



## AFTER-SCHOOL CARE POLICIES AND PROCEDURES KINDERGARTEN THROUGH GRADE 6

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 the after school care program, please read the information below and complete an application.

**Signing In/Out:** All students should immediately report to the after-school care (ASC) room after classroom dismissal and should be signed in no later than 3:15 p.m. The student log will always be kept with the after-school care supervisor. Students remaining 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. After-school care students will check in with the ASC caregivers for attendance. Once attendance is verified, students will be given their snack items.

**The daily schedule** will be as follows:

3:15–3:20 p.m.	Check-in/Attendance
3:20–3:30 p.m.	Snack
3:30–4:00 p.m.	Free play (playground area or cafeteria)
4:00–4:45 p.m.	K–Grade 1: reading/quiet play Grades 2–6: homework/study time in the cafeteria
4:45–6:15 p.m.	Games/appropriate videos in the cafeteria Pick up for all students in the cafeteria

Students participating in **after-school enrichment workshops** such as Webby dance, elementary choir, garden club, karate class, etc. will be expected to report to the ASC area immediately following their dismissal from the other programs. A notation of their participation in extracurricular activities will be made on the student's log.

Students in the ASC program will not be permitted to remain in their classrooms or assist teachers after school. **The elementary principal will make any exceptions in writing. Students should come to ASC prepared with homework, paper, pencils, etc., and will not be permitted to return to their classrooms.** Students will be permitted to use the restroom, get a drink of water, etc. in groups of no more than two.

**Student Pick-up:** No unauthorized persons should pick up a student from ASC. If a new person comes to sign out a child, a call will be placed to the parent before 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 ASC. Parents will be given the opportunity to purchase a snack and drink through the ASC program at \$2.00 per day. The cost of the snack will be included in the monthly FACTS account billing. Because of the inconsistency of students' attendance in ASC, we must implement an all or none procedure per student. 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 any child has any food allergies.

**Hours of Operation and Pricing:** After-school care is a service provided to parents and students for the benefit of both. ASC costs \$10 per hour, per child, up to 6:00 p.m. The price per half-hour is \$5 per child up to 6:00 p.m. **All students must be picked up no later than 6:15 p.m.** A financial penalty of \$10.00 for **each** 15-minute interval (whole or partial) per child past 6:15 p.m. will be assessed. Parents will be allowed grace for no more than three occurrences during the school year. After the third occurrence, notification will be sent to the parent that after-school care will not be an option for the remainder of the school year.

**Dress Code:** Students are expected to remain in dress code while in after-school care. Any exceptions, including the student pick-up time, will require written parental consent. The student will be permitted to change clothes 5 minutes prior to the stated parent pick-up time.

**Discipline:** Students are to conduct themselves in the same manner which is expected during the regular school day at CCS. All the behavior/discipline regulations in the *Parent/Student Handbook* (see FinalForms) are applicable, including suspension or expulsion from the after-school care program. In the event that a student does not follow the rules, an incident report should be completed and forwarded to the office. The elementary assistant principal will meet with the student the following morning and issue discipline according to the severity of the incident.

To maintain a safe and productive environment for all students and staff, any student who requires constant disciplinary interventions will be dismissed from the after-school care program. This policy ensures that our after-school care, a vital part of our students' lives, remains a positive and constructive space for them to engage in activities and complete their homework. We believe in supporting all students in making better choices and will provide guidance and support to those struggling with behavioral expectations.

The elementary assistant principal will notify parents of students approaching the dismissal threshold to discuss improvement strategies and reiterate the consequences of further infractions. Thank you for your cooperation and commitment to maintaining a respectful and orderly environment in our after-school care program.

**Personnel:** The after-school caregiver is an extension of CCS. Hence, the caregiver will positively promote the school staff, administration, and program. The caregiver will provide a safe, loving, well-maintained environment and structure for students.

**Billing:** At the end of each month, the student's attendance log will be submitted to the business office for verification and completion. All fees for after-school care, including snacks and additional time, will be charged directly to the parent's FACTS account. This streamlined billing process ensures that all expenses are conveniently and securely managed.

**Miscellaneous:**

- Information in FinalForms about students and parents must be current.
- The emergency contact number for ASC is 513-805-3150.
- No payments will be accepted by ASC personnel.
- All questions about ASC billing should be directed to our CFO or to her assistant.
  - Mrs. Kelly Fitzgerald, Chief Financial Officer,  
[Kelly.fitzgerald@cincinnatichristian.org](mailto:Kelly.fitzgerald@cincinnatichristian.org), 513-892-8500
  - Mrs. Elaina Meyers, Assistant to the CFO,  
[Elaina.meyers@cincinnatichristian.org](mailto:Elaina.meyers@cincinnatichristian.org), 513-892.8500