



## **Argonne Chinese After-School Program (CASP) Handbook**

***Please read the entire packet and then completely fill out the Application and Emergency Contact Information Sheet. By signing the application you are agreeing to the information contained in the CASP Handbook.***

**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. CASP's mission is to empower students to strive for basic proficiency in the Chinese Language and as active learners in understanding Chinese Culture through language and arts. CASP was founded and established by parents in 1999. CASP, a California Heritage School, operates its program within guidelines set forth by the School Parent Teacher Organization (PTO), a not-for-profit organization with 501(c)(3) status. To learn more about CASP, visit the webpage <https://argonnesf.org/casp/>.

### **PROGRAM CALENDAR**

The program operates on the same school calendar as the Argonne Elementary School. ***Summer session is only for 1<sup>st</sup> – 5<sup>th</sup> 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 2:40 P.M. All other students will meet and circle on the schoolyard after school. During that time, students will be monitored by CASP staff. 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**

Our program daily schedule (Mondays- Fridays, excluding SFUSD holidays) starts from 2:40pm - 3:00 P.M. Students gather in the schoolyard 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. - 6:00 P.M. Homework Time  
5:15 P.M. - 6:00 P.M. Pickup

### **OUR STAFF**

Mr. Gerald Crump, Site Coordinator  
Ms. Flora Chen, Instructor  
Ms. Anna Liang, Instructor  
Ms. Zoe Zhu, Instructor  
Ms. Vivian Gee, Instructor  
Ms. Daisy Xie, Instructor Assistant  
Ms. Shirley Cai, Instructor Assistant  
Ms. Shirley Zhang, Instructor Assistant

The program is staffed by experienced Instructors and supervised by a seasoned Site Director. Together, staff and parents help each child grow in a loving and nurturing atmosphere.

### **CURRICULUM**

The program curriculum is created by our Language instructors and the CASP Advisory Board's Instructor Support Team. 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, our program is divided into 4 levels: Beginners, Lower Intermediate, Upper Intermediate and Advance.

### **PROGRAM T-SHIRT**

All CASP students are required to wear the program t-shirt and all time during CASP program hours. Parents are responsible to purchase the t-shirts at \$25 for two. Students must bring their t-shirt home every Friday (or as needed) to be laundered. As a safety measure, the program T-shirt will aid the monitoring of CASP students amongst students of other after school programs (YMCA and RNC[Richmond District Neighborhood Center]) during recess.

### **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 SF Unified School District's policy is that there is no loitering on the premises. 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 electronic devices such as iPads, cell phones, toys and/or video games. 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 on average that are allergic to nuts. Snacks are to be consumed before class or during recess. Students are encouraged to have healthy snacks in school. 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 Site Director. 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**

Please contact your child's Instructor by 2:00 P.M. if your child will not be attending as well as notify the Instructor 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 5:15 P.M., early pick up before 5:15 P.M. will cause interruption to the class and student's ability to learn. Each student is only allowed to for early pick-up **ONCE** per week while enrolled in CASP. Children must never leave the building or grounds during program hours. 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 and all medication including instructions is kept in a secure location.

## **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 must be done before 6:00 P.M. If children are picked up after 6:00 P.M., a \$1-Late Fee will be charged for every minute passed pick-up time.

## **INCIDENT REPORTS**

Program incident reports will be written by program staff to capture incident(s) during CASP hours. Incident reports will capture, but not be limited to: injuries, accidents, and student behavioral challenges. 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 Instructor and CASP Board.

## **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**

Child will NOT be the subject of physical punishment, verbal abuse or threats. Child or group of children will NOT 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 CASP Board. When applicable, 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 your child into CASP, you have given permission to CASP to use photos and videos of students and student projects for educational promotional purposes such as program materials, brochures, newsletters, advertisements and event programs through communications and social media outlets.

### **TUITION & PAYMENT**

Tuition is payable in a lump sum and please make checks payable to Argonne PTO, stating "CASP" in the memo line. 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 ([argonnecasp@gmail.com](mailto:argonnecasp@gmail.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 instructor 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 Instructor involved. Parents may also contact any program Board Member either at the CASP e-mail [argonnecasp@gmail.com](mailto:argonnecasp@gmail.com), or at any the e-mail addresses below. Any concern regarding Argonne Elementary should be addressed to the Principal. Please do not discuss your concerns outside the school. The best way to promote the positive 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. In order to keep our program as a parent-led, affordable program, we need to carry on the tradition of strong parent participation. Because of this tradition, our current program has full autonomy and is not dependent on other models to sustain the program. Each family is asked upon enrolling into CASP to commit to a minimum of 10 hours per school year of volunteering hours. Volunteer hours could be accrued by participation in program activities such as community meeting, events, fundraising, assistance in the classroom, special project(s) in class. 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 and PARENT ADVISORY COMMITTEE**

The Board of Directors (Board) is the governing body of CASP. The Board consists of parent volunteers of current CASP students. The Board holds regular meetings to discuss ongoing issues and improvements to the program. Additionally, the Board leads the community meetings for all families to share relevant updates of the program with CASP families. Officers/Members of this Board of Directors are elected into their roles. Please refer to program bylaws for more information. A copy of the CASP bylaws can be requested from any CASP officer.

The program also welcomes parents to join our Parent Advisory Committee, where committee members help with special events/ activities of the program. The Parent Advisory Committee is under the direction of the Board of Directors, and the committee members are welcomed to, but not required to attend Board meetings as non-voting members.

### **CONTACT INFORMATION**

You are welcome to contact Mr. Gerald Crump, Site Director at [gcfuel@gmail.com](mailto:gcfuel@gmail.com) or the CASP

Board Members at [argonnecasp@gmail.com](mailto:argonnecasp@gmail.com).

**Board/Committee Members**

Ms. Linda Chu (Lead)

Ms. Reina Fujii, Ms. Emille Lawrence (Events)

Mr. Lamar Heystek (Communications)

Mr. Peter Chow (Finance)

Ms. Reina Tse (Enrollment)

Ms. Joyce Cheng (Instructor Support)

**GENERAL RELEASE OF LIABILITY ALSO STATED ON THE ARGONNE CHINESE AFTERSCHOOL PROGRAM'S APPLICATION FORM: General Release of Liability - In consideration for being allowed privileges in any program provided by the Argonne Chinese After School Program, the undersigned agrees to hold harmless the Argonne Chinese After School Program, its directors, officers, employees, agents, and volunteers from any and all claims, suits, losses, or related causes of action for damages, including but not limited to such claims that may result from any injury or death, accident or otherwise, during or arising in any way from said activity.**

**I ACKNOWLEDGE THAT THIS GENERAL RELEASE OF LIABILITY OF THE ARGONNE CHINESE AFTER SCHOOL PROGRAM IS BINDING ON ME PERSONALLY AND ON MY HEIRS, PERSONAL REPRESENTATIVES, SUCCESSORS, AND ASSIGNS. I UNDERSTAND AND AGREE TO THE POLICIES STATED ABOVE AND I HAVE CAREFULLY READ THE WELCOME PACKET/HANDBOOK WHICH CONTAINS THE RULES AND REGULATIONS AND AGREE TO THE TERMS STATED. I CERTIFY THAT I AM THE PARENT OR LEGAL GUARDIAN OF THE CHILD WHOSE NAME IS LISTED ON THIS FORM.**

Dear CASP Parents,

We are asking for your support to help us ensure that CASP is a safe, fun, and enriching environment that models respect for our staff and students alike. Please spend a few minutes with your child to thoroughly review the following *agreements* and the consequences for breaking these agreements. If you have any questions or concerns, please contact Site Director (Gerald) or one of the Advisory Board members. We sincerely appreciate your cooperation.

Sincerely,

CASP LeadershipTeam

### **Expectation of Student Behavior Agreement**

#### **RESPECTING STAFF - ALL students agree to the following:**

- Listen to staff and follow all directions.
- No interrupting staff. Also, no calling out, raise your hand and wait until called on by staff – including the bathroom.
- No disrupting/clowning during group activities.
- No arguing with staff; No lying to staff.
- No hitting/touching staff.

#### **RESPECTING SITE – ALL students agree to the following:**

- Students must stay on-site at all times.
- Always remain under staff supervision or with a peer at all times (NO wandering off alone).
- No harming/destroying/stealing either Argonne or CASP property.
- No touching of classroom materials without permission.
- No toys from home allowed (unless prior written permission has been given, e.g. focusing object).

#### **RESPECTING OTHER STUDENTS – ALL students agree to the following:**

- Keep your hands, feet, and other objects to yourself. Always respect another's personal space.
- No play-fighting, hitting, kicking, or pushing.
- No put downs, name calling, or teasing.
- Respect others' personal belongings.
- No playing or disrupting others while in the bathroom.
- **CONSEQUENCES FOR BREAKING THE AGREEMENTS INCLUDE THE**



**FOLLOWING:**

- Reduction/removal of recess privileges.
- Timeouts/bench time. All minor incidents are being tracked in a log book. Major incidents will be documented with incident reports.
- Teacher's speak to parents about behavior at pickup time.
- Calling parents to pick-up a child from CASP immediately (same day suspension).
- **Repeated misbehaviors or extreme/dangerous behaviors** will lead to progressive discipline, including any of the following: parent meetings, in-house/home suspensions and/or expulsion from CASP immediately.

**I HAVE READ OVER AND REVIEWED THESE AGREEMENTS AND CONSEQUENCES WITH MY CHILD, AND WE AGREE TO FOLLOW THESE CASP GUIDELINES AND AGREE TO THE INFORMATION CONTAINED IN THE CASP HANDBOOK.**

\_\_\_\_\_  
**Parent's Name**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**