



Located at the Hilltop Elementary School Cafeteria for students from CH Campbell and Hilltop

BEFORE-CARE

Before-Care is offered between the hours of **6:30am-8:30am**. You may bring in a prepared breakfast for your child if you choose. *If school is cancelled, or there is a 2-hour delay, no services will be provided for the day.* Please check your local TV stations for closings or delays.

AFTER-CARE

Zion Christian Early Learning Center provides a safe, structured environment for students from **3:30pm-5:30pm** daily. Time is allotted for students to work on homework assignments or participate in activities planned by the staff. They may use the available toys, games, puzzles and art activities each day. They may also bring in simple toys or games from home. Electronic games are permitted. The use of cell phones for taking still pictures or videos is prohibited; however cell phones are permitted strictly for calling/texting a parent if necessary. Your child is responsible for lost or stolen items. An opportunity for outside play will be available weather permitting.

After-Care will generally follow the same structured routine with children each day. As the children enter the room, attendance is taken and restrooms are used if needed. A snack is then provided. Following the snack, organized games and free play will continue until the children are picked up.

Non-Discriminatory Statement

Zion Christian Early Learning Center recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. Zion Christian Early Learning Center shall not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs, scholarship disbursements, and extracurricular activities; nor in the hiring of its certified or non-certified personnel. In addition, Zion Christian Early Learning Center hereby declares its policy of non-discrimination such that all handlings shall be made without regard to race, color, handicap, ancestry, age or national origin.

Parents must always sign out their child each day. **Only people on the child's pick up list will be permitted to pick up your child.** Identification must be provided.

Students using the After-Care program will be provided with a snack. Due to allergies, we will only serve **peanut free** snacks at all times.

Children in After-Care also have an opportunity to relax and play with other students.

Students are permitted to bring an appropriate change of clothing for any after school activity or for comfort.



FEES FOR CARE:

- \$5.20 per hour for one child. There is no half hour billing.
- Second child/multiple children are an additional \$4.00 per hour per child.
- A late fee of \$10.00 per 15 minutes will be charged for any pick-ups after 5:30pm.
- Payments and schedules are due one week in advance. Payments are due on Wednesday when your schedule is turned in. Billing is based on the schedule given, not by attendance.
- Added days are permitted. However, you must call the program to see if space is available for the day. All called-in requests must be approved before the child arrives to maintain required child/teacher ratios. Payment for the additional day is due immediately.
- Payments can be made via our secure online payment portal at www.zcslearningcenter.com on your computer, tablet or smart phone.

A \$15 registration fee and all enrollment forms must be submitted to the program administrator before your child begins the program. Forms are available on our website at www.zcslearningcenter.com/forms.html. Space is available on a first come, first serve basis.

NOTE for All CH Campbell Parents: Please obtain a transportation form from the CH Campbell office for your child to be bused to/from Hilltop Elementary for the **Before & After Care Program**.

