



# **Parent Handbook 2022-2023**

## **After School International**

1720 Yosemite Street  
Seaside, CA 93955  
(831) 583-2165 main office

**ASI ends promptly at 6:00 pm daily.**

### **Days of Operation**

ASI runs in accordance with the ISM school calendar. **We do not provide care the last day of school.** We will be closed for all professional development days, school breaks, and national holidays.

### **Program Goals**

ASI's K-2 grade program seeks to provide participants with a variety of fun and interesting IB learner profile theme-based activities daily. We stress good communication, teamwork, perseverance, problem solving, and conflict resolution.

ASI's 3-5 grade program combines the opportunity for students to work in a homework friendly environment while utilizing available resources on campus. The staff is also available to guide students through assignments and help them stay on task, so that students can complete their work. Please note, this is not a tutoring program.

### **Student Health Policy**

The following are guidelines for excluding a student from ASI due to illness: A temperature of 100.0 F or above, nausea, vomiting or severe abdominal pain, marked drowsiness, acute cold, sore throat, persistent cough, red, inflamed, or discharging eyes, acute skin rashes or eruptions, suspected scabies or impetigo, swollen glands around jaw, ears, or neck, any weeping skin lesions unless protected and diagnosed as non infectious, or other symptoms suggestive of acute illness.

### **Snack Time**

Revolution Foods provides healthy balanced snacks daily. Please make sure we are aware if your child has any allergies. Families of children who have a food intolerance may choose to pack snacks for their child daily. Snacks from home must follow ISM's [Healthy Eating Guidelines](#).

### **Movie Days**

Students have the opportunity to have a movie day with fellow students up to twice a month. Movies normally tie to the theme of the IB learner profile unit for the week. All movies are family movies rated G or PG. Students and families may opt out of this activity when filling out the child information sheet.

### **Behavior and Discipline Policy**

ASI aims to develop an attitude of individual responsibility within the campus community. The code of behavior expected from our students is in the ISM Parent/Student Handbook. They are **Honesty, Responsibility, Respect,**

## Self-Control, Promise-Keeping, Equality, and Social Justice.

When issues arise they are managed by the program staff in a manner consistent with the school's regulations. When necessary, problems will be referred to the administrative staff for their supportive actions. This may include, but is not limited to, suspension from ASI and/or ISM for one or more school days. This may also include expulsion from ASI and/or ISM. For more detailed information, see the ISM Discipline Policy.

## Payment Contract

This contract involves all details directly involving each child's enrollment in ASI. This includes all aspects of scheduling, fees, and payments. Any changes that need to be made to your child's contract, which results in a schedule and/or fee change, **must be submitted via email to the ASI Program Coordinator two weeks before the next billing cycle.** If proper notice is not given, full payment will be due in accordance with the most current payment contract.

## Fees and Schedules

Full Months: August, September, October, November, January, February, April and May

Half months: December, March, and June\* are our half months.

\*June is billed at 50% of the half month fee.

### Kindergarten

	until 3:15	until 4:30 pm	until 6:00 pm
1 day per week	half \$25 full \$50	half \$40 full \$80	half \$50 full \$100
2 days per week	\$37.50/\$75	\$65/\$130	\$75/\$150
3 days per week	\$50/\$100	\$90/\$180	\$100/\$200
4 days per week	\$62.50/\$125	\$115/\$230	\$125/\$250
5 days per week	\$75/\$150	\$145/\$290	\$150/\$300

### 1<sup>st</sup> – 8<sup>th</sup> grades

	until 4:30 pm	until 6:00 pm
1 day per week	half \$35 full \$70	half \$45 full \$90
2 days per week	\$55/\$110	\$65/\$130
3 days per week	\$75/\$150	\$85/\$170
4 days per week	\$95/\$190	\$105/\$210
5 days per week	\$115/\$230	\$125/\$250

1 day per week, Wednesdays from 12:50- 3:15 PM, ONLY. \$30.00 Flat monthly rate.

ASI enrollment is based on availability.

Once you sign up, the Program Coordinator will contact you within two business days to confirm enrollment.

## Family Discounts

A family discount of \$20.00 per month is available to those families with two or more students. To qualify, each student must be attending ASI/HL three or more days a week on a regular schedule. The discount of \$20.00 per month is per each additional student, after the first child is paid at full price. Those receiving financial assistance are exempt from the family discounts. Please contact the ASI Program Coordinator for details.

## **Late Payments**

Program payments are due by the 10<sup>th</sup> of each month. All late payments will incur an additional fee of \$25.00 per month, for each month a payment is late. Any payment that is delinquent for more than one month will result in the participant being dropped from the program until the family's account is current. At the beginning of a new school year, any past accounts must be paid in full in order to enroll for care in the new year.

## **Financial Assistance**

Financial assistance is available to ISM families based on financial need. Applications for this program may be obtained on the school website or in the front office. Please contact Lisa Wichaël-Loomis, Operations Manager for application questions, or the ASI Program Coordinator for fees and payment details.

## **Late Pickup Policies and Fees**

Late pickup is defined as being more than five minutes late for your scheduled pickup time.

**A fee of \$1.00 per minute (after the first five minutes) will be charged. Payment is due upon pickup to the Program Coordinator, or staff member on duty. If this problem becomes persistent (happening three or more times per trimester), changes to the payment contract will be made by the Program Coordinator and become effective immediately. This includes a \$1.00 per minute fee which will become effective at the exact pickup time with no grace period.**

## **Returned Check Policy**

If your check is returned to ISM for insufficient funds the school Finance Manager will contact you. Additionally, a \$25.00 service charge will be added to your balance. The new balance must be paid within two working days, in cash or by money order. If the balance is not paid, your child will be disenrolled from the program until proper payment has been received.