

CENTRAL VALLEY  
CHRISTIAN SCHOOLS

## CVC Before and After School Care 2024-25



### Eligibility

Enrolled K-6 students whose parent/guardian has completed Before and After School Care (BASC) registration. BASC is a privilege, not a right. CVC may deny care to any student.

#### Before School Care (BSC)

**Time available:** 7:30-8:00 am, Monday - Friday  
BSC is not available during school vacations or on holidays.

**Supervisor:** Mimi Coronado, CVC Preschool Aide

**Location:** Elementary Music and Media Center (MMC)

#### After School Care (ASC)

**Time available:** 3:00-5:30 pm, Monday - Friday, following 3:00 pm dismissals (full days). ASC is not available during school vacations, on holidays, or on 1/2 days.

**Supervisor:** Emily Chapman, CVC Aide

**Location:** Elementary Music and Media Center (MMC)



### Registration

- Registration is not per family; each K-6 student needing care will need to be registered.
- Each household wanting care must complete registration to allow for separate billing.
- Registration is open from early August through May.

**New CVC families:** After you have been notified by the enrollment office, create a new **Family Portal account**. Then, log into the Family Portal and navigate to **School Information > Web Forms > Before and After School Care Registration**. Complete and submit the webform.

**Returning CVC families:** You must complete the ASC Registration Webform each year. Log into the **Family Portal** and navigate to **School Information > Web Forms > Before and After School Care Registration**. Complete and submit the webform.



### Sign-in/Sign-out ID Assignment

- One of the Care Supervisors will process the registration form within 3 business days. This will include assigning a unique ID number to each designated pick-up person.
- The unique ID number(s) will be emailed or printed and given to the parent/guardian who registered the student. **That person is then responsible for sharing the unique ID number(s) with the additional pick-up persons they listed.**



### Updating emergency contacts and pick-up persons

- A family wishing to update the list of eligible emergency contacts and/or pick-up persons for their student must redo the registration form.
- One of the Care Supervisors will be notified of any changes and will email the unique ID number(s) to the registering parent, who will be responsible for passing the ID number along to each designated pick-up person.



### Medical information reminder

- A school nurse is not on campus during Before or After School Care, but all Care staff is CPR certified.
- If a medical condition is listed in the online registration submitted through Family Portal, our school nurse will be notified and contact BSC and/or ASB staff and the parents/guardians as needed.
- Please remember that medication permitted during BSC/ASC must have the mandatory release form completed by a physician and be approved by the administration and the school nurse.  
(A release form for medication during the school day will extend to BSC/ASC time.)
- If there is a non-life-threatening medical concern, Care staff will call the emergency contacts provided in the registration form.
- In the event of a life-threatening emergency, BSC/ASC will call 911 and then notify the emergency contacts.



## Billing

**Before School Care cost:** \$4/child/day or \$200/child/semester

**After School Care cost:** \$12/child/day or \$525/child/semester

- If you wish to pay for the semester up front, deliver a check to the elementary office.
- Billing will be automated through the parent's/guardian's Family Portal account, which they create after the student is enrolled.
- The daily rate will automatically be assigned to all participants of BSC & ASC and will be billed monthly. There is no minimum attendance required for BSC or ASC. The parent/guardian determines frequency of use and would only be billed for days the student attended.
- A parent/guardian opting for the semester rate must contact the CVC Finance Office by September 1st for the 1st semester, and February 1st for the 2nd semester.
- Billing will be managed by the CVC Finance Office. Questions about a bill? Please call 559.734.9481 ext 196. Payments are billed by household, so a two-household family would register separately so billing is separate.

### Before School Care (BSC)

**Sign-in:** A student may not be on campus prior to 7:30 am without parent/guardian supervision. Do NOT leave a child unattended on campus. You must sign your student in at 7:30 am before leaving him/her. When the first bussed students arrive on campus, students are dismissed to walk to their homerooms. The principal and all teachers are on campus at that time and keep an eye out for student who need help finding their classrooms.

**Fog delays:** BSC is available on fog delay days even though school doesn't start until 10:30 am. A parent/guardian is only charged for care provided between 7:30 am and 7:55 am.

### After School Care (ASC)

**Day-of changes in care:** If a parent/guardian needs to change a student's after-school plans, they must notify the elementary office (559.734.2684 or elementary@cvc.org) by 12:00 pm the day of. Office staff will then notify the teacher to inform the student.

**Sign-in:** Older students walk to ASC on their own and younger students are directed there by their homeroom teacher. The supervisor will sign students in and only a designated pick-up person may sign them out. A student may only have one sign-in and one sign-out per day for ASC. Sign-in must happen immediately after school dismisses at 3:00 pm. We cannot accommodate late check-ins due to musical/athletic/academic extracurriculars.

### After School Care Schedule (subject to change)



**3:00 pm**

Homework and play time



**3:45 pm**

Clean up, snack, and play time



**4:15 pm**

Outside play time



**5:00 pm**

Indoor play time or quiet time



**5:30 pm**

Student must be picked up

### Sign-out

- Only designated pick-up persons may sign a student out and leave with them.
- If students are not in the MMC, there will be a notification board sharing their location on campus.

### Fees for late pick-up

- **5:30 pm - 5:35 pm** - \$5 additional charge
- **5:36 pm - 5:40 pm** - \$10 additional charge
- **After 5:40 pm** - \$15 additional charge; the family loses access to ASC on the fourth occurrence of the year.

2024-25 Non-Care Days			
<b>Aug 14-16</b>	No BSC or ASC	<b>Jan 20</b>	No School
<b>Sept 2</b>	No School	<b>Feb 12</b>	No School
<b>Oct 18</b>	No ASC	<b>Feb 17</b>	No School
<b>Oct 25</b>	No ASC	<b>Mar 7</b>	No ASC
<b>Oct 31-Nov 1</b>	No School	<b>Apr 14-21</b>	No School
<b>Nov 25-29</b>	No School	<b>May 2</b>	No ASC
<b>Dec 20</b>	No ASC	<b>May 23</b>	No ASC
<b>Dec 23-Jan 3</b>	No School		