



# EXTENDED CARE

Parent & Student Handbook

2017-2018 SCHOOL YEAR

EXTENDED CARE DIRECTOR

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## Purpose

The Extended Care Program is designed to provide a safe, secure, and caring Christian setting for children of Antioch Christian Academy whose parents, due to work-related responsibilities, find it difficult to provide adequate care for their children before or after school. The Extended Care Program is structured to support the regular school program and strengthening the students' academic, social, physical, and spiritual development throughout the extended care hours.

The Extended Care Program is an extension of the Antioch Christian Academy and under the supervision of the ACA Principal and School Board.

## Hours

Before School Care operates from 7:00 am to 8:15 am and After School Care operates from 3:45 pm to 6:00 pm each regularly scheduled school day. The Extended Care Program does not operate when school is not in session. In cases of inclement weather please refer to and follow the Inclement Weather Policy as stated in the ACA Parent/Student Handbook.

After 6:30 pm: Please note that Extended Care Staff will notify police and proper authorities at 6:30 pm when a child has not been picked up and parents/guardians are not in contact with the Extended Care staff.

## Location

Extended Care uses the main ACA building and outside campus playground area.

## Registration

All students who use the Extended Care Program services, whether full time or on an as needed drop-in basis, must be registered each year. An Extended Care registration table will be available for registration at our Meet and Greet Day. Parents may also register their children at the office anytime during the school year.

In order to register your child for the Extended Care Program, the following documents must be completed and given to the ACA office prior to participation in the program:

1. Registration Form
2. Emergency Form
3. Acknowledgment of Extended Policy Form

## Fees

Registration	\$50 per family
Before Care	\$90 per child/month
After Care	\$180 per child/month
Extended Care (Before & After Care)	\$270 per child/month
Drop In	\$10/hour/child

## Payment Schedule

**Before, After and Extended Care Payment options are as follows:**

Option 1 – Payment in Full for the full year, due on or before August 15th

- or -

Option 2 – Ten (10) monthly payments, August – May, via Renweb

**Drop In Billing:** Drop In charges will be added to your family billing of Parents web every Friday. Please log on to your account to make payments. The Drop-In Rate is not pro-rated. Partial hours in Extended Care are rounded up to the next whole hour. Payments may be made via cash, check or debit. Please request a receipt for any cash payment. Keep this receipt in case there are questions about the payment. ACA will not be responsible for cash payments remitted without a receipt.

**Payment:** Please note that Extended Care Staff is NOT allowed to take money. If you are making payments, please do so on your Parents web account or wait to give payment to office staff (Between the hours of 9 am - 4 pm).

**Payment in Arrears:** Students will not be admitted to Extended Care if monthly or drop in payment is in arrears.

**Late Pick-up Penalty Fee:** Late fees are charged when children are not picked up from the After School Program by 6:00 pm. Whether your student is registered as a monthly or drop-in attendee, late fees will be assessed in the same manner at \$10.00 per minute. Late pick up fees will be added to your family billing account for payment. If a student is consistently picked up late, removal from the program may result.

**Fee and Payment Schedule Exceptions:** Extended Care and Office Administration Staff are not authorized to make exceptions or changes to Fee and/or Payment Schedules. Should your family have extenuating circumstances requiring a short-term change in payment schedule please make an appointment to discuss an exception with the ACA Principal. Upon approval, you will be provided with a written copy of the exception terms.

## Sign In-Out Procedures

It is the parent's responsibility to accompany their child(ren) into Extended Care in the morning to sign them in and ensure an accurate attendance report. In the afternoon, we will release your child(ren) only to you, the custodial parent(s), unless we have written permission to release your child(ren) to someone else. In an emergency, we will accept telephone authorization from the custodial parent. Identification may be required at pick up in order to ensure safety. Parents using the Extended Care Program on a drop-in basis must notify the office before the student may participate in the program. Students are to be signed out by an authorized adult upon pick-up. Sign out must include name and time of pick-up.

## Illness, Medication, and Emergencies

In the event that a child becomes ill or injured during the Extended Care Program, the staff will access the contact information for your child in the Office Directory. EC Staff will take the necessary steps to make the child as comfortable as possible until a parent or an authorized adult can be notified to pick up the child. In the event of an emergency, the student's parent or legal guardian will be notified immediately. If the parent or authorized adult cannot be reached, the staff will pursue emergency medical treatment that serves the best interest of the child as indicated on the emergency contact form submitted at the time of enrollment in Antioch Christian Academy. Medication will be dispensed based on the preferences selected at the time of enrollment at Antioch Christian Academy. To better serve the needs of your child, please keep the information on the emergency contact form current. Log on to Parents web > Web Forms > Family Demographic Form > Transportation to submit any changes.

## Daily Schedule/Activities

### Before School Care

1. Child(ren) are signed in by parent or guardian
2. Children are welcome to bring their own breakfast and eat it in a relaxed environment
3. Children participate in quiet activities such as reading, coloring, playing board games

### After School Care

1. Attendance is taken by EC staff
2. Outside playtime (weather permitting)
3. Snack Time/Devotional (see below)
4. Homework completion and or reading time with assistance from staff when available.
5. Discovery Time which includes activities such as: arts and crafts projects, computer lab, individualized and/or group games, movie time, and open play time
6. Students are signed out by authorized adults

## Snacks

Parents are encouraged to provide a **nutritious** snack and drink each day for children who participate in the After Care Program. Daily snacks and drinks can be brought to After Care each day or a supply of snacks and drinks can be stored for your child(ren) and replenished by parents when they run low. Extended Care staff is not permitted to prepare snacks for your children. Please do not send snacks that require hot water or use of a microwave.

## Clothing and Attire

The Extended Care Program will have outdoor activities for the children to participate in when the weather is suitable. Please send a jacket or sweatshirt every day in case of weather changes. Please label all clothing, including uniforms, with your child's name. All clothing must be appropriate and fall within acceptable ACA uniform guidelines.

## Toys

Students participating in the Extended Care Program may bring toys from home to play with during Extended Care hours. Toys from home must be kept in the child's backpack during the regular school day. All electronic games will be stored in the office during the regular school day. Neither the Extended Care Program nor ACA assumes any responsibility for lost or damaged toys or articles of clothing.

## Discipline

Students enrolled in the Extended Care Program are required to observe the same standards of behavior that exist during the regular school day. Students are expected to be considerate and respectful of others and are obligated to comply with all school rules as listed in the Antioch Christian Academy Parent/Student Handbook. Extended Care staff, under the supervision of the ACA Principal, will handle infractions as they occur and notify parents accordingly. Please refer to ACA Parent/Student Handbook for further details regarding specific rules of conduct.

## Parents on Campus after School Hours

Parents who remain on campus for meetings with teachers, staff, or visiting with other parents should actively supervise their children who are not enrolled in Extended Care at all times. Extended Care Staff are not permitted to leave enrolled children unsupervised so that an absent parent can be located. As such, children who are left unattended during a parent-teacher conference or other parent-on-campus-activity will be immediately enrolled in Extended Care at the Drop In Rate while the emergency contact persons in the student record are notified to come pick up the child(ren).

## Staff Children

All staff children must check into Aftercare in order to be included in any Extended Care activities (playground, snack time, barn area, etc.). If staff children are not checked into Aftercare they must be with parents or in parent's room at all times. If the staff children are at any time with Extended Care activities, they will be checked in and must follow Extended Care rules. Once the staff-child is checked into Aftercare they must remain in Aftercare unless they have permission from Extended Care Worker to leave.

## Communication

Cooperation among ACA parents, staff, and students is important to the success of the Extended Care Program. If at any time you have any questions or concerns, please feel free to contact the Extended Care staff or the ACA Principal at (405) 691-8012.



Extended Care Handbook Acknowledgement &  
Enrollment Agreement  
2017-2018 School Year

Child(ren) First and Last Name(s): \_\_\_\_\_

Please select an Extended Care option below:

- Before - \$90 per child per month
- After - \$180 per child per month
- Extended Care (Before & After) - \$270 per child per month
- Drop In Rate - \$10 per hour per child

Parent/Guardian Name: \_\_\_\_\_

Please select a payment option below. Monthly payments must be remitted through FACTS/Renweb management.

- Option 1 – Payment in Full
- Option 2 – 10 Monthly Payments via FACTS/Renweb. I authorize ACA to add the above indicated monthly service charge(s) for extended care to my FACTS/Renweb payment account.
- I have read and understand the policies of the Extended Care Program for Antioch Christian Academy. I agree to abide by all of its provisions.
- I understand that my obligation to pay the fees for the Extended Care Program is unconditional and that no portion of such fees so paid or outstanding will be canceled, except with the express written agreement of the ACA Board.
- I understand that in signing this agreement, I accept all the rules and regulations of Antioch Christian Academy as presented in the Parent/Student Handbook and/or as initiated or amended throughout the course of the year.
- In the event of a contradiction between the ACA Parent/Student Handbook and this agreement, the ACA Parent/Student Handbook will take precedence.
- I understand that payment in arrears for any fees at ACA may result in my enrolled child(ren) being unable to participate in Extended Care until my account is current.
- I understand that student records will not be released to myself or a third party unless any outstanding payments, including Extended Care fees, are remitted in full.
- I understand that lack of adherence to the policies of Antioch Christian Academy and the Extended Care program may result in termination of Extended Care services.
- I understand that by signing below, I agree to the policies set forth by the Extended Care program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date