

Raven Wolf



Afterschool

An Expanded Learning Opportunities Program

2024-2025 Handbook

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

Hours of Operation: Monday -Thursday 1:00PM-5:30PM, Fridays 12:00PM -4:00PM

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 Student Registration on Myschoolbucks
- Reviewing the ELO-P Contract and Financial Agreement and signing **with a parent signature**.
- We bill hourly and will bill at the end of the month and will apply credits to income eligible ELOP families.

Rates and Payments:

Current rates for the 2024/2025 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.
- Children who are not picked up by closing will be subject to late pick-up policy. A late pick-up warning will be given for the first infraction. After the first infraction the parent/guardian will be charged a \$10 late fee and \$1 per minute per student for the offense.
- If the child has not been picked up by half hour after closing, the local sheriff's department and Child Protective Services will be contacted.
- Three late pick-ups may be cause for termination of your child's participation in the program.
- You must sign your student out everyday on the provided Kiosk. Failure to do so will result in being billed until closing time.

Payment:

All Payments and Registration need to be completed through Myschoolbucks.

With **MySchoolBucks** you'll be able to quickly browse school items, be notified when fees are due, and make payments from anywhere!

Get Started Today:

1. Go to myschoolbucks.com or download the mobile app
2. Create your free account and add your students using their school name / student ID
3. Add school items or invoices to your cart
4. Check out using your credit / debit card or electronic check

For your child to attend Raven Wolf Afterschool you need to:

1. Go to myschoolbucks.com or download the mobile app
2. Create your free account and add your students using their school name/student ID

Then you will need to also:

1. Visit MSBactivities.com to log in with your MySchoolBucks username and password
2. Pick The Raven Wolf Program and complete your registration
3. Receive alerts when program fees are due and quickly pay through MySchoolBucks

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. 4:00 PM early release Fridays, & minimum school days. Make sure your child is picked up on time by the 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 or 4:00 PM on minimum days. 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.

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