

CCS Before and After School Care Handbook 2021-22



“To teach the mind and guide the soul through a deeper understanding of God the Creator and His Word”

Revised August 10, 2021

Carolina Christian School offers a Before and After School Care (BASC) program to assist parents who need additional child care outside of school hours. This program may be used on a routine (daily) or as needed basis.

BASC operates from

- Before school care: 7:15-8:05 AM
- PreK Bridge (PreK class ONLY) 1:30-3:00 PM
- After school care: 3:00-6:00 PM

BASC is only available on days when school is in regular session. It is **NOT** available on holidays, teacher workdays (including professional development days with early release schedules), or during inclement weather or emergency early releases.

To attend the BASC program, a student must be currently enrolled and in good standing with the lower, middle, or upper school. All BASC forms must be completed and turn into the front office prior to attending the program.

Care provided includes:

1. Adult Supervision at all times
2. Recreation/free time play
3. Opportunities for study hall/homework time
4. A snack (afternoons only) and fellowship time

All activities will take place on CCS property including gym, cafeteria, and playgrounds and students will remain on CCS property at all times.

Carolina Christian School's Student Code of Conduct applies to BASC. Students are expected to:

Be Obedient as unto the Lord

Respect authority

Respect others

Respect your body

Respect school, church, and other student's property

Discuss any concerns before leaving for the day with the appropriate party

General Information

- Each student enrolled is under the direct authority of the BASC provider. The students are expected to:
 1. Follow the supervisor's directions the first time.
 2. Not disrespect each other or their supervisor.
 3. Not allowed to lie, cheat or steal.
 4. Not physically fight (including hitting, biting, or slapping) with each other or an adult.
 5. Students are not allowed to use curse/swear words or inappropriate language.
 6. NO bullying of any kind will be allowed.
 7. Students are not allowed to deliberately damage school property or each other's property.

A child exhibiting persistent and repetitive unacceptable behavior will be directed to the Principal or Head of School for appropriate discipline. Continued disruptive behavior may lead to removal from the BASC program.

- No electronics are not allowed (before and after school).
High School students may only use their school laptops for school work. When finished, the laptop must be put away.
- There will be a set time daily for homework each afternoon
If a student does not have assignments, reading will be required.
Please provide a book to read daily in their book bag.
- If a child becomes ill during the BASC program, the supervisor will call a parent to pick him or her up. Illness includes:
 - Fever at or above 100.4 degrees
 - Vomiting
 - Diarrhea

BASC will NOT be able to provide any medications.

- A parent will be called directly by the supervisor when a medical emergency arises. ● Please label all personal items such as sweaters, coats, etc.
- Snacks will be provided during the afternoons only. No morning snacks are provided.

Student Pick Up:

- All students must be picked up by 6:00 PM. If an emergency arises and you will be late, please call the supervisor.
- Please park in the parking lot and enter through the main school door.
- Only those that have been authorized by parents as indicated on the enrollment form will be allowed to pick up students. Please be patient if asked to show ID.
- A late fee of \$15.00 will be charged for every 15 minutes past 6:00 PM.

Financial Information

All BASC fees will be posted in FACTS the following week. All payments are due in 10 days. Charges can not be split between accounts and one account must be designated for incidental billing.

If your account has past due balances, your child WILL NOT be allowed to stay in the program until the account is balanced.

Fees for Before School Care PK-12:

\$5.00 daily or \$400 Yearly (paid in full by September 1, 2021)

Before School Care may be prepaid for the year at a nonrefundable rate of \$400 per student (a savings of \$125).

Fees for After School Care PK Bridge only:

\$5.00 daily from 1:30 to 3:00

\$17.00 daily from 1:30 to 6:00 PM.

Fees for After School Care K-12:

\$15 per day for the first child

\$13.00 per day for the second child

\$9.00 per day for the third child.

For tax documentation for BASC program services, please utilize the FACTS payment system



Carolina Christian School

"He will teach us His ways so that we may walk in His paths." Micah 4:2b

Before and After School Cooperation Agreement 2020-21

We have received and read the CCS Before and After School (BASC) Handbook's guidelines, goals, and general information.

We agree to follow and support the school policies as outlined.

Please sign and return to the CCS Main Office. You may also sign, scan and email any of the BASC forms to ccs@carolinachristianschool.com

Student Name: _____ Grade: _____

Parent Name: _____

Please Print

Parent Signature: _____ Date: _____

Emergency Care Information

Daily Medications: _____

List of any allergies, including food allergies: _____

Additional health concerns: _____

I agree that the BASC staff may authorize treatment to provide emergency care in the event that I cannot be reached.

Parent's Signature: _____ Date: _____



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Before and After School Care Enrollment

Child's Name: _____

Grade: _____ Date of Birth: _____ Age: _____ Mailing Address: _____

Parents:

Mother's Name: _____

Cell Phone: _____ Alternate Phone: _____

Mother's email: _____

Father's Name: _____

Cell Phone: _____ Alternate Phone: _____

Father's email: _____

Emergency Contact: (if parents/guardians are not available)

Name: _____

Relationship: _____

Phone: _____

Name: _____

Relationship: _____

Phone: _____

Pickup Authorization: (other than parents/guardians)

Name: _____ *ID may be required

Name: _____ *ID may be required

Will you use the BASC program:

____ Full Time (AM) ____ Full Time (PM) ____ Part Time (AM) ____ Part Time (PM) ____

On occasion Indicate days if known M T W TH F



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Before and After School Care Financial Agreement Form 2020-2021

Carolina Christian School offers a Before and After School Care program to assist parents who need additional child care outside of school hours. Childcare is available on days when school is in session, and is not available on holidays or teacher workdays. The After School Care program will not operate on early dismissal days.

Before School Care

Before School Care is available from 7:15 a.m. until 8:00 a.m.. Tuition for Before School Care is \$400 per student per year and is nonrefundable (a savings of \$125). The other choice is to pay \$5.00 per day as care is needed.

After School Care

After School Care is available from 3:00 p.m. until 6:00 p.m. and includes a snack, supervised homework time, and play. Tuition for After School Care is \$15.00 per day for the first child, \$13.00 per day for the second child, and \$9.00 per day for the third child.

Finance

Payments will be made through FACTS and should be posted each week.

When late pick-up occurs, an additional charge of \$15.00 will be added to your weekly payment for every 15 minutes past 6:00 PM.

Conduct

The Before and After School Care Program is an extension of Carolina Christian School and follows the same policies of conduct outlined in the school handbook. Parental support of these policies is expected.

Agreement

I agree to abide by the above policies. I understand my child will be subject to dismissal from the program(s) if the above policies are not followed.

Parent Name: _____

Parent/Guardian Signature: _____ Date: _____ CCS Before and After



Before and After School Care Discipline Policy

Rules and Guidelines for Before and After School Care:

1. Students will follow the supervisor's directions the first time.
2. Students will not disrespect each other or their supervisor.
3. Students are not allowed to lie, cheat or steal.
4. Students will not hit, bite, or slap another student or adult.
5. Students will not physically fight with each other.
6. Students are not allowed to use curse/swear words or inappropriate language.
7. NO bullying of any kind will be allowed.
8. Students are not allowed to deliberately damage school property or each other's property.

Consequences for Rules 1-3:

Level One: The parents will be informed of the infraction. A time-out may be required when an incident occurs. This will be recorded in the discipline log.

Level Two: The parents will be informed of the infraction. The Parents will also have a meeting with the Dean of Students. This will be recorded in the discipline log.

Level Three: Upon the third infraction, a meeting with the Head of School will be held. This is the LAST step before expulsion from the BASC program. This will be recorded in the discipline log. If an infraction occurs after level three, the student will not be allowed to attend the BASC program.

Consequences for Rules 4-8:

First offense: The student may immediately be sent home from BASC. If sent home the student will be placed in time out until they can be picked up. The student may also miss school if the incident occurs in Before School Care. In addition, the student will miss the following day of Before and/or After School Care.

Second offense: The student will be sent home for the school day and may be suspended from BASC for up to one week. The parents will be called to immediately come and pick up the student. The student will be placed in time out until the parents arrive.

Third offense: The parents will again be called to immediately come and pick up the student. The student will be sent home for the school day and will be suspended from BASC. A meeting will be held with the Administration to determine whether expulsion, or a longer suspension, from BASC is warranted.

The main goal is to protect all students. Your support and cooperation is essential in training children to respect each other and authority. Please sign below and return to the front office.

I understand and accept the CCS Before and After School Care discipline guidelines. Thank you for helping us provide a quality BASC program for our families.

Student's Signature: _____ Date: _____ Parent's

Signature: _____ Date: _____