

## **CORPUS CHRISTI AFTER SCHOOL PROGRAM (CCASP)**

595 Silas Deane Highway – Wethersfield CT 06109

We are pleased that you are interested in the Corpus Christi After School Program (CCASP). We will be entering our twenty-sixth year this September, and we are excited about how our program has grown from twelve children in 1992 to over 120. We look forward to spending the afternoon with your children.

The program follows the school day and is open only on days when school is in session. The program is closed on all days off, vacation days and snow days.

Our afternoon consists of:

- Social Time:** emphasizing helping, understanding and respect for one another.
- Play Time:** educational and creative activities, outside and inside.
- Craft Time:** developing our talents creating seasonal and holiday projects.
- Homework Time:** quiet time for classroom assignments, study and or reading.
- Snack Time:** healthy food brought from home to enjoy while socializing with friends.

### **PROGRAM HOURS:**

**Full Day** – 2:07 pm-5:30pm

**Half Day** – 12:07 pm-5:30 pm

Children must bring a **full lunch**, including a drink & afternoon snack.

The program **will not operate** on days off, during school vacation or snow days.

- The program **will not** be in session on the **half day** before the Thanksgiving, Christmas and Memorial Day break.
- The program **will always begin on the first full day** of the new school year.
- In June, the program will always end on the **last day** of the school year.
- On the last day of school the program will close at 3:30pm.

## DAILY SCHEDULE:

### Grade Prek-3 and Prek-4

2:00	Check-in from the PreK classrooms
2:05-3:00	Free play activities – outdoors (playscape area) during good weather and inside all other times
3:00-3:20	<b>**Snack</b> – note below
3:20-4:15	Quiet/story time, circle time (songs, movement arts and crafts)
4:15-5:30	Free play activities resumes (games, legos, coloring, outside time etc.)

**Children MUST be fully toilet trained to attend the program. Diapers and pull-ups are not permitted.**

**Children in this group will remain in their uniform.**

### Grades Kindergarten-Grade 4

2:07	Check-in and change clothes in the main building
2:30- 3:15	Supervised play – outdoors during good weather and inside all other times
3:15- 3:30	<b>**Snack</b> – note below
3:30- 4:10	Homework (additional time is available if needed for individual students)
4:10 -5:15	Free play activities resumes –(arts and crafts, coloring, legos, board games, or outside play etc.)

### Grades 5-8

2:07	Check-in – (boys and girls dismiss to the art room)
2:07-2:30	<b>**Snack</b> – in the art room
2:30-2:40	Change
2:40-3:30	Free Play in the gym
3:30-4:10	*Homework (additional time is available if needed for individual students)
4:10-5:30	Free Play resumes (in the annex or outside)

\*Daily schedules are subject to change to accommodate the needs of our day.

### **\*\*SNACK:**

- A finger food snack and drink MUST be brought from home each day for all children.

## DAILY SUPPLIES NEEDED:

- (1) Play clothes and sneakers are **mandatory daily** – except for Prek and 8<sup>th</sup> grade students (sandals or slide shoes are NOT allowed);
- (2) finger food snack & drink needed Monday-Friday;
- (3) water bottle during warm weather for outside play.

Note: Parents are asked **to PLEASE label all uniform items**. This is extremely helpful if items are accidentally misplaced during changing time or forgotten at the end of the day.

## Pick-Up Protocol Procedure

**Children must be picked up by 5:30 p.m.** Children must be **picked up** at the door on the **north side** of the building **and exit this same door**. **Please do not hold or open the door for anyone coming or leaving at the same time that you arrive or depart from the building.**

Once you arrive for pick up, children **must** leave with their parent/guardian – children may not return to the after school activities once they have been released to their parent/guardian for the day.

Push the button to ring the bell. Once you have identified yourself, CCASP staff will allow you admittance. Each family will receive a unique identification number (PIN) which will be used to accurately track CCASP hours. Please come in and use your family PIN to log out your child(ren) on the CCASP clock.

Each parent is required to log his/her child(ren) out every day. If another person is picking up a child(ren), a note or telephone call is to be made to the CCASP director. If the person is not listed on the emergency form, he/she is required to show identification before any child is released into their care.

CCASP officially closes at 5:30 p.m. Please be prompt in picking up your child(ren). A late fee will be charged to those who are late. Chronic tardiness will be addressed through the principal's office. If your child has not been picked up by 6:00 p.m. and CCASP has not received a phone call from you, the principal will be notified.

If you are late picking up your child three (3) times in a month, you will not be allowed to use CCASP for a month.

## Financial Information

The following rates are for the 2018-2019 school year:

**Full-time:**

1st child: \$3,465  
2nd child: \$3,118 -- 10% discount off full-time rate  
3rd child: \$2,772 -- 20% discount off full-time rate

All CCASP charges are paid through FACTS beginning in October and ending in July.

Please be aware that the full-time After School Program cost does not include before-care supervision. An hourly rate applies for all before-care use and will be billed separate from the After-School Program fee. This before-care supervision fee will be charged through FACTS.

**Part-Time:**

1st child: \$7.00 per hour  
2nd child: \$5.00 per hour

Late Fee      5:30 p.m. – 5:45 p.m.      \$10.00  
                  5:45 p.m. – and thereafter    \$10.00 per 15 minutes

Scheduled days as well as no school days are charged days. There is no charge for Christmas break and Spring break for both full time and part-time schedules.

Families are responsible for their schedule day/days. Part-time may add on day/days but may not swap days.

## Health and Safety

If, in the opinion of the director, your child is ill or becomes ill, you will be notified and asked to arrange for your child to be picked up immediately.

**Please be sure all contact, medical history and emergency medical treatment information is listed on the form and updated if needed throughout the year.**

PreK students' outside play is on the playscape in the back of the building. All other students will play outside on the black top (upper parking lot).

The upper parking lot gates are closed at all times when the students are outside.

**The gates will be opened daily ONLY by the After-School Staff around 5:00pm.**

Parents are asked NOT to open gates at any time.

### Emergency Snow Day Procedure

In the event of an early dismissal (12:07 p.m.) due to weather conditions, the CCASP will close as well.

If after school activities in the Town of Wethersfield are cancelled, CCASP will also be closed.

If snow falls after CCASP begins, it is up to the discretion of the CCASP director whether to close early or not. If CCASP closes early, the CCASP personnel will notify you.

### **Other Important Matters**

**Accurate attendance records:** In order to ensure that our attendance records are accurate each day, prior to the start of our program we would ask that:

- any changes in your child/children's schedule must be reported to the Director as well as to their teacher daily, either by way of
  - o email: [ddeluca@corpuschristischoolct.org](mailto:ddeluca@corpuschristischoolct.org)
  - o or, by phone at 860-529-0090
- Parents are asked to arrange transportation for any activities your child/children will participate in at the main school that takes place after 5:15PM. **Your child cannot be dismissed to any activity without written or verbal consent from a parent or guardian.**

**Homework:** All students will have an opportunity to work on homework assignments Monday-Thursday. The program encourages a library-like atmosphere so that this important time of the day is productive and efficient for all students.

- This room is monitored by the program aides.
- The aide in the room is there to answer questions and to check over the children's completed assignments, however it is not individualized tutoring.
- Parents may want to look over assignments at home for errors and/or completion.
- Additional time at home may be needed.
- Please encourage your child/children to have the necessary items to complete their assignments.

**Kindergarten Homework** – A four-page homework packet will be sent home on Monday from the classroom teacher. The After-School Program will complete one page each afternoon and finish the packet by Thursday. If your child is part-time in the program, please be sure to complete the appropriate pages at home with him/her.

**Cell Phones** – Cell Phones are **not allowed** during After School hours. Parents are asked to please remind your children not to text or call parents on their cell phone. Parents are also reminded not to communicate with your children through cell phones as well. Please feel free to call the office phone at any time throughout the day. We will be happy to let you speak with your child. Children may use the office phone as well to be in touch with their parents.

**Disciplinary Measures** – Each child is responsible for his/her actions and is expected to control his/her behavior. All children have a right to be in a safe environment, an environment free from physical or verbal harassment. Parents will be notified if their child has been disruptive, disrespectful, hurtful, or exhibited rude behavior. A child who continues to be out of control will visit the principal and the parent will be informed. All children are expected to follow the same rules and guidelines that they would follow in the classroom.

Mrs. Diane DeLuca  
Program Director  
860 529-0090  
[ddeluca@corpuschristischoolct.org](mailto:ddeluca@corpuschristischoolct.org)

## Registration Information

We are pleased to share with you the enclosed information regarding the Corpus Christi After School Program. The programs daily schedule, fees, hours, days in session and miscellaneous matters are outlined for your review in the CCASP handbook.

- All families are asked to thoroughly read the entire handbook prior to returning registration forms as well as referring back to it throughout the school year for any questions you may need answered.
- Please complete (**printing clearly especially email addresses**) all registration forms and parent signature form and return to Mrs. Diane DeLuca, Program Director.
- Feel free to call the After School Office at 860 529-0090 or email [ddeluca@corpuschristischoolct.org](mailto:ddeluca@corpuschristischoolct.org) for any additional information you may need.

To help you successfully register your child/children in the After-School Program below is a checklist for your convenience.

\_\_\_\_\_ Read the **entire** CCASP Handbook

\_\_\_\_\_ **Please complete and return Registration Form (double sided)**

\_\_\_\_\_ My child is enrolled in the Corpus Christi School's Pre-K Program and is fully toilet trained.