



AFTER SCHOOL PROGRAMS GUIDE

Spring Trimester 2021

Virtual Adventures
Extended Day (In-Person)
Music Instruction, Band & Tutoring (Virtual)

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Dear Families,

The After School Programs at Catherine Cook School serve our students after the regular school day dismissal until 6:00 p.m. Our goals have always been to provide a safe environment, a variety of enrichment and academic experiences, and curiosity satisfaction for our world. Although we face many challenges this school year in the midst of Covid-19, After School remains committed to our goals.

Given the need to reduce the number of visitors in our building and the guidelines of maintaining small exposure groups for students, all of our After School programs have been adjusted.

1) Extended Day will be provided to families needing consistent childcare in the afternoons. Extended Day will be available from school dismissal until 6:00 p.m. for students registered for the Spring trimester. We will only provide Extended Day to families needing childcare five days a week. We will not be able to accommodate drop-ins, and students participating in Extended Day may not register for Virtual Adventures due to scheduling.

2) After School Adventures (ASA) will be Virtual Adventures (VA) for this trimester. ASA classes are designed to enhance the school day experience by introducing a broader range of subject areas and interests after school, and VA are curated with the same hope in mind. Catherine Cook teaching staff and a few outside vendors will lead our VA programs. These instructors have experience working with children and in the subject areas of their classes.

3) Additional after school virtual opportunities are also available. Private Music Instruction, Band, and Tutoring will be virtual and may be scheduled by families and the service providers during out-of-school hours. Many of our partner service providers are also providing additional virtual programming for families and students. Families may check out those opportunities and register directly with the partner organizations.

This guide provides all the necessary information to navigate Catherine Cook After School options and understand policies and procedures for participating in such programs for the Spring 2021 trimester. For the most up-to-date information on After School Programs, please visit the [Campus Life](#) section of our website.

Best Regards,

Susan Custer
Coordinator of Co-Curricular Programming
phone: 312.266.3381 x6177
email: scuster@ccookschool.org

Behavior Expectations in After School

There is an expectation that students will maintain their positive ROARS behavior in after school programs as outlined by the student handbook, and therefore, a review of participation will take place if the expectation is not met. A student may lose the opportunity to participate in after school programming if the child's social conduct or behavior is deemed unacceptable or posing a danger to themselves or others. In general, the consequences follow a sequence of verbal reminders, a phone call to the parent/guardian, and removal from the program for that day or a specific period of time. There are no refunds for student absences due to behavior.

Extended Day

Block 1: School Dismissal until 4:30 p.m. (\$25/day)

In-Person Extended Day is available for families needing childcare five days a week. Students in Extended Day are grouped based upon grade-level and have age-appropriate scheduled activities.

Our Early Childhood students enjoy free play, story time, table activities, games, crafts, and playground time (weather permitting).

Lower School students have a dedicated quiet study time to work on homework or academic-related activities, and time permitting, games, crafts, playground time, and free play.

Middle Schoolers have quiet study space for students to work on homework or academic-related activities after a brief period of recess at the end of the school day.

Block 1 attendees must be picked up by 4:30 p.m.

If your student(s) will stay after 4:30 p.m., students must be registered for Block 2 in addition to Block 1.

Block 2: 4:30-6:00 p.m. (\$12.50/day)

Add Block 2 registration for any student staying on campus after 4:30 p.m. Students will remain grouped based upon grade-level and are offered a variety of supervised activities including: continuing with homework, games, activities, crafts, recess, books, and independent choices.

*Note: Students participating in Extended Day for the Spring trimester are unable to participate in Virtual Adventures.

End of School Day Dismissal

It is expected that all children will be picked up on time. Please call the Main Office if you are running late. This courtesy call does not absolve parents/guardians of late fees, but reduces uncertainty for children and staff. Students not picked up in a timely manner may be checked in to Extended Day and will incur a charge of \$55/student for emergency drop-in childcare.

At no time will students be allowed to remain unsupervised in the school building. (*Note: Students checked into Extended Day due to a late pick-up will be supervised by a staff member in a designated area separate from Extended Day groups.)

Extended Day Pick-Up

Students registered for Extended Day will be dismissed via a rolling pick-up window between 4:00-6:00 p.m. via carline. We kindly request all adults picking up from Extended Day remain in their vehicles or on the sidewalk if walking to pick up. Please call the Main Office upon arrival (312.266.3381) and press extension 0 to reach someone in the main office. Extended Day staff will assist your student(s) in dismissing safely.

Dismissal traffic flows westward down Schiller Avenue. Parents and caregivers **must remain in their vehicles at all times**. No parking is allowed on either side of Schiller or any school zone during dismissal for any reason. The Chicago Police Department often monitors our dismissal for safety and will ticket any cars that are not in compliance with our dismissal procedures.

Parents picking up on foot should line up along the sidewalk at the front entrance and show your family's placard to a staff member. Please do not block the entrance doors or enter the building.

Students not picked up by 6:00 p.m. will be charged a \$2 per minute late fee. Please note: If students are repeatedly picked up past 6:00 p.m., they will lose the privilege of participating in Late Day.

Virtual Adventures (VA)

Spring 2021 Virtual Adventures are scheduled to begin at 4:30 p.m. to give all participants and instructors time to dismiss from school and arrive home. In the event the school building is closed for an extended period of time, Virtual Adventures may be moved up an hour to begin at 3:30 p.m. Families will receive communication in the event this schedule change is made. Virtual Adventures for JK-2nd grade students are 30 minutes in length and those for 3rd-8th grade students are 45-60 minutes in length. Families will receive communication on a regular basis from Virtual Adventure instructors regarding Zoom links and the preparation needed for successful classes.

Trimester Dates

Trimester schedules take into account all school breaks and days off.

Fall: September 28 - November 20, 2020

Winter: November 30, 2020 - March 5, 2021

Spring: March 8 - June 3, 2021

Registration & Payment

Registration Begins: Monday, March 1, 9:30 a.m.

Registration is online via Popsicle. **Directions for registration can be found under Campus Life, After School Adventures on our website.** Payment is due upon registration.

Deadline for Registration: Thursday, March 4, 12:00 p.m.

Once registration closes, decisions are made to cancel classes that have not met enrollment. Families impacted are contacted by email. Extended Day has no maximum.

Dropping classes is possible throughout the end of the registration period, please contact Susan Custer at scuster@ccookschool.org.

Students billed for Dismissal Late Fees will receive an invoice by the end of the month. **Please note, failure to pay for after school programs in a timely manner may exclude students' participation in the following trimester.**

Cancellations & Refund Policy

All Virtual Adventure programs require a minimum number of students to enroll for a successful experience. If minimum requirements are not met by the deadline for registration, refunds will be given and alternative options will be suggested. A full refund will be given if another option is not chosen by the family. Once a session begins, refunds can be given less a \$50 administrative fee during the first week of the program only. After that, there is no refund for student withdrawal. There will be no tuition credits or refunds in case of student absence or should a student not complete the full session.

Make-ups for Virtual Adventures: Every effort will be made to hold all classes. If there is an emergency, a substitute will lead the class or the session will be rescheduled.

Virtual Adventure Waitlist

When the maximum number of students has been reached during registration, a 'Waitlist' button will appear below the activity choice. You must add your student to the Waitlist for the opportunity for a spot. If a space becomes available, you'll receive an email with instructions to confirm your space and make payment. The system will hold your space for 8 hours for you to take action prior to alerting the next family in line.

Enrollment & Attendance

Regular attendance is necessary and expected, particularly for Middle School (MS) students on an academic team. Pay attention to specific meeting dates and requirements in this guide's class description for each class. Registration is required for all participants. There are no refunds for student absences or prorated fees if students attend two activities that meet at the same time.

Other After School Programs Music Instruction & Band

Private lessons on various musical instruments for a variety of ages are available through Catherine Cook. Most of our Catherine Cook-approved private music instructors are providing music instruction virtually. Please visit the Campus Life, Music Instruction After School section of our website for Catherine Cook for approved instructors. Parents must contact these instructors independently to arrange lessons and payment. In general, lessons are 30 minutes and costs vary by instructor.

Music Education Services will continue providing instruction to current band members. At this time, we are not adding new members or starting a Beginning Band. You may contact Music Education Services directly for further details.

Private Tutoring After School

Catherine Cook School allows tutoring through independent contractors. Contact Anne Russell for more information: arussell@ccookschool.org.

Partner Organizations Providing Virtual Opportunities for Students and Families

[AnetaArtClasses](#)
[Chess-ED](#)
[Chicago Children's Theatre](#)
[Design Dance](#)
[Young Rembrandts](#)

If you're interested in virtual activities outside of Catherine Cook, check out the offerings provided by our partner program providers and feel free to register directly with the organization.

FAQs:

How does my student get from dismissal to Extended Day?

At the end of the regular school day, all students will be escorted by an adult from their classroom to their designated Extended Day locations.

Does Extended Day have medical and pick-up information for my child?

After School Programs have access to the same medical and emergency information you provide for the regular school day. Parents should keep contact/pickup information up-to-date. After School personnel may check the ID of an unrecognized person, so parents/guardians should come prepared. If you would like to add a person for a one-time pickup, please email Susan Custer at scuster@ccookschool.org.

Can my child bring his/her own toys or electronics to play with in Extended Day?

Encourage your child to brainstorm activities, interests, and games that can be explored after school, and encourage them to share with the staff. We love new ideas and developing interests; however, personal toys are best left at home to avoid accidental loss or breakage. If any toys or materials need to be brought home from school, students will be asked to leave them in their backpacks. Personal electronics are not allowed in Extended Day, and school-issued computers are to be used only for school-related work or activities.

What if my child misses a Virtual Adventure due to illness or a scheduling conflict?

If a student misses a class, families may request the notes/independent work from the missed class upon their return. We do not reschedule classes due to student absence and there are no refunds. Class fees take into account all school breaks and days off. Every effort will be made to continue classes and schedule substitutes in the event of an instructor emergency.

What if our family schedule changes or my student no longer wants to participate in an After School Program?

Please remember to double-check your family calendar to avoid conflicts. Once a session begins, refunds can be given less a \$50 administrative fee during the first week of the program only. After that, there is no refund for student withdrawal. Exceptions will be made for students who are deemed too young for a class (i.e. a younger Early Childhood student who is not ready for a longer day).

Should my student(s) bring a snack from home for Extended Day?

We provide one individually packaged snack per student per afternoon for students attending Extended Day. Snacks are peanut- and tree nut-free, and we also provide other ingredient-free snacks upon request for students with various allergies. If you feel your student will need more than one snack for the afternoon, students are welcome to bring an additional snack to enjoy. Students are not permitted to share food or snacks.

Can my student join a Virtual Adventure after the trimester has begun?

In most cases, no, there can be no additions to class rosters after the first week of class. Once the session has started, materials have been purchased and class dynamics have been established. In some instances, MS students may request to join an open year-long program after the late registration deadline. This may not be available due to program content and/or space limitations and can not be guaranteed.

Winter Trimester Weekly Overview (March 8 - June 3 (No Virtual Adventures May 31 - June 3))

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Extended Day	Extended Day	Extended Day	Extended Day	Extended Day
Minecraft A 3rd-8th	Slimy Science JK-2nd		Minecraft B 3rd-8th	
			World Wanderers 1st-2nd	

Spring Trimester (March 8 - June 3)

MONDAYS

CLASS	PS	JK	SK	1st	2nd	3rd	4th	5th	6th	7th	8th
Extended Day	•	•	•	•	•	•	•	•	•	•	•
Minecraft A (10 class meetings) No class May 31						•	•	•	•	•	•

Extended Day Block 1 for PS-8th
M-F | 2:45-4:30 p.m.
Early Childhood (\$1350)
Lower School (\$1075)
Middle School (\$1050)

In-Person Extended Day is available for **families needing childcare five days a week** during the Spring trimester. *Note: We will not be able to accommodate drop-ins, and students participating in Extended Day may not register for Virtual Adventures due to scheduling.

Students in Extended Day are grouped based upon grade-level and have age-appropriate scheduled activities.

Our Early Childhood students enjoy free play, story time, table activities, games, crafts, and playground time (weather permitting).

Lower School students have a dedicated quiet study time to work on homework or academic-related activities, and time permitting, games, crafts, playground time, and free play.

Middle Schoolers have quiet study space for students to work on homework or academic-related activities after a brief period of recess at the end of the school day.

Extended Day Block 2 for PS-8th
4:30-6:00 p.m.
Early Childhood (\$675)
Lower School (\$537.50)
Middle School (\$525)

In-Person Extended Day is available for **families needing childcare five days a week** during the Spring trimester. Choose Block 2 for any student staying on campus after 4:30 p.m. Students will remain grouped based upon grade-level and are offered a variety of supervised activities including: continuing with homework, games, activities, crafts, recess, books, and independent choices.

Minecraft A for 3rd-8th (\$180)
4:30-5:20 p.m.

Come play, laugh, and build together in Minecraft. Enjoy different, optional themes and challenges each week or just free build with friends and fellow classmates. All experience levels welcome. Led by Ryan Trahey, AV Studio Coordinator. *No class Monday, May 31.*

(*Note: This class is duplicated on Thursdays- Minecraft B.)

Spring Trimester (March 9 - June 1) TUESDAYS

CLASS	PS	JK	SK	1st	2nd	3rd	4th	5th	6th	7th	8th
Extended Day	•	•	•	•	•	•	•	•	•	•	•
Slimy Science (11 class meetings) No class June 1		•	•	•	•						

Extended Day Block 1 for PS-8th

2:45-4:30 p.m.

See description under Mondays – Extended Day Block 1 for PS-8th.

Extended Day Block 2 for PS-8th

4:30-6:00 p.m.

See description under Mondays – Extended Day Block 2 for PS-8th.

Slimy Science for JK -2nd (\$198)

4:30-5:00 p.m.

Fun filled and informative half hour exploring the wonders of science. Every week will be an experiment using materials easily found at home. A syllabus will be provided at the beginning of the session so everyone can be prepared. We'll explore dirt in a jar, create fascinating friction, and do some kitchen chemical reactions. The half hour will be interspersed with short videos, books and live discussion of our experiment Led by Cynthia Olvera, Assistant JK Teacher

Spring Trimester
(March 10 - June 2)

WEDNESDAYS

WEDNESDAYS											
CLASS	PS	JK	SK	1st	2nd	3rd	4th	5th	6th	7th	8th
Extended Day	•	•	•	•	•	•	•	•	•	•	•

See our Partner Programs Page for Virtual Adventure Opportunities throughout the week including Wednesdays.

Extended Day Block 1 for PS-8th

2:45-4:30 p.m.

See description under Mondays – Extended Day Block 1 for PS-8th.

Extended Day Block 2 for PS-8th

4:30-6:00 p.m.

See description under Mondays – Extended Day Block 2 for PS-8th.

Spring Trimester
(March 11 - June 3)

THURSDAYS

CLASS	PS	JK	SK	1st	2nd	3rd	4th	5th	6th	7th	8th
Extended Day	•	•	•	•	•	•	•	•	•	•	•
Minecraft B (10 meetings No class June 3)						•	•	•	•	•	•
World Wanderers (10 meetings) No class June 3				•	•						

Extended Day Block 1 for PS-8th
2:45-4:30 p.m.

See description under Mondays – Extended Day Block 1 for PS-8th.

Extended Day Block 2 for PS-8th
4:30-6:00 p.m.

See description under Mondays – Extended Day Block 2 for PS-8th.

World Wanderers for 1st & 2nd (\$180)
4:30-5:00 p.m.

Have you ever wanted to travel the world? To explore new places, to speak new languages, to try new foods, to play new games and to learn about new cultures? If so, world wanderers is the after school activity for you! During our first session students will be issued passports and world maps. From there we will create a list of places we want to visit based off our interests. Each week we will travel to and explore a new place together, and choose one element from the culture to explore in greater depth, such as a game, song, food or fable. Don't miss out on this experience to gain world knowledge from the comfort of your very own home! Led by Jaclyn McCutcheon, First Grade Teacher

Minecraft B for 3rd-8th (\$180)
4:30-5:20 p.m.

Come play, laugh, and build together in Minecraft. Enjoy different, optional themes and challenges each week or just free build with friends and fellow classmates. All experience levels welcome. Led by Ryan Trahey, AV Studio Coordinator. (*Note: This class is duplicated on Mondays- Minecraft A.)

Winter Trimester
(March 12 - May 28)

FRIDAYS

REGISTRATION FOR AN AFTER SCHOOL CLASS INCLUDES SUPERVISION AND A SNACK BETWEEN SCHOOL DISMISSAL AND CLASS START TIME.											
CLASS	PS	JK	SK	1st	2nd	3rd	4th	5th	6th	7th	8th
Extended Day	•	•	•	•	•	•	•	•	•	•	•

Extended Day Block 1 for PS-8th

2:45-4:30 p.m.

See description under Mondays – Extended Day Block 1 for PS-8th.

Extended Day Block 2 for PS-8th

4:30-6:00 p.m.

See description under Mondays – Extended Day Block 2 for PS-8th.