



**Pleasant Ridge Union School District  
Afterschool Recreation Program  
2018/2019**



Welcome to the Pleasant Ridge School District After School Recreation Program. Our goal is to provide a safe, nurturing, and enriching environment for the children after school. Additionally, we strive to make the recreational opportunity affordable so that all who wish to participate may do so.

## Days and Hours of Operation:

The After School Recreation program operates on regular, early release Fridays & minimum school days. The program **does not** operate on:

- Teacher Work Days
- School Vacation Days
- Snow Days or Days Closed for Emergency Situations
- The Last Day of School
- Summer Vacation



The After School Recreation Program begins serving students at **2:00 P.M.** **Students must attend school by 11:00 a.m. to be eligible to attend the Afterschool Recreation Program that day.** All students **must be** picked up **no later than the program's 5:30 P.M. closing time.**

## Enrollment:

Should you choose to enroll your child in the After School Recreation Program you must complete the enrollment process before your child's first day of participation. Students may not participate in the recreation program until payment and all forms have been completed. The enrollment process includes:

- Completing the Student Information Form
- Completing the Afterschool Program Contract, Financial Agreement and Payment Schedule Agreement **with a parent signature.**
- Making the **first payment** for the After School Recreation Program, whichever payment method you choose. The Drop In program is a **pre-pay program** and will **require** a \$20 deposit or \$10 deposit for the 6<sup>th</sup> Grade & TK Drop In program.

## Rates and Payments:

***Deposit of checks can take up to one (1) month due to the cyclical times of our workload in the District Office.***

Current rates for the 2018/2019 school year are:

- **\$1,300.00** per year, per child - Full Time Participation (**3-5 days per week**)
- **\$ 650.00** per year, per child - Part Time Participation (**1-2 days per week**)
- **\$ 12.00** per day - Drop In Rate (**Minimum Deposit of \$60.00 required, due by 1:00 p.m. on day of attendance**)
- **A \$10.00 Late Payment Fee will be assessed on accounts paid one (1) week past due date.**
- **Three (3) late payments may be cause for termination from the After School Recreation Program or payment in full may be required to remain in the program.**
- The late fee is **\$10.00 plus \$1.00 per minute for every minute after 5:30 P.M.** Three late pickups may be cause for termination of your child's participation in the program.

Please note, the fee listed above is for the entire 2018/2019 school year.

Payment for participation in the program **must be made in advance.** Payments may be made on an annual, semi-annual, quarterly, or ten (10) monthly payment basis. However, in all cases payment **must be made in advance.** Individuals who opt to pay for a full year or a full half a year in a single payment will be given an approximately seventeen percent (17%) discount.

In the event that an individual has a check made payable to the district returned for any reason twice in a single school year, the District will require that all payments be made in cash, cashier's check or by money order. **A \$10.00 returned check fee will be applied to all returned checks.**

We offer an online payment option with your credit card at [www.mymealtime.com](http://www.mymealtime.com), along with payments made by Money Order, Cashier's check, or personal check. Checks should be made out to the ***Pleasant Ridge School District***. Cash is also accepted for payment. All payments should be made by either mailing the payment to the School Office or the Pleasant Ridge School District Office at 22580 Kingston Lane, Grass Valley, CA 95949. A receipt will be issued upon payment. In no case will money be accepted by the Afterschool Recreation Program Staff.

**Please be advised that payments are non-refundable due** to the fact that we have made staffing commitments based upon the number of students enrolled.

Students will be able to participate in the program on a drop in basis. However, arrangements must be made in the School Office in advance, so that all required emergency contact information is on file with the After School Recreation Program Staff. Additionally, drop in students will be accepted on a space available basis.

## **Program Withdrawal:**

You must communicate your intent to release your child's seat in the program **at least two weeks in advance of the last day of attendance** with the school office. **A refund will be issued for unused months. There is no pro-rated rates.**

## **Kindergarten before Labor Day:**



The After School Recreation Program offers service between 11:30 A.M. and 2:00 P.M. for the period between the first day of school and Labor Day when Kindergarten is in session for only half a day. The cost for this service is \$6.00 per day, **paid in advance**. All drop-ins are **pre-pay and require a \$30.00 minimum deposit**. This service is available at both Cottage Hill School and Alta Sierra School.

## **Transitional Kindergarten:**

The District's Transitional Kindergarten Program is located on both the Alta Sierra and Cottage Hill School campus. Students in this program may opt to utilize the After School Recreation Program between their 11:30 A.M. dismissal time and 2:00 P.M. or when school is dismissed. The cost for this service is \$6.00 per day, **paid in advance**. All drop-ins are **pre-pay and require a \$30.00 minimum deposit**. Annual rates are \$650.00 for Full-Time (3 or more days per week) and \$325.00 for Part-Time (1-2 day per week).

## **Extended Transitional Kindergarten Rates & Fees:**

Transitional Kindergarten students are welcome to stay and participate in the portion of the After School Recreation Program that runs from 2:00 P.M. and 5:30 P. M. Parents who desire the **extended service** should indicate that need at the time of registration and **pay the additional fees listed below:**

- **\$1,300.00** per year, per child - Full Time Participation (3-5 days per week)
- **\$ 650.00** per year, per child - Part Time Participation (1-2 days per week)
- **\$ 12.00** per day - Drop In Rate (Pre-Pay & requires a \$60.00 minimum deposit, due the day of attendance)
- **A \$10.00 Late Payment Fee will be assessed on accounts paid one (1) week past due date.**
- **Three (3) late payments may be cause for termination from the After School Recreation Program**

- The late fee is **\$10.00 plus \$1.00 per minute for every minute after 5:30 P.M.** Three late pick-ups may be cause for termination of your child's participation in the program.

## **Sixth Grade:**

We know that sometimes parents just don't feel sixth graders are ready to come home to an empty house after school. With that in mind we will now enroll Sixth Graders in the After School Recreation Program. The cost for this service is \$6.00 per day and **requires a \$30.00 minimum deposit, due the day of attendance.** Sixth Grade students who attended or live in the Cottage Hill attendance area should report to the Cottage Hill School MPR when they are dismissed. Students who live in the Alta Sierra School attendance area are welcome to enroll at that site. As long as there is adequate seating on our buses these Sixth Grade students may ride the bus from Magnolia School to Alta Sierra School bus stop, proceed to the campus, and then check in with the Program Director.

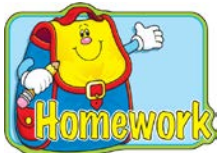
## **Late Fee:**

The After School Recreation Program is open until **5:30 P.M.** on every regular, early release Friday, & minimum school day. Make sure your child is picked up on time by the **5:30 P.M. closing time.** If you are going to be late, please advise the Recreation Program Supervisor by calling the phone number listed in this handbook. The late fee is **\$10.00 plus \$1.00 per minute for every minute after 5:30 P.M.** Three late pick-ups may be cause for termination of your child's participation in the program.

## **Sierra Nevada Children's Services:**

The Pleasant Ridge Union School District works cooperatively with the Sierra Nevada Children's Services to provide service to families facing economic hardship. Their address information is: 420 Sierra College Dr., Suite 100, Grass Valley. Their phone number is: (530) 272-8866. The After School Recreation Program is eligible for, and receives payments for service from this agency.

## **Homework First!**



As soon as children arrive in the After School Recreation Room attendance is taken and the homework period begins. The first hour of the program, from 2:00 P.M. to 3:00 P.M. is designated for Homework completion. Staff members will provide supervision to insure that homework assignments are completed and provide assistance with directions as needed. Please note that the staff does not review homework assignments for correctness so we recommend that parents take that step at home before returning the assignments to school. Additionally, staff members will not sign off on reading logs.

## **Allergies:**

Before students may begin attending the After School Recreation Program their Health Information must be on file. However, in addition to that information we request that you verbally make staff aware of any health concerns your child may have. Additionally, if your child has food allergies you may want to provide an alternate snack depending on the options available on the snack menu.

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Alta Sierra School  
16607 Annie Drive  
Grass Valley, CA 95949  
(530) 477-8324  
**Director: Hélène Diament-Agar**

Cottage Hill School  
22600 Kingston Lane  
Grass Valley, CA 95949  
(530) 913-8992  
**Director: Dawn Alfke**