



Grace Christian Academy



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

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Grace Christian Academy (GCA) Before & After School Program

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.

Hours of Operation

The Before School Program is open Monday – Friday from 7:15 a.m. to 8:15 a.m. The After School Program is open Monday-Friday from 3:05 p.m. to 5:30 p.m. Neither program is available on holidays or non-school days.

Program Description

Admission Requirements

The Before & After School Program is provided to currently enrolled K-8th grade students at GCA. Enrollment in these programs 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 Before or After School Programs. If this information is requested for other purposes, the Before & After School Program staff will request written consent from the parent(s).

Daily Program

Quality care and safety of all children and staff at all times are 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 should 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 After School Program may include 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.

Early Release Days

On Parent/Teacher Conference days, students are released at 12:50 p.m. Please contact the GCA office if you will require the After School Program for your student(s) on these days.

Billing Procedure

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

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Costs and Fees

Cost: \$7 daily for Before School Program; \$14 daily for After School Program.
If a student is not picked up from school within 15 minutes of the end of the school day, he/she will automatically be enrolled into the After School Program.

Late Pick Up: Beginning at 5:31, a \$20 late fee will be added for each 15 minute period (i.e. 1-15 minutes late = \$20, 16-30 minutes = \$40). 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 student's parent will sign his/her child into the Before School Program. After School Program staff will sign student into the After School Program, and the parent or designated pickup person will sign the student out.

The same people that are authorized to pick up a child from school can pick up a child from the After School Program. All individuals on the authorized list may be required to show photo identification when signing out and picking up a student.

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).

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.

Student/Staff Ratio

To ensure the quality of the Before & After School Program, the staff-to-student ratio is 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.

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 Program 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.

Please refer to the Student-Parent Handbook regarding **Basic School Rules, Code of Student Citizenship, Discipline Policy and Sickness.**

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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.

Printed Name of Parent Name

Parent Signature

Date