



2023-2024 AFTER SCHOOL CARE POLICIES AND PROCEDURES

Elementary 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. This supervision is in an educational, nurturing environment. Enrollment in the program is purely voluntary and may be used as needed.

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

- **Pricing:** The ASC program costs \$8.00 per hour, per child, up to 6:00 p.m. The price per half-hour is \$4.00 per child up to 6:00 p.m. After 6:00 p.m. there is a charge of \$10.00 per child for every 15-minute time period until the child is picked up. Please read the "Hours of Operation" section for more details about the late pick-up charge.
- **Signing In/Out:** All students must immediately report to the ASC room after classroom dismissal. The student log will be kept with the ASC supervisor at all times. ASC students will check in with the ASC supervisor for attendance no later than 3:30 p.m. After attendance is verified, students will be given their snack items.
- Students left in the "Parent Pick Up" area will be delivered to ASC at 3:30 p.m. and parents will be expected to heed the standard sign out and billing procedure.
- The **daily schedule** will be as follows:

3:15–3:30 p.m.	Check-in and snack
3:30–4:15 p.m.	Free play (playground area or gymnasium)
4:15–5:00 p.m.	Kindergarten–2 nd Grade: reading; quiet play; homework (cafeteria) 3 rd –6 th Grade: homework; study time (library)
5:00–6:00 p.m.	Games or appropriate videos (cafeteria)
- Beginning at 5:00 p.m. pick up for *all* students will be in the cafeteria.
- **Hours of Operation:** ASC is a service provided to parents and students for the benefit of both. **All students must be picked up no later than 6:00 p.m.** A financial penalty of \$10.00 will be assessed for each 15-minute interval (whole or partial) per child past 6:00 p.m. Parents will be allowed no more than 3 late pick-up occurrences during the school year. After the third occurrence, notification will be sent to the parent that ASC will not be an option for the remainder of the school year.
- Students who participate in after school enrichment programs such as chess club, robotics club, elementary choir, etc., will be expected to report to the ASC area immediately following their dismissal from the other programs. A notation will be made on the student's log of their participation in extra-curricular activities.

- Students in the ASC program will not be permitted to remain in their classrooms or assist teachers after school. Any exceptions will be made in writing by the elementary teacher. Students should come to the ASC prepared with homework, paper, pencils, etc., and will not be permitted to return to their classroom. Students will be permitted to use the restroom, get a drink of water, etc., in groups of no more than two.
- No unauthorized persons should pick up a student from ASC. In the event that a new person comes to sign out a child, a call will be placed to the parent prior to release. All exceptional cases will require a written note from the parent to permit a new person to pick up. All notes received will be retained in the ASC binder.
- **Snacks:** The drinks and snacks in the vending machines are not available for an ASC snack. Parents will be given the opportunity to purchase a wholesome snack through the ASC program (snack and juice box) at the cost of \$2.00 per day. The cost of the snack will be included in the monthly billing statement. Parents are requested to indicate whether they prefer a snack provided by ASC each time their student attends ASC, or if they prefer to provide a snack from home each time. It is imperative that ASC be notified in writing if a child has any food allergies.
- **Dress Code:** Students are expected to remain in dress code while in ASC. Any exceptions will require written parental consent, including the time of student pick-up. The student will be permitted to change clothes five minutes prior to the stated parent pick-up time.
- **Discipline:** Students are to conduct themselves in the same manner in which they are expected during the regular school day at CCS. All of the behavior/discipline regulations found in the *Parent/Student Handbook* are applicable, including suspension or expulsion from the ASC program. In the event that a student does not follow the rules, a discipline form will be completed and forwarded to the office. The Elementary Campus Principal will meet with the student the following morning and will administer discipline according to the severity of the issue.
- **Personnel Conduct:** The ASC Caregiver is an extension of Cincinnati Christian Schools. Hence, the caregiver will be a positive promoter of the school, staff, administration, and program. The Caregiver will provide a safe, loving environment and a well-maintained structure for students.
- **Billing:** At month end, the student's monthly attendance log will be submitted to the Business Office for verification and completion. The cost for ASC and any snacks (if applicable) will be added to the family's FACTS agreement.
- **Miscellaneous:**
 - ❖ Information about students and parents must be current.
 - ❖ Emergency contact/cell phone number for ASC is (513) 805-3150.
 - ❖ No payments will be accepted by ASC personnel.
 - ❖ All questions about finances should be directed to Mrs. Kelly Fitzgerald, Business Office, (513) 892-8500 x154.



2023-2024 AFTER SCHOOL CARE APPLICATION—Elementary Campus

Please complete a separate form for each student.

<hr/> Student Name	<hr/> Grade	<hr/> Teacher
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Address

<hr/> City	<hr/> State	<hr/> Zip Code
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<hr/> Mother's Name	<hr/> Work Phone	<hr/> Cell Phone
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<hr/> Father's Name	<hr/> Work Phone	<hr/> Cell Phone
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Emergency Contact Numbers (at least 3 must be provided)

1.	<hr/> Name	<hr/> Phone	<hr/> Relationship
2.	<hr/> Name	<hr/> Phone	<hr/> Relationship
3.	<hr/> Name	<hr/> Phone	<hr/> Relationship

My child may be released to the following people:

1.	<hr/> Name	<hr/> Phone	<hr/> Relationship
2.	<hr/> Name	<hr/> Phone	<hr/> Relationship
3.	<hr/> Name	<hr/> Phone	<hr/> Relationship

Please Check One:

- ☐ Yes, please provide a snack for my child during ASC. I understand the cost of \$2.00 per day of my child's attendance will be added to my ASC billing statement for this snack.
- ☐ No, I prefer to provide a daily after school snack for my child(ren). I understand that the vending machines are *not* available to ASC students.

I understand that I am responsible for paying all ASC fees on a timely basis. By my signature below, I agree to comply with the *After School Care Policies and Procedures* of Cincinnati Christian Schools. I understand that all of the behavior/discipline regulations found in the *Parent/Student Handbook* are also applicable. I understand that failure to comply with these policies may result in expulsion from the ASC program.

I acknowledge that I have read and understand the information regarding ASC for my child(ren).

Signature of Parent

Date