



Cincinnati Christian Schools

2023-2024 AFTER SCHOOL CARE (ASC) CONTRACT Junior/Senior High Campus

The After School Care (ASC) program is a service offered for CCS students, providing supervision from the conclusion of the school day until they can be picked up by a parent or guardian. Enrollment in the program is purely voluntary and may be used as needed.

POLICIES & PROCEDURES

If you are interested in enrolling your student(s) in the after school supervision, please read the information below, sign the contract, and complete an application.

- *All* students remaining on school grounds (inside or outside) at 3:10 p.m. must report to the cafeteria for supervision.
- Students are required to sign in upon arrival and sign out before they will be dismissed from the cafeteria.
- Students waiting for practice may do so in ASC. There is no charge for this. **After practice, they are under the supervision of the coach and may not re-enter ASC.**
- Students waiting to attend after school activities (such as athletic events) must sign in and can wait in ASC. They will be charged the applicable fees.
- Students must sign-in and be seated. **Students are not permitted to leave the cafeteria without permission.**
- All students are to remain in dress code and are under the discipline code of the school during this time.
- Students may have their cell phones out, but they may not be heard or cause a distraction to others. Their cell phone must be left on the cafeteria table if they leave to use the restroom or go to their locker.
- There is a phone in the cafeteria that receives incoming calls. If you need to reach someone in ASC, the phone number is (513) 892-8500 ext. 190.
- The ASC supervisor reserves the right to assign seating if he or she deems it necessary.
- Your child may be hungry after school. Please make plans to pack an extra snack and drink for after school. Your child may also use the vending machines in the cafeteria.
- The hours for ASC supervision are 3:10 p.m. until 6:00 p.m. The charge for picking up your child late will be \$10.00 per 15-minute window. It is important that our ASC supervisor be able to close the cafeteria on time and have his or her evening time free for family activities.

BILLING

At the end of the month, the student's monthly attendance log will be submitted to the Business Office for verification and completion. The cost for ASC will be added to the family's FACTS Agreement.

Billing is invoiced monthly at the following rates for 2023-2024:

\$8.00 per hour, per child until 6:00 p.m.

\$4.00 per half hour, per child or for any part of a half hour

\$10.00 per 15 minutes, per child after 6:00 p.m.

By my signature below, I agree to comply with all the Policies and Procedures of the After School Care program of Cincinnati Christian Schools. I understand that all of the behavior/discipline regulations found in the *Parent/Student Handbook* are applicable during this time. I understand that failure to comply with these policies and rules will result in a discipline report being sent to the principal, and may result in expulsion from the After School Care program.

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Parent/Guardian Signature

Date

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Student Signature

Date

Please fill out the attached application and return it with this signed contract.



Cincinnati Christian Schools

2023-2024 AFTER SCHOOL CARE (ASC) APPLICATION Junior/Senior High Campus

Please complete one application per student.

STUDENT INFORMATION

Last Name	First Name	Grade

Student Nickname (if applicable)

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Address

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City	State	Zip Code

Mother's Name	Work Phone	Cell Phone

Father's Name	Work Phone	Cell Phone

EMERGENCY CONTACTS (Must provide 3.)

Name	Phone	Relationship to student

Name	Phone	Relationship to student

Name	Phone	Relationship to student

MY CHILD MAY BE RELEASED FROM ASC TO THE FOLLOWING PEOPLE

Name	Phone	Relationship to student

Name	Phone	Relationship to student

Name	Phone	Relationship to student

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Parent/Guardian Signature

Date