



# After School Program Parent Handbook 2024-2025

## **Philosophy**

The after school enrichment program provides students with a safe, Biblically-centered environment. The students are provided opportunities to learn about God's world from His perspective while exploring their individual interests.

## **Mission**

The CCS mission is to train up young visionary leaders who are thoroughly prepared to answer the call of God whenever it comes, wherever it leads, and whatever it costs by developing *renewed and skillful minds, strong hands to serve, and burning hearts for Jesus.*

## **Values**

Our core values are Faith, Honor, and Calling.

The Three Core Programs of Community Christian School are Spiritual Formation, Academics and Leadership.

*Updated 3/25/24*

## General Information

### Ages

Kindergarten – 5<sup>th</sup> grade

### Hours of Operation

The program runs every normal school day from 3:15 pm-6:00 pm and from 12:00 to 6:00 on selected early dismissal days.

### Drop-In Policy for Non Registered Students (Not Available on Early Release Days)

If a non registered child needs to utilize the after school program, they may do so in unforeseen or emergency situations. Drop-ins should call the Main Office or email by 2:00 pm if possible. After the fifth use of the drop-in option, the registration fee will be automatically billed to your account.

### Early Release Days

On early release days, the program runs from 12:00 pm-6:00 pm. No drop-ins are permitted on these days. Students attending as part of their contracted days will not receive an additional charge for the extra time. After school care will **not** be provided on the early dismissal day prior to the start of Christmas break and the last day of school.

### Snack Policy

Parents must provide a nutritious snack for their child on a daily basis. If for some reason your child does not have a snack, with the parent's approval a \$2 snack fee will be charged.

### Sample Daily Schedule

3:15-4:00 Snack/Outside Exploration & Play

4:00-4:15 Devotion/Prayer Time

4:15-5:00 Homework Help

5:00-6:00 Activity Time/Read Aloud

## Monthly Rates and Fees

### Registration Fees

The \$50 Registration and Supply Fee is *per child*. This is a one-time nonrefundable fee and will be applied in June.

### Monthly Rate

A monthly rate of \$200 per child will be billed to your account each month. No proration of fees.

### Drop In Registration Fees

After the fifth use of the drop in option, a \$50 Registration fee *per child* will be automatically billed to the parent's account.

### Late Pick Up Fees

#### Registered Students:

If not picked up from the after school program by 6:00pm, a \$25 late fee will be applied.

### Non-registered Students:

A \$10 late pick up fee will be charged for any students who are not picked up from school by 3:30pm. After 4:00pm, students who have not been picked up will be charged the drop in rate of \$25. Parents will pick students up from the after school program.

### **Billing**

#### Registered Students:

The nonrefundable \$50 Registration fee will be invoiced in June. Beginning in August, the monthly rate of \$200 per child will be invoiced on a monthly basis. Charges are based on monthly rates rather than individual sessions thus sessions missed are not subject to refunds. Parents may withdraw their student from the Afterschool program with a one-month notice.

#### Drop In Students:

Drop in charges will be billed each month.

## **Dismissal Procedures**

The after school staff will pick up Elementary students from their designated pick up area on the pavilion and walk them to the after school area.

### **After School Extracurricular Events**

Students attending after school sporting or other activities must be accompanied by their parents to the event. The primary playground is reserved for afterschool care students during such events.

### **Pick Up Procedures**

Parents will pick up students from the After School Program. STUDENTS MUST BE SIGNED OUT.

Only approved persons designated in the RenWeb system are permitted to sign out and pick up students. Anyone who does not consistently pick up students must provide a photo ID.

## **Health and Safety Policies**

### **Health and Illness Policy**

Students will not attend the after school program if they have had a fever within the past 24 hours or if there is any chance that the illness is contagious. Parents will provide emergency contact phone numbers for their student(s) via RenWeb.

### **Emergency Evacuation Policy**

In the case of an emergency requiring evacuation, the students will evacuate to the designated safe zone. Students will be regularly informed about the safe zones. Guardians will be contacted in this instance.

## **Behavior Policies and Expectations**

### **Disciplinary Policy**

Students are expected to:

- Listen and follow all instructions from staff
- Treat one another with respect
- Obey the CCS student rules and guidelines (see CCS Parent Student Handbook) at all times.

If the student violates this policy, a disciplinary report email will be sent to parents immediately. Habitual misconduct in the After School Program will not be tolerated. In severe cases, the actions of the student will be presented to the disciplinary committee and may lead to suspension and/or dismissal from the program for the duration of the year.

### **Homework Time**

Students are expected to work on homework in the allotted time frame. Staff will be available to assist students who have questions. If a student does not have homework, he or she will be given an alternative activity.

### **Toys and Technology**

Students will not be allowed to use their personal toys or technology devices during the after school program (phones, tablets, etc). Phones must be silenced and kept in backpacks.

### **Library**

CCS places a priority on reading. Students will have occasional supervised use of the school library. During this time, students are expected to treat all materials with respect and leave the library as they found it. Students will have access to selected books determined by the media specialist. Students are strongly encouraged to bring a book with them to the After School Program.

### **Outside/Playground**

Most days, students will have supervised access to the outside area and/or playground. Students are expected to treat the equipment with respect and leave the area as they found it. A sign will be placed in the classroom whenever the students are on the playground. If students are on the playground when a guardian arrives for pick up, the parent should walk to the playground and sign the student out with the After School Program staff.

**The After School Program adheres to all policies stated in the  
Community Christian School Student Parent Handbook.**