



EXTENDED CARE PROGRAM

ADMISSIONS POLICIES

Only students enrolled in Metrolina Christian Academy may register for the Extended Care Program. All students are required to enroll annually for the program. To enroll, log onto Parents Web and go to web forms. The Extended Care Program follows all guidelines and policies in the Parent-Student Handbook.

HOURS OF OPERATION

The Extended Care Program will begin Thursday, August 23, 2018. The program is held Monday through Friday. The last day of the program is Thursday, May 30, 2019. The MCA Summer Camp Program will begin Monday, June 3, 2019.

Before School Program: 7:00 – 7:45

After School Program:

Transitional Kindergarten and Kindergarten	2:15 – 6:00
First – Fifth Grade	2:30 – 6:00
Sixth – Eighth Grade	2:45 – 6:00

FEE INFORMATION

Monthly Tuition Rate:

Morning / \$65.00
Afternoon / \$200.00
Morning and Afternoon / \$225.00

Drop-in Rate:

Morning Drop-in / \$10.00
Afternoon Drop-in / \$25.00

Late Pick Up Fees:

Beginning at closing time, late pick-up fees will be charged. The rate is \$5.00 per child for every 5 minutes you are late picking your child up.

Habitual tardiness (5 times) in picking up your child can result in dismissal from the program. Parents must call the lower school office to notify staff of any extenuating circumstances.

Financial Policies and Procedures:

- Payment of fees is due in advance.
- Enrollment will be terminated if payments are more than two weeks past due.
- Fees will not be prorated for holidays or absences.

COMMUNICATION

You may reach the Extended Care staff by calling 704.882.3375 during the hours of operation.

Daily contact between parents and staff is an important part of the program. By sharing information concerning your child's activities and welfare, we can work together to better meet each child's needs. It is extremely important that any change such as address, phone numbers, emergency contacts, and authorized pick-up information be kept current.

On occasion, our location will change, especially on inclement weather days. Parents will be notified of location changes through the push notification on the MCA app, or by checking with our front desk to verify pick-up location.

HELPFUL INFORMATION

Staff:

The Program is operated with experienced staff and the Extended Care Director under the direction of the Lower School Principal. The staff works together to help each child grow in a loving and nurturing atmosphere.

Schedule:

The Extended Care staff will provide a variety of supervised activities for your child. These activities will include arts and crafts, group games, indoor and outdoor games, story time and homework time. A detailed schedule is provided on Parents Web.

Drop off and Pick up:

Before School Care

Before School Care is located in the Worship and Performing Arts Center. When students arrive in the morning, parents must sign their children in.

Extended Care

When picking up their children, parents must come to Modular C or the playground to sign their children out. This also allows out staff to verify who is picking up the student and is necessary for the safety of the students.

Homework:

Each day a supervised, quiet, homework time is scheduled in the program. Each child is responsible for keeping track of his/her own homework assignments. The staff can provide assistance with homework, but only if the student is clear about the assignment and is staying on task.

Snacks:

Students need to bring a nutritious snack from home each day for the afternoon snack time.

Electronic Device Policy:

Students may not use cell phones during Before School or Extended Care hours. Cell phones must be shut off, powered down, and out of sight. Students may not bring iPods, MP3 players, radios, tape or CD players or headphones without specific permission from the Before School and Extended Care staff. Please advise your children. If devices are taken away from students, they will be returned to parents.

Teacher Workdays:

The program will operate on teacher workdays. Children will need to bring a bag lunch and a morning and afternoon snack. Parents are asked to register one week in advance for teacher workdays with the Extended Care staff so adequate staffing can be arranged based on the number of children who plan to attend.

Extended Care Calendar:

A calendar is available on our website and on Parents Web.