

# **CERRITOS ACADEMY HANDBOOK**

## **MISSION STATEMENT**

The Cerritos Academy is a place of learning and enrichment at Cerritos Elementary school. Our mission is to develop and nurture lifelong learners. We seek to engage the students in meaningful and exciting learning enrichment opportunities by expanding and increasing the knowledge and creativity base of our students. We strive to have our community of students value themselves and others. At the Cerritos Academy we celebrate both the similarities and differences found in our student body.

## **LOCATION**

The program is located at Cerritos Elementary school and will occupy some of the classrooms and the 300 center for classes.

## **CHILDREN SERVED**

Children attending the Cerritos Academy are members of the Cerritos Elementary School community. They range in age from first through sixth grade.

## **EDUCATORS**

The educators are selected on the basis of professional ability and commitment by the Program Director and the Board of Directors. All educators have undergone a complete Background Record Check (BRC), Tuberculosis testing, and fingerprinting.

## **ENROLLMENT**

Enrollment in the program is completed when the parent/guardian has:

1. Signed the contract and the contract is signed by the program coordinator
2. Completed an enrollment information sheet
3. Provided a copy of the child's immunization records
4. Signed a media release
5. Paid the enrollment fee

There will be four tracks offered during the 2016-2017 school year. You may register for as many or as few classes you may need for each track. Early enrollment will begin five weeks prior to each track's start date. See table below for calendar information.

Track	Early Registration with 5% Discount	Open Enrollment	Start Date
Fall	August 29	September 19	October 4
Winter	November 28	December 16	January 9
Spring	February 13	March 6	March 20
Summer	May 15	June 5	June 19

Returning students will be given priority registration for the following session. Families with multiple children in a track will be given a 10% discount for each additional child.

## **TUITION**

All payments are due at registration. At this time, payments must be made via check. Please make checks payable to CERRITOS ACADEMY. Please be sure to have your child's name written on the check. The amount due does not change when the Program is closed due to holidays, conference days, or staff development days

## **HOLIDAY SCHEDULE**

Cerritos Academy's schedule will mirror that of Cerritos Elementary School. When the school is not in session due to holidays, breaks, and Teacher days, the Academy will not offer classes. Similarly, the Academy will not be in session on early dismissal days. Students will need to be picked up in accordance with the school's adopted hours of operation. No credit will be given for these days.

## **LATE FEES AND SERVICE CHARGES**

A late fee of \$20 will be added to your account if tuition is not paid according to the terms written in your contract. If a check is returned due to non-sufficient funds, a \$25 service charge will be assessed. If a check is bounced on more than one occasion the payer will be required to pay all tuition and fees thereafter with a bank check, money order, or cash.

## **PROGRAM PROCEDURES**

### **Picking Up Your Child**

A parent or authorized person must come into the school parking lot to collect your child at the end of the day. Proper identification is required to pick up your child. A parent may not be prevented from picking up a child unless we have legal documents on file. A late fee of \$1.00 per minute will be charged for any child picked up between 5:00 pm and 5:05 pm. After 5:05 pm the fee will increase to \$5.00 per minute per child.

### **TRANSITIONING TO ANOTHER PROGRAM**

The Cerritos Academy staff will assist with a child's transition to another program whenever such transitions occur. (example: Academy classes to Extended Day Program)

### **ACCIDENTS & EMERGENCY INFORMATION**

Please remember, if any personal emergency information changes, Cerritos Academy needs to be contacted. In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

### **WITHDRAWAL AND PROGRAM CHANGES**

As specified in the contract, a two week written notice to the program is required to withdraw a child from the program. Regular tuition will be charged for those two weeks after the withdrawal notice is signed.

### **HOURS & SNACK SCHEDULE**

All classes will begin immediately after school at 3:00pm until 5:00pm. Students will be given two, fifteen minute breaks. Students will be escorted to a designated area for supervised free play or snack time. Please send a simple snack for your child. Snacks will NOT be provided.

### **MEDICATION**

You must fill out a medication form for any medication that your child needs to take, including nonprescription medicine and sunscreen. The medication must be in the original container or bottle with the label and doctor's name (for prescriptions), child's name, dosage, and time to be given.

## **ILLNESS**

If your child becomes ill while in our program, you will be notified. If for any reason you cannot be reached, the emergency numbers listed on your enrollment card will be contacted. A child who has had any of the following symptoms in the past 24 hours may not attend:

- fever over 100.0 degrees
- Vomiting
- Diarrhea

## **COMMUNICATION**

Cerritos Academy maintains an open door policy. Please feel free to direct questions or concerns related to any facet of the program to the Academy Director, Amy Nunes, at any time. Any questions regarding tuition, policies, staffing, activities, or a child's participation in the academy may be directed to the Academy Director at [Amy.Jeans@abcusd.net](mailto:Amy.Jeans@abcusd.net).

In a concern involving a staff member arises, please speak directly to the staff member involved. If the matter cannot be resolved directly with the staff member, the Program Director will meet with the staff member and arrange a meeting with the staff member and parent to discuss and resolve the concern.

The first priority of the staff is to focus as much attention as possible on the children. In order to meet the needs of the children and the staff during the academy hours, we ask that parents limit their conversation with Cerritos Academy staff members to subjects involving their child. The Academy Director are available to answer all other questions that arise. Please feel free to call us at any time.

## **CONFIDENTIALITY**

All information of a confidential nature concerning a child enrolled in the Cerritos Academy will be treated as such. It is understood, however, that the educators may communicate with School Department employees, including teachers, to discuss matters pertaining to children enrolled in our programs in order to best serve them.

I understand that participants in this afterschool program will not be permitted to leave with anyone other than the person(s) I have listed below.

Name(s):

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Relationship to Child: \_\_\_\_\_

Signature of Person Picking up Child \_\_\_\_\_

Date \_\_\_\_\_

I give permission for the following person(s) to pick up my child from the afterschool program.

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Signature of Parent/Guardian

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