



## Parent Information

Claremont After-School Programs, Inc.  
1111 N. Mountain Avenue Claremont, CA 91711  
(909) 204-0127 www.clasp4kids.org

### WELCOME TO CLASP!

We want your CLASP experience to be successful for your student and for your family. This handbook is your guide to important information about the program so that you can better understand how the program works and your role in making sure your student is successful.

### WHAT IS CLASP?

The goal of Claremont After-school Programs, Inc. is explained in the mission statement: to help elementary school children enhance their academic, organizational, and social skills by providing high-quality after-school programs in Claremont Unified School District neighborhoods. Two indications of CLASP's success are the program's longevity and participation by students and volunteers. CLASP and its predecessors have been serving students for over 20 years. From year to year, an average of 150 students are tutored by 250+ volunteers who donate approximately 7,000 hours of service. Our program is offered three days per week at five tutoring sites.

### WHAT DOES THE PROGRAM INCLUDE?

The CLASP program includes both academic and recreational activities for your student three days a week. The recreational component is important to help children develop healthy relationship skills and strong physical fitness. Sites provide seasonal parties and other enrichment activities. Some sites also provide transportation.

**Blaisdell Park:** Serving grades 4-6  
440 S. College Avenue  
Mon and Thurs: 3:00-5:00 p.m. and Wed: 2:00-4:00 p.m.

**Claremont Presbyterian Church:** Serving grades 4-6  
1111 N. Mountain Avenue  
Monday, Tuesday and Thursday: 3:00-5:00 p.m.

**Claremont Village Apartments:** Serving grades 1-6  
965 W. Arrow Highway  
Tuesday, Wednesday and Thursday: 3:15-5:15 p.m.

**Good Shepherd Lutheran Church:** Serving grades 1-3  
1700 N. Towne Avenue  
Monday and Tuesday: 3:00-5:00 p.m.  
Wednesday: 1:30-3:30 p.m.

**Wheeler Park:** Serving grades 1-3  
626 Vista Drive  
Monday, Tuesday and Thursday: 2:35-4:35 p.m.

## HOW DID CLASP BEGIN?

CLASP has its roots in two programs that were created to meet the critical need for after-school programs identified in the first Claremont Youth Master Plan of 1993. The two organizations were the Youth Wellness Center and the Claremont Tutorial Center, started by the National Council of Negro Women in collaboration with the City of Claremont, Claremont Colleges, Claremont Unified School District, and local churches. They merged in 2005 to create a single, stronger program that provides academic support, recreational activities, enrichment trips, and healthy snacks in secure, neighborhood-based locations.

## HOW IS CLASP FUNDED?

The funding for CLASP comes from the City of Claremont, the Claremont Unified School District, the City of Pomona, virtually every non-profit organization operating in Claremont, several foundations, businesses, and, most important, personal donations from the local community. The program would not be possible without the generous contributions of the many volunteer tutors who work directly with the children. The actual cost to provide homework help, recreation, enrichment activities, transportation, and a healthy snack for a single child is **\$1,304 per year or \$163 per month**. This covers approximately 24 hours per month of after-school CLASP programming. Last year, 10% of CLASP's total funds were contributed by parents.

## HOW CAN I HELP?

CLASP accepts all eligible students without regard to ability to pay. We set no registration fees, tuition or charges for special events. No student is turned away for financial reasons, if space is available. However, CLASP parents are asked to help share the cost of our program in accordance with their means, preferably on a monthly basis. Last year, parents contributed approximately 10% of the total expenses for CLASP services.

A CLASP child who qualifies for Free Lunch or Reduced Lunch can obtain a fee waiver. Income documentation, as explained in the Student Enrollment Packet, must be returned to the CLASP office staff, in order to qualify for this waiver. Organizations which provide grants to CLASP recognize that CLASP serves many children who might not otherwise be able to afford private tutoring, and they require that this documentation be collected and kept on file.

Families who do not qualify for a fee waiver or do not provide income documentation are asked to contribute \$125 per month per child toward the cost of CLASP services. Parents will be billed in 7 payments, starting on the 15 of September. If there is a second missed payment due without payment in full, participation in CLASP will be terminated.

Upon enrolling their child, parents will be asked to state how much they can afford to contribute monthly. Letters will be sent seven times a year (September 15 through April 15, with no statement in December) to remind parents about their pledge.

Contributions should be made payable to CLASP. They can be given to your child's site supervisor in a *sealed envelope* or mailed to: CLASP, 1111 N Mountain Avenue, Claremont CA 91711. No refunds will be given for absences.

## WHAT IS MY ROLE AS A PARENT?

You have a very important role in your student's success. All parents are asked to understand the student agreement, student discipline expectations, and guidelines for parents. These homework suggestions are helpful:

- Set a regular time and place for study.
- Remove distractions.
- Have supplies and resources on hand.
- Set a good example.
- Show an interest and ask questions about what happens at school each day.
- Encourage student to keep track of assignments in an organized way.
- Be available to help with assignments when necessary.
- Review completed assignments with student as needed.
- Avoid the temptation to do the work for the student.
- Monitor and limit television viewing and cell phone/computer/screen time.
- Expect nightly reading for student to be an additional 15-30 minutes.

## CLASP STUDENT AGREEMENT

Please read and discuss these program expectations with your child so that you both have a clear understanding of the following points:

- My child will be expected to bring his/her assigned homework and agenda to the program every day.
- My child will be expected to try to complete homework with his/her tutor
- If my child does not have homework, a temporary assignment of additional work will be provided by the site supervisor. If my child continually has no homework/brings no homework, he/she may be dropped from the program
- My child will spend at least 20 minutes on academic work *and* 20 minutes on reading at CLASP
- I understand that attendance is a crucial component to my child's academic success. My child may be dismissed from the program after the 3rd unexcused absence
- My child will participate in the scheduled recreational component of the program, even if homework has not been completed.
- I understand that I will be contacted if my child is not cooperating with academic expectations or is behaving in an inappropriate manner during tutoring or recreation.

## CLASP STUDENT ATTENDANCE

CLASP students are expected to attend CLASP all 3 days their site is open. Site Supervisors expect all students to attend CLASP if they are in school that day. By enrolling in CLASP, you agree that:

- My child will attend all three days of CLASP at the site each week.
- My child will attend both hours of CLASP at the site each day.
- My child will not be dropped off late or picked up early so that they can attend sports practice, music lessons, other tutoring, or other activities.
- I will contact the Site Supervisor as soon as possible if my child will be absent on any CLASP day.
- I understand that my child will be dropped from CLASP if he/she is unable to attend all 3 days/2 hrs.
- I understand that my child will be dropped if the Site Supervisor is not notified if my child is sick from school on a CLASP day. Please recognize that a tutor is waiting to work with your child each day and it makes daily scheduling of tutors very difficult if your child is absent without notice.

## CLASP BUSING RULES AND REGULATIONS

If you are requesting bus service please, you and your child will agree to the following:

- Students who ride the bus must sign a bus contract before CLASP starts. The same rules that apply to CLASP also apply to the bus.
- Students are expected to follow the directions of the bus driver and behave properly while riding the bus.
- The bus driver will report inappropriate behavior to CLASP staff members.
- A student will receive disciplinary action including suspension or expulsion if they misbehave on the bus.

## CLASP PROCEDURES FOR LATE PICK UP BY PARENTS

Parents/guardians must pick up their children by the program ending time.

Parent/guardian must contact the Site Supervisor immediately if they are unable to pick up their child on time.

If parent/guardian does not contact the Site Supervisor, at 10 minutes after the end of program, the staff will notify the Program Director and call the parent/guardian. If no contact has been made with a parent/guardian by 30 minutes after program ends, the Claremont Police Department will be notified.

A parent or guardian will be asked to sign a Late Pickup Notice if late picking up a child. If a parent/guardian is late in picking up their child a third time, the student's enrollment in CLASP will be ended.

## CLASP STUDENT DISCIPLINE GUIDE

Discipline procedures used by staff are designed to be fair, consistent and effective. Our goal is to assist children in the development of self-discipline and understanding of appropriate behavior. We use a problem-solving approach, including redirection, warnings, and assertive discipline. A child may be dropped from the program for disciplinary reasons. Children attending CLASP are expected to:

- Act in a safe manner around others.
- Show kindness, courtesy, and respect to other children, the Site Supervisor, and all tutors.
- Use positive ways to solve problems.
- Give help to others when needed.
- Use equipment properly.
- Keep hands, feet and objects to themselves.
- Use CLASP areas and supplies for their intended purposes.
- Follow directions promptly.
- Use appropriate language.
- Not use their cell phone during tutoring or recreation times.

To correct inappropriate behavior, the following steps will be followed:

### **Step 1 Problem solving**

Staff will listen to the children involved to clarify the problem and ask for ideas for solutions, and if needed, offer follow-up support. A parent may be contacted depending on the severity of the issue.

### **Step 2 Warning**

A warning will be given to the child specifically stating what behavior needs to stop and the consequences if he/she chooses to continue that behavior and the child's parent will be notified.

### **Step 3 Two warnings**

Upon second contact with parent regarding a child's inappropriate behavior, the child may be suspended or dismissed from the program.

**Please note that a child can be suspended or dismissed from our program upon first parental contact if the child's behavior warrants it.**