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Citizens of The World Hollywood is delighted to continue our eighth 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 TA's and After-School teachers who are kind and creative and excited to continue the mission of CWC during after-school hours. 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 25<sup>th</sup>. 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 5<sup>th</sup> of the month. Any remaining balance from the previous month, will also be charged on the 5<sup>th</sup>. 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 25<sup>th</sup>.**

**CITIZENS OF THE WORLD CHARTER SCHOOL-HOLLYWOOD AFTER SCHOOL PRICING**

	<b>Cost for Unlimited</b>	<b>Cost Per Day/ or Drop In</b>
<b>Full Price Lunch</b>	<b>\$276.15</b>	<b>\$21 or \$22 on Wednesdays</b>
<b>Reduced Lunch</b>	<b>\$100</b>	<b>\$10.50 or \$11 on Wednesday s</b>
<b>Free Lunch *</b>	<b>\$10</b>	<b>\$1 per day</b>
<b>Families with multiple students receive a 20% discount for each additional sibling, but only if they enroll in unlimited.</b>		

\*\*\* 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 3<sup>rd</sup> through 5<sup>th</sup> 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 must be picked up no later than 3:15.

**SIGNING In and SIGNING Out:**

If your child is not picked up directly after school, they will be brought to ASP by their classroom teacher and signed into ASP. All students MUST be signed out every day from their ASP teacher. Please do not take your child without the child giving a handshake, high-five, or a hug to their ASP teacher. Please also be sure to sign them out on the daily attendance sheet as well. Guardians 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. Enrichment Class programing will begin the week of 9/11. Forms for enrichment classes will go out 9/1.

>>>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 results 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 a an Electronics Funds Transfer Authorization form for credit card & checking payments using our Procure System.

**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 _____			
Account Number _____			
Checking or Savings (circle)	Authorized Signature _____		

**Parent Name:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Classroom Teacher** \_\_\_\_\_

**Email:** \_\_\_\_\_

## DAILY ASP SCHEDULE

<b>Monday-Tuesday-Thursday-Friday</b>	<b>Wednesday</b>
<b>Kinder &amp; TK- ASP Schedule</b>	<b>Kinder Wednesday- Wednesday Schedule</b>
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
<b>1st and 2nd Grade- ASP Schedule</b>	<b>1st and 2nd- Wednesday Schedule</b>
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
<b>3rd, 4th, 5th- ASP Schedule</b>	<b>3rd, 4th, 5th- Wednesday Schedule</b>
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
<b>5:30-6:00-Recess--Outside Pick-up K-5th</b>	