

Chinese After School Program (CASP) HANDBOOK

****Please read the entire packet and then completely fill out the Application and Emergency Contact Information Sheet. By signing the application you are agreeing to the information contained in the CASP Handbook.***

Welcome to CASP - a California Heritage School. This program has been designed to offer children in the Argonne community, the opportunity to develop proficiency in Chinese as a second language and enrich them with the understanding and appreciation of the Chinese language, customs, and cultures. CASP was founded and established by parents in 1999. This program operates within guidelines set forth by the Argonne Parent Teacher Organization (PTO), a non-profit organization with 501(c)(3) status.

PROGRAM CALENDAR

The program operates on the same school calendar as the Argonne Elementary School. ***Summer session is only for 1st – 5th graders.***

DAILY ROUTINE

The Spring/Fall program hours are from 2:40 P.M. to 6:00 P.M. Kindergarten students are picked up by a CASP staff member in front of students' classrooms at 2:40 P.M. All other students meet and circle on the schoolyard after school. During that time, students will be monitored by CASP staff. Instructors take attendance to insure that each child is accounted for. ***Parents/Guardians must sign out on the attendance sheet daily with their full signature and with the time of pickup. Parents/Guardians may be asked to show ID prior to picking up their children. Parents/Guardians are to pick up from the 17th Avenue yard doors and exit through yard doors only.***

DAILY SCHEDULE

2:40 P.M. – 3:00 P.M.	Students gather on the schoolyard for snack time (snacks not provided)
3:00 P.M. – 3:50 P.M.	Lesson or Enrichment
3:50 P.M. – 4:10 P.M.	Recess
4:10 P.M. – 5:00 P.M.	Lesson or Enrichment
5:00 P.M.	Homework Time
5:15 P.M.-6:00 P.M.	Pick Up

THE STAFF

Flora Chen (Language Instructor, Beginner Level)
Anna Liang (Language Instructor, Lower Intermediate Level)
Vivian Gee (Language Instructor, Upper Intermediate Level)
Zoe Zhu (Language Instructor, Advanced Level)
Shirley Cai (Instructors Assistant)
Daisy Xie (Instructors Assistant)
Shirley Zhang (Instructors Assistant)
Gerald Crump (Site Director)

The program is staffed and supervised by experienced Language Instructors. Together, staff and parents help each child grow in a loving and nurturing atmosphere.

CURRICULUM

The program curriculum is created by the Language Instructors and the CASP Advisory Board's Instructor Support team. The total development of the child depends upon the ability to learn to their full potential with interest, comprehension and enjoyment. To attain these goals, there is a multi-level range of curricula.

HOMEWORK POLICY

Language Instructors will only assign homework on Fridays and if homework is given, it is due the following school day.

DURING RECESS

Recess is a very busy time on the schoolyard. At times, all three afterschool programs (YMCA, RDNC, and CASP) are out in the schoolyard at the same time. Due to the number of children in the schoolyard, it can potentially be difficult to monitor all of the students. As a result, CASP requires the purchase of T-shirts for all of the students in the program. Parents are responsible to purchase the t-shirts at \$25 for two. The rules for t-shirt use and care are: students are required to wear their T-shirts at all times during CASP program hours; students must bring their T-shirts home every Friday (or as needed) to be laundered.

SCHOOL PROPERTY/SCHOOL PREMISE

Students are to respect all property while at school. This includes the proper handling of supplies, equipment, fixtures, etc. that are here for the usage and enjoyment of all children. All the classrooms are shared with students in the morning class. Students are not to touch any supplies or materials belonging to either the Language Instructors or students in the morning class. Furthermore, the San Francisco Unified School District's policy is that there be no loitering on the premises. The program cannot be held liable for any accidents after your child has been signed out of the program.

PERSONAL ITEMS

Please do not bring any personal items including, but not limited to iPods, cell phones, toys, video games and any other electronics. The program is not responsible for any lost or stolen items, so it is best to leave valuables at home.

FOOD/SNACKS

There will be no eating in the classroom, except as approved for special occasions. CASP has a **NO NUTS** policy. There are over 10% of our students on average who are allergic to nuts. Snacks are to be consumed before class or during recess. Students are encouraged to have healthy snacks in school. Chips, candy, cookies, sodas, etc. are not considered healthy snacks.

IN-CLASS SPECIAL EVENTS

Parents are responsible for the planning and execution of these parties. Any celebration must have the prior approval of the Site Director. Food must not be served inside the classroom. Hosts are responsible to clean after the party and all trash must be removed from the classroom because the school does not provide CASP with janitorial services.

ABSENCE/EARLY PICK UP/AFTER SCHOOL ENROLLMENT PROGRAMS

Contact your child's Language Instructor by 2:00pm if your child will not be attending. Please also notify the Language Instructor in advance if you are going to pick up your child early due to valid reasons such as doctor's appointments. Class lessons and activities run till 5:00pm, early pick up before 5:00pm will cause interruption to the class and student's ability to learn. Each student is only allowed to select **ONE** after school enrichment program to attend per session while enrolled in CASP.

Children must never leave the building or grounds during program hours. This includes personal trips to the store and home. Leaving the program or school site without permission may result in termination from CASP.

ILLNESS/MEDICATION

Children should not attend class when sick. If a child has symptoms of illness, parents are contacted and asked to pick up the child within an hour of notification. Staff are expected to instruct children for regular hand washing in an effort to reduce contagious illness. If your child needs medication during CASP hours, the Argonne Chinese After School Program Medication Authorization Form must be turned in and on file with CASP and all medication including instructions is kept in a secure location.

AUTHORIZATION TO PICK UP A CHILD

Your child will not be released until he or she has been signed out by the appropriate parent or guardian. No child will be released to a person unless authorized by a parent to pick up the child. This authorization must be in writing by a parent. Authorized persons who are unknown to us will be required to show proper identification.

LATE PICKUP CHARGE

Pickup of children should be done before 6:00pm. If children are picked up after 6:00pm, a \$1 fee may be charged per minute. Late fees will be charged at the discretion of the CASP Board and Program Staff.

INCIDENT REPORTS

Program incident reports will be written by site director to capture incident(s) during CASP hours. Incident reports will capture, but not be limited to: injuries, accidents, and student behavior disciplinary issues. Reports will be shared with the parent and a copy of the report will be kept on file, reports will only be accessible to the Language Instructor and CASP Board.

ACCIDENTS

In minor cases, first aid will be given by school personnel. In the event of an emergency requiring medical assistance, every effort will be made to contact the parents/guardians. If a parent/guardian is not available, the authorized contact person on the emergency card will be called. If one of the authorized persons on the card cannot be reached, the school will seek the care needed. Students will be taken to the hospital by ambulance and efforts to contact a parent will continue. Parents will be responsible for any expenses incurred.

DISCIPLINE/SUSPENSION POLICY

No child shall be the subject of physical punishment, verbal abuse or threats. No child or group of children shall be allowed to discipline another child. CASP strictly follows a **Zero Tolerance** policy. Fighting, stealing, bullying or any other inappropriate behavior is not acceptable and will not be tolerated. Such behavior could result in expulsion from the program. Parents of children having difficult times will be informed by the staff and CASP Board. Please take immediate action to curb problems you are made aware of before they become unmanageable. If the behavior continues, parents/guardians will be asked to meet with staff and Board members to try and resolve the situation. CASP may also attempt to give additional support such as a referral to an outside agency for assistance. Persistent, unacceptable behavior problems may result in suspension from the program.* Once reinstated, any further issues will result in expulsion from the program. Refund after expulsion from the program will not be provided.

*To ensure a safe and healthy learning environment for our program, children who exhibit extreme violent behavior may be asked to leave the program after only one incident and without any attempts at resolution.

I understand that if my child requires one on one attention to the detriment of other participants that he/she may be asked to leave the program.

PHOTO AND MEDIA RELEASE

Upon enrollment of my child into CASP, I give permission to CASP to use photos and videos of students and student projects in promotional materials, such as brochures, newsletters, advertisements and event programs; as well as in social media outlets such as the Argonne and yearbook website.

TUITION & PAYMENT

Tuition is payable in a lump sum and please make checks payable to Argonne PTO. For Summer and Fall, tuition is due on or before April 30 and for Spring, on or before December 10. The program depends on tuition to pay for current expenses. Each child is enrolled for the entire school term and/or summer session. Tuition rate is reviewed at a minimum annually and is subject to change. Two weeks prior written notice is due upon the child's withdrawal from the program. Tuition refunds are given on a prorated basis only and are subject to Board approval. Parents/Guardians who are unable to meet their tuition obligations MUST notify any CASP Officer immediately (**argonnecasp@gmail.com**). Tuition assistance is available on a limited basis. Parents/Guardians who desire to request tuition assistance must submit verification of household income by providing their W-2 form and/or other document(s) as requested by the Board of Directors. Information will be kept strictly confidential within the CASP board. **PLEASE NOTE: Late tuition payments, unless otherwise approved are subject to a \$25 late fee.**

NON-DISCRIMINATION

The CASP does not discriminate on the basis of race, color, national origin, gender, age, sexual orientation, or disability/handicap for consideration of admission into this program.

COMMUNICATION

Regular communication between parents and staff is an important part of the program. By sharing information concerning your child's activities, we can work together to better meet the child's needs. If you have a concern dealing with a specific area in your child's classroom, first contact the Language Instructor to gain clarification. If you feel your concerns have not been addressed, you should next contact the program board in order to meet with you and the Language Instructor involved. Parents may also contact any program officer either at the CASP e-mail **argonnecasp@gmail.com**, or at any of the CASP Officers' personal e-mail addresses below. Any concern dealing directly with the school should be addressed to the principal. Please do not discuss your concerns outside the school. The best way to promote the healthy values of the program is to deal honestly and directly with the person involved. **It is extremely important that any changes in contact information, emergency phone numbers and health and safety information be kept current.**

PARENT INVOLVEMENT

The CASP was originally formed by a group of parents. Today, the program relies heavily on parental participation and involvement. One of the commitments a family makes when enrolling into CASP is a commitment to volunteerism during the school year. Each family is committed to contributing to the program in any way they feel appropriate for them and their family. The program asks each family to commit a minimum of 10 hours per school year. Program meeting attendance, Lunar New Year fundraisers, assist in classroom, lead special project(s) in class are all accountable towards volunteer hours. Program meetings are every other month, and there will be a minimal of 5 program meetings in a year. Our program is committed to the success of our students, staff and its board. CASP looks to work more closely with parents and families to meet their volunteerism goals during the year. Please make your best effort to log and track your monthly volunteerism on the in-classroom logs. Families will be billed for any unmet hours at a rate of \$10 per hour as per CASP policy.

GENERAL RELEASE OF LIABILITY ALSO STATED ON THE ARGONNE CHINESE AFTERSCHOOL PROGRAM'S APPLICATION FORM:

General Release of Liability - In consideration for being allowed privileges in any program provided by the Argonne Chinese After School Program, the undersigned agrees to hold harmless the Argonne Chinese After School Program, its directors, officers, employees, agents, and volunteers from any and all claims, suits, losses, or related causes of action for damages, including but not limited to such claims that may result from any injury or death, accident or otherwise, during or arising in any way from said activity.

I ACKNOWLEDGE THAT THIS GENERAL RELEASE OF LIABILITY OF THE ARGONNE CHINESE AFTER SCHOOL PROGRAM IS BINDING ON ME PERSONALLY AND ON MY HEIRS, PERSONAL REPRESENTATIVES, SUCCESSORS, AND ASSIGNS. I UNDERSTAND AND AGREE TO THE POLICIES STATED ABOVE AND I HAVE CAREFULLY READ THE WELCOME PACKET/HANDBOOK WHICH CONTAINS THE RULES AND REGULATIONS AND AGREE TO THE TERMS STATED. I CERTIFY THAT I AM THE PARENT OR LEGAL GUARDIAN OF THE CHILD WHOSE NAME IS LISTED ON THIS FORM.

PARENT ADVISORY BOARD

When CASP was established, a group of parents created bylaws and formed a Board of Directors to help organize and run the program. As the program evolved, we no longer have a Board of Directors, instead we have a group of dedicated volunteers that form an Advisory Board Committee. This Advisory Board Committee consists of parents of current CASP students.

The Committee holds monthly meetings to discuss ongoing issues and improvements to the program. Additionally, the committee leads monthly meetings that are held with the community, to share relevant updates of the program with CASP families, as proscribed in the bylaws.

Members of this committee are elected into their roles. Please refer to program bylaws for more information. A copy of the CASP bylaws can be requested from any CASP officer. The program also welcome parents to join our Advisory Committee. Members are required to attend all open Board meetings, which occur on a monthly basis.

STAFF CONTACT INFORMATION

Language Instructor: Flora Chen
Contact Phone Number: 415-589-9836
Email: florachen9791@yahoo.com

Instructors Assistant: Shirley Cai
Contact Phone Number: 415-815-9685

Language Instructor: Vivian Gee
Contact Phone Number: 415-359-7689
Email: meiyu815@hotmail.com

Instructors Assistant: Shirley Zhang
Contact Phone Number: 415-602-5788

Language Instructor: Zoe Zhu
Contact Phone Number: 415-244-3013
Email: zzoe800@gmail.com

Instructors Assistant: Daisy Xie
Contact Phone Number: 415-866-9434

Site Director: Gerald Crump
Contact Phone Number: 415-720-4797
Email: gcfuel@gmail.com

ADVISORY BOARD

CASP Lead: Linda Luu
Contact Phone Number: 415-710-2262
Email: lshinh@gmail.com

Instructor Support Lead: Ulash Dunlap
Contact Phone Number:
Email: ulasht@gmail.com

Program Treasurer: Joe Lam
Contact Phone Number: 415-373-8192
Email: jk25lam@yahoo.com

Enrollment: Jeff Luu
Contact Phone Number: 415-308-0352
Email: jefftluu@gmail.com

Communications: Lamar Heystek
Email: argonnecasp@gmail.com

Events: Amy Kam
Email: amy.w.kam@gmail.com

Dear CASP Parents,

We are asking for your support to help us ensure that CASP is a safe, fun, and enriching environment that models respect for our staff and students alike. Please spend a few minutes with your child to thoroughly review the following *agreements* and the consequences for breaking these agreements. If you have any questions or concerns, please contact Site Director (Gerald) or one of the Advisory Board members. We sincerely appreciate your cooperation.

Sincerely,

CASP Leadership Team

RESPECTING STAFF - *ALL students agree to the following:*

- Listen to staff and follow all directions.
- No interrupting staff. Also, no calling out, raise your hand and wait until called on by staff – incl. bathroom.
- No disrupting/clowning during group activities.
- No arguing with staff; No lying to staff.
- No hitting/touching staff.

RESPECTING SITE – *ALL students agree to the following:*

- Students must stay on-site at all times.
- Always remain under staff supervision or with a peer at all times (NO wandering off alone).
- No harming/destroying/stealing either Argonne or CASP property.
- No touching of classroom materials without permission.
- No toys from home allowed (unless prior written permission has been given, e.g. focusing object).

RESPECTING OTHER STUDENTS – *ALL students agree to the following:*

- Keep your hands, feet, and other objects to yourself. Always respect another’s personal space.
- No play-fighting, hitting, kicking, or pushing.
- No put downs, name calling, or teasing.
- Respect others’ personal belongings.
- No playing or disrupting others while in the bathroom.

CONSEQUENCES FOR BREAKING THE AGREEMENTS INCLUDE THE FOLLOWING:

- Reduction/removal of recess privileges.
- Timeouts/bench time. All minor incidents are being tracked in a log book. Major incidents will be documented with incident reports.
- Instructor’s speaking to parents about behavior at pickup time.
- Calling parents to pick-up child from CASP immediately (same day suspension).
- **Repeated misbehaviors or extreme/dangerous behaviors** will lead to progressive discipline, including any of the following: parent meetings, in-house/home suspensions and/or expulsion from CASP immediately.

I HAVE READ OVER AND REVIEWED THESE AGREEMENTS AND CONSEQUENCES WITH MY CHILD, AND WE AGREE TO FOLLOW THESE CASP GUIDELINES AND AGREE TO THE INFORMATION CONTAINED IN THE CASP HANDBOOK.

Parent’s Name _____ **Parent’s Signature** _____ **Date:** _____

Student’s Name _____ **Student’s Signature** _____ **Date:** _____