

Grace Christian School Age Childcare

School Year Annual Registration and Fee Schedule

Parent / Guardian Information

Revised effective 06/18

The extended childcare program is a ministry arm of Grace Christian School and offers an opportunity for families of students of Grace Christian School. Under the leadership of qualified and loving adults, children will be able to interact with other students of Grace Christian School through a variety of activities.

PURPOSE AND GOALS

The program is designed to create a safe environment of Christian love and trust where can grow emotionally, socially, and physically, while providing parents /guardians with a feeling of security.

- Group and individual experiences include:
 - Educational activities- homework time, reading, worksheets, arts and crafts, music and dramatic play.
 - Social activities- large and small group games, role playing and peer relationship development.
 - Recreational activities- sport activities, egos, puzzles, etc.
 -

ORGANIZATION

Ministry arm of the congregation of Grace Lutheran Church, through the direction of the Christian Education Board is administrative agency and will set all policies concerning the operation and budget of the childcare program.

SUPERVISION

Qualified Direct and Childcare will be charge of the day to day operation of the program. A ratio of at least one adult to 15 children will be maintained. Regular Grace Christian School rules and discipline procedure will be followed. See the *Student and Parent Rules and Responsibility Handbook* for further details. Children that are not signed into After School Childcare will not be allowed to remain with the childcare group of students. Grace Christian School staff will sign in children if a child is to be cared for during a meeting and other after school activities (tutoring etc.) We ask that no children are left unsupervised on any part of the property.

DAYS OF OPERATION

The program is in operation when school is in session, as well as on Parent-Teacher Conferences and teacher in-service days. Childcare may available on some holidays, which will be noted via a flyer and on-lie. Pre-registration by announced deadlines will be required for these days. We require at least 8 students registered to provide childcare on no school holidays.

SIGN IN AND OUT PROCEDURE - For safety reason please follow the procedures.

- All children MUST be signed in between 6:45 – 7:45 AM by a responsible adult. Please park and walk your child into the Fellowship Hall to sign them in.
 - Failure to do so you may be cited and loose the privilege to use this service for a period of time.
- After the children are escorted to outside release time by the morning Childcare you no longer have to sign them in. Note: there is no playground supervision prior to outside release time.

(Sign In and Out Procedures continued.)

- After school children remaining after dismissal time (3:15 PM) will be signed into After School Childcare by staff.
- All children MUST be signed out and picked up by a parent/guardian or responsible person designated by the parent/guardian. It is required that a written or phone contact be made with Grace Christian School staff if anyone other than the usual party will be picking you a child.
- A child MUST NOT LEAVE WITHOUT THE KNOWLEDGE OF THE CHILDCARE STAFF.
- IF A CHILD IS NOT SIGNED OUT ON THE "Sign In / Sign Out" CLIPBOARD INDICATING THE TIME YOU WILL BE BILED FOR THE FULL DAILY RATE ASSIGNED TO THAT DAY. This is the full amount of a given day per child.

COMMUNICATION

Open communication is very important so that the best interest of each child may be served. Please contact a member of the Childcare staff or the Principal if you have any questions or concerns.

ILLNESS, INJURY AND ADMINISTRATING MEDICATION

Regular school rules and procedures will be followed. See the student *Parent Rules and Responsibility Handbook* for further details.

SUMMER ENRICHMENT CHILDCARE – Post-Kindergarten up to Eighth Grade (June and July)

Grace Christian School will offer summer enrichment childcare if we have at least 8 students registered for a given day / week or month. The must have completed kindergarten. Registration forms will be available in the school office by April 1st. Deadline for registration will be noted on form. Parents/ guardians will be notified no later than May 15th if enough students registered for the Summer Enrichment Program.

AUGUST CHILDCARE

Pre-Kindergarten and Full day childcare will be provided during the month of August prior to the first day of school.

- Registration for August childcare will be due no later than July 15th.
- Time of day that childcare will be provided is determined by the Registration Forms.

GENERAL AFTER-SCHOOL SCHEDULE- Fireside Room

3:15-3:45 PM	Outside play- weather permitting
3:45-4:00 PM	Snack time
4:00 – 4:30 PM	Quiet time/ Homework / Study Time
4:30-5:00 PM	Inside games or crafts
5:00 – 5:30 PM	Outside play- weather permitting
5:30 – Close	Inside Games – Fireside Room

Friday's normally include movie time starting at 4 PM.

Grace Christian School

School Age Childcare

Fee and Schedule

Revision effective 06/18

REGISTRATION FEE

- Annual registration fee per school year, per child is \$35.00
 - To cover August through May.
 - This fee is used to defray the cost of activities, games, crafts, and other supplies.
- Summer Enrichment registration fee, per child is determined by the program selected.

FEE SCHEDULE- per student

<u>WHEN</u>	<u>TIME FRAME</u>	<u>FEE</u>
Early Morning Before School Childcare	6:45-7:50 AM	Flat fee \$40.00 per month (Whether used for 1-20 plus days)
Before School Childcare	7:51 – 8:25 AM	No Charge
After School Hours	See the charts	Billed only for service times used.
Full Day NO School Days		\$45.00 – no partial day rates
Signed up for special day – NO Show		\$20.00

Regular School Day After-School Fee Chart	
3:15-4:15 PM	\$6.00/ hr.
4:16- 5:16 PM	\$6.00 / hr.
5:17 – Close or 6:00 PM	<u>\$3.00</u>
Total	\$15.00
\$1 per minute after 6 PM	

Noon Dismissal Fee Chart	
12:15-3:15 PM	\$15.00
After 3:15 PM refer to the Regular After-School Fee Chart	

GENERAL INFORMATION

- After School childcare snack is provided.
- Noon Dismissal Day an afternoon snack is provided.
 - Each child is responsible to provide their own “bagged” lunch and beverage.
- Full day, No School Day childcare a morning and afternoon a morning and afternoon snack is provided.
 - Each child is responsible to provide their own “bagged” lunch and beverage.
- We MUST have at least 8 students registered for No School to provide this service.
 - There is a deadline normally 3-4 weeks prior to the No School day for registration forms.
 - The Childcare Director will contact each family IF childcare will not be provided due to lack of need within 10 calendar days of the no school day.
- All students have “homework” Monday through Thursday. **
 - Weekly spelling words / Weekly memory verse(s) / Daily Reading
- Payment is due within 5 working days of billing date.
- If there are 2 outstanding invoices the child will not be permitted to attend childcare until the balance is brought current.

** Any additional class work that the student did not finish in the time allotted in class. The After School staff is available to assist, encourage and clarify as needed. However, the student needs to complete their own work. Please note they cannot give the on-on-one assistance that a parent can give at home. Neither are they to be considered a “tutor”.