



Parent Handbook

**Mt. Diablo Unified School District
Ambrose Recreation & Park District
Bay Area Community Resources
City of Concord Community & Recreation Services**



Mt. Diablo Unified School District C.A.R.E.S After School Program
(Collaborative for Academics, Recreation & Enrichment for Students)

Established 1999

Welcome

Welcome to the Mt. Diablo C.A.R.E.S. After School Program. We are very excited to have you as a part of the program. It is our hope that this is a very enjoyable and positive experience for you and your child.

This handbook is intended to provide you with important information regarding our program. Please read the entire handbook, and refer to it throughout the year as needed.

Now it is time to jump right in and have a great year. And remember—there's always a place for you with us!

Introduction

Mt. Diablo Unified School District (MDUSD), the City of Concord (Concord Community & Recreation Services), Bay Area Community Resources and the Ambrose Recreation & Park District have collaboratively developed eighteen after-school programs in the Concord, Pleasant Hill, Pittsburg and Bay Point communities.

These programs will serve approximately 84 to 200 students at each school site. Students will participate in an educational and literacy program, enrichment and recreational program, and a safe and healthy environment program.

Partnerships with Contra Costa County Department of Social Services, Monument Community Partnership, Center for Human Development, Concord Police Department, Contra Costa Sheriff's Department, Junior Achievement, Americorp, and Diablo Valley College and others will help to enhance and support the program while developing stronger ties among families, schools and communities.

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Important Phone Numbers

Alexandria Medina

After School Services Administrator
691-0351

Matthew Fragoso

Concord Program Coordinator
671-3034

Debra Mason

Ambrose Recreation Supervisor
458-1601

Terri Porter

After School 4 All Coordinator
691-0351

Bay Point/Pittsburg School Sites

Bel Air Elementary

663 Canal Road
Bay Point, CA 94565
Program Phone: 682-8000 ext 84625
School Phone: 458-2606

Rio Vista Elementary

611 Pacifica Avenue
Bay Point, CA 94565
Program Phone: 458-3959
School Phone: 458-6101

Delta View

2916 Rio Verde
Pittsburg, CA 94565
Program Phone: 682-8000 ext. 84209
School Phone: 216-0240

Riverview Middle School

205 Pacifica Avenue
Bay Point, CA 94565
Program Phone: 458-3216 ext 5211
School Phone: 458-3216

Shore Acres Elementary

351 Marina Road
Bay Point, CA 94565
Program Phone: 709-8581
School Phone: 458-3261

Concord/Pleasant Hill School Sites

Cambridge Elementary

1135 Lacy Lane
Concord, CA 94520
Program Phone: 671-9204
School Phone: 686-4749

Meadow Homes Elementary

1371 Detroit Avenue
Concord, CA 94520
Program Phone: 682-8000 ext 85014
School Phone: 685-8760

El Dorado Middle School

1750 West Street
Concord, CA 94521
Program Phone: 682-5700 ext 5178
School Phone: 682-5700

Mt. Diablo High

2450 Grant St.
Concord, CA 94520
Program Phone: 682-4030 ext. 3424
School Phone: 682-4030

El Monte Elementary

1400 Dina Drive
Concord, CA 9418
Program Phone:
School Phone: 685-3113

Oak Grove Middle School

2050 Minert Road
Concord, CA 94518
Program Phone: 682-1843 ext 5312
School Phone: 682-1843

Fair Oaks Elementary

2400 Lisa Lane
Pleasant Hill, CA 94523
Program Phone:
School Phone: 685-4494

Sun Terrace Elementary

2448 Floyd Lane
Concord, CA 94520
Program Phone: 682-8000 ext 85238
School Phone: 682-4861

Glenbrook Middle School

2351 Olivera Road
Concord, CA 94520
Program Phone: 685-6835 ext 5434
School Phone: 685-6835

Wren Avenue Elementary

3339 Wren Avenue
Concord, CA 94519
Program Phone: 682-8000 ext 85448
School Phone: 685-7002

Holbrook Elementary

3333 Ronald Way
Concord, CA 94519
Program Phone: 682-8000 ext 84209
School Phone: 685-6446

Ygnacio Valley Elementary

2217 Chalomar Road
Concord, CA 94518
Program Phone: 671-0501
School Phone: 685-8414

Ygnacio Valley High

755 Oak Grove Road
Concord, CA 94518
School Phone: 682-9336

Vision/Mission

Vision: “Children Learning To Change The World!”

Mission: Working together to meet the diverse academic, recreation and social needs of our students and their families through high-quality after school programs. The CARES program strives to develop well-rounded, self-motivated, dynamic students and youth with strong connection to their school, communities and families. Collaborative partnerships enable us to provide a variety of academic, enrichment, health and support services for students. These services are provided in a safe, nurturing and challenging environment.

Goals

- 1.** To create a safe yet challenging environment for kindergarten through twelfth grades.
- 2.** To provide an opportunity for the children to develop socially, emotionally, cognitively and physically.
- 3.** To facilitate a positive group experience during after school hours.
- 4.** To provide each child with a variety of experiences related to building friendships, exploring the community and developing their own abilities.
- 5.** To provide individualized attention for each child.

Program Expectations

The program is designed to create a safe, positive and stimulating atmosphere for your child/children. Each program includes, but is not limited to the following activities:

Daily schedules will include:

- Cooking/Nutrition
- Crafts
- Outdoor Play Activities
- Music
- Drama
- Nature Activities
- Study Time
- Snack
- Free Play/Fitness
- Tutorial/Homework help
- Science
- Cooperation activities
- Gardening
- And other enrichment activities appropriate for the season.

If there is a particular activity or project you would like the children to be introduced to, please consult your Site Coordinator as to the feasibility of the suggestion.

It is important to us that your child/children receive as much individualized attention as possible. It is requested that if you need to talk to the Site Coordinator, please do so after the program ends.

Visiting the Site

Parents and/or guardians are welcome to visit and observe the program by scheduling a time with the Site Coordinators. Visitors must check with the Site Coordinator in the after school office. No other visitors are allowed on campus without prior clearance from the Mt. Diablo Unified School District (MDUSD), and/or one of the CARES partnering agencies the City of Concord (Concord Community & Recreation Services), Bay Area Community Resources and the Ambrose Recreation & Park District.

Discipline Policy

All students participating in CARES are expected to be respectful, caring and responsible individuals. At each site specific rules need to be followed (refer to site school program rules).

Although the program is after school hours, site principals will be informed of serious behavior problems and accidents.

CARES will utilize the following Behavior Plan. When students are misbehaving at the program, the following steps will be taken:

1. The students will be given a verbal warning!
2. If their behavior does not improve, the child will talk to the Site Coordinator. Site Coordinator will talk to students and possibly call home.
3. After talking with the Site Coordinator and no improvement in behavior occurs — the Site Coordinator may CALL HOME and/or send home a Behavior Warning Notice!

If # 3 above occurs (calling home and/or receiving a Behavior Notice more than 2 times) a child may be asked to leave the program.

CARES reserves the right to remove and/or dismiss a student from the program if the safety of students and/or staff are in question.

Reglas de Conducta

Se espera que todos los estudiantes que participan en el Programa de Clases Despues de la Escuela sean individuos respetuosos, cuidadosos y responsables. Las reglas especificas de cada plantel necesitan ser seguidas (refierase a las reglas del programa del plantel).

A pesar de que el programa sea despues de las horas de escuela, se les mantendra informado a los directores de cada plantel de los accidentes y los problemas serios de conducta.

El Programa de Clases Despues de la Escuela utilizara el siguiente plan de conducta. Se tomara las siguientes medidas cuando los estudiantes se esten comportando mal en el programa:

1. Se les dara a los estudiantes un aviso verbal.
2. Si el comportamiento no mejora, el estudiante hablara con el director(a) del sitio. El director(a) del sitio hablara con el estudiante y posiblemente tambien llamara a la casa.
3. Si la conducta no mejora despues de haber hablado con el director(a) del sitio, el director(a) del sitio llamara a la casa y/o mandara un “Aviso de Comportamiento” a la casa.

Si #3 ocurre (llamada a la casa y/o recibiendo un “Aviso de Comportamiento” mas de dos veces) hay la probabilidad de que le pidan al estudiante que deje el programa.

El Programa de Clases Despues de la Escuela reserve el derecho de eliminar y/o despedir estudiantes del programa que comprometan la seguridad de los estudiantes y/o personal.

Behavior Warning *Aviso de Conducta*

Your child _____ has been given a warning for their behavior in the CARES Program. We would like you to talk to your child about this situation.

Su hijo/a _____ se le ha dado un aviso de conducta en el Programa Despues de Clases. Nos gustaria que hable con su hijo/a de esta situacion.

Description of incident: _____

In the event that your child receives 3 behavior warning notices, they may be asked to exit the program.
En el evento que su hijo/a reciva 3 avisos de conducta, sera posible que salgan del programa.

Please sign the bottom of this notice and send it back to the CARES Program by _____.
Favor de firmar abajo y regrese al Programa Despues de Clases antes de _____.

Parent Signature _____ Date _____

Firma de Padres _____ *Fecha* _____

Thank you for understanding and support!
Gracias por su comprension y apoyo!

CARES Program Staff
Personal de CARES Program

CARES Program Rules

- 1.** Follow the same playground rules as during regular school hours (no climbing up the slide, swing for 30 times, go in one direction for the monkey bars...)
- 2.** No running in the hallways or bouncing balls in the hallways.
- 3.** Check in and check out each day with a Site Coordinator or designated After School staff member.
- 4.** If you are going to be late or helping a teacher you need a note. First check in and then help with permission from CARES Program Staff.
- 5.** No balls or outside equipment in the multiuse room, especially during the last 15 minutes of the day.
- 6.** Put all equipment, balls, and books away after using them.
- 7.** Students need to do **HOMEWORK** during Homework Zone. If students do not have homework, then they will be given instructional material provided by Recreational Specialist, Site Coordinator and Academic Coach.
- 8.** Remember to use and help students use their Life Skills!
- 9.** The rules of the regular school day at each specific school site apply to the CARES Program.

Early-Release Policy

If students participating in the CARES Program need to leave early, parents need to complete the “Early Release Form”. This form needs to be completed prior to the child leaving and not given the following day. In the event that a child needs to leave early on all Tuesday’s for example, the form may be filled out for specific days instead of dates.

Only those individuals whose names are listed on the emergency card will be allowed to fill out an “early release form” and check the child out from the program.

There are many students who would LOVE to attend the program and limited space is available. It is a policy that “Early Releases” need to be kept to a minimum. If the CARES Program staff feels there is a problem, they will contact home to discuss ways to change the situation.

CARES Early Release Form

My child _____ needs to be released
(Name)

at _____ on _____
(Time) (Date)

because _____

Parent Signature* _____ Date _____

**As a policy we will allow early releases on a limited basis. If early releases become excessive, your child may be asked to exit the program!*

Reglas de Salida Temprana

Cuando los estudiantes que participan en el Programa de Clases Despues de la Escuela necesitan irse temprano, los padres de familia necesitan llenar un formulario de Salida Temprana. Este formulario debe ser completado antes de que el nino salga de la escuela y no al dia siguiente. En el caso de que el nino necesite irse temprano todos los martes, por ejemplo, el formulario puede ser completado de acuerdo a dias especificos.

Solamente aquellas personas cuyos nombres aparecen en el folleto de emergencia seran las personas autorizadas para llenar el formulario de salida temprana y poderse llevar al nino del programa de la escuela.

Hay muchos estudiantes que desearian entrar al programa y el cupo es limitado. Como norma, las salidas tempranas necesitan mantenerse al minimo. Si el personal docente del programa siente que hay algun problema, ellos se comunicaran con usted para llegar a un acuerdo para resolver la situacion.

Programa de Clases Despues de la Escuela Permiso de Salida Temprana

Mi hijo(a) _____ necesita salir a las
(Nombre)

at _____ on _____
(Hora) (Fecha)

debido a _____

Firma del Padre de Familia* _____ Fecha _____

**Como norma, permitiremos pocos permisos de salida temprana. Si los permisos de salida!*

Late Pick-Up Policy

The CARES Program has a policy that all children should be picked up no later than 6:10 p.m. The program promptly ends at 6:00 p.m. In the event that a child is picked up at 6:10 p.m. or later, they will be given a Late Warning Form. If by 6:40 p.m., calls have been made to ALL numbers on the emergency card with no success, law enforcement should be called. If an individual receives 3 Late Warning Forms they will be asked to leave the program. This policy will be posted and reviewed with students.

The first time a child is picked up late (6:10 p.m. or later), Site Coordinators will issue Late Warning #1. (See Late Forms). The second time the child is picked up late, warning #2 will be issued. Upon receiving the 3rd Late Warning Form, the child may be asked to leave the program.

The Late Warning Form is below:

Late Warning

As stated in the Late Policy, students will be given a warning when they have been picked-up from the CARES Program later than 6:10 p.m..

Your child, _____ was picked up late from the CARES Program on _____. Please remember that the program PROMPTLY ends at 6:00 p.m.

If you receive 3 late forms you may be asked to leave the program.

Thank you for your continued help, understanding and support!

Parent Signature _____ Date _____

Regla de Recogida Tardia

El Programa de Clases Despues de la Escuela tiene como regla que todos los ninos sean recogidos a no mas tardar a las 6:10 p.m. El programa termina a las 6:00 p.m. En el evento que el nino sea recogido a las 6:10 p.m. o mas tarde, se le dara un formulario de Aviso de Tardanza. Si el individuo recibe 3 Avisos de Tardanza, probablemente se le pedira que salga del programa. Esta regla sera anunciada en carteles y repasada con los estudiantes.

La primera vez que el nino sea recogido tarde (6:00 p.m. o mas tarde), el director(a) del sitio del programa de este plantel mandara un Aviso de Tardanza #1. (Vea los formularios de Aviso de Tardanza.) Al recibir el 3 (tercer) Aviso de Tardanza probablemente se le pedira a su hijo/hija que salga del programa.

El formulario de Aviso de Tardanza es el siguiente:

Aviso de Tardanza

Como se menciona en la regla de tardanza, se les dara a los etudiantes un aviso cada vez que ellos sean recogidos despues de las 6:10 p.m. del Programa de Clases Despues de la Escuela.

Su hijo(a), _____ fue recogido(a) tarde del Programa de Clases Despues de la Escuela el _____. Por favor recuerde que el programa termina justo a las 6:00 p.m. Si usted recibe 3 avisos de tardanza, probablemente se le pedira que salga del programa.

Gracias por su ayuda constante, compresion y apoyo.

Firma del Padre de Familia _____ Fecha _____

Attendance/Absence Policy

The CARES Program is a 5 day a week program, starting at the end of the regular school day until 6:00 p.m. Due to the overwhelming interest by students and families to participate in the program and the safety of students, an Attendance/Absence Policy is necessary.

Students who are enrolled in the CARES Program are **EXPECTED TO ATTEND THE CARES PROGRAM EVERY DAY THEY ATTEND SCHOOL!** If your child is not able to attend the program, a written note or call to the CARES Program is necessary.

As a policy, we allow students to miss only 3 days of the program. Once they have missed more than the 3 days, a letter will be sent home to parents warning them that their child's absences may result in his/her removal from the CARES Program.

Each day a student is absent and the program's attendance is under its enrollment, the funding for program operation is effected. This program is funded **ONLY** when students attend the program. Consistent student attendance is necessary for the program to be maintained.

Attendance/Absentee Letter

This letter is to inform you and your child _____ of the _____ absences while attending the CARES program.

As a policy, we allow students to miss only 3 days of the program. Any additional absent days will need a note and/or a call to the CARES Program at _____.

Your child has missed more than the 3 days of the CARES Program. **These absences may result in his/her removal from the CARES Program.**

Thank you for your time and support. If you have any questions please feel free to contact _____, Program Site Coordinator at _____.

Sincerely,

The CARES Program Staff

Poliza de Asistencia/Ausencia

El programa “After School Program” es un programa de 5 dias, empezando al fin del dia escolar regular hasta las 6 de la noche. Puesto que los estudiantes y sus familias tienen mucho interes en participar en el programa y tambien por la seguridad de los estudiantes, es necesario tener esta poliza de asistencia/ausencia.

Los estudiantes que se matricularon en el programa **DEBEN ASISTIR EL PROGRAM TODOS LOS DIAS QUE ASISTAN A LA ESCUELA**. Si su niño/a no puede asistir el programa, Ud. debe mandar una nota o llama a la oficina del programa.

Como una poliza, se los permitimos a faltar 3 dias del programa. Cuando se le faltan mas que 3 dias, se los manda una carta a los padres avisandoles que las ausencias de los niños/as quizas cause expulsión del programa.

Cada dia un estudiante esta ausente y el asistencia del program es debajo del numero de estudiantes que necesita, el dinero para las operaciones es menos. El programa recibe dinero solamente cuando los estudiantes asisten el programa. Es necesario tener asistencia estudiantil logico para mentener el programa.

El Aviso de Asistencia/Ausencia:

Esta carta es para avisar a Ud. y su hijo/a _____ de los _____ ausencias mientras asistiendo el programa After School Program.

Como una poliza, se los permitimos a faltar 3 dias del programa. Las ausencias adicionales necesitan una nota o llamado al _____.

Su niño/a a faltado mas de 3 dias del programa After School Program. **Estas ausencias quizas causen expulsión del programa After School Program.**

Gracias por su tiempo y apoyo. Si tiene preguntas haga el favor de llamar _____, la directora del program al _____.

Sinceramente,

Los Directores y Estudiantes del programa After School Program

Dismissal from Program

Children and parents are expected to follow the rules and policies set forth by the After School Program. The following could be grounds for dismissal:

1. Continued lateness in picking up child.
2. Inability of child to adjust.
3. Child exhibits continued inappropriate behavior, aggression towards staff and others, or inability to follow program rules.
4. Child exhibits continued unsafe behavior, towards students and/or staff.

Dismissal from program will be at the discretion of the Site Coordinator. Procedure will include behavior warnings, parent notification, and finally, dismissal.

Illness/Sick Children

Children are very susceptible to illness. If your child shows signs of infection or illness, do not send him/her to the program. This is for your child's own welfare as well as that of others. During the onset of a cold, symptoms appear such as weepy eyes, coughing/sneezing or runny nose. At this time the child is contagious, and it is best to keep the child home until signs have disappeared. (Children who have the above symptoms because of allergy should have this noted on the emergency/identification form.) If a child has a fever s/he is to be kept at home until the temperature has been normal for 24 hours. Should a child develop a contagious illness or be exposed to one, parents should notify the Site Director immediately in order for other parents to be notified of possible exposure to the infection or disease.

Throughout the year there may be occurrences in the home that will affect your child's behavior. Please inform the Site Coordinator of any incidents which you feel are relevant; any information will be kept in strict confidence but does give the staff a better understanding of the child's needs and allows staff to be more sensitive to them.

If your child arrives at the site not feeling well, the Site Coordinator may call you to pick your child up. If they have a fever or diarrhea they will be sent home. Children must be lice and nit free to attend the CARES After School Program. CARES follows the MDUSD lice policy.

Medication

After School staff cannot dispense medications unless otherwise arranged with school site Principal.

Dropping from the Program

If you plan to remove your child/children from the program, please give the staff a minimum of two weeks notice. This allows the staff to assist in preparing your child/children for the transition of changing schools, neighborhoods and homes.

Emergency/Identification

All the necessary paperwork was sent to you prior to the beginning of the program. Program registration includes a student emergency card. Please be sure to fill out all of these forms completely before the first day of the program. Your child/children will not be allowed to participate in the program until these forms are returned.

You must note any allergies (food, bee stings, etc.) and/or other special needs you feel the staff should know about your child/children. Please be sure to keep this information current throughout the year.

Posted Information

During the year there is a variety of information the staff provides to the parents. There will be a notice board posted near the after school office or multipurpose room. Please check this board daily for any announcements, it may have information pertaining to special events, activities, and/or supplies/materials needed.

Personal Belongings

Please label all of your child's belongings—coats, backpacks, sharing items. It is up to your child that all belongings be stored in the designated spot. We do not advise bringing items of value to program.

Possession of Cellular Phones and Other Personal Electronic Signaling

Students are not permitted to use any type of electronic signaling device (ie. cell phone, walkie talkie, iPod, PSP etc.) during class time, passing periods or breaks without the permission of the school administration. The electronic signaling device must remain turned off during the instructional school day and the CARES After School Program. If a student receives permission by school administration to use an electronic signaling device, it shall not disrupt the After School Program. If disruption occurs, the school staff shall direct the student to turn off the device and/or confiscate it.

If a school staff member finds it necessary to confiscate a device, parents will be notified promptly and the device will be returned in accordance with school rules after the administrator or designee has consulted with the student's parent/guardian. The school is not responsible for lost or stolen electronic signaling devices. Students are to make arrangements with their parent(s) or guardian(s) to contact the After School office when attempting to reach them during the CARES Program.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyberthreats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non- instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Students who act in violation of this policy shall be subject to the District’s progressive discipline as follows:

1. **Initial violation** – electronic signaling device will be confiscated by school staff and secured in a safe location. The electronic listening device will be returned to student at the conclusion of the staff work day;
2. **Second violation** – electronic signaling device will be confiscated and secured in a safe location. The electronic listening device will not be returned to the student unless and until the student’s parent or guardian meets with school administrative staff for the purpose of clarifying this policy;
3. **Third violation** – the electronic signaling device will be confiscated and secured in a safe location. The electronic listening device will not be returned to the student unless and until the student’s parent or guardian provides written assurance that the student will no longer be allowed to possess the electronic listening device during the instructional day;
4. **Fourth violation** – the electronic signaling device will be confiscated and secured in a safe location. The student will be subject to suspension;

Special Events/Birthdays

Throughout the year the program may include special events such as: Open House, Family Nights, end of the year BBQ, etc. For these events it may be necessary to ask for your assistance by either providing snack, helping decorate, or other tasks. This is on a voluntary basis.

Birthdays are celebrated by each site independently. For specifics on birthday celebrations please check with your child’s Site Coordinator.

Sign-In/Sign-Out

Each site has a sign-in/sign-out binder. It is required by the program that each child is checked out by a parent/guardian every day. Failure to sign your child out is a breach of program policy and may result in dismissal from the program.

Schedule of Activities

- | | |
|-----------------------------|----------------------------|
| • Homework Club | • Sports/Games/Field Trips |
| • Technology & Computers | • Garden Teen Corps |
| • Newspapers & Education | • Service Learning |
| • Visual & Performing Arts | • YDLC (Youth Development) |
| • Drama Classes | • Teen Age Program (TAP) |
| • Cooking/Nutrition/Fitness | • Family Nights |
| • Garden Classes | • Community Workshops |

C.A.R.E.S. Weekly Schedule Template

Time	Monday	Tuesday	Wednesday	Thursday	Friday
1:00–2:00 p.m. 2:00–3:00 p.m.			SOT/Check-in/Snack Graffiti Wall PLAY Time		
2:30–3:15 p.m.	Check-in/Snack Graffiti Wall/Youth Voice PLAY (Physical Learning Activities for Youth) Time (SPARKS, rotation, catch, games)	Check-in/Snack Graffiti Wall/Youth Voice PLAY (Physical Learning Activities for Youth) Time (SPARKS, rotation, catch, games)	Math Kits (After School Achievers)	Check-in/Snack Graffiti Wall/Youth Voice PLAY (Physical Learning Activities for Youth) Time (SPARKS, rotation, catch, games)	Check-in/Snack Graffiti Wall/Youth Voice PLAY (Physical Learning Activities for Youth) Time (SPARKS, rotation, catch, games)
3:15–4:15 p.m.	3:15–3:25 p.m. SSR 3:25–4:00 p.m. Homework Zone/Intervention 4:00–4:15 p.m. Graffiti wall, Journal, Flash cards	3:15–3:25 p.m. SSR 3:25–4:00 p.m. Homework Zone/Intervention 4:00–4:15 p.m. Graffiti wall, Journal, Flash cards	3:15–3:25 p.m. SSR 3:25–4:00 p.m. Homework Zone/Intervention 4:00–4:15 p.m. Graffiti wall, Journal, Flash cards	3:15–3:25 p.m. SSR 3:25–4:00 p.m. Homework Zone/Intervention 4:00–4:15 p.m. Graffiti wall, Journal, Flash cards	Fun Friday
4:15–5:30 p.m.	CORE (Clubs, Opportunities, Recreation, & Enrichment) -Cooking -Technology, Games, -Computer Lab	Life Skills Tribes/Team building	CORE Time Fitness Rotation (Hoola/Geo Mats/Stix)	Cooking Nutrition Lesson	CORE Time Fitness Rotation (Hoola/Geo Mats/Stix)
5:30–6:00 p.m.	Check-out in MU Staff sitting @ tables overseeing activities and students Games/SSR/Journal/ Homework *Staff Prep (2-4) RS	Check-out in MU Staff sitting @ tables overseeing activities and students Games/SSR/Journal/ Homework *Staff Prep (2-4) RS	Check-out in MU Staff sitting @ tables overseeing activities and students Games/SSR/Journal/ Homework *Staff Prep (2-4) RS	Check-out in MU Staff sitting @ tables overseeing activities and students Games/SSR/Journal/ Homework *Staff Prep (2-4) RS	Check-out in MU Staff sitting @ tables overseeing activities and students Games/SSR/Journal/ Homework *Staff Prep (2-4) RS

*Staff prep: room check, playground, prep/planning *All Students will receive 1 hour of Cooking, Nutrition, Math Kids, and Life Skills

Nutrition Policy Letter

Dear CARES Parents,

As you know the CARES vision is “Children changing the world” and our program has a focus on Health and Nutrition. We are always looking at ways to improve and expand that vision. That is why we are asking you to partner with us by not allowing your children to bring soda, candy or chips to the CARES program. If we see any of these items we will respectfully take them from your child and hold them in our office for you to pick up at the end of program.

We would like to thank you in advance for joining us in our vision to make this a safe and healthy place for all children.

Sincerely,

CARES Staff

Thank You

Thank you for participating in the After School program. If you ever have any questions, comments, or concerns that have not been addressed, please feel free to talk to your Site Coordinator. Your cooperation and support throughout the school year is important to us and beneficial in assisting us in providing a quality after-school program for your child. *Thank you!*