

APPENDIX A to the BACK to SCHOOL BULLETIN

Appendix A ASP application

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Citizens of The World Hollywood is delighted to continue our seventh year of After-School Programming (ASP). Our after school staff strives to provide a consistent, creative, interactive and safe environment for our CWC students on a daily basis. We have found a wonderful group of After-School teachers who are kind and creative and excited to continue the mission of CWC. We will also begin offering our enrichment classes the week of 9/12.

HOW TO REGISTER:

A completed ASP form is due **every month**. Registration forms will go home on a monthly basis in homework folders and can also be picked up in the parent's correspondence area outside of the main office. Please fill out the form in its entirety and send along with the accompanying payment by the due date. The due date for this month is THURSDAY, AUGUST 25th. All forms and payment should be turned into the silver box that says ASP/Camp/Enrichment, located in the main office.

PAYMENT:

We are introducing a new attendance, invoicing and payment system called ProCare. This new system will allow for families to keep a credit card on file and be automatically charged for their ASP usage on the 5th of the month. Any remaining balance from the previous month, will also be charged on the 5th. While using the stored credit card is not mandatory, all families should have a card on file that CWC-H can use as a backup payment source for any amounts owed. If you do not want your card charged, please turn in your cash or check payment by the assigned due date on the monthly form. Aug/Sept due dates are Thursday, August 25th.

CITIZENS OF THE WORLD CHARTER SCHOOL-HOLLYWOOD AFTER SCHOOL PRICING

	Cost for September Unlimited	Cost Per Day/ or Drop In
Full Price Lunch	\$300	\$15
Reduced Lunch	\$100	\$8
Free Lunch *	\$10	\$0.50
Families with more than one child are offered a 20% discount AFTER 1 st full paying child.		
*Please note—This new small monthly fee is to cover basic supplies.		

*** To accommodate the staggered dismissal time, we have sibling care that goes from K-2 dismissal time until 3:15. If you have a child who is in 3rd through 5th grade, and you would like your younger child to do sibling care, please fill out a monthly ASP form, marking **Sibling Care**. All children who are in sibling care should be picked up no later than 3:15.

SIGNING OUT:

All students **MUST** be signed out every day. The parents must list, on their registration form, any adult granted permission to pick up and sign out their child. If you would like your child to be picked up by someone who is not on the registration form, please submit your request in writing or in e-mail to Gloria Bigelow at gbigelow@cwchollywood.org.

PROGRAM HIGHLIGHTS:

Recess **Homework*** ***Healthy Snacks***

*** **Enrichment classes**- CWC offers a wide variety of additional enrichment programing that is offered during the after-school hours, at an additional cost. Registration forms for enrichment classes will go out separately from monthly ASP registration forms.

>>>It is important that the after-school program maintains the schools behavioral standards. Any behavior that threatens the physical or emotional safety of any child or is considered dangerous or abusive (physically, verbally or emotionally) to any students, parent or staff member is considered completely unacceptable and may result in removal from the After School Program.

Absences/ Missed Days: There are no credits, refunds, or make-up days for absences or missed days.

*Attached is an Electronics Funds Transfer Authorization form for credit card & checking payments

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize Citizens of the World Hollywood to initiate credit card charges to the below- referenced credit card account (SECTION A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. ____ (initial) Credit union members: please contact your credit union to verify account and routing numbers for automatic payments.

COMPLETE ONE SECTION ONLY: EITHER SECTION A OR SECTION B

SECTION A (CREDIT CARD):

Cardholder Name _____	Phone # _____	
Cardholder Address _____	City _____	State _____
Zip _____		
Card Number _____	Security Code _____	Exp. Date: _____
Cardholder Signature _____		

SECTION B (Bank Account):

Your Name _____	Phone # _____		
Address _____	City _____	State _____	Zip _____
Bank or Credit Union Name _____			
Bank or Credit Union Address _____			
City _____	State _____	Zip _____	
Routing Transit Number (see sample below) _____			
Account Number (see sample below) _____			
Checking or Savings (circle) _____	Authorized Signature _____		



Routing Number Account Number

Aug 29th-31st & SEPTEMBER
CWC After School Program

Classroom- Teacher

The Citizens of the World After School Program will be offered to students Mondays through Fridays from dismissal to 6:00pm.

***ALL FAMILIES MUST SUBMIT A FORM EVERY MONTH**, if they would like to participate in ASP. Please complete and return this form by **Thursday August 25th, 2016**. For the safety of our students, it is vital for our program to have accurate student rosters. Late forms complicate program operations and will be assessed a fee of \$15 and may delay a child's participation in the program. ASP ends promptly at 6:00pm, Late pick-up (anytime after 6pm) will be subject to late fees of \$1.00 per extra minute. Late pick-up fees are due at pick-up and should be paid no later than the following day. If a parent is more than 10 minutes late to pick up their child on two or more occasions, the child will be temporarily removed from the program.

For safety purposes **students will not be allowed to participate in ASP, if a form is not returned by Thursday August 25th, 2016**. No phone calls or notes requesting ASP will be accepted. Please complete and return this form by **Thursday August 25th**.

Parent Name: _____ Phone Number: _____

Student Name: _____ Grade: _____ Classroom Teacher _____

Email: _____

Please check the box that applies to you. Make sure all sections are complete.

	Cost for September Unlimited	Cost Per Day/ or Drop In
Full Price Lunch	\$300	\$15
Reduced Lunch	\$100	\$8
Free Lunch *	*\$10	*\$0.50
Families with more than one child are offered a 20% discount AFTER 1 st full paying child- \$12 a day *Please note—This new small monthly fee is to over basic supplies.		

My child will be dropping in to ASP on the following dates for the month of Aug/ September (check all that apply):

Monday	Tuesday	Wednesday	Thursday	Friday
Aug. 29	Aug.30	Aug 31	1	2
5 No School	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

*Please mark here _____ if your child is in Sibling Care only- MUST be picked up by 3:15.

Drop in Calculations: total days _____ x price per day _____ = \$ _____

If my child participates in a day of ASP without signing up in advance, I will be charged \$15 per day.

I agree to the terms and conditions of the After School Program

Parent Signature: _____ Date: _____

Please allow the following adults to pick up my child from the After School Program (MUST be over 18):

Payment: Amount: _____

Payment Method- Cash _____ Check _____ Debit Pro Care on September 5th _____

DAILY ASP SCHEDULE

Monday-Tuesday-Thursday-Friday	Wednesday
Kinder- ASP Schedule	Kinder Wednesday- Wednesday Schedule
2:50-3:00-Check-in	1:15-1:25- Check-in
3:00-3:30- Recess	1:25-1:55- Recess
3:30-4:00- Snack	2:00-3:10- Classroom Time
4:00-5:30- Classroom Time	3:10-3:40- Snack
5:30- Recess/Outside Pick-up	3:40-4:10- Recess
	4:10-4:30- Garden Time
	4:30-5:30- Classroom Time
	5:30- Recess/Outside Pick-up
1st and 2nd Grade- ASP Schedule	1st and 2nd- Wednesday Schedule
3:00-3:10- Check-in	1:30-1:40- Check-in
3:10-3:45- Recess	1:40-2:15- Recess
3:45-4:15- Snack	2:15-3:25- Classroom Time
4:15-4:45- Homework	3:25-3:50- Snack
4:45-5:30- Main Activity	3:50-4:40- Recess
5:30 Recess/Outside Pick-up	4:40-5:30- Classroom Time
	5:30- Recess/Outside Pick-up
3rd, 4th, 5th- ASP Schedule	3rd, 4th, 5th- Wednesday Schedule
3:15-3:20- Check-in	1:30-1:40- Check-in
3:20-3:45- Snack	1:40-2:15- Quiet Reading
3:45-4:15- Recess	2:15-3:15- Recess
4:15-5:00- Homework	3:15-3:40- Snack
5:00-5:30- Main Activity	3:40-4:30- Classroom
5:30- Recess/ Outside Pick-up	4:30- 5:30- Recess
5:30-6:00-Recess--Outside Pick-up K-5th	