- To close when the main school closes;
- Or before 5:30pm

In either of these cases we will notify each family by way of the school call message system or email. Please feel free at any time to call the After School Office at 860 529-0090.

These procedures will apply for early dismissal due to **warm** weather conditions as well!

## Other Important Matters

**Accurate attendance records:** In order to ensure that our attendance records are accurate each day, prior to the start of our program we would ask that:

- any changes in your child/children's schedule must be reported to the Director as well as to their teacher daily, either by way of
  - email: [kcardinal@corpuschristischoolct.org](mailto:kcardinal@corpuschristischoolct.org)
  - or phone at 860-529-0090
- Parents are asked to arrange transportation for any activities your child/children will participate in at the main school that takes place after 5:15PM. **Your child cannot be dismissed to any activity without written or verbal consent from a parent or guardian.**

**Homework:** All students will have an opportunity to work on homework assignments Monday-Thursday. The program encourages a library-like atmosphere so that this important time of the day is productive and efficient for all students.

- This room is monitored by the program staff.
- The staff in the room is there to answer questions and to check over the children's completed assignments, however it is not individualized tutoring.
- Parents may want to look over assignments at home for errors and/or completion.
- Additional time at home may be needed.
- Please encourage your child/children to have the necessary items to complete their assignments.

**Kindergarten Homework** – A four-page homework packet will be sent home on Monday from the classroom teacher. The After-school Program will complete one page each afternoon, and finish the packet by Thursday. If your child is part-time in the program, please be sure to complete the appropriate pages at home with him/her.

**Cell Phones** – Cell Phones are **not allowed** during After School hours. Parents are asked to please remind your children not to text or call parents on their cell phone. Parents are also reminded not to communicate with your children through cell phones as well. Please feel free to call the office phone at any time throughout the day. We will be happy to let you speak with your child. Children may use the office phone as well to be in touch with their parents.

**STAFF RESPONSE TO NEGATIVE BEHAVIOR** – Each child is responsible for his/her actions and is expected to control his/her behavior. All children have a right to be in a safe environment, an environment free from physical or verbal harassment. Parents will be notified if their child has been disruptive, disrespectful, hurtful, or exhibited rude behavior. A child who exhibits inappropriate behaviors continually is signaling a need for a higher level of support than our program provides. The child may be asked to fill out a better choice slip with the director or visit the principal, the parent will be informed and the child's placement in the program will be evaluated. All children are expected to follow the same rules and guidelines followed in the classroom.

Our staff consists of a Director, adult aides and junior aides (college and high school students).

Thank you for your attention to these matters. Please know that all our procedures are put in place for the overall success of the program. The Staff and I are looking forward to the year ahead – the needs of our After School Families are our priority! Please feel free to contact me at 860 529-0090 or through email at [kcardinal@corpuschristischoolct.org](mailto:kcardinal@corpuschristischoolct.org). with any questions you may have throughout the year.

Mrs. Katherine Cardinal, MS, CDP  
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