

# CARD After School Program Parent Handbook 2024/2025



[www.ChicoRec.gov/ASP](http://www.ChicoRec.gov/ASP)

**After School Enrollment Questions?**  
Call Jordan at the CARD Office 895-4711  
545 Vallombrosa Avenue, Chico 95926



**CARD**  
Chico Area Recreation & Park District

# Program Hours and Contact Info

Visit our website at [www.chicorec.gov/asp](http://www.chicorec.gov/asp) for parent resources including forms, calendars, payment information and the current parent handbook.

Programs operate on Chico Unified elementary school days and hours are listed below. **Program hours do not change on minimum days.** On minimum days, many schools provide care to After School Program participants until the regular release time. Check with your child's school for more information.

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Site cell phones will be on during program hours only. You may text or leave a voicemail during non-program hours.

<b>Emma Wilson</b> (1 <sup>st</sup> -5 <sup>th</sup> Grades)	Site Cell Phone: 530-321-3876 Hours: 2:10-6:00pm
<b>Hooker Oak</b> (1 <sup>st</sup> -5 <sup>th</sup> Grades)	Site Cell Phone: 530-321-3403 Hours: 2:20-6:00pm (Wednesdays 1:30-6:00pm)
<b>Little Chico Creek</b> (1 <sup>st</sup> -5 <sup>th</sup> Grades)	Site Cell Phone: 530-321-1046 Hours: 2:40-6:00pm
<b>Marigold</b> (1 <sup>st</sup> -5 <sup>th</sup> Grades)	Site Cell Phone: 530-321-2671 Hours: 2:00-6:00pm
<b>Nature Center</b> (TK-5 <sup>th</sup> Grades)	Site Cell Phone: 530-519-5810 Hours: 2:30-6:00pm
<b>Neal Dow</b> (1 <sup>st</sup> -5 <sup>th</sup> Grades)	Site Cell Phone: 530-321-3402 Hours: 2:20-6:00pm
<b>Parkview</b> (1 <sup>st</sup> -5 <sup>th</sup> Grades)	Site Cell Phone: 530-321-3345 Hours: 2:25-6:00pm
<b>Rosedale</b> (1 <sup>st</sup> -5 <sup>th</sup> Grades)	Site Cell Phone: 530-321-3264 Hours: 2:30-6:00pm
<b>Shasta</b> (1 <sup>st</sup> -5 <sup>th</sup> Grades)	Site Cell Phone: 530-321-3452 Hours: 2:40-6:00pm
<b>Sierra View</b> (1 <sup>st</sup> -5 <sup>th</sup> Grades)	Site Cell Phone: 530-321-1894 Hours: 2:25-6:00pm



# Payments and Fees

The Parent or Legal Guardian that has registered the child is solely responsible for payment of all fees and charges. Fees for the 2024/25 school year are listed below. Billing is on a month-to-month basis and monthly fees vary based on the number of program days. CARD does not pro-rate for days unattended. After School Programs operate on school days. See the program calendar in this handbook.

**CARD's TAX ID # 94-1156263**

BLAST Sites		
Yearly Fee is \$2,625 (Monthly fee is calculated at \$15 per day)		
	Days	Fee
Aug	10	\$ 150.00
Sep	20	\$ 300.00
Oct	23	\$ 345.00
Nov	14	\$ 210.00
Dec	15	\$ 225.00
Jan	18	\$ 270.00
Feb	18	\$ 270.00
Mar	16	\$ 240.00
Apr	20	\$ 300.00
May	21	\$ 315.00
June	5	no charge

Nature Center		
Yearly Fee is \$3,412.50 (Monthly fee is calculated at \$19.50 per day)		
	Days	Fee
Aug	10	\$ 195.00
Sep	20	\$ 390.00
Oct	23	\$ 448.50
Nov	14	\$ 273.00
Dec	15	\$ 292.50
Jan	18	\$ 351.00
Feb	18	\$ 351.00
Mar	16	\$ 312.00
Apr	20	\$ 390.00
May	21	\$ 409.50
June	5	no charge

## Monthly Payment Plan

- Payment for the entire school year may be made at the time of registration. If choosing to sign up for the monthly payment plan, payments will be automatically processed 5 days prior to the last day of each month for care the following month. If payment is declined, the balance due will be shown on your online account as "Due Now" and must be paid no later than the last day of the month prior to care being provided.
- If payment has not been made by the last day of the month prior to care, a **late fee of \$20** will be charged and your child may not attend until payment is made. Your spot will be forfeited if payment is not received by the 4th of the month.

## Late Pick-Up Fees

Your child must be picked up no later than 6:00pm. A late pick-up fee of \$1.00 per minute is charged for the first 3 instances. The late fee increases to \$5.00 per minute starting on the 4th instance. If your child is picked up late 6 times, they will be removed from the program. If your child is not picked-up by 6:20pm and no contact has been made with persons on the emergency form, Chico Police Department will be called.

# General Information

To access your CARD online account, visit [www.chicorec.gov](http://www.chicorec.gov) and click "Account Login." **You will use the email address you provided during enrollment as your log in and your default password is *welcome1*.**

## Re-enrollment for 2025/26

To be eligible to re-enroll your child for the 2025/26 school year, your child must be enrolled in the program through the end of the 2024/25 school year. Re-enrollment information will be emailed at the beginning of May 2025. To re-enroll you must complete registration online and pay the August 2025 fee by May 31, 2025. Each year this Parent Handbook is updated and available on the CARD website under After School Programs.

## Behavior Expectations

Below are the behavior expectations for all children. If behavior expectations are not being met, staff will use their best judgment when deciding what level of discipline is most appropriate for the circumstances.

- **Be Safe** (includes staying with the group, keeping hands and feet to themselves, following school rules)
- **Be Respectful** (includes listening and following directions, using appropriate language, being kind to others, using equipment properly)
- **Be Responsible** (includes using the restroom independently/no bathroom accidents, keeping track of personal items, telling the truth)

The After School Programs are committed to being safe and enjoyable places for all. Our programs maintain set ratios and are not designed for one-on-one care. Staff may choose to suspend or expel a child from the program for reoccurring behavioral concerns or for extreme situations.

CARD will not tolerate participants compromising the safety of themselves or others, causing or threatening physical injury to another person, bringing weapons or illegal contraband to the program, or vandalizing the program equipment or space. Any of these actions or other actions deemed dangerous, illegal, or harmful will result in immediate expulsion from the program.

If a child is expelled from the program and they would like to re-join the program the following school year, a spot is not guaranteed. The family would need to re-add to our waiting list which opens online on April 1<sup>st</sup> each year for the following school year.

## **Bathroom Expectations**

All children must be fully potty trained and able to use the restroom independently. This includes:

- communicate their need to use the bathroom.
- use the toilet without making a mess.
- wipe and pull up their pants.
- flush the toilet.
- turn on and off the water.
- get soap and paper towels from the dispenser.
- change their own underwear.

In the event of a bathroom accident, staff will contact parents/guardians to request immediate pick up or assistance with cleaning and clothing change. Reoccurring bathroom accidents may result in removal from the program.

## **Electronics & Personal Belongings**

Electronic devices, including cell phones and personal gaming devices, may not be used while attending the program. Children should not bring valuables to the program. Please label your child's belongings such as water bottles, jackets, and backpacks. CARD is not responsible for lost or stolen items.

## **Photo/Video Release**

CARD reserves the right to photograph and video record activities and program participants for potential promotional purposes.

## **Health Policies**

CARD does not store or dispense medication. Children may bring their own sunscreen to the program, however, CARD staff are not permitted to apply sunscreen on children.

If your child becomes ill at the program, you will be notified and immediate pick up is required. Once your child is cleared to attend school or has been fever free for 24 hours, they are welcome to return to the program. If your child is sent home during the school day due to an illness, they are not permitted to attend the program. **Please notify staff if your child has been exposed to any contagious disease or condition, for example COVID-19, chicken pox, lice, mumps, measles, etc., so we can notify other parents immediately.**

- Do not send your child to the program if they are not feeling well or have a temperature over 100.4°.
- If your child indicates they do not feel well, you will be called for immediate pick up.
- If a child has COVID symptoms, they may not attend the program. Please follow guidelines set by local health officials.
- After School Programs follow the same masking requirements as the schools.

**Accommodation and Inclusion**

We are happy to work with those who have special needs to ensure equal access to our recreation programs. Please refer to the Accommodations Policy and Request Form found [HERE](#). Please note that participants in need of reasonable accommodations must register for an activity or program and submit a completed Accommodation Request Form no later than four weeks prior to the start date of an activity or program.

**Safe Schools**

CARD takes proactive measures to protect the safety of the children and staff members. In the case of a lockdown, parents may not pick up their child until the lockdown has ended. Staff will contact you once it is safe to pick up your child.

**Code of Conduct**

To ensure the safety of all children and staff in our programs, individuals are responsible for adhering to the program rules and policies whenever at the program. This includes use of appropriate language, a civil tone of voice, calm demeanor, respecting personal space, and maintaining professional boundaries. Any person who does not meet conduct expectations will be asked to leave the premises immediately and the participant may be removed from the program.

# Program Details for BLAST Sites

(Emma Wilson, Hooker Oak, LCC, Marigold, Neal Dow, Parkview, Rosedale, Shasta, Sierra View)

The After School Program at the above locations is called BLAST. Chico Unified is the main administrator of the BLAST After School Program and works collaboratively with CARD to provide after school care. The majority of the children are enrolled through Chico Unified at no cost and CARD provides limited fee-based spots. These enrollment options will not affect your child's experience in the program, but will differ in registration process, fees, and attendance requirements. To get on the waiting list for a Chico Unified no cost spot, visit <https://www.chicousd.org/Programs/Before--After-School-Programs>

## Attendance

CARD does not have attendance requirements; your child may attend days/hours as needed. It is helpful for you to notify our staff if your child will be absent. **Unexplained absences will not be confirmed by CARD staff.**

It is the child's responsibility to come directly to the After School Program and sign in with staff in the multi-purpose room. Children will not be picked up from their classrooms.

**If your child is sent home or not allowed to attend school due to a behavioral or health concern, they are not permitted to attend the After School Program.** Once your child is cleared to attend school, they are welcome to return to the program.

## Authorized Pick-up People

The Parent or Legal Guardian who enrolled the child is the only individual who can access the child's account information and may designate individuals who can add or remove people from the child's pick-up list. Anyone listed as an authorized pick-up person may sign out the child. **Photo ID will be checked.** For your child's safety, these rules are strictly enforced, and no exceptions will be made.

- To add individuals to the authorized pick-up list for your child, you can
  - add people in person at the program site.
  - provide a written note with your signature to the program. If you are unable to give this note to staff in person, you may write a note and text a picture of it to the site cell phone. CARD does not allow phone-ins as an authorized release of a child.
- To remove an authorized pick-up person for your child, you can
  - remove people in person at the program site.
  - contact the CARD office for assistance.

## **Snacks**

Chico Unified provides a meal-sized snack to all children in the After School Program. Children are welcome to bring their own snacks.

## **Academic Time**

Children are required to participate in Academic Time which includes 30 minutes of reading and 30 minutes of homework. Staff will be available to help children with their homework, but it is ultimately the student's responsibility to complete their assignments.

## **Program Structure for BLAST After School Programs**

- Students will be grouped based on their age and will stay with their assigned groups for the majority of the program time. Children will have the opportunity to interact with children outside of their assigned groups during Free Choice each day.
- Sample daily schedule
  - 2:20 - 2:45- Sign in and Snack (snack provided by Chico Unified)
  - 2:45 - 3:15- Reading Time
  - 3:15 - 4:00- Recreation (structured outside activity)
  - 4:00 - 4:30- Academic Time (homework)
  - 4:30 - 4:45- Assembly
  - 4:45 - 5:20- Enrichment Activities (structured disguised learning activities such as crafts, science, cooking, music, creative writing)
  - 5:20 - 6:00- Free Choice



# Program Details for Nature Center

## Program Location and Hours

- **Location:** Chico Creek Nature Center (1968 E 8th St, Chico, CA 95928.)
- **Days & Hours:** The program operates on Chico Unified elementary school days from 2:30 to 6:00pm. Program hours do not change on minimum days. Children attending Parkview Elementary will be picked up by CARD staff at the time school releases. Transportation from schools other than Parkview is not provided.

## Parkview Pick Up

- TK and Kinder students will be picked up by CARD staff from their classrooms at the time they are released from school.
- 1st-5th grade students- It is the child's responsibility to come directly to the covered picnic tables located by the cafeteria and sign in with staff. CARD staff do not pick up 1st-5th grade children from their classrooms.
- If your child/ren won't be attending, please notify the site phone by 2:00pm so we know not to wait/ pick them up from school.

## Attendance

CARD does not have attendance requirements; your child may attend days/hours as needed. It is helpful for you to notify our staff if your child will be absent. **Unexplained absences will not be confirmed by CARD staff.**

**If your child is sent home or not allowed to attend school due to a behavioral or health concern, they are not permitted to attend the After School Program.** Once your child is cleared to attend school, they are welcome to return to the program.

## Authorized Pick-up People

The Parent or Legal Guardian who enrolled the child is the only individual who can access the child's account information and may designate individuals who can add or remove people from the child's pick-up list. Anyone listed as an authorized pick-up person may sign out the child. **Photo ID will be checked.** For your child's safety, these rules are strictly enforced, and no exceptions will be made.

- To add individuals to the authorized pick-up list for your child, you can
  - add people in person to your child's account at the program site.
  - provide a written note with your signature to the program. If you are unable to give this note to staff in person, you may write a note and text a picture of it to the site cell phone. CARD does not allow phone-ins as an authorized release of a child.
- To remove an authorized pick-up person for your child, you can
  - remove people in person from your child's account at the program site.
  - contact the CARD office for assistance.

## **Snacks**

Snacks are not provided by CARD. Children are welcome to eat their own food at any time during the day.

## **Program Structure**

This outdoor based program runs on the Chico Unified schedule and provides outdoor recreation such as swimming in Big Chico Creek (weather permitting). In addition to free play, science, craft and games, children have the opportunity to go on nature walks, build tree forts, attend live animal presentations and grow connections with their peers and nature.

- Academic Time- Children are welcome to work on their academics at any time of the day. A period of optional academic assistance time will be provided. Staff will be available to help but it is ultimately the student's responsibility to complete their homework.
- Sample daily schedule
  - 2:10 - 2:45- Parkview pick up and walk to the Nature Center
  - 2:30 - 3:15- Sign In, Free Play, Snack (not provided)
  - 3:15 - 3:30- Table Time
  - 3:30 - 3:45- Bathroom and Water Break
  - 3:45 - 4:30- Outdoor Time/ Nature Exploration
  - 4:30 - 4:45- Bathroom and Water Break
  - 4:45 - 5:30- Enrichment Activities and Living Animal Museum
  - 5:30 - 6:00- Free Play and Sign Out



# After School Program Calendar Chico Unified Elementary Schools August 2024 - June 2025

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	




February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31*

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7

-  = First and Last Day of School
-  = No School or After School Program
-  = Payment Plan payments will be processed

\* To re-enroll your child for the 2025/26 school year, payment for August 2025 is due by May 31, 2025.