

CASP / Canyon Care Enrollment Packet

2024-2025

Dear Canyon Families,

Welcome to Canyon Care for the 2024-25 school year!

In this packet you will find an overview of the Canyon After School Program (CASP) – also referred to as “Canyon Care” – as well as the program’s enrollment forms which must be submitted to the Program Director as soon as possible for your child to attend.

CASP Enrollment Procedure

After reading through the General Information and Policies sheets, please submit the following completed forms (new copies of signed forms are required each school year):

- ***Contracted Hours Enrollment & Purchase Form***
[and / or]
- ***Drop-In Hours Enrollment & Purchase Form***
- ***Medical Information & Authorization Form***
- ***Aftercare Pickup Release Form***

Returning families: Please ensure that you have no outstanding payments due on your account from last school year, and please verify your existing Procare account registration for billing.

New families: You will be receiving an email invitation to create a Procare account.

Please contact Jamie Barret Riley (Program Director) at: JBarretRiley@canyon.k12.ca.us if you have any questions regarding enrolling in CASP / Canyon Care.

To contact ONSITE AFTERCARE STAFF during program hours:

(925) 377-9438

Note: this landline phone rings in both the Kitchen and in Building C

Jamie’s cell phone (for emergencies):

(510) 301-1326

Thank you!

- The CASP / Canyon Care Team

Canyon Care Goals

- To encourage a sense of free play and creativity, to build social relationships, and to encourage a “community school” concept.
- To help develop respect for others and the school environment, to encourage responsible behavior, and a positive attitude.
- To promote a positive sense of self within a group setting, and to encourage cooperation with others.
- To provide a safe and nurturing environment for all Canyon Care participants.

General Information

CONTACT US

Please feel free to reach out with any questions, concerns, or feedback.

The CASP / Canyon Care administrative email is: CASP@canyon.k12.ca.us

You can reach the Program Director, Jamie Barret Riley at: JBarretRiley@canyon.k12.ca.us

Jamie’s cell phone (for emergencies): (510) 301-1326

TO CONTACT ONSITE STAFF during Canyon Care program hours call: (925) 377-9438
(this number rings in both the Kitchen and in Building C)

ELIGIBILITY

All Canyon School students enrolled for the current school year are eligible to be enrolled in CASP/Canyon Care, with the exception of those whose families have an unpaid bill with CASP. Under no circumstances will anyone owing money to CASP/Canyon Care be permitted to enroll.

Please note that children who are not currently enrolled at Canyon School (including siblings of enrolled students) are not eligible to participate in Canyon Care. Our insurance policy only covers currently enrolled Canyon School students.

HOURS of OPERATION

Beforecare: Monday - Friday 7:35am - 8:35am

Kindercare: Monday / Tuesday / Thursday / Friday 1pm - 3pm

General Aftercare: Monday / Tuesday / Thursday / Friday 3pm-5:30pm
Wednesdays 1:30pm-5:30pm

- Applies only when school is in session (not during holidays / school breaks)
- Hours are adjusted for minimum days and other all-school activities/events.
- If there are at least 3 families that request care until 6pm on a daily basis this extended timing may be an option, depending on Canyon Care staff availability. Please reach out to the Director of the Program if care until 6pm is a strong preference for your family.
- Only students enrolled in Canyon Care are permitted on school grounds during Canyon Care’s hours of operation. Canyon Care staff are responsible for the safety and wellbeing of enrolled participants only. Liability issues preclude individuals not enrolled in Canyon Care from being present.

BEFORECARE - Program Details

In order to offer Beforecare services, a minimum of 3 families must be signed up for ongoing (Mon-Fri) Beforecare, and there must be a Canyon Care instructor willing and available to work for just one hour every morning. If those needs are met, Beforecare will be provided Mon-Fri 7:35am-8:35am. The Beforecare program is staffed by a certificated teacher and includes the option of tutoring / homework assistance.

KINDERCARE - Program Details

Kindercare is from 1-3pm Mondays, Tuesdays, Thursdays, and Fridays. (No Kindercare on Wednesdays.) The Kindercare Instructor will meet the Kindergarteners outside of their classroom at 1pm and will bring them to the playground / Building C.

A minimum of 3 kindergarteners need to be signed up to justify staffing.

In Kindercare the children participate in enrichment activities such as arts and crafts, collaborative group games, relay races, reading picture books, imaginary play, building forts in the grove, nature walks, etc. They will also have plenty of time for free play. A snack will be provided. Many families view Kindercare as a built-in playdate for their child, as well as providing additional time for their child to acclimate to their new school's surroundings.

GENERAL AFTERCARE - Program Details

General Aftercare for all students is offered on Monday, Tuesday, Thursday and Friday from 3:00-5:30 pm and on Wednesday from 1:35-5:30 pm.

The afternoon is a mix of free play and optional structured enrichment activities.

A snack is provided.

Aftercare Enrollment Options

****These rates are further reduced or eliminated for many families.****

Please make sure to consult the Financial Aid section later in the packet.

1. **CONTRACTED (Pre-Scheduled) AFTERCARE** = Your BEST Value!!

Plan a consistent schedule of weekly aftercare hours and pay a rate of approximately **\$7.50/hour for one child and \$12.00/hour for two children** (both children must be present). (This option offers a much more competitive rate than the individual drop-in prices of \$10-12/hr.)

In order to sign up for contracted aftercare, please complete the ***Contracted Hours Enrollment & Purchase Form***, and the ***Canyon Care Scheduling Form*** indicating your desired weekly aftercare schedule. Refer to the Monthly Tuition Rates, below, to determine monthly payment.

- Please note that you must schedule a minimum of 4 weekly hours. A child's schedule must be the same each week. The pick-up time must be on the hour or half hour (ex. 4:00 pm, 4:30 pm etc). Please be sure to select pick-up times that you know you will be able to meet, in order to avoid late fee charges.
- If you schedule a total number of hours that come out to X plus half an hour, you will need to round up to determine your monthly tuition charge. For example, if you schedule a total of 5½ weekly hours, you would pay for 6 weekly hours. (In such an instance you might want to review your initial schedule and add in an additional half hour, since you're paying for it anyway.)
- Please note that you are being charged for approximately 180 days; the number of days that school is in session each year. Each month, you are asked to pay for the average number of school days in a billing period rather than the actual number of school days in a particular billing period. While some billing periods have fewer teaching days than others (such as months with holidays) others have more teaching days. This simplified billing system is easy to follow and allows both you and CASP to be able to plan ahead.

2. DROP - IN AFTERCARE

PREPAID Drop-In Rates

It is possible to purchase aftercare drop-in hours in prepaid 20-hour blocks at a rate of:
\$10/hour for one child and \$18/hour for two children (when both are present).

This is a pre-pay program – you are purchasing a block of drop-in hours, to be used as needed.

Blocks of 20 drop-in hours may be purchased as follows:

20 hours / 1 child / \$200

20 hours / 2 children / \$360 (when both are present)

PAY-AS-YOU-GO Drop-In Rates

Our most expensive, most flexible option, at a rate of:

\$12/hour for one child and \$20 an hour for two children for individual drop-in hours that are billed at the end of the month when you used them, and are not prepaid in a discounted block.

ADDITIONAL DROP-IN INFO

- Drop-in hours must be reserved at least 24 hours in advance to ensure adequate staffing. CASP must be provided with a minimum of 24 hours notice before your drop-in request to ensure adequate staffing. Due to our need to maintain adequate staffing ratios, drop-in is based upon availability.
- Drop-in must be for at least one hour each time, and after that must be recorded in half-hour increments, therefore pick-up times will be rounded up to the nearest half hour (ex. 3:00-3:47 pm = one hour, 3:00-4:21 pm = 1.5 hours, etc).
- CASP families enrolled on a contracted schedule may purchase additional drop-in hours.
- Canyon School families not enrolled in aftercare on a contracted schedule and who wish to use CASP on a more limited basis may also purchase drop-in hours.
- Prepaid Blocks of Drop-In hours must be used within the school year in which they are purchased, and do not carry over into the following year.
- All families using CASP, including those who only purchase drop-in hours, must have these forms on file.
 - ***Canyon Care Pick-Up Form***
 - ***Canyon Care Medical Information & Authorization Form***

Note:

ANY child still at school at 3:15pm (MTTF) or 1:50pm (W) will be signed into Canyon Care, and will need to purchase drop-in hours to cover the time, which will be charged by the full hour.

BEFORECARE - Rates

In order to offer Beforecare services, a minimum of 3 families must be signed up for ongoing (Mon-Fri) Beforecare, and there must be a Canyon Care instructor willing and available to work for just one hour every morning. If those needs are met, Beforecare will be provided Mon-Fri 7:35am-8:35am. If your family needs ongoing Beforecare, please refer to these plan options:

Beforecare Monthly Payment Plan Options

Plan 1: \$150/month for **one** child M-F (5 mornings / week)

Plan 2: \$240/month for **two** children M-F (5 mornings / week)

Plan 3: \$300/month for **three** children M-F (5 mornings / week)

Note: Drop-In Beforecare will be charged at \$10/day per child (no sibling discounts) for any child dropped off before 8:15am. (Yes, that means if your child is signed in at 8:14am you will be charged!)

KINDERCARE - Rates

Kindercare is offered Mondays, Tuesdays, Thursdays, and Fridays from 1pm-3pm (8 hrs/week) and is billed at a flat rate of either \$240/month for all 4 days/week or \$120/month for 2 days/week (they must be the same two days each week).

Additional Participation Fees & Information

BILLING

Canyon Care partners with an online platform called "Procure" for billing. The program allows for electronic (ACH) payments and digital invoicing. Every new Canyon School family will receive an invitation to register with Procure, whether you plan to have your child attend Canyon Care on a regular basis or not. Emergencies happen and your child may need care one day unexpectedly, so we would like everyone to be registered in the system in advance. (New families: Please be on the lookout for the Procure registration invite in your email inbox.)

Your first invoice (for care received during the month of August) will go out by the 10th of September, and will include the \$60 registration fee. Subsequent invoices will be sent by the 10th of each month and will be due by the 15th of that month. Payments will be accepted electronically via Procure, or by check in the CASP / Canyon Care box in the office.

Registration Fee

\$60 per family. Whether your family will be signing up for a monthly plan, kindercare, beforecare, or using drop-in, this nonrefundable one-time registration fee per school year is due upon your first payment to the program, and will be invoiced via Procure. This fee helps defray the costs involved in setting up and maintaining your account.

Financial Aid

For the foreseeable future while the school is receiving Expanded Learning Opportunities Program (ELO-P) funding, we are pleased to be able to offer Beforecare and Aftercare completely free of charge for students who qualify for free and reduced-price meals (FRPM), as well as for homeless students and students in foster care.

For all other families, program fees will be adjusted on a sliding scale that considers family income and ability to pay. (Please contact the Program Director for further information.)

Late Fees

Late fees, if applicable, will be invoiced on Procure. There are 2 kinds of late fees:

- 1) Invoices are sent no later than the 10th of every month and payment is due by the 15th of every month. **A \$25 late-payment fee will be charged if a family's monthly payment is not received by the last day of the month.**
A family's enrollment in Canyon Care will be discontinued if tuition is still delinquent after a 2nd month of nonpayment. If you are having trouble covering the cost of the program, please reach out to the Director and we will work together to find a solution.
- 2) **Beginning at 5:31pm, a late fee of \$1.00 per minute per child will be charged.**
(For example: You arrive at Canyon Care at 5:40pm and you have two children. You will be charged a \$20 late fee on your next invoice.)

We do not want to be charging late fees. Please ensure that you pay on time and pick your children up by 5:30pm!

Incomplete / Incorrect Sign-out Fees

Accurate records of what children are in daily attendance, as well as what time they are picked up and by whom, are essential from both an accounting and a liability/safety perspective.

There will be a \$2 charge for each instance of incomplete sign-out information.

(Examples: failure to sign the child out; illegible name in the "printed name" section; no pickup time written, etc.) By the third time you're being fined for the same inaccuracy, the per-instance fine will increase to \$5. Please avoid these fines by signing out completely and accurately, and reminding other caregivers in your family to do so as well.

ACH Failure Fee/Bounced Check Fee

You will have to pay \$3.50 for every failed ACH payment through Procure, whether the failure is due to a lack of funds in your account, you entered your bank account information incorrectly, or we receive a notification of change (NOC) fee. In the event that a check issued to Canyon Care does not clear, you will be charged a \$15 bounced-check fee, payable immediately along with a new check. If we receive a second check that bounces, you will be charged a \$20 bounced-check fee and will be required to pay all current and future invoices in the form of cashier's check, money order, or cash.

Schedule Changes

You may request a change to your child(ren)'s contracted schedule up to 4 times throughout the school year. A reduction of tuition due to a reduction of hours would go into effect on the first day of the month when the reduction of hours would begin. An increase in tuition due to an increase in hours would go into effect on the first day of the month when the increase in hours would begin. In order to change your child(ren)'s schedule, please email the Director of the program with your desired monthly plan change.

Our Right to Adjust Fee Structure and Hours of Operation

Please note that Canyon Care can only exist if the fees brought in meet the costs of running the program. The fee structure that we have put into place is one that we feel should sustain our operating costs. However, we are a small school with an even smaller number of families using Canyon Care. The number of families using Canyon Care and the number of hours they use care can fluctuate. In the event that Canyon Care revenues are not meeting our operating costs, we will have to respond immediately by raising fees and/or reducing our hours of operation.

Procedures & Policies

Sign-in/Sign-Out Procedure

- Canyon Care staff will sign children in for the day using a paper sign-in/out sheet, and make note of any drop-in students. **YOU must sign your child out when they leave.**
- Please use accurate times when signing out! It's important for billing, as well as for safety compliance. .
- All children must be signed out by an authorized adult before leaving, unless they have a *Permission to Walk Home Form* on file (in which case they must communicate with the aftercare staff before leaving the site, and the staff member will sign them out).
- Please keep an updated list of authorized pickup people for your child(ren) on file.
- If your child needs to be picked up by someone not on your authorized list, a call to Canyon School (ideally) or an email to the Canyon Care Director is required to authorize the new person for pickup. If Canyon Care staff has not personally met the new pick-up person before, they will ask the individual to show their identification. If a new pick-up person shows up without prior notice from the child's parents, the Canyon Care instructor must call the child's parents to verify that the child should go with the person. (Please help us avoid this scenario by authorizing new pickup people in advance!)

Absence

Please let us know if your child(ren) is going to be absent before his/her scheduled time of arrival. Due to staffing and budgetary commitments, we are unable to give credit, either in time or money, for days your child(ren) does not attend his/her scheduled time.

Project / Activity Volunteers

All Canyon School parents (and aunts, uncles, grandparents...) are welcome to contribute to Canyon Care by leading a project or activity with Canyon Care participants. If you have experience in any art, science, leading games, sports, or literary talents, please come share them with Canyon children! Please contact the Program Director to plan for your participation.

Permission to Walk Home from Canyon Care

If you reside in Canyon and feel that your child is responsible enough to walk home safely, you can complete a *Permission to Walk Home Form*. This will allow us to release your child from Canyon Care, at a specified time, without someone picking him/her/them up. Please email the Program Director to receive a copy of this form.

Withdrawal from Canyon Care

You may discontinue your child(ren)'s enrollment in Canyon Care at any time prior to May 1st. In the event of withdrawal, your tuition obligation will extend through the last day of the month that the withdrawal is requested. Withdrawal requests must be in written form or emailed to the Director of the Program.

Behavior Policy

All Canyon Care participants are expected to respect Canyon Care staff and children. They are expected to follow all rules of the program as these rules are designed to keep children safe, both physically and emotionally. In the event that a Canyon Care participant is having a hard time managing their behavior, the following steps will be taken:

- 1) Staff will use a restorative justice approach to help children move forward after incidents occur, focusing on hearing one another, taking responsibility for one's actions, and repairing relationships.
- 2) "Safe" activities will be used when a child is having a difficult time keeping their body to themselves. A "safe" activity is a quiet activity of **a child's choice**, and something they can do on their own, such as homework, coloring, legos, blocks, etc.
- 3) Any child who uses more extreme physical aggression will be separated and unable to participate in activities with other children for the remainder of the day. They may read, do homework, draw, or sit and reflect. Parents will be notified to discuss next steps.
- 4) If there is continuous and/or more extreme behavior from a child, the child's parent(s) / caregivers, and the Program Director will communicate to discuss an action plan / next steps. The Canyon Care Director will be available to meet with the student and parent(s) together to discuss the situation and consequences for their actions, which may include a short suspension from the program, daily check-ins using a behavior chart, or an alternative plan of action. Depending on the circumstances, the Canyon Care Director may require such a meeting.
- 5) If a child continues to have behavioral challenges despite implementing a child-specific action plan, the family will be called and notified that their child has been dismissed from Canyon Care for a minimum of two weeks. No refund of any pre-paid monies will be issued. It is at the discretion of the Canyon Care Director as to whether or not the student may be re-enrolled in Canyon Care at a future date.
- 6) If a child is an immediate serious threat to themselves or to others and staff cannot ensure the safety of Canyon Care participants after attempting to de-escalate the situation, 911 will be called to help.

All families are given a copy of the *Canyon School District Student Behavior Policy* at the beginning of every school year. **All school rules / guidelines must be adhered to during Canyon Care.**

Contracted Hours Enrollment & Purchase Form

(2 pages!)

After reviewing the plans for Kindercare, Aftercare, and Beforecare, please complete this form and add up the costs to see your total monthly payment. Once completed, please return this & all other forms to the CASP / Canyon Care Program Director.

Parent/Guardian Names (Printed): 1) _____ 2) _____

Child(ren)'s name(s): 1) _____ 2) _____ 3) _____

Will you have a child in Kindercare ?	Please circle YES or NO
If using all 4 days per week, write \$240 on the line:	\$ _____ /month
If using 2 days per week (must be same two days each week), write \$120 on the line:	\$ _____ /month

Your Aftercare monthly plan cost:	\$ _____ /month
(refer to the table showing <i>Monthly Rates for Contracted Aftercare</i>)	
Or, check here if you plan to use only drop-in services for Aftercare	_____
Or, check here if you do not plan to use Aftercare at all this year	_____

Your Beforecare monthly plan cost:	\$ _____ /month
(refer to the <i>Beforecare Monthly Payment Plan Options</i>)	
Or, check here if you plan to use only drop-in services for Beforecare	_____
Or, check here if you do not plan to use Beforecare at all this year	_____

Please add up your monthly costs and total here \$ _____ /month
Please remember your first invoice will also include your family's registration fee of \$60.

I have read and fully understand all of the policies of the Canyon Care / Canyon After School Program(CASP) for 2024-2025. I agree to abide by the terms of participation in the program.		
_____ /	_____ /	_____ .
Parent Name (Please Print)	Parent Signature	Date

Canyon Care Scheduling Form

Please enter your child(ren)'s Canyon Care schedule below

Child 1: First Name _____ Last _____

Gender: _____ Age: _____ Birthdate: _____ Grade: _____

M	Time In _____	PM	Time Out _____	PM
T	Time In _____	PM	Time Out _____	PM
W	Time In _____	PM	Time Out _____	PM
TH	Time In _____	PM	Time Out _____	PM
F	Time In _____	PM	Time Out _____	PM
		<input type="checkbox"/>	K-Care	<input type="checkbox"/>
			Beforecare	

Child 2: First Name _____ Last _____

Gender: _____ Age: _____ Birthdate: _____ Grade: _____

M	Time In _____	PM	Time Out _____	PM
T	Time In _____	PM	Time Out _____	PM
W	Time In _____	PM	Time Out _____	PM
TH	Time In _____	PM	Time Out _____	PM
F	Time In _____	PM	Time Out _____	PM
		<input type="checkbox"/>	K-Care	<input type="checkbox"/>
			Beforecare	

Child 3: First Name _____ Last _____

Gender: _____ Age: _____ Birthdate: _____ Grade: _____

M	Time In _____	PM	Time Out _____	PM
T	Time In _____	PM	Time Out _____	PM
W	Time In _____	PM	Time Out _____	PM
TH	Time In _____	PM	Time Out _____	PM
F	Time In _____	PM	Time Out _____	PM
		<input type="checkbox"/>	K-Care	<input type="checkbox"/>
			Beforecare	

* Time In (MTRF): 3 PM / Time Out: must be on the hour or half hour
Time In (W): 1:30 PM / Time Out: must be on the hour or half hour

Monthly Rates for (Pre-Scheduled) Contracted Aftercare

Weekly Hours	1 child/month (\$7.50/hr)	2 children/month (\$12/hr)
4	\$120	\$192
5	\$150	\$240
6	\$180	\$288
7	\$210	\$336
8	\$240	\$384
9	\$270	\$432
10	\$300	\$480
11	\$330	\$528
12	\$360	\$576
13	\$390	\$624
14	\$420	\$672

Drop-In Hours Enrollment & Purchase Form

- 20 1-hour blocks of Drop-In Canyon Care hours purchased for one child**
@ \$10/hour = \$200

Name of child: _____

- 20 1-hour blocks of Drop-In Canyon Care hours purchased for two children**
@ \$18/hour = \$360 (both children must be present)

Name of child (1): _____

Name of child (2): _____

- *I understand that drop-in must be requested a minimum of 24 hours in advance, and is available on a space-available basis.*
- *I understand that drop-in must be for at least one hour and must end on the hour or half-hour, ex. 3:00-4:00 pm or 3:00-4:30 pm.*
- *I understand that drop-in hours must be used during the school year in which they are purchased.*

I have read and fully understand all of the policies of the Canyon Care / Canyon After School Program(CASP) for 2024-2025. I agree to abide by the terms of participation in the program.

_____/_____/_____.

Parent Name (Please Print) Parent Signature Date

If you do not already have the following forms on file with CASP / Canyon Care, they must be submitted with this form and your payment, payable to CASP. Thank you.

- 1) **Canyon Care Pick-Up Form**
- 2) **Canyon Care Medical Information & Authorization Form**

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Medical Information & Authorization Form

(2024-25)

Once completed, please return a paper copy to the Canyon Care box in the office or scan and email this form to the Program Director of Canyon Care at CASP@canyon.k12.ca.us

Does your child(ren) have any food or medication allergies? Please specify:

Does your child(ren) have any physical, emotional, or behavioral needs that Canyon Care staff should be aware of?

Child(rens) Medical Insurance Carrier: _____

Preferred Hospital in case of emergency: _____

Dental Insurance Carrier: _____

Preferred Dentist in case of emergency: _____

Canyon Care Authorization for Medical Treatment / Release

Please know that in the unlikely event of a medical/dental emergency, Canyon Care staff will make every effort to reach you. However, if we cannot reach you and a medical or dental professional feels that a delay in treatment could/would be detrimental to your child's health, we would like to have your written permission on hand authorizing that treatment of your child begin. Please read and sign the following.

I authorize (child(ren)'s name(s)) _____ to participate in the Canyon Care Program. In the event of illness or injury, I consent to whatever examination, x-ray, anesthetic, medical, dental, or surgical treatment and/or hospital care that is considered necessary in the best judgment of the attending physician, dentist, or surgeon.

I hereby voluntarily and knowingly release and discharge Canyon Elementary School and the Canyon Care Program, its officers, directors, agents, employees, and volunteers, acting officially or otherwise, of and from any and all claims, demands, actions, or causes of action of any kind which in any way arise out of or relate to my child's participation in Canyon Care. I hereby waive my right to make any claim against Canyon Elementary School and Canyon Care, its officers, directors, agents, employees, and volunteers, and agree to indemnify and hold harmless said parties from all claims and/or liabilities arising out of my child(ren)'s participation in Canyon Care.

_____	_____	_____
Parent's Name	Parent's Signature	Today's Date

Aftercare PICK-UP RELEASE Form

Child(ren)'s Name(s): _____

→ ***By checking this box, I give permission for my child(ren) to be signed out or picked up by *any* current Canyon School Parent***

I hereby give permission for the following individuals to pick up my child(ren) from the CASP / Canyon Care Program:

1. Name: _____

Relationship to child: _____

Phone No: (_____) _____

2. Name: _____

Relationship to child: _____

Phone No: (_____) _____

3. Name: _____

Relationship to child: _____

Phone No: (_____) _____

4. Name: _____

Relationship to child: _____

Phone No: (_____) _____

Is there anyone to whom you DO NOT want your child(ren) released from Canyon Care?

Name: _____

Comments: _____

Parent Name (Please Print)

Parent Signature

Date