



# Grace Christian Academy



## Before & After School Care Program **PARENT HANDBOOK**

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# Grace Christian Academy (GCA) Before & After School Program (B&ASP)

Please carefully read the Parent Handbook. You are responsible for the information it contains.

## Welcome

Welcome to our Before & After School Programs! The vision of this program was created to provide opportunities to enhance our excellent educational programs through extended education and quality care. Our goal is to create programs that reflect our commitment to providing high standards for quality within a nurturing, friendly and safe environment.

The GCA Before & After School Program extends a warm welcome to your family!

## Hours of Operation

The Before-School Program is open to the families of GCA Monday – Friday from 7:15 a.m. to 8:15 a.m. The After-School Program is open to the families of GCA Monday-Friday from 3:05 p.m. to 5:30 p.m. The school office is closed on all holidays and non-school days.

## Program Description

### Admission Requirements

The Before & After School Program is provided to currently enrolled K-8<sup>th</sup> grade students at GCA. Enrollment in the before & after school program is limited based on space availability and maintenance of student to staff ratio.

### Confidentiality

All information collected from children and parents will not be disclosed for any reason except for purposes legally permissible or directly related to the administrative function of the after school program. If this information is requested for other purposes, the Before & After School Programs Manager will request written consent from the parent(s).

On occasion student pictures will be taken and used for internal and external marketing (no names will be listed). If you do not wish to have your student's picture used for this purpose please send an opt-out e-mail to: [gcaoffice@gcanv.com](mailto:gcaoffice@gcanv.com).

### Daily Program

Quality care and safety of all children and staff at all times is of the upmost priority, coupled with providing an engaging and nurturing experience for each child. Children participate with their peers in indoor and outdoor activities; including but not limited to, structured play, games, arts and crafts, exploration, team building and social interaction. Children may bring their own snack.

Designated areas for children to complete homework assignments will be provided. Although the quantity and complexity of homework is difficult to predict, our staff will make every effort to help children complete their homework during after school program time. Please note, early pick-up and unexpected or special events may result in all assignments not being fully completed.

On occasion (no more than once monthly) or due to inclement weather the GCA ASP may show PG movies as an option for student choice. If you wish for your student to not view these movies please send an opt-out e-mail to: [gcaoffice@gcanv.com](mailto:gcaoffice@gcanv.com).

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## **Early Release Days**

### *Parent / Teacher Conference Week*

During Parent/Teacher Conference Weeks, students are released at 12:50 p.m. Thursday and Friday. Please contact the GCA office if you will require the GCA ASP during these days.

## **Enrollment Procedures**

Enrollment Contracts are agreements between you, the parent/guardian, and the Grace Christian Academy Before & After School Program, which state the hours during which your child will attend our program.

## **Billing Procedure**

Statements are sent home by the 5<sup>th</sup> each month for the previous month's services. Payment is due by the 15<sup>th</sup> of each month. A \$25 late payment fee will be charged for payments received after the 15<sup>th</sup>.

## **Costs and Fees**

Daily Cost: Scheduled or drop-in students cost is: \$7.00. If a student is not picked up from school within 15 minutes of the end of the school day, they will automatically be enrolled into the GCA ASP.

Late Pick up: We will give a 5-minute grace period. A \$1.00 per minute late fee will be assessed after the ASP closes at 5:30 p.m. (i.e. 14 minutes late = \$14.00). The time determined is according to site clock.

Make checks payable to Grace Christian Academy. A surcharge (approx. 3.5%) will be added to credit card payments.

## **Sign In / Out Procedures**

Each child's teacher will sign their student into the Before & After School Program. The parent or designated authorized individual will sign the child out.

When your child is enrolled in the Before & After School Program, parents and guardians must provide the After School Programs Office a pre-authorized list of individuals approved to pick up their child. All individuals on the pre-authorized list must be 18 or over to pick up a child and may be required to show photo identification and sign the attendance sheet with full signature.

If a parent calls, requesting release to someone not on the pre-authorized release list, and staff can confirm the parent's identity by voice or other means, the child may be released to that person (with photo identification).

## **Student Conduct**

Each student's behavior is expected to meet the behavior standards set at their school site. Before & After School Program staff will intervene when a child's behavior threatens his/her safety or the safety of others, is causing destruction of property, or is disrupting the activities of others. We offer an environment in which children are encouraged to develop respect for one another, and respect for equipment and the property of others. Each child will be treated as an individual and the specific consequences for unacceptable behavior will depend on the circumstances surrounding the incident. In general, the following behavior intervention methods may be used:

A staff person may approach the child on an individual basis and discuss the child's inappropriate behavior, remind him/her of the rules, and discuss positive alternative forms of behavior. If the inappropriate behavior persists or the child poses a safety risk to himself/herself or others, the child may be removed from the activity or the activity area and once again be reminded of the rules and encouraged to find positive alternative forms of behavior. If your child demonstrates a persistent need for staff intervention because of inappropriate behavior, the Before & After School Programs Staff member will request a parent conference to discuss the child's needs and behavior.

Behavior requiring redirection will be documented. Parents provided this documentation may be asked to sign to acknowledge notice receipt. Behavior requiring significant redirection will result in a phone call to parents/guardians and the child may have to be picked up early from care.

Serious and/or on-going concerns with your child's behavior could result in suspension and/or termination of services for your child.

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## **Accidents & Emergencies**

If a child is injured at the site, first aid will be administered. If a physician must treat a child, every effort will be made to contact the child's parent/guardian and the doctor indicated on the "Emergency Information." In the event of an emergency, a child will be given the necessary emergency treatment until a parent/guardian can be contacted. Staff will call 9-1-1 if necessary. GCA is equipped with access to an AED unit.

## **Student/Staff Ratio**

To ensure the quality of the Before & After School Program, the student-to-staff ratios are kept at approximately 1 to 10.

## **Staff Qualifications**

As employees of Grace Christian Academy, staff members meet or exceed established educational and experience requirements for the positions held, undergo background checks through local, state, and federal authorities. On-going professional development opportunities in the areas of classroom management, recreation, and instructional strategies are provided for all staff throughout the year.

## **Termination of Service**

Services are subject to termination if parents demonstrate a disregard for the policies outlined in this handbook. Such as:

- Delinquent fees
- Frequent late pickups of child (ren)
- Failure to comply with contract agreements for dates of service, etc.
- Continual Behavior Issues/ Aggression towards others

The Before & After School Programs Staff member will provide parents with written notification of the breach of policy. If the parents willfully continue to disregard the policies set forth, they will be given notice of intent to terminate services.

# Grace Christian Academy (GCA) Before & After School Program (B&ASP)

## Appendix A: Preventive Health & Safety Illness Guidelines

Keeping children healthy is a partnership between parents, child care providers, the children themselves and the medical provider. Only a few illnesses require exclusion of sick children to ensure protection of other children and staff.

### Reasons to Exclude a Child

1. The illness prevents the child from participating comfortably in routine activities.
2. The illness requires more care than the Before & After School Program staff is able to provide without compromising the health and safety of the other children.
3. The illness is any of the specifically diagnosed conditions listed below.

### Symptoms that Require Exclusion of a Child

1. *Fever along with behavior change or other signs of illness* such as sore throat, rash vomiting, diarrhea, earache, etc. Fever is defined as having a temperature over 100° F or higher taken under the arm, oral temperature of 101° F or greater, and rectal temperature of 102° F or greater within the past 24 hours. Oral temperatures should not be taken in children younger than four years of age. The Before & After School Program staff will use the under arm method.
2. *Symptoms and signs of possible severe illness* until medical evaluation allows inclusion. May include unusual tiredness, uncontrolled coughing or wheezing, continuous crying or anger, or difficulty breathing.
3. *Diarrhea* – runny, watery or bloody stools.
4. *Vomiting* more than once in a 24 hour period.
5. *Body rash with fever or behavior change.*
6. *Sore throat with fever and swollen glands or mouth sores with drooling.*
7. *Eye discharge* – thick mucus or pus draining from eye, or pink eye (viral conjunctivitis usually has a clear, watery discharge and may not require medication or exclusion).
8. *Head lice.*
9. *Severe coughing* in which the child gets red or blue in the face or makes high-pitched whooping sound after coughing.
10. *Impetigo*, until 24 hours after treatment has been initiated.
11. *Tuberculosis*, until health care provider states that the child can attend child care.
12. *Hepatitis A, chicken pox, mumps, measles, rubella or shingles.*
13. *Child is irritable, continuously crying*, or requires more attention than can be provided without compromising the health and safety of the other children in child care.

If a child becomes sick at school, you will be called and asked to immediately pick up your child and take him/her home. The school office is not designed to keep sick children in for long periods of time because we provide services to many healthy children as well. If a physician diagnoses your child with a communicable illness please contact the school to let them know about the condition. Parents of the children in the same group may be notified of exposure as necessary.

We appreciate your cooperation in implementing these practices and making our school a healthy and safe learning environment.

# **Grace Christian Academy (GCA) Before & After School Program (B&ASP)**

## **Grace Christian Academy Before & After School Program Policy and Procedures Signature Page**

I acknowledge that I have received and understand the policy and procedures outlined within this document.

Please return this completed page to the GCA office.

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Printed Name of Parent Name

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Parent Signature

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Date