



2023 - 2024 R.A.A.P. Enrollment Agreement
Chino Valley Unified School District
Office of Child Development
ENROLLMENT/CHILD EMERGENCY INFORMATION

School: _____
Date: _____

Child's Full Legal Name: _____ DOB: _____ Grade: _____ Gender: _____

Parent/Guardian must update the emergency information whenever there is a change. Changes will not be accepted by phone. Failure to provide valid phone numbers may result in suspension until valid, working phone number is provided.

Father/Guardian: _____ Phone: Home _____ Cell: _____

Address: _____ City, Zip: _____

Mother/Guardian: _____ Phone: Home _____ Cell: _____

Address: _____ City, Zip: _____

Best phone number to reach a parent/guardian during the day: _____ E-Mail: _____

Emergency Contact Persons:

Individuals listed below will be authorized to pick up your child and/or act on your behalf when we cannot reach a parent/guardian. Individuals must be 18 years of age or older and must present a valid California picture ID when picking up your child.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Medical Information:

1. Does your child take medication that after school staff may need to administer? Yes ____ No ____
If "Yes", a current "Parent and Physician Request for Administration of Medication" form is REQUIRED

2. List all known allergies or medical conditions:

3. Does your child have any of the following?:

Asthma ____ Diabetes ____ Seizures ____ Contact Lens ____ Hearing Aid ____ Other ____

4. What specific actions should staff take regarding your child's allergies or medical conditions?

5. Do you grant permission to CVUSD and City of Chino to reproduce, through audio or visual means, S.O.A.R. activities your child participates in? Yes ____ No ____

6. Do you grant permission for your student to watch "G" and/or "PG" movies on occasion while in the program? Yes ____ No ____

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

2023-2024 R.A.A.P. Enrollment Agreement

Chino Valley Unified School District
Office of Child Development

Student Name: _____

School: _____

RAAP Policies and Procedures

____ Initial **Program Goals**

RAAP is a voluntary, academic assistance program designed to create an enthusiasm for learning and increase student success in reading, writing, language arts, math, social science, science, and the arts. The activities are fun, challenging, and developmentally appropriate. Participation in RAAP is voluntary, and State attendance requirements apply to students enrolled in RAAP. Children will be provided one hour to work on homework each day. **RAAP is NOT a homework completion program**

____ Initial **Program Hours**

RAAP operates in the afternoon from the time school is dismissed until 6:00pm, Monday through Friday, including minimum days. RAAP is closed on all non-school days. **NOTE:** RAAP begins when grades 7-8 are dismissed. **All RAAP participants must be picked up by 6:00pm.**

____ Initial **Attendance Requirement**

RAAP is not drop-in childcare, nor an elective program. The program goal is to increase student school success through academic support and enrichment. Enrollment in RAAP requires students to attend five days per week until the program closes. Enrichment activities end at 5:30pm. **If your child must be signed out before 6:00pm, parent/guardian must identify the reason for Early Dismissal on the sign-out sheet. Acceptable reasons for Early Dismissal are: illness/medical appointment, family commitment, transportation, or attendance at another activity.**

____ Initial **Sign-In and Sign-Out Procedure**

RAAP participants will walk themselves to the designated RAAP after school room. RAAP staff will sign the children in each day. It is strongly recommended that parents/guardians visit the RAAP after school room, prior to child/ren attending. RAAP participants must be signed out by an authorized adult each day. **ONLY** authorized adults, 18 and older, listed on the Child Emergency Information form may pickup; a valid California picture ID is required at the time of pickup. The sign-in sheet is a legal document; authorized adults are required to sign out using a full, legible signature. **We reserve the right to REFUSE the release of a child when the authorized adult does not have a valid California picture ID or listed on emergency card.**

____ Initial **Child Emergency Information Form**

Child Emergency Information must be kept up-to-date so that we can easily contact parents in the event of emergency. To add or change the adults listed on the emergency form, parent/guardian must make the change in person at the RAAP program. **Requests to change or add persons by telephone will not be accepted. It is parent/guardian responsibility to disclose medical conditions that require special attention of RAAP program staff.**

____ Initial **Discipline and Behavior Guidance**

RAAP strives to build a positive environment that is safe and nurturing for all children. Our discipline plan emphasizes equity, consistency, and responsibility. We use positive reinforcement techniques and conflict mediation when necessary. RAAP participants must exhibit positive behavior, with respect and maturity. Chino Valley Unified School District Board Policy 5131 – Student Conduct will be enforced in RAAP after school program.

2023-2024 R.A.A.P. Enrollment Agreement

Chino Valley Unified School District

Office of Child Development

Student Name: _____

School: _____

____ Initial **RAAP Rules**

We request parent/guardian support in ensuring that your child knows and understands the rules below:

1. RAAP staff will be treated with respect at all times
2. **NO** fighting, hitting kicking, or violent behavior that hurts another person will be allowed
3. **NO** running in the halls or swinging from the railings
4. **NO** playing in the restrooms. Restrooms must be kept clean
5. **NO** foul or disrespectful language
6. **ALL** forms of bullying are prohibited
7. RAAP spaces and materials, and school property, will be treated with respect
8. All RAAP participants will participate in enrichment activities and academic support/tutoring activities
9. **Three late pick ups during the year are excessive and will be grounds for termination. Once a third late pick up occurs, your child will be terminated from the RAAP program.**
10. S.O.A.R. is not responsible for any items that children bring to the program (i.e., cell phones, iPods, games, toys, etc.)

____ Initial **Disciplinary Guidelines**

All students have a right to participate in a positive RAAP program environment that is conducive to successful homework completion and free from disruptions. Students are expected to model appropriate conduct that does not infringe on the rights of others or interfere with the program. Conduct is considered appropriate when students are diligent in study; careful with school property; and courteous and respectful towards RAAP staffs, other children and adults, and volunteers. When a child routinely fails to follow the RAAP rules or models inappropriate conduct, the following process will be implemented:

1. First incident: A report will be completed, and parent/guardian will be notified
2. Second incident: A report will be completed, and parent/guardian will be notified. Child may be suspended for a minimum of one (1) day
3. Third incident: A report will be completed, and parent/guardian will be notified. Child may be suspended for a minimum of one (1) day. A meeting will be arranged with RAAP supervisor, staff, parents, and behavior counselor to develop a plan for behavior intervention. As a last resort, when behavior does not improve, it may be necessary to expel the child from the RAAP program

Immediate suspension or expulsion will result when a child intentionally inflicts harm or injury on other persons.

____ Initials **Right to Refuse Service**

We reserve the right to refuse services for the following reasons:

1. Failure on the part of authorized adults to treat RAAP program staff with respect at all times;
2. Ongoing, unresolved child behavior that results in intentional infliction of harm/injury to others; and/or
3. Verbal or physical abuse or the threat of verbal or physical abuse toward RAAP program staff or other RAAP participants

By signing below, I acknowledge my understanding and agree to follow the RAAP Policies and Procedures. I understand that failure to follow these policies and procedures may result in termination from the program

Parent/Guardian Signature

Date

**WAIVER AND RELEASE BY APPLICANT(S)
FOR PARTICIPATION IN A CHINO VALLEY UNIFIED SCHOOL DISTRICT AND CITY OF CHINO
JOIN-SPONSORED PROGRAM**

Participant Name: _____ Activity: RAAP Program 2023-2024

Program Dates: August 7, 2023 - May 23, 2024

In exchange for being permitted to participate in any Chino Valley Unified School District (CVUSD) and City of Chino (City) joint-sponsored program, I acknowledge and attest to the fact that:

1. My participation, and that of my child/children/guardians, is voluntary
2. My participation, and that of my child/children/guardians, potentially can result in injury, death, property damage, and other losses
3. I am legally competent to understand and accept the associated risks
4. I will not pursue legal action against the CVUSD and/or the City for any matters arising as a result of my participation, and/or that of my child/children/guardians
5. I am responsible for payment of all charges associated with my participation, and/or that of my child/children/guardians, for any damages to CVUSD and/or City property or other losses of any involved
6. I will defend the CVUSD and/or City and its representatives against any claims or lawsuits that are a result of my participation, and/or that of my child/children/guardians
7. I agree that the CVUSD and/or the City can take photographs and/or film me, and my child/children/guardians, while participating in a CVUSD and/or City activity and/or at a CVUSD and/or a City facility to be used for promotional purposes; and, further that these will be the sole property of the CVUSD and/or the City
8. I understand that rates, fees, dates, times, classes, schedule of classes, and instructors established by the CVUSD and/or THE City may change at any time without notice
9. I agree that the CVUSD and/or the City fliers and class schedules are not an expressed or implied contract
10. I agree that the CVUSD and/or the City is not responsible for any damage or loss that may arise from a misunderstanding, error, or omission
11. I understand that the CVUSD and/or the City reserves the right to change or cancel any or all of the participation/use of rules at any time
12. I understand that any individual behaving inappropriately or unsafely will be ejected and denied future participation

I am signing a full release of any and all liability against the CVUSD and the City of Chino and do so of my own free will.

Printed Name: _____ ☐ Parent/Guardian

Signature: _____ Date: _____

Address: _____

Phone (day): _____ Phone (evening): _____ Cell: _____

Organization (if any): _____

The City of Chino, in compliance with the American with Disabilities Act (ADA), does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs, events, or activities. Requests for accommodations and information regarding provisions of the ADA may be requested from Michael Heroux, ADA Coordinator, at (909) 344-3308

Chino Valley Unified School District

After School Programs

2023-2024 Early Release Policy

It is the expectation of the Chino Valley Unified School District that students will attend the after-school program each day school is in session, remain in the program from the time it starts until 6:00pm, and comply with all rules and policies.

A student may be released early from the after-school program (prior to the end of the program at 6:00pm) **only if** one of the following conditions applies, and as long as students meet the minimum hours of participation:

1. Medical appointments or illness
2. Transportation concerns
3. Attending a parallel program (programs in the school/community including, but not limited to soccer, dance, basketball, art, etc.) that has been approved by the site supervisor as a valid enrichment activity
4. Family commitment

A parent or other authorized guardian is required to sign out the student and indicate by number on the sign out sheet which of the above conditions applies for each incidence of Early Release. Time in, time out and valid adult signatures are required on all attendance documents. Students participating in the after-school program are required to have a signed Early Release Form on file each academic year (one form per school year), completed and signed prior to the first day of attendance in the after-school program. Any individual listed on the registration form who also has authorization to pick up the student will be allowed to sign-out the student and write the Early Release code in the appropriate area of the attendance document.

California Department of Education/ASES Legislation:

8483.(a)(1) Every after-school component of a program established pursuant to this article shall commence immediately upon the conclusion of the regular school day, and at least until 6:00pm on every regular school day.

School Site: _____

Student Name: _____

Parent Signature: _____

R.A.A.P.

STUDENT CONTRACT

As a participant in R.A.A.P. I agree to the following conditions:

1. I understand that I must follow all District and Ramona Jr. High behavior and dress code rules while at RAAP.
2. I understand that I must attend RAAP consistently. I must have no more than 3 unexcused absences a month.
3. If I attend other activities in school or outside of school (sports, church commitments, music/dance lessons, tutoring, scout etc) these activities may be counted toward my attendance. An Early Release Form must be on file signed by parents if you are leaving prior to 6:00pm
4. I will sign in no later than 15 minutes after the dismissal bell or I will not be accepted into RAAP for that day.
5. I will be respectful at all times to staff/students. I will respect the campus, equipment, and personal property.
6. Under no circumstance will I leave school ground and then try to return to RAAP, this will result in disciplinary action.
7. I will be an active participant in the enrichment activities that I choose.
8. I am responsible for my own backpack and personal belongings.
9. I will bring my homework assignments and materials to RAAP each day so that I can complete my homework
10. Cell Phones, Portable Electronics WILL NOT BE ALLOWED DURING RAAP. They will be taken away and a parent must ask to get them back.
11. There is NO tolerance for any kind of bullying. Bullying others will result in removal from the program
12. Chewing gum is no allowed.

I understand and agree to the conditions above. I also understand that participation in RAAP is a privilege and that failure to follow these conditions will result in suspension or expulsion from the program.

Student Signature _____ Date _____

Parent Signature _____ Date _____

1st- Warning, Conference with RAAP Coordinator, parent notified

2nd- Warning, Parent and Student Conference with Coordinator and or Administrator

3. – Suspension or Dismissal from the program

* IN CASE OF SEVERE BEHAVIOR IN WHICH SAFETY BECOMES AN ISSUE IMMEDIATE REMOVAL FROM THE PROGRAM MAY OCCUR