



## **Columbia Union School District**

Columbia After School Program  
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Columbia, CA 95310  
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# **Columbia After School Program Parent Handbook**

### Administration:

Superintendent – Leigh Shampain

Principal – Dave Urquhart

Assistant Principal: Rebekah Wood

ASP Director-Crystal Wolf

Site Contact 209-533-7700 x 4455

## **MISSION STATEMENT**

The Columbia After School Program provides academic assistance, educational enrichment and recreation activities in a safe and fun environment. We believe in the positive power of art, music, dance, nature, friendship and strong adult role models. Our program will improve the quality of life and academic achievement level of the students who attend.

### **Program Goals and Methods:**

Columbia Union School District After School Program (ASP) uses positive reinforcement methods to ensure a safe, fun, and developmentally appropriate setting for all students who attend. The Program leader is responsible for the daily operations of the program which includes supervising children, creating and implementing children's activities, snack menu, daily communication with parents, school personnel and supervising staff.

### **Program Admission Policy:**

1. Columbia Union School District ASP offers grant funded enrollment positions for kindergarten through 6th Grade. Additional grade levels may be accommodated in the future based on funding and employee availability.
2. Columbia Union School District students may attend the program based on the current grade level and staffing capacity and limits at the time of enrollment. Services are inclusive to all students, including those with special needs.
3. All students are expected to be able to use the toilet/restroom facilities independently. If you have concerns about your student meeting this expectation, please schedule a meeting with the program Director.
4. Any student who disrupts the program or threatens another child's safety will be immediately removed from the program and require a parent conference before the student is allowed to return.
5. Current health records must be maintained in the school office. A signed release for emergency treatment and emergency phone numbers will be maintained in your student's file. It is a requirement of admission to maintain updated emergency information and phone numbers.
6. Daily attendance and participation are requirements for continued enrollment. Our program runs concurrently with the school district calendar and will be closed on some holidays, and emergency closure or snow days as determined by the district. Please refer to the district calendar for exact dates for the current year.
7. Our program may close for up to three days per year for staff training. Parents will be notified at least two weeks in advance.
8. Registration: Student to staff ratio is (TK/Kinders) 10:1 and (grades 1-8) 20:1. Student positions will be filled on a first come first served basis within age/grade groups with the following priorities given precedence:
  - a. CPS Referrals/Foster Care

- b. At Risk/Unsheltered Youth
  - c. Previous enrollees and their siblings who have maintained good behavior in past years and who have average attendance of at least 85% during the previous after-school year.
9. Following priority enrollment, students will be admitted into the program by grade level, in the order in which their enrollment forms are received, until the program reaches grade level student capacity, or the staffing abilities.
  10. Students whose enrollment forms are received after the program has reached capacity are added to the program waiting list. As space becomes available in a given grade level, students from the waiting list will be invited to enroll in the After-School Program.
  11. Once your application is completed and approved by the Program Director you can expect your student to start the after-school program on the first day of school. For those applying for a position during the school year or enrolling from the waiting list, your student can start on the following Monday after confirmed enrollment or as agreed upon with the Program Director.

## **Attendance and Absence Policy**

### **Daily attendance in the After School Program is very important.**

- Columbia After School Program operates daily before school, from 7:00 AM, and after school, from school release until 5:30 PM.
- Tk starts at 12:30pm, and Kindergarten starts at 1:45 PM every day.
- It is the intent of the after-school program that students participate in the full day of the program every day. Currently a one hour minimum is required, subject to change next year.
- Students participating in a parallel school activity such as sports, after school remediation, theater or band must check into the After-School program before attending the parallel activity every day in order to be counted as present and not risk losing their place in the program.
- If a student's attendance falls below 85%, they may be asked to leave the program to make room for those on the waiting list.

## **Absence Reporting:**

1. Parents must notify the site if the student will not attend for any reason. You can reach the program staff on site from the time school lets out until 5:30pm at 209-533-7700 ext. 4455. **Please be aware that calling the school office does not get the information to the afterschool program. It's the parent or guardians job to contact Program staff.**
2. Neglecting to notify the program of your student's absence three (3) times within the school year is grounds for termination of program enrollment.
3. Absences of five (5) consecutive days without notice will cause your child's position to be considered "vacant" and another child will be enrolled. This does not apply if your child is sick and has a doctor's note.

## Release Policy:

1. The date and time the student leaves will be recorded. Only the Parent/ Guardian or designated emergency contact may sign the student out.  
**Identification may be required to ensure the person picking the student up is on the pick-up list.**
2. Any individual signing a student out must be age 18 or older.
3. To allow someone other than those on the emergency card to pick up, you must update the card in writing. No Phone Calls for changes will be accepted at this time.
4. Students may be released from the program before the end of the academic hour for the reasons listed below:

### Examples of excused early release or absence include:

**(Please note the code as they will be recorded on sign out sheets)**

- (F) Family emergencies, such as a death in the family, catastrophic incident, etc.
- (I) Illness or medical appointments
- (S) Sporting participation or other school sanctioned parallel program attendance
- (T) Transportation needs
- (W) Weather conditions, especially if the child walks home
- (A) Student accidents that occur during the program. We may call the parent or guardian to inform you of the situation
- (O) Other conditions as prescribed by the administration

**Early Release requires** a note to include the date, signed and dated by the parent or guardian and kept on file in the program office.

5. You must sign your student out daily. Failure to sign out your student three (3) times within the school year is grounds for termination of services. These records are important and to be kept for 5 years per State requirements.
6. Students must be signed out and picked up by 5:30 PM. A **\$1.00 per minute late charge** applies for each minute after 5:30 p.m. payable at time of pick up. Failure to pay will result in a discontinuation of services until paid. If someone has not arrived by 6:00 PM, we will contact local authorities for assistance in supporting your child until the Parent or Guardian can be located.
7. If late pick up occurs more than two times, the student may be suspended or dropped from the program.
8. Once a student has been signed out of the program they may not return for that day. (ex. Doctor's appt). If a student is attending a parallel program with the school *off campus*, they must be picked up immediately following the event (ex. sports activity)
9. For bus riders, prior verbal or written authorization is required to keep a student from riding the bus, in the event you elect to pick them up from ASP instead.

10. A written and signed authorization must be on file with the Program Director for students, grades 5 and above, who are allowed to walk home from the program. Those students must leave campus by 4:30 p.m. and walk directly home. Special arrangements can be made, if necessary, on a case by case basis.

## **Parent Information:**

1. The school site has a Parent Information Board located inside the Directors office/Kinder Classroom in Portable 30, on the wall above the sign out sheets. Please check it regularly. We welcome suggestions and comments from parents and children who attend the program. Concerns should be addressed to the Program Director at 209-533-7700 ext. 4455.
2. There will be a parent orientation prior to the beginning of the school year to review program policies and answer questions. Please check the Parent Information Board for scheduled dates.
3. The Columbia Union School District After School Program, is a publicly funded educational program and will refrain from any religious practice or instruction.
4. Lost/Broken/Stolen Items: Columbia Union School District and the Columbia After School Program are not responsible for any lost/broken/stolen items. Properly mark all of your student's belongings. Please leave toys, electronic devices, cell phones or other valuable items at home.
5. **Cell phone use is prohibited on campus. Do not instruct your student to call from a cell phone for pick up. Call the program phone to contact program staff. Cell phones will be taken from students and returned to parents if used during the program.**
6. Parents may call the program staff at any time. Please be aware that the busiest time for staff is between 2:30 p.m. and 4:00 p.m. Students are not permitted to use the phone except in the case of an emergency, in which case the staff will make the call for the student.
7. Volunteers: The Columbia After School Program welcomes community volunteers, who have completed the Volunteer Packet and clearance process with Columbia Union School District. A staff member can be made available to speak at your community or service club event. To schedule, please contact Crystal Wolf or email at [CWOLF@CUSD49.com](mailto:CWOLF@CUSD49.com).  
Note: Volunteers or persons visiting campus may be limited at any time due to Program schedule, or public health and safety regulations and guidelines.

## **Health:**

1. Even though we take a great deal of care to make sure that students are supervised at all times and activities are planned with safety in mind, accidents happen. Injuries are required to be reported on a district approved accident form. Minor scrapes or bumps will be cleaned by staff, bandaged and/or cold pack applied. Parents will be called immediately if the injury is more serious.
2. Our program provides no medical insurance to cover your student. It is our recommendation that you provide your own coverage or purchase the school supplemental insurance. Information on school supplemental insurance can be obtained by contacting the school office.
3. If your student has a fever or displays other symptoms of being ill, you must come to pick up your student immediately. We realize this can present a hardship at work, but your child needs to be in the comfort of home when they are sick. This will also allow our staff to stay healthy and continue their jobs on campus. If your student becomes ill with a contagious disease, please notify site staff immediately. Keep your child home until the contagious period has lapsed, fever free for at least 24 hours or the illness is no longer present.
4. Inform staff of any allergies or special medical conditions your student may have.
5. If your student needs medication administered while attending the program, we will follow the school procedures. Medications, permission forms and instructions will be kept in the school office. Emergency medication such as inhalers or Epi-Pens will remain with the child at all times, in a locked container. Medication will be administered in the Director's office.

If there is a fire or other disaster, we will respond according to the Columbia Unified School District Emergency Plan. Staff will attempt to reach parent/guardian or emergency contacts as soon as possible after student's safety is secured.

### **There are two components to our After School Program (ASP)**

#### **Academic Assistance:**

The academic portion of ASP is set aside Mon-Thurs each week for an age-appropriate amount of time. It is the student's responsibility to arrive with homework each day and work independently to complete it.

We strive to provide a positive academic environment and staff available to assist with questions the students may ask.

The ASP is not responsible for tutoring students nor checking homework for 100% accuracy or completion.

If a student has continuous problems with scheduled assignments, please consider making an appointment for a parent/teacher conference.

We provide:

- Educational Math, Reading and language arts activities
- Language skills for English learners
- Educational technology activities

### **Educational Enrichment:**

1. One hour of educational activity will start each day, followed by structured enrichment activity and supervised playtime.
2. Activities may include special events with outside presenters including storytellers, musicians, guest teachers and field trips.

We provide:

- Youth development and service learning
- Art and music activities
- Recreation activities
- Community partners as guest speakers, and holding enrichment activities.

### **Discipline Policy:**

1. We use positive methods of discipline when possible. We set reasonable goals and limits and encourage the whole group to work out problems
2. Columbia Union School District rules, as written in the student handbook, are always enforced. Students may participate in the development of rules. Basic rules include, but are not limited to:
  - Showing respect for people, the After-School program, and the school facilities we use
  - Hurting of any kind is not allowed (verbal or physical abuse, bullying or harassment will not be tolerated)
  - Inside activities require walking and inside behavior
  - Ask permission to leave for any reason
  - Compliance with staff direction is required
  - Consequences will be posted at the site

**Basic Consequences (consequences are not punishment, they are just what happens next):**

- Time out/Time in/Redirection. (appropriate for student's age)

- Restricted play/Disciplinary Notice sent with student and logged (our way of communicating student's behavior and program expectations)
- Three (3) or more disciplinary notices requires a parent conference
- Conference with Program leader, Director and possible termination from the Program
  - Please Note: all disciplinary notices are discarded at year's end

A suspension from the program for up to three (3) days may be required when behavior problems persist. This gives the parent an opportunity to work with the student.

3. If we are experiencing a problem with a student's behavior, it may be necessary to use different steps, possibly in an accelerated manner. Parents will be notified in writing of any such change.
4. The discipline log will document behavior that has resulted in Step 2. The parent will be required to read and sign the incident report. If a student is perceived to be a danger to other students, the parent will be called at work to come and get the student. For their own safety, students that will not obey staff or leave the site without permission will be removed from the program.

Note: Policies and fees may be changed or modified at any time at the discretion of the school district. Parents will be notified in writing of any change in policy or fee schedule and will be notified 30 days in advance of the change taking effect.



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Crystal Wolf, Program Director  
Email [CWOLF@CUSD49.com](mailto:CWOLF@CUSD49.com)

## Columbia Union School District After School Program

### Enrollment Application

**School Year** \_\_\_\_\_

1. Name \_\_\_\_\_ Gender \_\_\_\_ Grade \_\_\_\_

2. Name \_\_\_\_\_ Gender \_\_\_\_ Grade \_\_\_\_

3. Name \_\_\_\_\_ Gender \_\_\_\_ Grade \_\_\_\_

**Kinder Students: Will student be riding the bus home? Yes \_\_\_\_\_ No \_\_\_\_\_**  
**3:00 BUS \_\_\_\_\_ 4:30 BUS \_\_\_\_\_**

- Children will only be released to parents/guardians or those (18 years or older) listed on the emergency contact sheet that you provide to the school office.
- In the event of illness/injury, when a parent/guardian cannot be reached, the school is authorized to call the contacts listed on the emergency contact sheet and/or emergency transportation (ambulance). No expense involved will be paid by the school district.

I have read the entire Columbia After School Program-Parent Handbook and agree to its terms and conditions:

Parent / Guardian (Print): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Columbia After School Program Parent Agreement

- I have read and understand and agree to the fee structure and fees for late payment as outlined in the program handbook and agree to pay stated fees in full and on time.
- Students must comply with ALL school rules, while attending the After-School Program.
- We offer a “homework healthy” environment, time to do the work and staff to assist. We do not correct homework, provide tutoring, guarantee completion or accuracy.
- We will occasionally take WALKING FIELD TRIPS to destinations close to the site. You give your permission for this by signing the RELEASE OF LIABILITY form in this packet. –
- Children must be picked up no later than 5:30 p.m.
  - Our late policy incurs a fee of one dollar (\$1) per minute after 5:30 p.m.
- I agree to provide and keep current an updated emergency card is on file for my student. This includes current phone numbers, medical information, and adding or removing persons allowed to pick up your student.
- WRITTEN AUTHORIZATION is required if someone other than those on your emergency card will pick up your student. WE CANNOT RELEASE YOUR CHILD WITHOUT WRITTEN AUTHORIZATION – NO PHONE CALLS. If you need to update your emergency card or change any information, please inform a staff member.
- Identification is required of all adults picking up students. No one under 18 may pick up a child.
- If your student rides the bus home, written authorization is also required for us to keep him/her from riding, in the event you want to pick him/her up instead.
- If your student has medication needs, please complete a medical release form and have it signed by your physician. Please alert staff of any allergies or medication needs.
- It is critical that you contact us each day your student will not be attending the After-School program. Safety is very important to us and we keep track of every student, every day. Call 533-7700 xt 4455. Calls to the school office do not guarantee information gets to the After-School program.
- Disciplinary notices are sent if a student breaks a school rule or behaves in a way that hurts himself or others. Parents are given copies of disciplinary notices as they occur. If a student reaches three, we reserve the right to exit the student from the program permanently.

I have been advised that failure to comply with any of these requirements may result in termination of participation in the program:

- SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_
- PARENT/GUARDIAN  
OF: \_\_\_\_\_

## Release of Liability

By signing below, I agree to hold the Columbia Elementary School District, its agents and/or employees, harmless from any liability, injury, or other cause arising from my student's participation in any activities provided by the After-School Program.

I understand that if my child does not comply with the stated requirements and rules, he/she may be removed from the program.

My student has permission to participate in any activity within walking distance in the After-School Program.

I understand that all staff have access to my student's information and health data.

I have read, understand, and agree to the above statements:

Parent/Guardian Signature:

Date: \_\_\_\_\_

Student Name:

**Movie/Film Consent:** I give my permission for my child to view PG rated movies during the Columbia After School Program. Only movies that are age appropriate will be shown.

- Yes      Initials \_\_\_\_\_
- No

**Photography:** All participants in the Columbia After School Program or special events are subject to being photographed. Such photos may be used by Columbia School District to promote the program in printed, online or social media and without obligation to provide compensation to those photographed.

- Agree      Initials \_\_\_\_\_
- Decline

**Tie-dying:** I give my permission for my child to participate in tie-dying of clothing during the Columbia After School Program. Proper supervision, gloves and aprons will be worn while doing this activity.

- Agree      Initials \_\_\_\_\_
- Decline