

## 2021-2022 REGISTRATION PACKET

Redding's

**PROMISE**

*After School Program*

*Providing Rich Opportunities | Meaningful Interactions | Safe Environments*

### GENERAL INFORMATION

Welcome to Redding's PROMISE Expanded Learning After School Program (ELP). We believe that all children are the promise of tomorrow – with this in mind, we pledge our PROMISE to all children:

To ***Provide Rich Opportunities*** for children to increase their academic achievement, and to find or broaden their interests in activities they might otherwise not have access to outside of the Expanded Learning Program.

To ensure ***Meaningful Interactions*** with caring and supportive adults from not only the school staff, but the community as well through community volunteers and Service Learning Projects.

To create ***Safe Environments*** both physically and emotionally for all children after school.

The programs are open Monday through Friday from the time school is out to 6:00PM. A variety of activities are offered including a time for homework, enrichment, and recreation.

#### ***Absenteeism:***

Your student is expected to come to the program on a regular basis. If your student has an appointment after school or for some other reason will not be in the program that day, please send a note or call the After School Office.

#### ***Medications:***

Medications will be kept in the school office to be administered by office personnel. Employees of the After School Program may administer minor first aid.

**Snack:**

Snacks will be provided for students participating in the After School Program. *Please inform your Site Director of any food allergies or health concerns.*

**Emergency Information:**

Please keep your *Emergency Card* current in the School Front Office. This is the form we will be using for all contact and pick-up information. The information you provide on the FAST TRACK registration is informational only. Due to new policies, we will only be able to use the card on file in the front office.

**Program Policies:**

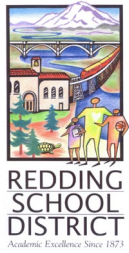
This is a school program and school rules apply. In order to make the program a safe and enjoyable atmosphere, we will not tolerate disrespect, bullying, inappropriate physical contact or abuse of school property. If a child disobeys any of the rules, certain consequences will apply.

- First Offense: Verbal warning to child & responsible adults
- Second Offense: Referral with on campus consequences
- Third Offense: Referral with Suspension of up to 5 days
- Fourth Offense: Dismissal from program

All discipline is at the discretion of the Site Director, the After School Program Coordinator, and the Principal. In some cases, less or more severe action is taken.

We greatly appreciate your cooperation in helping us provide a positive learning environment for your child. **PARENT COOPERATION AND INVOLVEMENT IS GREATLY APPRECIATED!**

(Office use only)  
Date received



REDDING SCHOOL DISTRICT  
Expanded Learning Program

**STUDENT REGISTRATION FORM**  
**2021-2022**

My student, \_\_\_\_\_ In grade: \_\_\_\_\_

Has my permission to participate in the **Expanded Learning Program at (School Site)** \_\_\_\_\_

If applicable, Please check the appropriate box: Foster or homeless youth

**MUST INITIAL:**

\_\_\_\_\_ ***My child will be picked up no later than 6:00 p.m.***

\_\_\_\_\_ **My child and I have read, discussed, and understand the rules, procedures and expectations of the Expanded Learning Program.**

**PLEASE CHECK THE APPROPRIATE BOXES:**

\_\_\_\_\_ My child will WALK home at \_\_\_\_\_ p.m. (no school supervision)

\_\_\_\_\_ I do **NOT** want my child to participate in Student Surveys related to the Expanded Learning Program.

\_\_\_\_\_ I do **NOT** want my child to have photographs taken while participating at the Expanded Learning Program.

**PARENT / LEGAL GUARDIAN PLEDGE**

As a parent/legal guardian of a student attending the Redding School District's Expanded Learning Program, I understand that my child is making a commitment to attend the program at least 3 days a week, please circle the days your student will be here.

**MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY**

I understand that at the time of pick-up, only those person(s) listed on the school's Emergency Contact card will be allowed to pick up my child.

I am aware that any person picking up my child may be asked for I.D.

\_\_\_\_\_  
**Parent/Legal Guardian**

\_\_\_\_\_  
**Please Print Name**

## GENERAL INFORMATION

This form is used as **TEMPORARY INFORMATION ONLY**. When the main school office receives the *Gold Emergency Card* it replaces this information in all cases.

<b>START DATE:</b>	<b>EXIT DATE:</b>
Student's Name:	
Birth date:	
School:	Grade:
<b>1<sup>st</sup> Contact:</b> Circle one: (Mom- Dad- Step parent - Grandparent -Foster parent)	
Name:	
Address:	
Home Phone:	
Cell Phone:	
Work Phone:	
<b>2<sup>nd</sup> Contact:</b> Circle one: (Mom- Dad- Step parent - Grandparent -Foster parent)	
Name:	
Address:	
Home Phone:	
Cell Phone:	
Work Phone:	
<b>3<sup>rd</sup> Contact:</b> Circle one: (Mom- Dad- Step parent - Grandparent -Foster parent)	
Name:	
Address:	
Home Phone:	
Cell Phone:	
Work Phone:	

WE WILL NOT release your student(s) to persons NOT listed on the Gold Emergency Card, nor will we accept telephone requests. Parents must go into the main school office to add or remove contacts from the student(s) Gold Emergency Card.

***Until a copy of the Gold Emergency Card is received in the After School Program, in the event of an emergency and none of the above can be reached, you may release my child/ren to the following persons:***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand and comply with the regulations designated pertaining to this service:

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

# Program Policies and Procedures

## Procedures

- **Students must check-in and be signed out of the program each day, no exceptions.** Parents please bring a current photo ID to pick up your student from the program until the after school staff gets to know you. This is for your child's protection. Any one picking up your student other than yourself, please make sure they are on your contact sheet, also must bring ID!
- Each student will receive a snack daily. Students need to bring their homework packets to the ASP so that they can work on them during homework time.
- The latter portion of the day will consist of daily enrichment opportunities.

## Expectations

- Students must have regular attendance, a minimum of three days a week. Please speak with Program Director if your child will be out of the program for any reason.
- Students need to come prepared and check into their assigned areas immediately after the bell rings each day.
- **Students must be picked up from the program no later then 6:00 pm.** The After School office closes at 6 p.m.
- Parents need to pay the monthly fee on time each month. No later then the 10th of every month.
- There is a \$25.00 registration fee at time of sign-up.

## Consequences

- If the student does not attend the ASP a minimum of three days a week they will be dropped from the program.
- If a student continues to have inappropriate behavior during the ASP they may be asked to leave the program for the rest of the school year.
- Three (3) late pick-ups, and your child(ren) may be asked to leave the program, or be on a contract to be picked up no later then 5:45PM

I have reviewed the program policies, procedures, and expectations with my child.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

Student Grade: \_\_\_\_\_

## 2021/2022 Expanded Learning Program Fees

Quality Expanded Learning Programs currently cost over \$10 a day per student to run. This is equal to over \$200 per month per child, which is about \$1800 per school year. It is our goal to eventually provide a free program for all families, however, we still need to raise the additional funds until that is a reality. What does this mean to you?

1. There is a one-time \$25.00 registration fee that will help cover the cost of our program. Additionally, there is a monthly charge for the program. This fee is based on a sliding scale.
2. The guideline on the right is currently being used by Shasta County Office of Education for families based on their income. You may use this scale to help determine what your family’s monthly cost will be. **NO CHILD WILL BE DENIED** access to the Expanded Learning Program based on ability to pay. If you feel you have special circumstances, please contact the Site Facilitator of your program for information about a scholarship for your children. We believe that we can offer scholarships for all families that request them. The application is easy and confidential—*do not hesitate to inquire about this opportunity.*

**Fees:**

There is a one-time registration fee of \$25.

**Monthly fees:**

The following guidelines will be used for this school year—due by the **10<sup>th</sup> of each month**. *(If you feel that you have circumstances that make these fees a hardship, please request a scholarship for your child.)*

**PLEASE FILL OUT FEE AGREEMENT FORM ON THE BACK**



Household income	Monthly Fee per student
0- \$15,000	-0-
\$15,000 – 20,000	10
20,000 – 25,000	20
25,000 – 30,000	50
30,000 – 35,000	75
35,000 – 40,000	100
40,000 – 45,000	150
Above 45,000	200

# 2021/2022 Fee Agreement

I \_\_\_\_\_ agree to pay Cypress

Expanded Learning Program \$ \_\_\_\_\_ per month (due by the 10th) for my child:

\_\_\_\_\_ to attend the Expanded Learning program.  
(student name)

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

I/We would like to request a scholarship for my/our child to attend the Expanded Learning Program. I have completed an application for the SCOE Alternative Payment Program as well (Form is located on the next page).

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

## OFFICE USE ONLY

Month	Amount Paid
Registration (\$25.00)	
August	
September	
October	
November	
December	
January	
February	
March	
April	
<u>May</u>	

**Redding School District  
Before and After School Program**

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**Discipline Guidelines Acknowledgement Form**

In order for this to be a successful program for all students, cooperation, respect, and self-control must be our expectations for every child. When a student disrupts activities because of poor behavior, the enrichment aspect is compromised and the benefits for the other children who are well-behaved and engaged are jeopardized.

The following steps will be taken by the program staff when disruptive behavior occurs:

**Intervention 1:** verbal warning

**Referral 1:** written warning that must be signed by a parent and returned before the student can return to the program, and/or an emergency phone call to a parent for an immediate pick-up

**Referral 2:** 1-5 days of suspension from the program, to be determined by the program director based on the nature of the incident, followed by a meeting with the parent(s).

**Referral 3:** dismissal from the program. This is at the discretion of the program director. When dismissal becomes necessary, a parent will be notified by phone, followed by written communication.

If the infraction is severe, such as fighting or hurting others or him/herself, step 3 will be taken immediately.

Parents and children must read, sign and return this form with the registration form or prior to the start of program attendance.

*My child and I have read, discussed and understand the discipline guidelines for the Before and After School Programs.*

Student Signature: \_\_\_\_\_

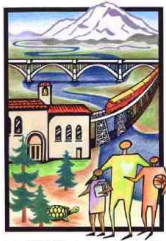
Parent Signature: \_\_\_\_\_

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

**ADMIN ONLY** Date Received: \_\_\_\_\_

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**REDDING  
SCHOOL  
DISTRICT**  
Academic Excellence Since 1873

**Redding School District  
AFTER SCHOOL PROGRAM  
"PROMISE"**

Bonny View, Cypress, Juniper, Sycamore, Sequoia,  
Manzanita, Turtle Bay Schools



**After School Program Site  
Early Release Policy**

Every after school program must operate for a minimum of three hours a day and at least until 6:00 p.m. on every regular school day. It is the intent of the Legislature that students participate in the full after school program except when released early in accordance with an early release policy established by each local program.

The \_\_\_\_\_ After School Program allows for the early release of students from the program under the following circumstances:

- \_\_\_\_\_ Medical Appointments
- \_\_\_\_\_ Parent or Guardian Pick Up
- \_\_\_\_\_ Walkers and Bike Riders During Standard Time
- \_\_\_\_\_ Special Campus Events Under the Direction of the Principal
- \_\_\_\_\_ School Site Closure Due to Weather
- \_\_\_\_\_ Last Available Bus

Please check all that apply to your specific site.

I understand that the intent of the P.R.O.M.I.S.E After School Program is to keep my child safe and engaged in meaningful activities after school each day until 6:00 P.M. I also understand that the policy of the program is to release my child from one safe environment (at the program site) into another equally safe environment (the custody of a parent or guardian).

I have received, and have read, understood and agree to comply with the P.R.O.M.I.S.E After School Program "Early Release Policy".

Name of Parent: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Name of Student: \_\_\_\_\_

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

School Site: \_\_\_\_\_