



Fellowship Christian School  
Before/After School Program

### Program Policy

#### Statement of Purpose:

The purpose of (PAC) is to provide care beyond the regular school day for students in grades PreK-5 by giving them a safe, nurturing environment before and after school. The PAC program is designed to enrich students' intellectual, spiritual, social, and physical development through organized activities and supervised free time. Classroom space and outdoor play areas are utilized for students to do their homework, play, and participate in other extracurricular activities.

#### Program Statement:

The Paladin Adventure Club is offered on full school days in the mornings Monday through Friday from 7:00 - 7:30 am and the afternoons from 2:30 - 6:00 pm. It is **NOT Offered** in the **Afternoon** on half days. Current families can register their child(ren) to attend full time or part time.

#### Program Goals:

- To provide study/homework time.
- To provide an opportunity for free play, reading, and age appropriate games and crafts.
- To provide supervised playground time and recreational activities to enhance fitness.

#### Program Personnel and Schedule:

The Paladin Adventure Club is staffed with 3 adults and 3 high school students.

#### Registration and Enrollment:

- An annual enrollment fee of \$60 per child or \$85 per family is required and will be billed through FACTS at the time of registration.

- To register online please visit the FCS Website; go to>Student Life>Auxiliary Programs>Paladin Adventure Club (Before/After Care), complete the **Registration Form** and review the **PAC Program Policies**.
- Current Elementary students may enroll at any time.
- Parents must complete a new **PAC Registration Form** each school year.
- Parents are responsible for keeping all contact and emergency information current during the year.
- Parents must complete the **Paladin Adventure Club Registration Form** (online) for students to be considered registered.
- PAC fees After School from 2:30 - 6:00 pm: Full Time After School Monday - Friday

Full Time:

**\$3,250** per child (May 20 - July 27, 2023)

- The late fee begins at 6:01pm. A charge of \$25 is assessed per quarter hour.

\*\*\*Any elementary school student not picked up by 3 p.m. will be brought to PAC and billed as a daily drop-in. Daily drop-in attendance \$35/day\*\*\*

**Program Payment:**

- All fees will be billed monthly through FACTS.
- No refund will be made for registered students who are absent from the program.

**PAC Before School 7:00-7:30 am**

- \$10.00 per student, per day.

**Hours of Operation:**

- Days and Hours: Monday through Friday
  - 7:00 to 7:30 am
  - 3:00-6:00 pm

- PAC is not offered on weekends, during holidays, half days in the afternoon, breaks, vacation or teacher workdays (i.e. Christmas Holidays, Spring Break and summer vacation).
- Several times a year, elementary students are dismissed at noon (1/2 days). On these pre-scheduled dates students will need to be picked up on time. **PAC aftercare will not be provided on these dates.**
- PAC will follow all FCS weather related closures.

### **Emergency Contact:**

If you need to contact your child or PAC personnel during the program hours, please call the ES Front Office at 770.641.6815 until 4:00 pm.

### **Drop-Off and Pick-Up:**

- Parents/guardians/siblings who are dropping off enrolled PAC students between 7:00-7:30 am must park and escort them into Gym 2 where they will sign them in.
- Before School, PAC students will be released by class to their teacher at the beginning of the school day.
- Students enrolled in PAC afterschool will only be released to parent or authorized person(s) listed on the pick-up authorization form.
- In the event that someone other than a previously authorized person listed on the form is needed to pick up a student, the parent who initially registered the student in the program must send an email by **2:00 pm to [jolaine.swanson@fcspaladins.org](mailto:jolaine.swanson@fcspaladins.org)**. An ID is required for pick-up.
  - Email must include:
    1. Name of the person who will pick up the student.
    2. Contact phone number for the person who will be picking up the student.
- If students are not picked up by 6:00 pm, parents will be called.
- If parents cannot be reached, the other authorized persons listed on the authorization form will be called to pick up the student.
- PAC students must be picked up promptly at 6:00 pm.
  - A late fee begins at 6:01 p.m. A charge of \$25 is assessed/quarter hour.

### **Student Illness, Accidents or Injuries:**

- Students with any type of infectious illness, communicable disease, infection of the skin, or head lice must receive proper treatment from a physician before participating in PAC.
- Students must be fever free for a full 48-hour period without medication before participating in PAC. If your student becomes ill or injured during PAC, parents

will be contacted immediately. If parents cannot be reached an emergency contact will be called.

- In the case of an extreme emergency, where PAC teachers are unable to contact the parents, or emergency contacts, a doctor or hospital of the PAC Directors choosing will be contacted to administer emergency aid to the student.
- Minor injuries will be addressed by the PAC Directors.
- Parents will be informed of all injuries and an injury report form will be completed.

### **Personal Articles:**

- Each student should bring a healthy snack for PAC Aftercare.
- Students should not bring any items to PAC that are not allowed as stated in the current FCS School handbook.
- PAC is not responsible for lost, stolen, or traded items.

### **Discipline Policy:**

- Students are expected to behave in an obedient, respectful manner at all times.
- PAC follows the behavior and discipline policies in the FCS Elementary School policy guide.

### **Emergency Procedures:**

- In case of an emergency that affects the operation of the program we ask that you please do not call the school. We will call every parent in alphabetical order to let parents know of the emergency and the instructions will be given for picking up the child.
- If the parent will be late picking up the child and we have not been notified, PAC will try to contact the parent/guardian or the emergency contacts listed on the enrollment form. If no one can be contacted a staff member will remain with the child for one hour, after which the Administration/Director will be notified.
- It is mandatory that the Permission for Emergency Care form in your child's file is current and updated.
- Evacuations for weather related issues will be handled in coordination with the FCS Crisis Team.