



**Chatom Elementary School
7221 Clayton Rd.
Turlock, CA. 95380**

Our goal at the C.A.R.E Program is to provide a fun, safe, and educational place after school for our students at Chatom Elementary School and Mountain View Middle School. Our intent will be to offer The CARE program to our families in need of after-school care as we plan to return to school in August of 2022. However, because of the safety of our students and staff we must follow the guidelines of the Stanislaus County Office of Education, Stanislaus County Public Health officer, California Department of Public Health, and the Center for Disease Control and prevention when it comes to covid-19.

Safety is the priority for our students and staff members. Although it is our desire to start our 2022/2023 school year at 100% capacity we realize that we will be under the guidance of the governor and the state and County health officers as to how to achieve our goals for reopening as safely as possible. In preparation for social distancing rules and guidelines that may prohibit us from achieving that hundred percent Care Program capacity goals we want our district families to be informed.

We look forward to servicing our Chatom Elementary School and Mountain View Middle School students! Our wish is to be at full student capacity and for our students and staff to be safe and healthy! Please keep in mind that all plans are subject to change and we are subject to any state and or County ordinances or regulations that deal with social distancing, student capacity and any other health or safety issues related to covid-19.

C.A.R.E Program

"Chatom After-School Recreation and Education" Program

- Chatom Elementary School ■ 7221 Clayton Road ■ Turlock, CA 95380 ■
■ (209) 664-8500 ■

PROGRAM DESCRIPTION

Program Title

C.A.R.E. Program (Chatom After-School Recreation and Education Program)

Program Goal

To provide an after-school program that provides a fun, safe, and encouraging environment for continued learning and development at a familiar location.

Program Benefits

- Additional academic support
- Safe and fun activities for students after school hours
- Opportunities to develop new interests and skills
- Individual and team encouragement and support
- Encourages physical development through sports, and play
- Convenient and affordable after-school care
- Free nutritionally balanced meals

Program Type

A program that combines a wide variety of educational and recreational activities for elementary school students to encourage continued learning and development outside of the regular school day.

Program Setting

C.A.R.E. will be located at Chatom Elementary School, within an indoor classroom facility.

Program Staff

The school site will be staffed with one Program Coordinator and additional staff members to accommodate the program growth. All current and future staff members meet Chatom Union School District professional requirements and have been fingerprinted.

Program Schedule

C.A.R.E. will run from 2:00 p.m. to 6:00 p.m. each regular school day and 1:00 p.m. to 6:00 p.m. on each minimum school day. Children must be picked up by 6:00 p.m. daily. If late pick-up occurs more than twice, the parent or guardian will be charged \$1.00 per minute (per child) for every minute they are left after 6:00 p.m. Also, the child or children may be suspended or dropped from the program.

Daily activities may vary, but will adhere to the same basic schedule Monday, Tuesday and Thursday. Wednesday's schedule will be very similar but will include more outdoor games and whole group time. Friday's schedule will not include homework time but, will instead include fun activities for the students the entire time the program runs.

The daily schedule is as follows:

2:00 p.m. - 2:55 p.m. - Kindergarten - 2nd grade -
Whole group Time, Homework Time, and Activity Time
2:55 p.m. - 3:30 p.m. - Kindergarten - 2nd grade - Outside Time/Snack
3rd - 5th grade - Check-in with Teachers/Snack/Outside Time
3:30 p.m. - 4:15 p.m. - 3rd grade - 8th grade - Homework
Kindergarten - 2nd grade - Free time
4:15 p.m. - 4:30 p.m. - Outside Break/ Snack
4:30 p.m. - 5:30 p.m. - Activity (Craft, Games, puzzles, coloring etc...),
Independent reading, AR Reading and Testing or Additional Homework.
5:30 p.m. - 6:00 p.m. - Clean Up

Program Participants

Chatom Elementary School students in grades TK through 5th grade and Mountain View Middle School students in grades 6th through 8th Grade.

First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act(42 U.S.C Sec. 11434a), at the time that they apply for enrollment or at any time during the school year, and to pupils who are identified by the program as being in foster care. If the program is at full capacity, current program participants need not be removed to make room for new homeless and foster youth. AB 1567 clarified that its new priority provisions "shall not be construed to require or authorize the disenrollment of current participant in order to secure the enrollment of a pupil who has priority for enrollment. "However, new homeless and foster youth should be placed at the top of the waiting list (EC sections 8483[C](3) and 8483.1[d](3)). Fees must be waived for pupils identified as homeless or foster for the base program as well as summer/supplemental programs (EC Section 8482.6[a].

Program Activities

A variety of activities will be provided daily. They may include:
Sports/Outdoor Activities, Music, Performing Arts, Dance, Art/Crafts, Science Projects,
Math Activities, Educational Videos, Guest speakers,
Field trips

Program Payment Options and Daily Fees

Daily Fee per student - \$7.00

\$6.00 fee per day for each additional child from the same family

There are three payment options - Weekly, Monthly, and Scholarship

Weekly:

Fees for the program are due weekly, and can be paid by cash, check, or money order (made payable to Chatom Union School District). Payment is due the last school day prior to the week of attendance. A late fee will be added if payments are not made on time.

Monthly:

Fees for the program are due prior to the first day of the month and can be paid by cash, check, or money order (made payable to Chatom Union School District). A monthly fee breakdown will be provided upon request. Payment is due the last day prior to month of

attendance. A late fee will be added if payments are not made on time.

Scholarship:

Students will not be turned away for inability to pay. Scholarships are available to students who qualify.

Parental/Guardian Responsibilities

Parents/guardians are responsible for checking their child out of the program each day he/she attends. The only people authorized to pick up students from C.A.R.E. are those adults, 18 and older, whose name appears on the student's emergency form. The program reserves the right to ask for identification of anyone picking students up from the program.

Children must be picked up by 6:00 p.m. daily. If a child is not picked up by 6:00 p.m. the parent or guardian will be charged \$1.00 a minute (per child) for every minute after 6:00 p.m. If late pick up occurs more than twice, the child may be suspended or dropped from the program.

Children signed up to attend are expected to do so. Excused absences (as indicated by the school office) are acceptable. If your child attends school for the day, but will not be able to attend C.A.R.E., please contact the program directly to let us know.

Occasional absences are understood, but excessive unexcused absences may result in your child being suspended or dropped from the program.

The program provides a nutritious meal every afternoon. Some children need more than just that amount of food. Parents are encouraged to send their child to C.A.R.E. with a nutritious snack each day. Many students become hungry after school hours, and one snack may not be enough.

Meals and snacks provided at C.A.R.E

Proper nutrition in the school age years can reinforce lifelong eating habits that contribute to a student's overall wellbeing. Proper nutrition improves academics, behavior, and self-image.

Knowing the tie between proper nutrition and our educational goals we will provide the following programs free of charge to all students who attend C.A.R.E.

- **Super Snack-** Students attending C.A.R.E receive the benefit of participating in The Child and Adult Food Care Program (CAFCP). This program provides a nutritionally balanced meal to all students in attendance free of charge. Students attending C.A.R.E visit the Cafeteria at 3pm daily to enjoy their "Super Snack".
- **After school snack-** The Afterschool Meal Supplement Program provides a nutritious snack to C.A.R.E students daily at approximately 5pm. This snack is provided at no cost to parents and meets nutrition guidelines required by both state and federal regulations.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or by fax (202) 690-7442 or by email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Services Provided by Chatom Elementary School

- Adequate facilities to conduct the program and store materials, supplies, and projects
- Telephone access in the classroom (Parents needing to call the program directly can do so at 664-5526 between the hours of 1:00 p.m. and 6:00 p.m. on school days. If you would like to leave a message call 664-8500 ext.3049- this is our voicemail that can be reached at any time.)
 - Specialized material needs (i.e. TV/DVD, computers, etc.)
 - Provide trained staff
 - Monitor staff performance
 - Promote and enforce existing school rules during C.A.R.E.
- Consult with administrators, teachers, and parents when necessary
 - Provide basic supplies for the program
 - Program registration
- Provide assistance for parent phone calls, questions, information, etc.
 - Provide liability insurance for the program

C.A.R.E. Program

"Chatom After-School Recreation and Education" Program

Program Rules

Be respectful by:

- Listening and paying attention when someone is talking.
 - Raising your hand and waiting for your turn.
 - Keeping your hands and feet to yourself.
- Asking for something you need instead of taking or touching someone else's belongings.
 - Never making fun of your friends and classmates.

Be responsible by:

- Bringing your homework to C.A.R.E. every day.
- Cleaning up your mess after snack time and program activities.
 - Being on time to the program.
- Working hard on all homework assignments and program activities.
 - Following instructions.
 - Taking care of all program equipment and supplies.
 - Continuing to follow school rules during C.A.R.E.

Consequences of Breaking Rules

- You may lose time for fun activities.
 - You may serve a time out.
- You may be asked to meet with the Program Coordinator.
 - Your parents may be notified.
- You may be suspended or dropped from the program.

Student Name

Student Agreement

My signature below is proof that I understand and agree to all of the program rules and their consequences. I also understand that all school rules are still valid and enforced during C.A.R.E.

Student Signature

Date:

Parent/Guardian Agreement

My signature below indicates that I have reviewed the program rules and their consequences with my C.A.R.E. Program student. I agree to encourage and promote positive behavior in my child and will work together with the Program Coordinator to resolve any behavior problems that may occur.

Parent/Guardian Signature

Date:

C.A.R.E. Program Emergency Form

Date: _____ Student's Grade Level: _____

Student Name: _____
Last Name First Name Middle Name

Gender: Male Female

Birthdate: _____ Birthplace: _____

Ethnicity: (Circle all that apply):

American Indian/Alaskan Native Asian Filipino
Pacific Islander Hispanic/Latino
African American White/Caucasian
Multiple/Other: _____

Language(s) Spoken at Home: (Circle all that apply)
English Spanish Portuguese
Other: _____

Residence Address: _____
Street City ZIP Code

Mailing Address: _____
Street City ZIP Code

Home Telephone: _____ Cell Phone: Mom- _____ Dad- _____

Mom's Name: Dad's Name:

Child Lives With (Circle all that apply):

Father Mother Stepfather Stepmother Grandparents
Legal Guardian(s) Foster Parents Other: _____

Do both parents have equal access to the child? Yes No
If no, what are the restrictions?
(Must attach copy of court documents regarding custody.):

SIBLING INFORMATION:

Brother/Sister Name(s)	Birthdate	School Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____

C.A.R.E. Program Emergency Form

MEDICAL INFORMATION:

Health Conditions: _____

Will your child need medication administered during C.A.R.E. Program hours? Yes/No

If Yes, what medications? _____

Doctor's Name: _____ Phone: _____

My child is allergic to the following (please include medications, foods, etc.):

EMERGENCY AND PICK-UP INFORMATION:

Please provide names and phone numbers for emergency and pick-up contacts should parents or guardians be unreachable.

- | | | |
|----|-------|--------------|
| 1. | _____ | _____ |
| | Name | Phone Number |
| 2. | _____ | _____ |
| | Name | Phone Number |
| 3. | _____ | _____ |
| | Name | Phone Number |
| 4. | _____ | _____ |
| | Name | Phone Number |
| 5. | _____ | _____ |

PARENTAL/GUARDIAN AUTHORIZATION:

In the event of a major emergency, when Chatom Union School District is unable to contact me or any of the above, I authorize Chatom Union School District to act on my behalf, so my child may receive emergency care and treatment.

Parent/Guardian Signature

Date

Parent email: _____

CHATOM UNION SCHOOL DISTRICT
EARLY RELEASE AGREEMENT FORM

A child may be released early from the Chatom Union School District ASES afterschool program prior to the end of the program time of 6:00 PM. based upon the conditions outlined below:

NAME OF STUDENT: _____

CHECK APPLICABLE BOX:

- Attending a parallel program (programs in the school or community centers such as soccer, basketball, etc.) as long as an agreement or partnership with the program exists thus making this parallel program the child's enrichment component.
- Family Emergencies (such as a death in the family, catastrophic incidents, etc.).
- Medical Appointments.
- Weather conditions especially if the child walks home.
- Child accidents that occur during program time (program staff should call parent or guardian).
- Other conditions, especially on safety, as prescribed by the Administration.

Whatever the case may be program staff or parent/guardian should record the date and time of the early release departure of the child. Parent, guardian, or program staff should sign the child out; in the case of program staff signing out the child, it is recommended that the child's signature or initial be recorded as well.

Name of Parent or Guardian

Date

Adopted: Begins the 2007-08 school year

Chatom Union School District After School Program Questionnaire

Explanation of Need: Please provide some information of what your family will need the C.A.R.E program for this school year?

Student Name: _____ Grade: _____

School: _____ Teacher: _____

Please circle all that apply regarding your child's need for after school care:

Child Care

Homework Assistance

Socialization

Language Development

Safe environment

Other: _____

If you have circled "Child Care" as a need for after school please explain: _____

Does your child need after school care because you are an Essential worker? _____

If so what type of Essential worker are you? _____

If you have circled "Homework Assistance" please explain the academic areas in which your child might need assistance? _____

Was your child referred to the C.A.R.E Program by his/her teacher or the school? (If "Yes" please explain): _____

C.A.R.E Program Schedule:

Monday, Tuesday, Thursday, Friday from 1:55pm to 6:00pm

Wednesday (or any minimum day) from 12:55pm to 6:00pm

Please circle the day or day's that your child needs after school care and please give the time he/she should be picked up on those days:

Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____

My Signature below certifies that I have answered the above questions honestly and to the best of my knowledge

Parent/Guardian Signature

Date