



Chazy After School Program  
C/O Chazy Central Rural School  
609 Miner Farm Rd.  
Chazy, NY 12921

Tax ID 1411684066

**CASP**

# SCHOOL AGED BEFORE AND AFTER CARE PROGRAM

ADAPTED BY CASP  
BOARD OF DIRECTORS ON  
2/24/2020

Updated: 8/2021



Dear Parents,

Thank you for considering the Chazy After School Program for your child care needs. Enclosed in this packet you will find general information and policies about our child care center. CASP is committed to providing the best possible environment for your children. Please note that this handbook may not cover every issue that may arise, therefore I welcome any comments or questions you may have.

If you find CASP to be a good fit for your family, please fill out the enclosed registration forms and return them in a sealed envelope labeled CASP to the main Chazy School office, your child's elementary teacher, or mail to the following address:

Chazy After School Program  
C/O Chazy Central Rural School  
609 Old Miner Farm Rd.  
Chazy NY, 12921

Please note that a \$30.00 non-refundable registration fee must be included for your application to be processed. Checks can be made payable to the Chazy After School Program or "CASP".

If you have any further questions please feel free to contact me through the CASP office at 518-420-5362, or email [caspchazy86@gmail.com](mailto:caspchazy86@gmail.com). Please keep this handbook for your future reference. I look forward to working with your family!

Sincerely,

Kendra Miller  
Director, CASP

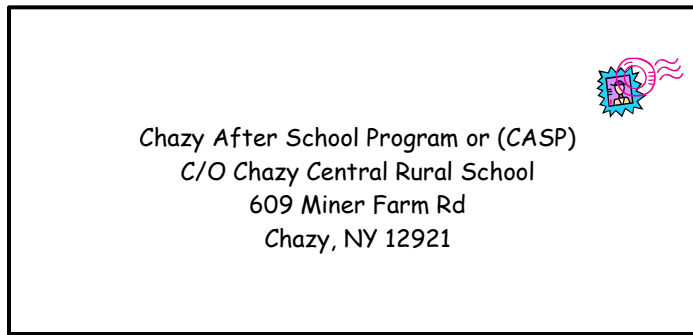
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## Contact Information:



## Hours of Operation:

Before School Program  
6:30-8:10 AM

After Care Program  
2:15-5:30 PM

Email:  
caspchazy86@gmail.com

CASP Cell Phone:  
518-420-5362

CASP follows the Chazy Central Rural School calendar. We are open on all regularly scheduled school days. Our programs also cover most early release days. CASP will be closed on all Superintendent's days, holidays and vacations, in addition to the long-held tradition of "Class Day." In the event of a cancellation due to inclement weather, please note that when Chazy School closes, CASP will also be closed. Cancellations can be found on WIRY, News Channel 5, CASP Facebook, and by the school pre-recorded messaging system.

## Licensing Agent:

Jessica Webster  
Albany Regional Office  
52 Washington St., 3  
Rensselaer, NY 12144  
518-474-2082

CASP is committed to compliance of all NYS Day Care Regulations. A complete set of regulations are posted in the program office, and copies can be made available upon request. Parents can also visit the Office of Children and Family Services web page for more information.

<http://www.ocfs.state.ny.us/main/childcare/regs>

## Background Information

The Chazy After School Program has worked in partnership as a non-profit facility with the Chazy School District since 1986. We have successfully provided Chazy families with quality childcare these many years based on the principals of early childhood development and education. As the demand for quality child care grows, CASP hopes to continue to offer our families the best possible environment to help our children grow.

## Our Mission

Our mission is to provide quality, affordable child care and education to the Chazy community. Our board of directors and staff, in partnership with parents and the Chazy Central Rural School, strive to provide a safe, compassionate and stimulating environment. Our program curriculum and activities are designed to develop minds and bodies promoting a spirit of health, happiness, and respect for all individuals.

## Vision

The Chazy After School Program envisions itself as a leader in early child care and education in our region. We strive to meet the challenges of building a vital and healthy community for the future through innovative and compassionate youth development.

# About our Morning and After School Program

## Teaching Ideology

Our teaching philosophy states that we believe children's learning is multifaceted. We consider that children learn through play; make believe, building, painting, reading, singing and dancing, and through interactions with adults and peers. Our curriculum and daily activities are flexible and varied, allowing for individual interest and growth. Each program is developmentally suited to the age of your child. These programs are unique in that they offer the opportunity for bonding and learning of various developmental levels.

## Staff Qualifications and Supervision of Children

CASP Morning and After School staff consists of a Director, Assistant Director, and Child Care Providers. All employees meet the OCFS requirements. All staff were specifically screened for their love and dedication to children. In accordance with NYS Child Care Regulation 418-1.13 all CASP staff members meet required qualifications for education and experience working with young children. Staff members, substitutes, and regular volunteers must provide character references, submit to extensive background checks through the NYS Central Registry of Child Abuse, and are required to earn at least 15 hours of professional development training yearly on the topics of: Statutes and regulations pertaining to childcare, statutes and regulations pertaining to child abuse and neglect, safety and security procedures, principles of child development, nutrition and health needs of children, identification, diagnosis and prevention of Shaken Baby Syndrome, child day care program development, child abuse and maltreatment and identification and prevention, and business records maintenance and management. Also, all staff at CASP are certified to administer CPR and First Aid, and many are also qualified to administer medication to your child should the need arise.

From time to time, we have visitors at CASP who come to visit for program improvement or community involvement. Examples of this include, but are not limited to: older Chazy students, volunteers from various community organizations, or college students working in fieldwork or internship placements. In these cases, the visitor supplies photo ID, signs in a registry book stating the purpose of the visit and are highly supervised and never left alone with the children. We take pride that the majority of the CASP staff have been with our program for many years, enabling them to enjoy watching our children grow and transition from a young child to young adult!

**CASP is licensed for a total of 50 school aged children by the NYS Office of Children and Family Services.** School aged regulations state that CASP will always maintain a staff to child ratio of 1:10.

## Confidentiality Clause

Our program keeps a locked and confidential file on each child accepted into CASP. This includes but is not limited to: enrollment forms, health records, any approved developmental and educational screening measures, progress reports, notes from home or teachers, or any other pertinent information specific to the child. This information is used only for parent, administrators, teachers, or our OCFS licensing agent who ensures we are in compliance of all NYS Child Care Regulations. No information will be released without written consent or legal action. In addition, CASP will release information to the Department of Social Services if a child has been indicated in a report of child abuse or maltreatment, or otherwise required by law. Staff will not discuss discipline issues concerning specific children, nor will they release names concerning behavior or illness. We ask that parents also consider the confidentiality of the children and staff in our center. Please do not publish or post information or photos of children or staff on social media networks without written permission. All staff must sign a confidentiality statement adhering to these confidentiality standards.

## Photographs/Publicity Clause

Parental or guardian permission must be given for their child to be photographed or videotaped. These images may be used for art projects, reproduction in monthly newsletters, and publicizing in flyers or web pages. Pictures posted online will never contain a child's name, and posts will be highly edited to ensure no identifying information is given. Parents can choose how they will allow if at all, their child's image to be utilized. Children are not allowed to take pictures of other children while in CASP care.

## Discipline Policy

At CASP we strive to create a safe and nurturing environment based on mutual respect. Our discipline motto is "firm, fair, and consistent." CASP utilizes positive guidance to help children develop self-control and prosocial behaviors. Children may receive reminders, positive reinforcements, and quiet time in an area to calm down with an adult who can help them process their conflicts. Staff members will never utilize corporal punishments of any kind, including spanking. We ask that parents refrain from spanking in our center as well.

Behavioral offences will be referred to the Director and/or Board of Directors. Suspension is possible if the offense warrants it, but will be used as a last resort. Suspensions and possible removal of a child from the program will be at the discretion of the Director and Board of Directors. All conversations will be documented.

We also like to acknowledge children who strive to be helpful to others, kind, and considerate with their providers and peers, and who demonstrate teamwork and sportsmanship. From time to time, incentive rewards will be given to reinforce positive behaviors, in recognition of improvements made and recognition of a job well done. If we all work together, we can create an environment that builds on strengths.

## **Elopement Policy**

Child elopement is defined as any willful leaving of a supervised area against adult instruction.

### **The following steps will be taken if a child elopes:**

- The safety of the child will be taken into consideration
- The staff person will assess if it is beneficial to follow the eloped child, or to call 911
- Staff will indicate verbally or by use of program wireless radio of the incident to fellow staff
- Once the child's safety has been ascertained, parents and/or guardians will be notified to pick up their child. They may return the next day.
- A Behavior Report will be filed
- If more than one elopement occurrence happens within a 30-day period, the child's continued enrollment in the program will be evaluated.

## **Aggressive Behaviors Policy**

The safety of the children while at our program is our primary concern. CASP's aggressive behaviors policy addresses the actions the staff will take if a biting or aggressive behavior incident occurs.

Children may bite or exhibit other aggressive behaviors towards others for many different reasons. A child might be experiencing a developmental delay or be overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Children may exhibit poor verbal skills and can be impulsive without a lot of self-control. Sometimes aggressive behaviors will occur for no apparent reason. CASP will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain close and constant supervision of the children at all times.

### **The following steps will be taken if a biting or aggressive behavior incident occurs at our program:**

- The aggressive behavior will be interrupted with a firm "No...we don't hurt people!"
- Staff will stay calm and will not overreact.
- Staff will remove the child who is exhibiting aggression from the situation.
- The injured child will be comforted.
- Any injury shall be assessed, cleansed with soap and water, ice may be applied, or be treated by any other appropriate first aid method.
- Any injuries should continue to be observed by parents and staff for signs of infection.
- The parents of both children will be notified of the incident. Appropriate forms will be filled out (Incident or Behavior Report). *Note: If an injury requires medical treatment, a copy of the incident report must be mailed to the Office of Children and Family Services within 7 calendar days.*

**Confidentiality of all children involved will be maintained.**

### **If aggression continues:**

- Classroom staff to meet with the director on a routine basis for advisement, support and strategy planning.
- Chart every occurrence, and indicate location, time, participants, behaviors, staff present, and circumstances.
- Let all parents know that there is a problem and the procedures that will be followed to deal with it.
- Head off aggressive behavior situations before they occur.
- Teach non-aggressive responses to situations and reinforce appropriate behavior.
- Adapt the program to better fit the individual child's needs.
- Teach responses to potential biting and aggressive situations: "No" or "" Don't hurt me!"
- Work together as partners with the parents/guardians of children to keep all informed and develop a joint strategy for change.

- Hold a conference with the parents/guardians of the child who is exhibiting the aggressive behaviors to develop a written plan of action.
- Schedule follow-up meetings or telephone conversations as needed.
- Give parents/guardians information on community programs that offer screenings for potential developmental risks and/or delays.
- If it is deemed in the best interest of the child, the program, and the other children, the child may be terminated from CASP enrollment for the duration of the aggressive behavior stage. Written warning will be given to the parents before this action will be taken.

If an occurrence\* happens more than once in one day, the parent/guardian will be called to pick up the child who is exhibiting aggressive behaviors. The child may return the following class day.

\*An occurrence is defined as any instance requiring the necessity of first aid treatment and an OCFS incident report

## Acceptable Adult Behavior Policy

While in the CASP setting all parents, guardians, and other adults approved to drop off or pick up children are expected to abide by the CASP mission and vision of providing a safe and compassionate environment. Parents and other adults are asked to refrain from language and behaviors which may be perceived as inappropriate, threatening, demeaning, or violent. This includes but is not limited to; name calling, inappropriate language, damaging property, throwing things, or any other action perceived as negatively affecting the wellbeing of children, staff, and/or volunteers in our program. It is the parents and/or guardian's responsibility to relay these expectations to any individuals listed to approve pick up of their children. Breach of this policy will result in one verbal or written warning. Any further complaints will result in the inability of the individual to enter the CASP environment or dismissal of the family from the program.

## Enrollment

We realize situations change and that our program does not always meet the needs of all families. If for any reason you would like to discontinue care, change programming options, or change your schedule, please notify the Director 2 weeks ahead of time. Two weeks' notice to discontinue care is required.

CASP also reserves the right to terminate child care services. Reasons for termination of services include but are not limited to: failure to pay for services, failure to supply required health or other pertinent documentation. Also, termination may occur if, by Administrative discretion, the child poses a threat to the wellbeing of other children, or is otherwise overly disruptive to the point of negatively impacting the program for other children. Termination may also be issued by Administrative discretion, if any parent or guardian is deemed to be a safety threat or a threat to the wellbeing to staff or other children.

## Mandated Reporting of Child Abuse, Neglect and Maltreatment

All CASP staff members are mandated reporters. This means that they are required by law to report any suspected cases of abuse, neglect, or maltreatment involving any child enrolled in our programs while serving in their official capacity as a CASP Staff member. **If you suspect child abuse or maltreatment you must report it by calling NYS Central Register of Child Abuse and Maltreatment at 1-800-342-3720.** It is open 7 days a week, 24 hours a day.

## Safety & Environment

The CASP site meets all of the requirements and safety codes for public school facilities. An elevator provides handicap accessibility, as does well-proportioned activity rooms and bathroom facilities. As per ADA standards, CASP will make every reasonable accommodation necessary to enroll children with special needs. Transfer of the children to the After-School Program is made directly between parents or school faculty to program staff. Movement throughout the school is always supervised. Rules regarding safe conduct within all locations of the school are strictly enforced. CASP follows the school fire and evacuation drills and conducts unannounced drills monthly. Should we need to evacuate the building for any reason; the children will be taken to our evacuation site, the Sacred Heart Church Hall. Please make note of this. In the event of an evacuation, or lock in, parents will be notified based on the emergency contact information you supply in your registration form. For this reason, we ask that you keep us updated on any pertinent changes to address or phone numbers. CASP also has a cell phone kept on during programming hours. In emergencies, parents may call 518-420-5362.

## Entering the building

To be least disruptive to buses and the school schedule, parents are asked to park behind the school in the main parking lot. Those entering the building in the morning before 8:15 are asked to use the handicap entrance located by the cafeteria (door 18) All doors in the building are locked between 8:15-3:30 daily. To pick up your child during those hours,

parents must enter through the back main courtyard doors and buzz the office to gain entrance to the building. After 3:30pm, the handicap doors located by the cafeteria will be keyed open again for parent pick up.

## **Attendance and Sign Out Procedures**

Attendance will be taken daily when the children arrive to the program. If your child will be absent we ask that you call the CASP office and let us know. CASP does not provide transportation of children. No child will be released to an individual not approved by parents or guardians listed on their emergency contact form. We ask that parents or other designated adults bring a picture ID until CASP members have been able to establish recognition of the person removing the child from our care. For your child's safety, CASP reserves the right to refuse removal of a child by any adult not adhering to these procedures.

## **ALL PARENTS OR DESIGNATED ADULTS MUST CHECK IN WITH STAFF AND SIGN CHILDREN IN AND OUT OF THE PROGRAM!**



**These policies allow us to keep children safe and maintain accurate billing.**



## **Custody Related Issues**

Our program must grant equal access to both parents of a child. In the event of a separation or divorce, CASP assumes that both parents have equal custody unless court documentation is provided. If a parent has been denied access of a child, or an order of protection is ordered through court documentation, we **MUST** have a copy on file. The parent signing the enrollment paperwork is responsible for tuition.

## **Ongoing and Open Communication**

It is the goal of our center to maintain open and ongoing communication with our families. Notices will be sent home through your child's classroom teacher or at pick up time. CASP has an open-door policy; parents are always welcome and are encouraged to spend time in our programs. Our program also puts out a monthly newsletter to keep parents updated on activities, opportunities to be involved in your child's classroom, and other important information. If you ever have any suggestions, comments, concerns, or questions please do not hesitate to speak to a provider or the Director. If the director cannot speak to you immediately, she will respond to you as soon as possible! Conferences and meetings can be scheduled to discuss any concerns. We are all committed to working together to provide a rich and rewarding experience for you and your child!

## **Media Use Policy**

The AAP recommends that television time should be limited to no more than 1-2 hours of quality programming per day for children over 2 years of age. Any media use at CASP shall meet a defined educational objective, be used only as an enhancement to the daily program and will not be used as a substitute for planned activity. Media use will be limited and not excessive. As we work hard to provide quality programs for our children, handheld video games are asked to be left at home. The use of Chromebooks will be allowed during homework time for a student to complete homework.

## **Health Policy**

Parents of school aged children will have already supplied the school a copy of their children's health records and these files are kept locked in the nurse's office. CASP reserves the right to request a doctor's note.

CASP makes every effort to prevent the spread of illness in our program. Strict sanitation and hand washing policies are enforced for both children and staff. Safety is a #1 priority! Every action is made to keep our spaces safe to prevent accidents. As per NYS regulations, first aid kits are kept for staff disposal and all staff members at CASP are trained to administer emergency CPR and first aid.

If symptoms of illness develop while your child is in the program, we will keep them comfortable and allow them to rest away from other children until you or another designated adult is able to pick them up. If a parent cannot be immediately reached, we will notify an individual on your emergency contact list. As NYS Day Care Regulations specify, your child **MUST be symptom and fever free for 24 hours before returning to school or CASP**. If he or she is feeling unwell, and is running a fever, please do not give them medication and send them to school. These actions run the risk of spreading illness to other families.



CASP currently is licensed to administer medications to your child. If your child is in need of a medication, we have specific forms for you and your child's doctor to fill out. All medications must be in their original containers. For prescription medications, the pharmacy label containing your child's name, medication name, and dosage must be intact.

In the event of serious illness or injury, parents will be called immediately. If emergency care is needed, 911 will be notified for an ambulance and your child will be taken to CVPH in Plattsburgh (as per the release on the registration form). The Director will accompany your child in the ambulance to the hospital as long as there is sufficient coverage for the remaining children in the program. ***For your child's safety, and your peace of mind, it is imperative you notify the Director immediately of any changes in phone numbers or place of work.***

## **Payments & Billing**

CASP is a private not for profit program. Therefore, all program staff members, supplies and bills are funded through program participation. It is preferred that payments are made in advance. However, the director will work with you to establish a payment plan. We ask that if you intend to withdraw your child from the program that you notify us in writing at least 2 weeks in advance.

There is a \$30 non-refundable enrollment fee. School Age Program payments are due by the 15<sup>th</sup> of each month. You will be given a printed account statement/receipt for your personal records. Detailed fee amounts will be provided with your enrollment package. Please note that CASP reserves the right to change fee amounts. In this event, a 30-day written notification will be given.

***Tuition is based on the yearly rate of enrollment for your child, divided equally by the 10-month school calendar year.*** This allows for convenient and easy billing. Therefore, full weekly or monthly rates apply for all school weeks including: Superintendent's days, snow days, Labor Day, Columbus Day, Veteran's Day, Thanksgiving vacation, December Holiday Vacation, Winter Break, Spring Break, Memorial Day, and Class Day. Please note that payment is due in full even if your child misses a day or days.

**\*Subsidized Care through the Department of Social Services is available for those who qualify.**

## **Returned Checks & Late Payments**

Returned Checks are subject to a \$35 fee.

Late Payment Policy:

Step 1: If tuition is not received by the due date (15<sup>th</sup> of the month), you will receive a written late notice/payment reminder to have payment in by the end of the month.

Step 2: If your account falls more than 2 weeks behind (30<sup>th</sup> of month since tuition is due on 15<sup>th</sup>), you will receive a 2<sup>nd</sup> late notice and your account will be charged the 10% late payment fee.

Step 3: If you fail to make your next monthly payment and your account continues to be past due by the end of the following month, additional late fees will be applied, and you will be contacted to set up a payment plan (now 2 months behind in payments). If a payment toward the past due amount has been made, then the account is "reset", unless there is still a past due balance from the previous month.

Step 4: In the event a payment plan is not followed or never formulated and agreed upon, the child may be removed from the program and collection action may begin. Collection action includes payment plan arrangements after a child has been discharged from the program, referral to a collection agency once account reaches 90 days past due (3 months), and possible legal action.

*We realize that temporary financial setbacks can happen to anyone and we are willing to work with families in this situation. Please contact the Director immediately, if you need a little more of a grace period.*

## **Late Pick Up**

***Please note that there will be an additional \$1.00 per minute, per child added to your bill if your child(ren) are picked up after 5:30 pm. This payment will be automatically added to your bill with the time of pick-up noted.***

## **Field Trips**

From time to time we may take our children on brief walking excursions. Some examples of field trips may include walking to the Chazy Public Library, the Alice Miner Museum, or to the Chazy Recreation Park. Parents will always be notified ahead of time and must sign permission notes for their child to leave the building.

## Meals & Snacks

Students enrolled in our morning program will be given the opportunity to purchase a school provided breakfast or enjoy a meal provided by your family. Children in our aftercare program will have the opportunity to partake in a program supplied nutritious snack.

### IMPORTANT TO NOTE!

CASP will not serve foods containing nuts if we have students enrolled in our program who are allergic; however, the school is NOT nut free. Foods prepared by the school may contain or have been prepared in an area containing nuts. If your child has specific food allergies, please specify on your registration form and we will do all in our power to protect them from exposure. CASP reserves the right to ban nuts or other foods containing allergens that may affect the health of other children.

Also:

- Menus for program snacks will be sent home at the beginning of the month in the monthly newsletter
- Barring any specific health, allergy, or religious circumstance children may enjoy only program supplied food at snack times. In the event of any of these circumstances, parents may be asked to supply a doctor's note and possibly provide a snack for their child.
- Should any changes in these meal policies occur, parents will be notified in writing

## Outdoor Policy

Children should be prepared to go outside *daily in every season*. This includes but not limited to weather appropriate articles like a jacket, hat, winter boots, rain boots, and gloves. Please note these items cannot be wet in order for us to go outside. We follow school guidelines for when outside time is appropriate. All clothing should be labeled with your child's name. We ask for safety reasons that children refrain from wearing flip flops. If your child is feeling unwell, they will be able to rest comfortably inside with a supervising staff member.

## Programming Options

### School Aged Before & After Care (Kindergarten-grade 6)

Parents of children enrolled in Kindergarten- grade 6 are welcome to choose any or all programs that best fit their child care needs. However please note that some programs have limited spots and are first come first serve. CASP will not discriminate, by any means, to providing care to families of any structure.

### CASP Morning Program

The Morning Program operates out of the school cafeteria from 6:45 am until the start of the school day. Children are offered a quiet and relaxing "transition" period to the start of their school day. They are offered a variety of coloring and craft activities, homework help, as well as games and other directive and non-directive play options. Children have the opportunity to buy a school breakfast or eat a breakfast provided from home. The Morning program reserves 10 child care slots. Drop in spots are available, however preference is given to families who need full time care.

### The 8<sup>th</sup> period Option

Families who reserve a spot for the 8<sup>th</sup> period option will have children who come to CASP for care from 2:15 until 3:30. Parents can choose to either pick up their children or have them ride the "late bus." However, the school does NOT offer a late bus on Fridays. It is the parent's responsibility to pick up their children on these days by 3:30 pm. In addition, please note that there will be several occasions when the school will not have a second bus run, and we may not be given a great deal of notice due to weather or other unforeseen circumstances. We will notify you as soon as we are aware of the inconvenience, however we urge parents to have a back-up plan. Children are welcome to stay later than 3:30 as long as a 24 hour notice has been given to admin. and with the understanding that you will be billed an additional \$5.00 for that day. We reserve 10 spots for this programming option.

### Full Time Afternoon Program

The Afternoon program operates from 2:15-5:30 pm. Children are delivered to the program from their teachers at the end of the school day. During the Afternoon Program children are offered a healthy snack between 3:30-4:00 pm and enjoy many activities to suit a variety of interests. Children are offered both directive and non-directive activities and crafts, with an emphasis on physical activity. A 20-minute homework time is mandatory for grades 1-6, however children are welcome spend as much time as needed on homework. The rationale is that most children have homework daily in addition to required nightly reading time and weekly tests to study for. We pride ourselves in providing an environment that is safe, caring, and fun assisting children's physical, social, and emotional health. Our staff is always brainstorming,

learning about new activities, and committed to improving quality programming for children. If you have any ideas for a program or activity or would like to help participate just let us know!

### **The Drop-in Option**

We understand that not every family is in need of full time child care. CASP will reserve slots for those families who would like to utilize the program as a part time basis. Please note that in choosing this option, you must agree to a mandatory \$10.00 maintenance fee per month to reserve a spot in the program option. On the days, you would wish to send your child, 24-hour notice is needed and you would also pay the additional daily rate (see Fees and Enrollment Options). \*As CASP is funded by program participation, we would warn families that in the event the program experiences a high demand and a wait list develops, you will be given the option to upgrade to a full-time spot or relinquish your child's position in the program. Part time families with the highest attendance will be the least likely to relinquish their position.

**\*CASP also offers a school readiness preschool program for children aged 3-5. Please see the director for more information\***



## Fees and Enrollment Options

*\*cost based on the 2021-2022 school year*

### **FULL TIME PROGRAMS**

Program	Hours	Price
Morning Program	6:30-8:10AM	\$130 monthly
8 <sup>th</sup> Period Program	2:15-3:30PM	\$130 monthly
Aftercare Program	2:15-5:30PM	
	1 child	\$250 monthly
	2 children	\$450 monthly

### **COMBINATION PROGRAMS**

Morning & 8 <sup>th</sup> Period Programs	Hours	Price
1 child	6:45-8:10AM & 2:15-3:30PM	\$240 monthly
2 children		\$432 monthly
Morning and Aftercare Program		
1 child	6:45-8:10AM & 2:15-5:30PM	\$350 monthly
2 children		\$630 monthly

### **DROP IN PROGRAMS**

	Hours	Price
Morning Per Child	6:45 -8:10AM	\$10 per day
Aftercare Per Child	2:15-5:30PM	\$25 per day
Early Dismissal Aftercare Per Child	11:30 AM – 5:30 PM	\$30 per day
Morning & Aftercare Per Child	6:45-8:10AM & 2:15-5:30PM	\$30 per day

*\*Cost based on the 2021 – 2022 school year*

- Families with 2 or more children receive a 10% discount
- Families enrolled in the 8<sup>th</sup> period program with children picked up after 3:30 will be charged an additional \$5
- Families enrolled in the aftercare program with children picked up after 5:30 will be charged an additional \$1 per child, per minute
- All families enrolled in the drop-in programs will be subject to a \$10 monthly maintenance fee

- **Tuition is based on the monthly rate of enrollment for your child.** This allows for convenient and easy billing. Therefore, full rates apply for every month regardless of days off, snow days, holidays, or any other scheduled or nonscheduled vacation. Payments are monthly and are due by the 15th of every month.
- Some program options have limited spots and are first come-first serve.
- Overdue accounts accrue a 10% late fee of total bill – see “*Returned Check and Late Payment*” section

# CASP Parent Handbook Agreement

Please read the following statements to indicate your agreement.

Please read and initial the following agreements:

1. I give permission for CASP staff to speak to school or other relevant personnel (teacher, special education teacher, OT/PT specialist, speech teacher, principal, counselor, nurse, psychologist) to better meet and understand my child's needs.

Parent/guardian initial

2. I give permission for my child to be photographed and videotaped for activities, program development, or to promote program enrollment. Circle: YES or NO

If YES, list exceptions if any:

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Parent/guardian initial

3. I give CASP permission to put the sunscreen/bug repellent I have provided on my child.

Parent/guardian initial

4. I give permission for my child to take part in walking excursions away from the facility under proper supervision with prior written notification.

Parent/guardian initial

5. I give CASP permission to seek emergency medical care should it be needed.

Parent/guardian initial

6. I understand that tuition is based on the yearly rate of enrollment for my child, divided equally by the 10-month school calendar year and that full monthly rates apply for every month September-June regardless of days off, snow days, holidays, or any other scheduled or nonscheduled vacation. I understand that payment is due in full by the 15<sup>th</sup> of every month and I have read and understand the "Returned Check Late Payment Policy". I will notify the director at least 2 weeks in advance before terminating services with CASP.

Parent/guardian initial

7. I understand that it is my responsibility to notify the Director should any changes in billing, guardianship, address, medical, or any other pertinent information which could affect the care of my child.

Parent/guardian initial

8. I have read, understand and agree to abide by the Acceptable Adult Behavior Policy.

Parent/guardian initial

I (print parent/guardian name) \_\_\_\_\_ have read, understood, and agree to comply with the policies and procedures of the Chazy After School Program (CASP) outlined in the Parent Handbook. I understand that CASP reserves the right to change any or all of these policies at its sole discretion.

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date