

Calvary Christian School

After School Care Enrichment Program



Dear Parents,

We are pleased to make our After School Care Enrichment Program available for you and your child. We have included pertinent information in this handbook to help those interested in using this program's services. Our program offers a safe, nurturing, Christ-centered environment for your child. The teacher's purpose in this program is to be an extension of our Christian school ministry and philosophy. Students will have an opportunity to complete homework, utilize school technology to improve in academic areas, and free play.

We at Calvary are pleased to further serve our families through this program and are grateful for your participation!

1 Tim 4:12,

A handwritten signature in black ink, appearing to read "R Hyde".

Ryan Hyde
Head of School



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Admissions/Enrollment Requirements

Full-time students in grades K4 – 6th grade may enroll in the after-school care enrichment program.

Students must be fully enrolled in Calvary before attending. Calvary may limit the number of students who may attend this program to ensure staff can provide proper oversight. Parents of students who do not attend regularly, but need supervision periodically, are requested to contact the office as soon as possible. If this is an emergency or a last-minute need, please contact the office by 3:00pm.

Location

After school care will be in the library. Parents can park in the back gravel parking lot or pull up to door 8. Parents will ring the doorbell at door 8 and be let in by the after-school care teacher.

Hours of Operation

This program will operate from 3:30pm-6:00pm

If there is a scheduled early dismissal, this program will not meet. After school care will be closed anytime school is closed. If there is an unplanned early dismissal, there will be no extra charge to you.

Child Pick-Up/Late Fees

Parents may pick up children anytime from the end of the school day (3:30pm) until 6:00pm.

As fellow believers, we understand family emergencies, car problems, and traffic problems, and will give grace and will care for children until the parent arrives. To eliminate recurring late pick-ups, ensure that our employees can leave on time, and to balance our budget, we have instituted a late fee. The charge for each minute late after the closing time of 6:00pm is \$1.00 per minute. The after-school care teacher will be sure to inform the family of how many minutes late were recorded for the day. The fee will be added to the student's school bill using FACTS. There will be one grace day given each semester for each family.

For safety, anyone picking up a child must be listed on the student's registration application. Anyone who comes to pick up a child and is not listed on the child's list of approved people will not be allowed to pick up the child. Please avoid late fees due to failing to list someone that is expected to pick up your child. Parents must come into the building to sign their child(ren) out and pick them up.

Fee Structure

We are transitioning to a fee-based structure for our After-School Care Program. Students will be checked into the FACTS Childcare Program promptly at **3:30 PM** by the childcare teacher. When a parent/guardian arrives for pickup, they will check their student out of the program, and the appropriate fee will automatically be applied to the family's FACTS account based on the time the student attended.

Daily Fee Structure

- **3:30–4:00 PM:** \$5
- **4:00–5:00 PM:** Additional \$10 (Total: \$15)
- **5:00–6:00 PM:** Additional \$10 (Total: \$25 maximum daily charge)

Students who attend the full after-school care time from **3:30 PM–6:00 PM** will be charged a maximum of **\$25 per day**.

All after-school care charges will be billed through FACTS. Parents/guardians can log into their Family Portal to view and pay their balance at the end of each month.

A **\$25 late fee** will be applied to accounts with unpaid after-school care balances after 10 days. If payment is not received in a timely manner, the student may not be permitted to participate in the After-School Care Program in future months until the account balance is resolved.

Snacks

CCS will not provide snacks to enrolled students to avoid issues with food allergies. Parents should provide daily snacks and drinks to students in this program.

Policies

This program is an extension of the Calvary classroom for fully enrolled Calvary students. All policies in effect at Calvary Christian will be applied to this program. Families may utilize webforms inside of their FACTS parent portal to ensure their information in the FACTS system is accurate.