

# Raven Wolf Afterschool Program

## Nevada City School of the Arts

### Policies and Information

#### Hours

Raven Wolf Afterschool Program is open **Monday through Thursday, 1:00-5:30 and Friday 1:00-3:30**, excluding school holidays, in-service days, or otherwise communicated through the school year. Your child can attend the program for any length of time during these operational hours.

#### Location

Raven Wolf Afterschool Program is located in **room 319 in the TK on the upper campus of NCSA**, at the far end of the dance room wing. This is where parents must sign-out and pick-up their kid(s).

#### Registration

**All students must pre-registered** with Raven Wolf Afterschool Program to enter the program for the day. Registration consists of reading, completing and signing both a:

- 1.) Raven Wolf Afterschool Program Registration Form** (included in packet)
- 2.) Raven Wolf Afterschool Program Policy and Information Sheet** (included in packet)

Both forms can also be found and completed through the **NCSA website**. Go to [ncsota.org](http://ncsota.org) ->click "Parent Resources"->select "Raven Wolf Afterschool Program After School Program" in the dropdown menu->click on the forms at the bottom of the page

**\*\*\* Registration must be completed prior to the student entering into the Raven Wolf Afterschool Program After School Program.**

#### Sign-Ups

All students attending Raven Wolf Afterschool Program for the day must be signed-up in one of the following ways. **Failure to do so will result in the student being unable to attend Raven Wolf Afterschool Program for the day.** The student will instead need to wait in the office while a parent/guardian is called for immediate pick-up.

- 1. Set an attendance schedule with the Raven Wolf Afterschool Program director** (I.e. My child will attend every Tuesday and Thursday)
2. Sign your child up for the day(s) by filling out the **sign-up sheet that is located in your child's classroom.**
- 3. Call the lower campus or upper campus office** and inform the receptionist that your child will need to attend Raven Wolf Afterschool Program for the day. **Must be done prior to your child's dismissal time.**

#### Pick-Up

**All students must be picked up and signed out each day by a parent/guardian or other pre-authorized person.** Students will not be released to anyone not previously authorized. If your child will be picked-up by someone not pre-authorized (family emergency, after school playdate, etc) the main parent/guardian will need to call prior to pick-up to inform the Raven Wolf Afterschool Program director.

**The designated pickup person must come into the Raven Wolf Afterschool Program room** (Room 319 @ Upper Campus) and **initial the child's release.** If a parent fails to initial their child's release repeatedly, the child may no longer attend Raven Wolf Afterschool Program. Additionally, If you are enrolled with Sierra Nevada Children's Services, you must sign your student out on the attendance sheet they provide.

If you have an emergency and cannot pick up your child by 5:30, please call the Raven Wolf Afterschool Program office at 273-7736 x1004 before 4:30 and after 4:30 273-7736 ext 1061.. **Late fees will be charged for consistent late pick-ups.**

### Payment

The cost is **\$8.00 per hour**. Billing is monthly. You will receive an invoice by the 5th of the month and **payments are due the last business day of the month.**

**Failure to make payment** within 30 days of the dated invoice may result in a temporary hold on afterschool services. Please read the Late Payment Policy. Consistent late payments will result in your child's temporary ineligibility for Raven Wolf Afterschool Program.

**Checks are to be made out to Nevada City School of the Arts, or NCSA.**

If you need **financial help** with your bill, please contact Sierra Nevada Children's Services at (530)272-8866 or sncs.org, as they may be able to offer help to qualifying families.

### Partnership with After School Classes

Raven Wolf Afterschool Program is partnered with the amazing afterschool classes independently offered by instructors on campus. These classes are a separate cost, but you will not be charged by Raven Wolf Afterschool Program for the time your child is in the after school class.

### Conflict Resolution

We adhere to the discipline policies outlined in the NCSA Family Handbook. We use "talk-it-outs", as well as helping to re-direct students' energy to find a positive solution to any problem.

### Personal Belongings

We ask that you have your child refrain from bringing small personal items, such as Legos or other small toys and special items to Raven Wolf Afterschool Program. We would like to avoid the stress and upset that occurs when these items are lost or broken.

### Sick policy

In order to prevent illness from spreading, please keep sick children at home. If your student becomes ill during their time in Raven Wolf Afterschool Program, you will be called to come pick up your child.

### Right to Revise

From time to time, Raven Wolf Afterschool Program may need to change policies or procedures. We reserve the right to undertake these changes without prior notice. You will be informed of any changes as soon as possible.

**I certify that I have received, read and understand the Raven Wolf Afterschool Program policy and registration information and agree to the terms set forth. I also certify that all the information I have provided is both true and accurate.**

Parent/guardian name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

For questions or concerns, please call the Raven Wolf Afterschool Program office at 273-7736 x1004 or email Kimberley @ kim.bailey@ncsota.org