



Ravenwolf/ ELOP Handbook 2023/2024

Expanded Learning Opportunities Program (ELO-P)
Combined with Ravenwolf Afterschool



Welcome to the NCSA Ravenwolf Expanded Learning Opportunities Program (ELO-P). Our goal is to provide a safe, nurturing, and enriching environment for the children after school. Additionally, we strive to make the afterschool opportunity affordable so that all who wish to participate may do so.

Days and Hours of Operation:

The ELO-P operates on regular, early release Fridays & minimum school days.
The program **does not** operate on:

- Teacher Work Days
- School Vacation Days
- Snow Days; P.S.P.S. Days; Days Closed for Emergency Situations
- Summer Vacation



The RW/ELO-P begins serving students at **7:30 A.M.** Mon-Thurs & **7:00 A.M.** on Friday. RW/ELOP begins serving students after school ends (TK is the first grade to end at **1:00 P.M. Mon-Thur & 12:00 P.M. on Fridays**). All students **must be** picked up **no later than the program's 5:30 P.M. closing time Mon - Thurs and 4:00 p.m on Fridays.**

Enrollment:

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

- Completing the Student Registration Form
- Completing the ELO-P Contract and Financial Agreement **with a parent signature.**
- We bill hourly and will bill at the end of the month and will abply credits to income eligible ELOP families.

Rates and Payments:

Current rates for the 2023/2024 school year are:

- **\$8 per hour per child** - billed at the end of every month
- **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 ELO-P 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 pick-ups may be cause for termination of your child's participation in the program.

Please note, the fee listed above is for the entire 2023/2024 school year.

In the event that an individual has a check made payable to the school returned for any reason twice in a single school year, the School 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 via online quickbooks billing, along with payments made by Money Order, Cashier's check, or personal check. Checks should be made out to the **Nevada City School of the Arts**. Cash is also accepted for payment by the receptionist in the front office. All payments should be made by either mailing the payment to NCSA at 13032 Bitney Springs Road Nevada City, Ca 95959. A receipt will be issued upon payment.

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 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 Ravenwolf.

Late Fee:

The ELO-P is open until 5:30 P.M. on every regular day, early release Friday, & minimum school days. 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 ELO-P 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:

NCSA's Ravenwolf program 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 ELO-P is eligible for, and receives payments for service from this agency

 **Academic Support**

As soon as children arrive in the Ravenwolf room, attendance is taken and the academic support begins. The first hour of the program is designated for Academic Support like math club, iReady reading and math program and homework support. Staff members will provide supervision to ensure 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.

Allergies:

Before students may begin attending the Expanded Learning Opportunities 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.