

JOIN THE C.A.S.T



Be a part of the fun and learning
in Crestline's After School Team!

Program Information

2020-2021

Hartselle City Schools

Student Calendar*

2020 - 2021

*Subject to Change

August 10	First Day for Students/CAST Program Begins
August 10-14	Early Dismissal for Kindergarten Students (No CAST Available for Pre-K and Kindergarten Students)
September 7	Labor Day- School Closed
September 8	Virtual Day- School Closed for Students
October 12-13	Fall Break- School Closed
October 30	Virtual Day- School Closed for Students
November 11	Veterans Day- School Closed
November 23-27	Thanksgiving Break- School Closed
December 18	End of 1st Semester- Early Dismissal Day (No CAST program)
December 21-January 4	Christmas Break- School Closed
January 5	Students Return (CAST Program Resumes)
January 18	Martin Luther King Jr. Day- School Closed
February 15-16	Winter Break- School Closed
March 29-April 2	Spring Break- School Closed
April 30	Weather Day- School Closed
May 21	Last Day of CAST Program

May 24	Memorial Day- School Closed
May 25	Last Day for Students- Early Dismissal

C.A.S.T.
Crestline's After School Team
 2020 - 2021

This handbook is designed to inform you of the policies and procedures of Crestline's After School Team (CAST) Program. Please read it carefully. If you have any questions, please do not hesitate to contact the program directors, **Greg Percy & Amy Crow**, gregory.pearcy@hartselletigers.org / amy.crow@hartselletigers.org

Crestline's After School Team (CAST) phone number: **256-773-9967**. Prior to 3:15PM this number will ring into the school office; after 3:15PM the number goes directly to CAST.

Purpose

Crestline's After School Team (CAST) Program provides supervised care in a safe and constructive environment from the end of the school day until 5:45 PM, after regular school hours. The program is designed to address the child's social, physical, and intellectual needs. Although it is structured, children are still allowed the opportunity to participate in a variety of enjoyable and enriching activities.

Hours of Operation

The CAST Program is available Monday through Friday, from 2:45 PM unql 5:45 PM on regular school attendance days. We follow the Hartselle City Schools calendar. The program will start on **Thursday August 6, 2020 for grades 1-4, and on Monday, August 10, 2020 for Kindergarten students. The program will end on Friday, May 21, 2021.**

The CAST Program is not available on early dismissal and virtual days: **Sept. 8, Oct.30, Dec. 18, and May 25**, or on any days school is not regularly in session. Students who have been absent during the regular school day may not check in for the CAST Program.

If your child will be picked up during regular dismissal and not attending CAST, please notify their teacher.

Enrollment Requirements

Children enrolled at Crestline Elementary (Pre-K through 4th grade) are eligible to enroll. Parents are required to complete and sign the CAST Program registration and agreement forms, enroll in the REMIND group, and pay the registration fee and the first month's tuition before the child can start attending the program. All information must be completed and turned in to the CAST Program at least one full day before the child can attend.

Available Spaces per grade level for the 2020 - 2021 School Year:

- Pre-K 12
- Kindergarten - 15
- First Grade 15
- Second Grade - 15
- Third Grade - 15
- Fourth Grade - 15

CAST Program Fee & Tuition Rates for 2020-2021

The CAST Program is for: full-time students, five days a week, part-time students (up to 3 days a week), partial day students (students who will be picked up by 4:00 PM, and Pre-paid students (10 Day Prepayment Plan). **Drop in students are not accepted.** Tuition is based on the school calendar year, divided into 10 equal payments per year. Tuition payments are due on the 1st school day of each month. There is a \$25 non refundable registration fee per family, per year. Checks made payable to Crestline Elementary School. Students enrolling after the first day of any month will be charged a full tuition payment. A late fee of \$20 will be charged if the tuition payment has not been received by the 5th business day of the month. A child will be dismissed from the program after two weeks of nonpayment of fees.

Tuition may be paid online through My School Bucks (myschoolbucks.com). Please contact Mrs. Sharp in the office for more information. Please do not send tuition in a child's binder.

NO REFUNDS OR CREDITS WILL BE GIVEN DUE TO DAYS MISSED FOR ILLNESS, HOLIDAYS, VACATIONS, OR INCLEMENT WEATHER. Your child has a reserved space in the program, tuition is due whether or not your child attends. NO REFUNDS WILL BE GIVEN IF YOU CHOSE THE 10-DAY PREPAID PLAN.

Full Time rates

- 1 child- \$160.00 per payment (10 payments per year or 1 payment per semester of \$800)
- 2 children - \$300.00 per payment (10 payments per year or 1 payment per semester \$1500.00)

Partial Day rates (for students attending until 4:00 PM - 5 days a week)

- 1 child - \$60.00 per payment (10 payments per year, or 1 payment per semester of \$300.00)

2 children - \$110.00 per payment (10 payments per year, or 1 payment per semester \$550.00)
Late charge fees are applied to accounts of Partial Day Students picked up after 4:00 PM.

Part Time rates (for students attending up to 3 days a week) - **subject to availability.**

1 child- \$105.00 per payment (10 payments per year, or 1 payment per semester \$525.00)

2 children- \$195 per payment (10 payments per year, or 1 payment per semester \$975.00)

Any part time student who attends more than 3 days in any given week will immediately be moved to full time, and will pay full time rates from that day forward. Part time slots are subject to availability.

10-Day Prepayment Plan

For parents needing just a few days a year, we offer a 10 Day Pre-Paid Program. Parents may prepay for 10 days to be used anytime during the school year. The cost for this service is \$100 per year. Unused days at the end of the year will not be refunded nor carried over for the following year. An annual registration fee of \$25.00 still applies. Parents must notify the CAST Program director in advance when their child will be attending.

Late Pickup Charges

The CAST Program closes promptly at 5:45 PM. A late charge of \$10.00 per child is due after 5:45 PM with an additional \$5.00 charge for each five minutes after 5:50 PM. Notification by the parent of a late pickup will not exempt a late pickup charge. If continuing efforts to contact a parent is unsuccessful after 30 minutes, the police will be notified.

Late payment fees will be billed to the parent at the end of each month and must be paid with their regular payment by the 1st school day of the month. **The third late pickup may result in suspension from the CAST Program.**

CAST Program Tuition and Late Charge Dates

Payment Due	Late Charge Added if payment received on or after	Payment Due	Late Charge Added if payment received on or after
August 6		January 5	January 13
September 1	September 11	February 1	February 8
October 1	October 9	March 1	March 8
November 2	November 10	April 5	April 13

December 1	December 9	May 3	May 11
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Withdrawal from the CAST Program

Notice to withdraw from the CAST Program must be received by the CAST Program director at least one week prior to the beginning of the next month. Please write a note directly to the CAST Director or email him/her with the following information: child's name, parent's name, and the last day of attendance. Classroom teachers are not responsible to notify the CAST Director. All communication with the CAST Program should be done through email or included in the CAST Program Payment Envelope.

Children re-enrolling in the program will not be admitted until any and all delinquent fees from the previous enrollment are paid in full. A \$25.00 registration fee will be required upon re-enrollment.

Income Tax Child Care Credit

Monthly receipts will be issued upon receipt of payments. In January, parents will be provided with an account summary of their payments from January-December of the previous calendar year, along with the school's tax ID number, to be used for income tax purposes.

Pick-Up Procedures

A child may not leave school premises until he/she has been signed out by an authorized parent/guardian on the registration form. In an emergency, a parent will be contacted for authorization. Parents should provide a note to or call the CAST Program Director if pick-up procedures for their child changes. Children will not be released by CAST Program to other adults without a written note or a phone conversation between the parents and the CAST Program Director. No one under 16 will be allowed to pick up a child from the CAST Program.

In the event of an emergency/late pick-up, parents are to contact the CAST Program Director/ Staff. A late charge of \$10.00 per child is due after 5:45 PM with an additional \$5.00 charge for each five minutes after 5:50 PM Notification by parents of late pickup will not exempt a late pickup charge. Late fees for Partial Day students are \$10.00 per child after 4:00 PM with an additional \$5.00 charge for each five minutes after 4:05 PM.

Once students report to the program they may not leave the CAST Program program until they have been signed-out by an authorized person on their pick-up list. Once students check out of the CAST Program Program, they may not return that day.

Activities

The CAST Program Director will work to provide an enjoyable and developmentally appropriate program of activities. Daily activities include indoor and outdoor games, arts & crafts, board games, and more. A structured time for completion of homework is provided for all students.

Sample Daily Schedule

2:45-3:05	Roll call/snack/bathroom/dismiss to homework groups
3:05-4:00	Homework/silent reading and/or other age appropriate educational activities
4:10-5:30	Physical activity (in gym or outside), arts & crafts, computer lab, games, etc.
5:30-5:45	Clean up, remaining students picked up

Snacks

A snack will be served each afternoon. Please notify the CAST Program Director if your child has a food allergy or a dietary restriction.

Behavior & Discipline

We seek to maintain an atmosphere of mutual respect among students, parents and staff. Every child should feel safe and secure. We have implemented rules, procedures, and a daily routine to protect them and help them to become more responsible students. After school hours, children are still required to follow the same rules and regulations that apply to the regular day, which includes abiding by all the provisions of the Hartselle City Schools Code of Conduct. Students may be suspended and/or dismissed from the program once they have received **three strikes** for the following behaviors: hitting, kicking, biting, not following CAST rules, defiant behavior, and any other behavior deemed inappropriate by the program coordinator and/ or principal. Fees will not be refunded for students who are suspended and/or dismissed from the program.

1st Discipline Referral-Warning, parents called

2nd Discipline Referral-Parents called, parent meeting

3rd Discipline Referral--parents called, 3 day program suspension

4th Discipline Referral--parents called, 5 day program suspension

5th Discipline Referral--parents called, semester program suspension

6th Discipline Referral--parents called, suspended for the program

Health and Safety

CAST follows Hartselle City Schools Health Guidelines. For more information, please refer to the HCS Code of Conduct. If an injury occurs during the CAST Program, the parent will be notified immediately.

Emergency phone numbers must be current to insure immediate notification. Information concerning allergies or health restrictions must be on file, along with a physician's name and telephone number. **All information concerning the child's personal and medical information should be kept updated and current.** Children must wear shoes and appropriate clothing as specified by the Hartselle City Schools Code of Conduct dress code.

Medications

Medications (including Tylenol) may be administered ONLY when approved medication form with required signatures has been received by the CAST Program Director or his/her designee. Medication forms are available in the school office or online. Medications must be brought to the school office or the CAST Program Director in a properly labeled container. *Student medications in the school health room are not accessible during the CAST program.*

- The authority to administer prescription medication to a student must come from the physician as well as the parent/legal guardian. A signed authorization is required before any prescription medication can be given during the CAST program. If the medication order is changed (e.g. dosage change) during the school year, an additional consent form is required. No prescription medication can be given without parent and physician authorization and a pharmacy label.
- All medications (prescription and over-the-counter) must be in the original pharmacy container or manufacturer's labeled container with specific instructions as to when or why such medications may be necessary.
- A physician's authorization will be required for any non-prescription medication to be given for more than ten calendar days. Any medication remaining with CAST Program over two weeks past the 10-day period, without a physician's signature, will be discarded.
- Any medication given must be recorded on a medication administration record, which includes date, time, and signature of the person giving the medication.

Games/Toys/Cell Phones

Students are not permitted to bring school toys or other entertainment items which are potentially dangerous or damaging to students, staff, or school property. Electronic devices (cell phones, iPads, kindles, etc.) may be used during the CAST program at the discretion of the CAST program director and CAST teachers.

The CAST program assumes **no responsibility** for lost, stolen, or broken items that a child may bring from home.

Severe Weather/Emergency Closings

In the event that during the regular school day Hartselle City Schools would dismiss early due to inclement weather, there will not be CAST that day.

Crestline's After School Team (CAST) Program Agreement Form

OUR PROMISE TO YOU...

- To provide an experienced, helpful, and conscientious staff
- To do our best to furnish a safe, caring, and entertaining environment
- To offer enjoyable recreational and educational activities
- To work hard to make your child's experience a positive one
- To show courtesy and respect to you and your child

YOUR PROMISE TO US...

- Read the Handbook and follow all CAST Program policies and procedures (and make sure your child also understands and follows them)
- Pick up your child on time every day
- Pay your tuition on time
- Provide written notice of withdrawal one week
- Be courteous and respectful to our staff

AGREEMENT - Please read the agreement and initial each box.

- I hereby acknowledge that I have read the Crestline After School Team (CAST) Program Handbook and agree to comply with all policies, procedures, rules and requirements therein including: payments, attendance, withdrawal and discipline procedures.

- Withdrawal from CAST - Notice to withdraw from the CAST Program must be received by the CAST Program director at least one week prior to the beginning of the next month. Please write a note directly to the CAST Director or email her with the following information: child's name, parent's name, and the last day of attendance. Classroom teachers are not responsible to notify the CAST Director. All communication with the CAST Program should be done through email or included in the CAST Program Payment Envelope.

- I understand this program is for students requiring After School daycare and I am responsible for the tuition payments whether or not my child attends. No refunds or credits will be made for days missed due to illness, holidays, vacations or inclement weather. Should I neglect to make payments in a timely manner, I waive all rights to exemption under the laws of the State of Alabama and agree to pay all costs of collection including attorney fees.

- I release the Hartselle City Schools and the CAST Program and its agents and employees from damages or injuries arising out of, resulting from, caused by, occurring during, or in any way connected with the CAST Program. I will assume liability for any accidents and injuries that occur during the CAST Program time. The CAST Program personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expense. This includes emergency medical, paramedic services, and ambulance service.

- I understand that contracts are renewed annually at which time I will receive a copy of any changes made concerning this CAST Program Handbook. Should changes be made to the policies and procedures throughout the current year, I will be notified in writing.

- A late fee of \$20 will be charged if tuition payment has not been received by the 5th business day of the month. A child will be dismissed from the program after two weeks of nonpayment of fees.

Part-Time Agreement

Initials: _____ Part-time students may attend up to 3 days per week. Part-time payments are based on attendance during the 20 weeks per semester, regardless of the number of or specific days of the week the student actually attends.

Initials: _____ If, at any time, a part time student attends more than 3 days a week in any given week, he/she will immediately be enrolled as a full time student, and will pay full tuition from that date forward.

Initials: _____ Days my child will attend: (circle up to three)

Monday Tuesday Wednesday Thursday Friday

Parent's Name (please print): _____

Parent's Signature & Date: _____

Teacher: _____

CAST = Crestline's After School Team Enrollment Form

Please complete one form for each child enrolling in the CAST Program

Student Information: First Name: _____ Middle Name: _____ Last Name: _____ Address: _____ City: _____ Zip Code: _____	Lives With: ___ Parents ___ Mother ___ Father ___ Guardian ___ Other _____ Grade: ___ Pre-K ___ K ___ 1 ___ 2 ___ 3 ___ 4 Gender: _____ Male _____ Female Date of Birth: ___ - ___ - _____
Guardian #1	Guardian #2
First & Last Name: _____ Address: _____ City: _____ Zip Code: _____ Home Phone: _____ Cell Phone: _____ Work Phone: _____	First & Last Name: _____ Address: _____ City: _____ Zip Code: _____ Home Phone: _____ Cell Phone: _____ Work Phone: _____

Local Emergency Contacts when Parent(s) cannot be reached:

Emergency Contact #1	Emergency Contact #2
First & Last Name: _____ Relationship: _____ Home Phone: _____ Cell Phone: _____ Work Phone: _____	First & Last Name: _____ Relationship: _____ Home Phone: _____ Cell Phone: _____ Work Phone: _____

Medical/Behavioral Information: (Allergies, Nosebleeds, ADHD, etc.) and any other information that you feel would be helpful in caring for your child. A Medication Release Form must be on file with the CAST Director before any medication can be administered.

Child May Be Released To:

First & Last Name: _____ Relationship: _____
First & Last Name: _____ Relationship: _____
First & Last Name: _____ Relationship: _____
First & Last Name: _____ Relationship: _____

Custody Papers on File with CAST Program: _____ Yes _____ No _____ N/A	
_____	_____
Parent/Guardian Signature	Date

Child's Name	Current Grade	Homeroom Teacher