**Claremont After-School Program**

**2018 -2019 Information Packet**

**Dear Claremont Families,**

Bay Area Community Resources (BACR) is excited to be partnering with Claremont Middle School to provide the Afterschool program next school year. Our BACR Program is committed to providing physically and emotionally safe environment where students can learn and grow through participation in enrichment activities. Claremont Afterschool Program is operated by BACR, a regional nonprofit agency founded in 1976. Our mission is to promote healthy development among youth and families, encourage service and volunteerism, and build communities. BACR has provided after-school academic support, enrichment, and physical activity programming in Bay Area communities for more than 30 years and is currently providing over 90 after school programs across the bay.

The **submission of this registration packet DOES NOT guarantee enrollment** into the Claremont Afterschool Program. Priority registration will be offered to returning Claremont Afterschool Program participants. After those students have been enrolled, registration will be on a first come, first served basis until the maximum enrollment is reached **(100)**. Families are encouraged to complete registration early in order to plan for the upcoming school year.

The Claremont Afterschool Program is a safe and fun place to be after school! It is designed for middle school students to partake in numerous enrichment activities connected with academics, explore their inner creative abilities, interests and talents, and be exposed to different fun and engaging opportunities that will enhance their thinking, learning and development processes. We offer a variety of enrichment, performing, physical and community-based activities. Homework time and assistance will be provided Monday-Thursday. *Please keep in mind that our program provides homework assistance, as well as other enrichment activities for our students. We do not guarantee that your student’s homework will be completed daily, so please check in with your student and look over their homework every night.* Snack is provided daily for all students. Program is held Monday-Friday, operating from school dismissal until 6:00 p.m. daily. **Some highlights of program offerings beginning this fall: Variety of Sports, JiuJitsu, Cooking, Performing Arts, and Markerspace activities.**

**The Claremont ASP begins on the first day of school, August 13, 2018**. The program is closed when the school is closed. Also, the program closes three times out of the year for Professional Development, (Dates to be determined. Reminders will be sent out in advance. All Families must attend a mandatory Parent Orientation for the after school program in August/September (date TBD).

**\*Please note that completing an application does not guarantee your student’s acceptance into the after school program.** All accepted students would be notified at the latest by the first day of school. If your student is not accepted, he/she will be placed on our waiting list. Students on the waiting list will be placed in order. Once a spot opens, students will be called according to their position on the waiting list.

Payment Options

(MUST select one):

***(*All options include submitting either the full amount, or 1st Month of registration fee with this form). 1st Month Enrollment payment (money order, or personal check, or bacr.org/payments) is due by August 15th.**

 Monthly Fee: Full Time Enrollment

|  |  |  |
| --- | --- | --- |
| Tiers | Cost Of First Child | Cost of Additional Child/ren |
| Tier 1 | $300.00 | $150.o0 |
| Tier 2 | $250.00 | $125.00 |
| Tier 3 | $200.00 | $100.00 |
| Tier 4 | $150.00 |  $75.00 |
| Scholarship | See below for more info |   |

Bay Area Community Resources Payment Worksheet

Income Categories based on GROSS yearly income & Family size.

Tier 2 - Tier 4 families must provide proof of income before participation can begin.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of People in Household | Tier 1 |  Tier 2  | Tier 4 | Tier 4 |
|  2 | $151,303 & over | $106,321- $74,712 | $52,614 - $74,711 | $36,972 - $52,613 |
|  3 | $129,278 & over | $90,844 - $63,836 | $44,955 - $63,835 | $31,590 - $44954 |
|  4 | $107,252 & over | $75,367 - $52,960 | $37,296 - $52,959 | $26,208 - $37,295 |
|  5 | $85,227 & over | $59,890 - $42,085 | $29,637 - $42,084 | $20,826 - $29,636 |

Payment Policy

Bay Area Community Resources (BACR) is the agency in which the Claremont After School Program is under operation. The Claremont After School Program is a fee-based program and families are expected to pay their participation fees on a monthly base. Families are expected to pay full cost Tier 1 for enrollment, unless they provide income verification.

**PAYMENT TYPES - CHECKS/MONEY ORDERS, or Online Payments**

**Make: CHECKS/MONEY ORDERS payable to Bay Area Community Resources or BACR**

**Monthly fees must be paid in the form of a check, money order, automatic bill pay or online @  http:///**[**www.bacr.org/payments**](http://www.bacr.org/payments)**.  Cash will not be accepted.**

**On memo line, please write in Claremont and your child’s name.**

**All payments and fees are non-refundable.**

**1st Month Payment is due in August**

Enrollment Days

**Please Circle all days that apply:**

Monday / Tuesday / Wednesday / Thursday / Friday

Scholarship Information:

If applying for a scholarship. Your family must meet the eligibility requirements:

Be on Free or Reduced Meals Program (Verified by Front Office)

Submit Proof of Income by way of:

* Free Meals or Reduced Meals
* 2017 Tax Return (must include all legal guardians)
* 2017 W-2’s from all legal parents/guardians
* Last Two Pay Check Stubs from all legal parents/guardians
* Proof of Benefits, (includes current year Free Lunch Waiver for student)

***\*A limited number of Scholarships will be awarded based on Sliding Fee Income Table above* . *No Student will be turned away due to inability to pay.***

Payment Types:

Monthly fees must be paid in the form of a check, money order, and automatic bill pay or online

Make checks/money orders payable to: BACR

On memo line, please write in Claremont and your child’s name.

Online: [www.bacr.org/payments](http://www.bacr.org/payments)

Cash will not be accepted. All payments and fees are non-refundable.

Below is an example of a payment made to Bay Area Community Resources. Please follow the guidelines below when making a payment to BACR.



Bay Area Community Resources or BACR

Signature

Student’s Full Name & Month

Please ensure that all payments made are written legibly and in black or blue ink only. All payments need to include child’s full name (no nicknames). Please make payment payable to: Bay Area Community Resources or BACR.

Invoices will not be given out monthly. All Families are expected to know their monthly fee amount and due date. Invoices will be given out via email or in person only if the payment is past due.

Receipts will be given out either upon payment or within 48 hours of payment via email or in person.

Please note that BACR is a 501c3 and will provide their Tax ID for those who have FSA and want to claim the ASP care on their taxes.

Acknowledgement:

Please Initial next to each policy to verify that you understand the terms and conditions of payment to Bay Area Community Resources and submit with registration packet.

\_\_\_\_Monthly Fees are due on the 5th day of every month.

\_\_\_\_ First payment will be due before participation in program can begin. Participation cannot begin until this happens.

\_\_\_\_Monthly Fees must be paid in form of check, money order, and automatic bill pay or online. Cash will not be accepted.

 www.bacr.org/payments.

\_\_\_\_\_Late Fees of $20.00 will be added to individual accounts after the 10th day of every month.

\_\_\_\_\_ Payments must be made on a monthly basis. Past due payments of 30 days will "pause" services until the payment is made, therefore, the student will not be able to participate until this payment is made. Payments more than 60 days past due will result in dismissal from the program. Our goal is to work with each family on finding the best payment option, specifically when there is a change in a household financial situation. Re-enrollment can occur after past due amounts are paid in full.

\_\_\_\_\_ Payments will not be prorated for any reason except for the month of June.

\_\_\_\_\_ Monthly invoices will not be given out. Families are expected to know their total amount due monthly.

\_\_\_\_\_Families falling under payment tiers 2-6 must provide proof of income before participation in program can begin.

\_\_\_\_\_Students who are picked up after 6:05 pm will be charged a late fee of $1.00 for every minute they are picked up late after the 5-minute grace period of 6:05pm. Late pickup fees will be included in the total of your monthly payment the following month.

***Before enrollment is completed and your child begins participation in the Claremont After School Program these four steps need to be completed:***

1. **Registration Packet (must be completed in full)**

**(You will also need to provide the following information at time of registration)**

1. **Previous years 2017 Tax info or last 2 check stubs (If requesting financial assistance)**
2. **Attend parent orientation**
3. **Enrollment payment (money order, or personal check, or bacr.org/payments) due before participation can begin.**

If you have any questions or need assistance completing this packet please contact the Program Director @ BACR mramirez@bacr.org 510-559-3025.