



2024-2025 EXTENDED CARE PROGRAM

Handbook for Elementary and Middle School

MISSION

The CCA **Extended Care Program** (“*the program*”) is designed to provide a safe, secure, and caring Christian environment for our students. CCA offers convenient program hours before and after school. These hours are structured to support and enrich the regular school program through closely supervised activities. Children will have snack time, homework/study time, active outdoor play, indoor games, arts and crafts, movies, and additional activities with specialized instruction. The Program is an extension of CCA and is **dedicated to strengthening the student’s academic, social, physical, and spiritual development.**

REGISTRATION & FEES

Annual Registration

No registration fee is required. However, if you are utilizing the Extended Care Program (“the program”), you must fill out the registration form located in your FACTS portal. Students not registered by August 31 but attending the program will be charged a Drop-In fee of \$10.00 per day, in addition to the \$6.00 per ½ hour rate.

Hourly Plan - Morning Care: \$6.00 flat fee; After-school Care: \$6.00 per ½ hour

This plan is best for families who expect to use extended care occasionally. Time used for the month will be billed by the 5th of the following month. Payment is due within ten days of the invoice date.

Monthly Plan - \$305.00 per month

This plan is best for families who expect to use the program regularly in the morning and afternoon. Invoices are billed on the first of each month via FACTS. Payment is due within ten days of the invoice date. If you elect Auto Pay for incidental billing, your account will automatically be deducted. The monthly rate is flat regardless of the number of days in the month.

Semi-Annual Plan - \$1,455.00 per semester

This plan is best for families who expect to regularly use the program in the morning and afternoon and will not need to change plans. 50% is due by September 1, and 50% is due by January 1. Invoices will be sent via FACTS, and payment is due within ten days of the invoice date. This plan may not be changed at any time.

Yearly Plan - \$2,910.00 annually

This plan is best for families who expect to regularly use morning and afternoon EC and will not need to change plans. This plan is to be paid for in full **by September 1**. An invoice will be sent via FACTS, and payment is due within ten days of the invoice date. This plan may not be changed at any time.

Drop-in Fee - \$10.00 per day, per child plus hourly rate or late fees

The drop-in fee is billed to families who use EC services but are not registered.

Late Pick-Up Fees

Students picked up between 6:01 and 6:10 PM (per child) - \$20.00 flat. From 6:11 PM until the child is picked up, an additional \$2.00 per minute, per child. On early release days, the program ends at 5:30 PM. Students picked up between 5:31 and 5:40 PM will be charged a late fee of \$20 per child. An additional \$2.00 per minute, per child will be charged from 5:41 PM until the child is picked up. Repeated occurrences may result in loss of program usage.

PROGRAM INFORMATION

Registration

All students who use the program must be registered each year. (Preschool is automatically enrolled.) Parents/guardians can register in the FACTS portal anytime during the school year. If you need help registering, please contact the Business Office.

Hours

Before school, the program operates from 7:00 to 7:30 AM. After school hours are 3:15 to 6:00 PM. On early release days, the program ends at 5:30 PM.

Billing & Payments

All billing including payments is done through FACTS. You will receive invoices via email (or mail if you selected this option), and payment is expected by the due date. When an account is more than 30 days in arrears, the student(s) will be disqualified from enrolling and/or participating in the program, all extracurricular, and/or athletic activities conducted or sponsored by CCA. Balances for overdue invoices will incur an additional penalty of \$25.00 on the 1st of the following month.

Plan Changes

Plan changes must be made by the 25th of the month before the plan takes effect. If your circumstances have permanently changed, a one-time plan change is allowed. If you need to change your plan, you must contact the Business Office.

Program Expectations of the Children

As part of a caring Christian community, all children will be treated with respect, and they are expected to respect staff, each other, property, and materials provided. As an extension of the school, CCA rules and regulations apply to students in the program.

The program allows students to have a break but also enables students to get homework completed for family time. Elementary and Middle School students have homework time, snacks, and recess. Please note the following:

- All students are expected to work on something academic during homework time. Ensure your student has a book in their backpack if they have no homework that day.
- Leave **ALL** personal items at home to avoid unnecessary confusion, such as electronic devices, cell phones, smartwatches, tablets, toys, Fidget spinners, Pokémon cards, Legos, etc. which all look alike and can easily get confused with someone else's.

Before School Care

The following guidelines will encourage an educational environment as soon as the day gets started:

- Students may be dropped off at the Main Entrance using the circle driveway
- Although the Middle School has its own drop-off and dismissal area, **there is no supervision before 7:30 AM**. To ensure their safety, students dropped off before 7:30 AM must enter the main entrance of the building.
- Bring a book or homework. Students are asked to sit quietly, by grade, in the mornings. This is a perfect time to read or go over homework.
- No food or drinks allowed. Students may have their water bottles, but we ask that other foods and drinks be finished before entering the building.

After School Care

All elementary students who are not picked up by 3:15 PM and any middle school students not picked up by 3:20 PM will be checked into the program. If they do not have a registration on file, you will be charged the Drop-In fee of \$10.00 plus the regular rate of \$6.00 per ½ hour.

Student Pick-Up

When children are picked up, they must be checked out by a parent or authorized adult. **Siblings under the age of 18 are not allowed to pick up students**. Children may not be picked up directly from the playground or fields. When picking up your child, you must:

- Check out your child at the Front Desk. Children will be called to the front for dismissal.
- Preschool children are picked up from the classroom
- After receiving your child, you must exit the building and not wander to another area
- Notify the school immediately if you cannot pick up your child personally. The person picking up your child must show their state/government issued photo ID. Your child will only be released with a proper ID.
- Always keep the emergency contact(s) and/or authorized pick-up section of your Parent's Web account current. **Contact the Business Office to make any additions or changes.**

Enrichment Activities

We offer a variety of enriching after-school activities each semester. Class descriptions can be found on the school's website.

When activities end, students not picked up within ten (10) minutes, including school-sponsored activities, will be checked into the program. Students without a registration on file will be charged the Drop-In fee of \$10.00 per student, plus the regular rate of \$6.00 per ½ hour.

Late Pick-Up

The program ends at 6:00 PM on regular days and 5:30 PM on early release days. Refer to the "Late Pick-Up Fees" section on page 1 of this handbook. When running late, please call the Front Desk. Repeated occurrences may result in loss of program usage.