



**Chico Unified School District**  
1163 East Seventh Street, Chico, CA 95928-5999  
**(530) 891-3000**



# **Chico Unified School District BLAST**

**And**

**\*CARD After School Program**  
**\*Chico Area Recreation and Park District**

# **Parent Handbook**

**A State (After School Education and Safety Program-ASES)**

**BLAST After School Program**

**Chico Unified School District and  
Chico Area Recreation and Park District (CARD)**  
[www.chicousd.com](http://www.chicousd.com) and [www.chicorec.org](http://www.chicorec.org)

**Dear Parents,**

**Welcome to BLAST/ CARD After School Program – a state (After School Education and Safety-ASES) funded after school program. Funding depends on state and federal grant programs. This program is free of charge to you, but would cost \$2,430 per year per child if the grant was not received.**

**We are pleased to offer this program and take pride in the quality program we provide for the youth of Chico. Our goal is to provide a safe and fun atmosphere for your child. We constantly review our program and make every effort to provide a wide variety of stimulating activities for participants.**

**Everyone involved in BLAST/ CARD After School Program is excited about the new school year! We have many returning staff and a lot of new staff. Please take a moment to meet the leaders at your site. If you have any questions, please speak to your site coordinator or contact us directly.**

**Have a great school year!**

*Kristine Keene*

**Kristine Keene**  
**Director, Educational Services**  
Chico Unified School District  
891-3000 Ext. 165  
Email: [kkeene@chicousd.org](mailto:kkeene@chicousd.org)

*Stephanie Pyle*

**Stephanie Pyle**  
**Recreation Supervisor**  
Chico Area Recreation and Park District  
895-4711 Ext. 113  
Email: [spyle@chicorec.com](mailto:spyle@chicorec.com)

*Kalyn Quok*

**Kalyn Quok**  
**Administrative Program Coordinator**  
Chico Unified School District  
891-3104 Ext. 115  
Email: [kquok@chicousd.org](mailto:kquok@chicousd.org)

## **BLAST/ CARD After School Program Days/Hours**

BLAST/ CARD After School Program operate on all school days, and all programs are closed on all school holidays. Programs operate for 3 or more hours from the time school gets out, Monday through Friday. **If your child is not picked-up by 6:15 pm and no contact has been made with persons on the emergency form, Child Protective Services will be called.**

<b>Chapman</b>	<b>2:25-6:00</b>
<b>Citrus</b>	<b>2:00-6:00</b>
<b>Emma Wilson</b>	<b>2:10-6:00</b>
<b>Little Chico Creek</b>	<b>2:40-6:00</b>
<b>McManus</b>	<b>2:15-6:00</b>
<b>Neal Dow</b>	<b>2:20-6:00</b>
<b>Parkview</b>	<b>2:20-6:00</b>
<b>Rosedale</b>	<b>2:30-6:00</b>

## **Additional Fees**

**Late Pick-up Fee** of a \$1 per minute will be charged. There is no exception to this policy. Please be prompt in picking up your child (**cash or money orders only**).

## **Attendance/Early Release**

Your child is expected to be at program every day for a minimum of 2.0 hours per day unless otherwise arranged with your site Coordinator with an Early Release Form (obtained from Site Coordinator) **BLAST/ CARD After School Program employs a strict attendance policy. If your child misses more than (15) unexcused absences OR non-excused Early Release (not due to illness/medical appointments) days during the school year, he or she may be dropped from the program.** Note: You are granted (1) day a week for an early release to another extracurricular activity. Other weekly early releases, before 2 hours, may result in your child being dropped from the grant funded After School Program.

In the case of an absence, it is imperative that you call the number listed below between **8:00 am and 2:30 pm** and let them know your child will not be attending program that day. **The quick phone call from you saves a lot of time!**

<b>Chapman</b>	<b>624-9074</b>
<b>Emma Wilson</b>	<b>321-3876</b>
<b>Little Chico Creek</b>	<b>321-1046</b>
<b>Citrus</b>	<b>321-3656</b>
<b>McManus</b>	<b>321-3187</b>
<b>Neal Dow</b>	<b>321-3402</b>
<b>Parkview</b>	<b>321-3345</b>
<b>Rosedale</b>	<b>321-3264</b>

## **Sign In/Out Procedures**

Participants are signed in everyday and must be signed out every day by an authorized individual listed on the emergency form. **Photo ID's will be checked. FOR YOUR CHILD'S SAFETY, THESE RULES ARE STRICTLY ENFORCED AND NO EXCEPTIONS WILL BE MADE.**

## **Clothing**

Comfortable play clothes and tennis shoes are encouraged. Flip flops and sandals are discouraged since children have a hard time playing active games in them. Please be aware that even though precautions are taken, some activities may result in stains on clothing. If you wish, your child may change into play clothes after school. To help make sure jackets and backpacks get to the right home, please label all items. **CLOTHING SHOULD BE IN COMPLIANCE WITH THE SCHOOL DRESS CODE.**

## **Healthy Snack/Meal**

A healthy snack/meal program will be provided based on USDA guidelines. Snacks/meals are portion controlled and the same snacks/meals will be offered for each child on a daily basis.

## **Academic Time**

Approximately 60 minutes will be set aside every day for assigned homework, Reading/Math Interventions, tutoring and reading.

## **Supply Donation (BLAST only)**

BLAST After School Program is provided free of charge except for an annual, non-refundable, suggested supply donation of **\$40.00**. Supply donations (**cash or money orders only**) may be given to the BLAST site coordinator within two weeks of your student attending the BLAST program. Payment options are available. Your Site Coordinator is more than willing to work with you, should this be a hardship. Additional cash donations are always accepted and appreciated

## **Field Trips**

Field trips may be included in the BLAST After School Program. Parents/guardians must sign a permission slip prior to your child attending the field trip. Please read the permission slip carefully to make sure you know of any special items your child will need for this day (make sure you know where to pick-up your child to avoid a late pick-up fee). If you do not want your child to attend the scheduled field trip it is your responsibility to make other arrangements for your child on that day.

## **Guidance Techniques**

In order to plan and operate a safe and fun environment, the staff must encourage participants to follow program rules and guidelines. Because staff members play an important role in assisting children in social development, friendship building, conflict resolution and group living skills, it is sometimes necessary to employ positive guidance techniques. When dealing with discipline it is important to define it as a “behavior which allows children and staff to perform effectively in a child care setting.” Parents, staff, and children are all responsible to make this work.

## **Child’s Responsibilities**

1. Respect others
2. Respect the BLAST/ CARD After School Program staff authority
3. Respect equipment and property in the building
4. Remain in sight of staff members at all times
5. Arrive to program on time

6. Behave in a manner that does not disrupt or interfere with the rights of others, children and adults

### **Parents Responsibilities**

1. Accepting and respecting the right of the BLAST/ CARD After School Program staff to maintain order
2. Reviewing and abiding by all procedures detailed in this handbook and explaining them to their children
3. Cooperating with staff by carrying out appropriate discipline technique
4. Seeking advice from the staff and other appropriate agencies for assistance in improving the behavior of their children
5. Picking up your child by 6:00 p.m. each day

### **BLAST/ CARD After School Program Staff Responsibilities**

1. Reviewing and explaining the rules
2. Establishing and modeling an environment of appropriate behavior
3. Communicating with children and parent about behavior problems and proposed solutions
4. Exhibit a deep interest and positive approach in the development of all children.
5. Exhibit consistency in dealing with negative behavior
6. Clearly define and consistently maintain limits when necessary
7. Redirect negative behavior in children by reinforcing positive behavior
8. Require parental involvement through meetings and behavior contract if necessary
9. Maintaining emergency procedures and running Code Red and other Emergency drills

### **Health Policies**

If your child becomes ill at BLAST/ CARD After School Program, you will be notified and must arrange to have your child picked up immediately. Please notify Staff if your child has been exposed to any contagious disease or condition (mumps, measles, chicken pox, lice, etc.) so that we can notify other parents immediately.

### **Medication Policy**

BLAST/ CARD After School Program cannot store or dispense medication of any form. If your child is on medication, arrangements need to be made with the school prior to coming to the after school program. Please bring any health concerns to the attention of the site coordinator.

### **Valuables**

BLAST/ CARD After School Program is not responsible for lost or stolen items. Children should not bring toys, games, or other valuables to program.

## **Behavior Management Procedures**

These are the behavior management procedures the afterschool program staff will use when they encounter behavior problems that need to be addressed. While this is the general plan we will follow, **each situation is unique and may require a different sequence than the one listed below**. The staff will use their best judgment when deciding what level of discipline is most appropriate for the circumstances.

**Communication with parents regarding behavior/disciplinary actions:** You will be notified by the After School Program Attendance clerk if there is a behavior issue that the After School Program Coordinator needs to discuss with you when you pick your child up from the program.

### **Behavior Contract:**

If the child receives repeated disciplinary parent notifications for negative behavior, staff may choose to suspend the child from the program and schedule a behavior contract meeting. Staff may also choose to put a child on a behavior contract for extreme situations. At this meeting attended by the parent, child, Coordinator, and Director, a contract will be created detailing behavior expectations for the child to remain in the program. If the contract is broken, the child may be removed from the program for up to one year.

### **Expulsion Policy:**

BLAST/ CARD After School Program is **committed to being a safe, enjoyable place for all participants**. In order to protect all participants, BLAST/ CARD After School Program will not tolerate participants causing or threatening extreme physical injury to another person, or bringing a weapon to the program. Any of these actions or other actions deemed dangerous, illegal or harmful, will result in immediate expulsion from the program. If your child is expelled for any reason, he or she may not attend after school programming with Chico Unified/CARD for at least one year following the date of expulsion.

### **REMINDER:**

Our program is not designed for children that consistently need one on one attention. If you do have children that continuously take attention away from the rest of the group, please contact your After School Program Coordinator.

## **BLAST AFTER SCHOOL PROGRAM**

### **Parent Acknowledgement of Rules and Responsibilities**

Dear Parent,

We are so pleased you have enrolled your child in the BLAST After School Program. The ASES grant has specific attendance criteria. Daily attendance is expected every day school is in session with the exception of illness or medical appointments. It is the expectation that those enrolled in the program will adhere to the 2-hour daily attendance policy. You are granted (1) day a week for an early release to another extracurricular activity. Other weekly early releases, before 2 hours, may result in your child being dropped from the grant funded After School Program.

Please keep in mind the program parameters are set to benefit students who attend the After School Program each day. Thus, this Early Release policy is only to be used for exceptions to the regular schedule. In cases where a school site has a waiting list priority grant placement will be given to students who use the program fully Monday through Friday, for a minimum of three hours each day.

If occasional early release arrangements need to be made, (i.e., doctor appointment, school function or emergency situation), please notify us in advance and indicate that on the parent sign in/out sheet.

I understand the intent of the BLAST After School Program is to keep my child safe and engaged in meaningful activities after school each day until 6:00 pm. I also understand the policy of the program is to release my child from one safe environment to another safe environment- specifically from the After School Program into the custody of a parent or guardian.

