

CASP Welcome Packet, Information and Expectations

*Please read the entire packet and then completely fill out the Emergency Contact Information Sheet on the last page.
By signing that page you are agreeing to the information contained in this packet.*

Welcome to CASP! 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. The Argonne CASP was founded and established by parents in 1999. This program operates within guidelines set forth by the School Parent Teacher Organization (PTO), a not-for-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 will be picked up by a staff member in front of their classroom at 2:40P.M. All other students will meet in the multi-purpose (MP) room afterschool. During that time, students will be monitored by at least one staff member. Teachers will 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 pick up. Parents/Guardians may be asked to show ID prior to picking up their children. Parents/Guardians are to pick up from yard doors and exit through yard doors only.***

DAILY SCHEDULE

2:40 P.M. – 3:00 P.M.	Students gather in the Multi Purpose room 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 – Level 1 & 3 Mandarin Teacher	(Room 106)
Zoe Zhu – Level 1/2 Cantonese & Level 2 Mandarin Teacher	(Room 105)
Vivian Gee – Level 3/4 Cantonese & Level 4 Mandarin Teacher	(Room 104)

Isolde Chen-Substitute Teachers Assistant
Melissa Hou-Teachers Assistant
Shirley Cai-Teachers Assistant
Shirley Zhang-Teachers Assistant
Weng Wong-Substitute Teachers Assistant

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

CURRICULUM

Program curricula are created by the teachers. 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 curriculum.

HOMEWORK POLICY

Teachers will only assign homework on Fridays and homework is due the following school day.

DURING RECESS

Recess is a very busy time on the schoolyard. At times, all three afterschool programs (YMCA, RDASC, and CASP) are out in the schoolyard at the same time. Due to the number of children in the schoolyard, it could potentially be difficult to monitor all of the students. As a result, the Board authorized 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-shirt at all times during CASP program hours; Students must bring their t-shirt home every Friday (or as needed) to be laundered.

SCHOOL PROPERTY/SCHOOL PREMISE

Children 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 teachers or students in the morning class. Furthermore, the Unified School District's policy is that there is no loitering on premise. The program cannot be held liable of 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 IPOD's, 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 keep your 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 are allergic to nuts. Students are encouraged to have healthy snacks in school. Snacks can be consumed before class and during recess either inside or outside of the multi-purpose room. 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 teacher. 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 teacher by 2:00pm if your child will not be attending. We must be consistent in this area and accountable to assure the safety of your child. Please also notify the teacher 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 5:15pm, early pick up before 5:15pm 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 while committed to the Chinese after School Program.

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 is 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.

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, \$1 would be charged per minute. Late fees will be charged at the discretion of the program staff & Board of Directors.

INCIDENT REPORTS

Program incident reports will be written by staff to capture incident(s) during class. 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 teacher and Board members.

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 program's 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 (argonne_es_casp_officers@yahoo.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 teacher 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 teacher involved. Parents may also contact any program officer either at the CASP Yahoo e-mail argonne_es_casp_officers@yahoo.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 minimal of 10 hours per school year. Program meeting attendance, Lunar New Year fund raisers, 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.

BOARD OF DIRECTORS

The CASP Board of Directors is established in the program bylaws. The Board of Directors consists of four officers and up to 7 members, as proscribed in the bylaws. Currently, the only members of the Board of Directors without children in CASP are a PTO Co-Chair and Argonne's Principal. The principal and PTO Co-Chair are also the only two non-elected members of the CASP Board of Directors. Please refer to program bylaws for more information. A copy of the CASP bylaws can be requested from any CASP officer. The CASP also welcome parents to join our Advisory Committee. Members are required to attend all open Board meetings, which occur on a monthly basis.

CONTACT INFORMATION

STAFF

Teacher: Flora Chen
Contact Phone Number: 415-589-9836

Teacher: Vivian Gee
Contact Phone Number: 415-359-7689

Teacher: Zoe Zhu
Contact Phone Number: 415-244-3013

Teachers Assistant: Isolde Chen
Contact Phone Number: 415-373-7774

Teachers Assistant: Melissa Hou
Contact Phone Number: 415-654-7469

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

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

Substitute Teachers Assistant: Weng Wong
Contact Phone Number: 415-992-2509

OFFICERS

Program Co-Chair: Gerald Crump
Contact Phone Number: 415-720-4797
Email: gcfuel@gmail.com

Program Co-Chair: Judy Huey
Contact Phone Number: 415-608-6623
Email: judyhuey@gmail.com

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

Program Secretary: Margaret Poza
Contact Phone Number : 415-819-4600
Email: teragramsm@yahoo.com

Email to all officers - **argonne_es_casp_officers@yahoogroups.com**