

NORTH OAKLAND COMMUNITY CHARTER SCHOOL
AFTER SCHOOL PROGRAM Information and Application

APPLICATION FORM 2005 - 2006

PROGRAM

The ASP is designed to provide a sense of continuity and belonging for children who need supervised care beyond the regular school day. The program takes place on-site, in the classrooms, playground and gymnasium that the children occupy during the regular school day. The program provides a choice of regular enrichment opportunities, structured art and literacy-based activities, opportunities for outdoor and indoor play, a nutritious afternoon snack, and occasional field trips. ASP staff work closely with teachers on such issues as social skills, mutual respect and discipline.

ENRICHMENT

NOCCS no longer receives funds from the Oakland Fund for Children and Youth. Due to this lack of funding, we provide enrichment activities for the ASP students, but there is a flat monthly fee associated with each activity.

Enrichment activities include:

- Monday: Capoeira and Video Production (4/5 only)
- Tuesday: Destiny Arts: Hip Hop/Martial Arts
- Wednesday: Drama
- Thursday: Destiny Arts: Hip Hop/Martial Arts
- Friday: Cooking and Art

This year we have also recruited tutors to work with children one-on-one or in small groups, Monday through Thursday.

SNACKS

A daily nutritious snack will be provided in the mid-afternoon. (Please don't neglect to indicate food allergies on the application.) If you wish to donate a snack for ASP, please let the ASP Coordinator know what you'd like to bring and when.

DAYS AND HOURS OF OPERATION

The hours of the program are as follows: 1:30-6:00 p.m. Monday through Friday. NOTE: there is no morning program offered through the ASP. The ASP opens on the first day of school, August 31, 2005. The ASP will be open on all days when school is in session, on certain days when school is not in session (see below), and during irregular half days such as parent/teacher conference days. These special days require additional payment (see below). The program is closed on all other school holidays and vacation weeks.

If demand is sufficient, additional program days may be as follows:

March 6, 2005 8:30-5p.m.

Cesar Chavez Holiday, March 31, 8:30-5p.m.

Winter Holiday, December 19-21 8:30-5p.m.

Spring Break, April 10-14, 8:30-5p.m.

The Program: Full day programs will generally feature art activities, group games, a short walking fieldtrip, and a special treat at the minimum. Longer fieldtrips may take place if transportation is available. Morning snack and lunch must be provided by family unless otherwise stated.

Special Day Policy: Each Holiday ASP day is \$35 for the whole day. If you are receiving a scholarship, please pay according to the percentage of scholarship you are receiving. For example, if you are receiving 50% scholarship, please pay 50% of your fee for the day. Additional fees may be included for field trips, and these fees must be paid in full.

Cancellation: A minimum of 10 students will need to be enrolled in each program for no less than 24 hours combined. If this requirement is not met, there will be no care offered for that day. A reminder will go out a month in advance of the date, and sign up sheets will go out 2 weeks in advance. Please make sure to get forms in on time, or program may be cancelled. There may be more advanced notice for the Winter Holiday Program.

APPLICATIONS

All students must have an application on file to participate in the After School Program. Having an application on file is not the same as being enrolled.

ENROLLMENT

Your child is enrolled if you have filled out the attendance sheet for the current month and paid. You may enroll your child in the ASP a minimum of one day per week, until 3:00 p.m., 4:00 p.m., 5:00 p.m. or 6:00 p.m.. Please see the attached fee schedule for fees and other fee-related policies. The enrollment options may change depending on usage needs.

PAYMENT

Payment is on a monthly basis, due on the first day of each month. If the first day falls on a weekend, payment is the following Monday. Please pay by check or money order, made out to NOCCS After School Program (or NOCCS ASP, not just ASP). Please write your child's name on the check or money order. A drop box will be available at the school for ASP payments. NO CASH please.

Payments received after the 5th day of the month are subject to a late payment fee of \$10.00. Checks returned to us by the bank for insufficient funds will be subject to a \$10.00 charge.

SCHEDULED DROP-INS

To accommodate your unanticipated needs, limited drop-in spots are available. Drop-ins are only for emergencies and special occasions, not for regular attendance. Here is the drop in process.

- 1. If you need your child to drop-in to the program, please call the school and leave a message for the ASP Coordinator, or write the information in the book in the front hallway. Please include the name of the pick-up person.**
2. Make sure you sign your child out when you pick up.

No child may be left in the program unless an application form is on file.

FAMILIES, PARENTS AND LEGAL GUARDIANS:
Please complete the following application in full.

1. NAME OF STUDENT: _____

GRADE: Kindergarten _____
First _____
Second _____
Third _____
Fourth _____
Fifth _____

2. ASP SCHEDULE:

Circle the days and times you plan to have your child attend:

Kindergartners						
<i>(School ends at 1:30)</i>						
MONDAY	2:00	3:00	4:00	4:30	5:00	6:00
TUESDAY	2:00	3:00	4:00	4:30	5:00	6:00
WEDNESDAY		3:00	4:00	4:30	5:00	6:00
THURSDAY	2:00	3:00	4:00	4:30	5:00	6:00
FRIDAY	2:00	3:00	4:00	4:30	5:00	6:00

First - Fifth Graders						
<i>(School ends at 3:00, Wednesday at 1:30)</i>						
MONDAY		4:00	4:30	5:00	6:00	
TUESDAY		4:00	4:30	5:00	6:00	
WEDNESDAY	3:00	4:00	4:30	5:00	6:00	
THURSDAY		4:00	4:30	5:00	6:00	
FRIDAY		4:00	4:30	5:00	6:00	

3. Family Information

Family 1: Name _____
Address _____
Home phone _____
Contact numbers (wk/cell/home) _____

Family 2: Name _____
Address _____
Home phone _____

_____ Contact number (wk/cell/home)

A Monthly Enrollment Form (MEF) must be completed once your child is enrolled in the After School Program.