



INFORMATION AND GUIDELINES

Granville Christian Academy has an After School Care Program (hereafter referred to as ASCP) to assist parents with quality, safe, and convenient childcare on school days. GCA ASCP begins on the first day and concludes on the last day of school. Please keep in mind that the program is in place to assist our school family but that everyone's time is valuable. Be as considerate as possible to your child's caregiver – especially when running late, making changes, and producing payments.

The following guidelines have been set in place to ensure that all aspects of the ASCP operate as smoothly as possible, are fair to all involved, and are clearly understood.

Please read and initial by each one.

- _____ 1. GCA ASCP is provided only on days that school is in session. If school begins late or closes early for any reason (i.e. inclement weather), ASCP follows the open/closed schedule of the school in order to preserve the safety of all involved. *Students expected to attend the program should be indicated as such (by parents) on the Secure Student Pickup site.*
- _____ 2. Hours of operation are from 3:30-6:00 PM, only.
- _____ 3. The fee schedule and rate is as follows:

Set schedule rates:

3:30-4:00 PM \$5.00

4:01-4:30 PM \$8.00

4:31-5:00 PM \$11.00

5:01-5:30 PM \$14.00

5:31-6:00 PM \$17.00

\$1.00 per minute after 6:01 PM

****Prearranged/set schedules allow the caregiver to know who/what to expect.**

****If no children are scheduled AND no others arrive by 3:45 PM, the caregiver may leave, so don't forget to pre-arrange – especially for times needed after practices and/or tutoring care, etc.!**

- _____ 4. Any student who is a car rider and who is not picked up after school by 3:30 PM will be sent directly to GCA ASCP by the GCA Office. Parent/responsible parties (of these students) will be required to pay for the time the student was in the GCA ASCP program and should plan to do so upon pickup.
- _____ 5. Students who know they are going to After School Care may bring a reasonable snack in their lunch boxes. Due to allergy concerns in the rooms, NOTHING WITH NUTS OR PEANUTS (i.e. PEANUT BUTTER/PB CANDY) IS ALLOWED AT ANY TIME.

- _____ 6. The ASCP ends at 6:00 PM. Parents are responsible for all late charges after 6:00 PM. Late charges must be paid before the next care session. (Please note that there is a charge of \$1.00 per minute after 6:00 PM. See fee schedule.)
- _____ 7. All fees must be paid at time of pick-up unless prior arrangements have been made. Persons picking up student(s) up are responsible for having appropriate change or should pay by check.
- _____ 8. All fees are to be paid to GCA. Delinquent outstanding balances will result in removal from the program and will also be forwarded to the Head of School for further action.
- _____ 9. Students will be signed-in immediately upon entering the GCA ASCP space. Once admitted, they are considered participants in that day's program, and parent/responsible party is responsible to pay any associated fees.
- _____ 10. Parents/responsible parties are required to sign-out children at time of pickup. Students will ONLY be dismissed to parents/responsible parties or other adults noted on participation contracts. "Others" name, phone number, and relation to the student must be listed. **Anyone** picking up a child should be prepared to show proof of identity with a current photo I.D., if requested. If changes are necessary, a verifiable phone call (and hand-written note when possible) must be made to the GCA Office, with the request forwarded by them to the ASCP caregiver. Please understand all precautions and guidelines are for your child's safety.
- _____ 11. The use of facilities at GCA and Spring Hills Baptist Church is a privilege. Parents are responsible for any damage done to the facility while their child(ren) are attending the GCA ASCP.
- _____ 12. GCA, GCA ASCP caregivers, and Spring Hills Baptist Church are not responsible for any damages, losses, or injuries incurred by participants of the program.
- _____ 13. A registration form must be completed prior to or at pick up the first day for all participants in the ASCP.
- _____ 14. Any and all participation in the ASCP will result in a fee; prompt payment is expected.

We realize that on any given day, some children may be scheduled for the GCA ASCP and that some will need to participate at the last minute due to change of plans, weather, emergencies, etc. Please call the GCA Office and have them notify the ASCP caregiver as soon as you know you may need to use the program. In the event that your child is scheduled to be in the program but will not be (for any reason including illness/school absence), please notify the Office and ask them to notify the caregiver as well. (Scheduled participants are expected and will be searched for if missing, as a safety precaution. Not notifying the provider can seriously impede the safety of everyone involved.)

GCA ASCP Schedule: Please instruct your child(ren) to head PROMPTLY to the ASCP (Mrs. Lowery's Room 133) unless another room is announced. The students are expected to remain in their classroom until called to ASCP by the Receptionist at 3:30 PM. Students should not dawdle, play, or visit. They should also not go to a restroom without first checking in. The first part of the ASCP is homework or reading (quiet) time. Your child will be expected to sit quietly and read, draw, or do homework until approximately 3:45 PM and are expected to have everything they need with them; they are not allowed to return to their classrooms. If they do not have a book or homework and do not want to draw, they will be expected to sit quietly and not disturb the others. If you would like your child to do their homework during this time, please make that clear to them, as well as informing the program caregivers, by indicating it on the After School Care Program Contract Form. The caregiver will be happy to assist but does not know what the student has due and does not have the authority to mandate homework. G-rated and/or educational videos may be offered when homework is finished. After quiet time, students will be offered a bathroom break and then

may stay in the room for quiet play or go outside to the playground or out front – as weather, “moods,” and behavior dictate. (If ASCP is anywhere other than Room 133, a location sign will be posted on the door.)

If you have questions, please contact the ASCP caregiver on duty, or you may email the receptionist at receptionist@granvilleca.org.

STUDENT GUIDELINES:

- ◇ Hands must be kept to self. No pushing, grabbing of clothes, shoving, etc.
- ◇ Rough play will not be tolerated and will result in child sitting quietly until pick-up.
- ◇ Polite words and actions at ALL times, even to siblings.
- ◇ NO climbing **up** the slides.
- ◇ No bare feet – shoes must be worn.
- ◇ No climbing on trees outside or other areas not designated for climbing.
- ◇ No throwing balls into unreachable areas (parking lot, trees, etc.)
- ◇ Children must remain in school dress code for ASCP.
- ◇ Coats must be worn outside as weather dictates.
- ◇ Upon pick-up, students must come immediately when called.

Non-accordance with the After School Care Program student/parent expectations may result in removal from play or removal from the program.

Read and
Agreed: _____ Date: _____
(Parent/Responsible Party)



PARTICIPATION CONTRACT

(one form must be completed for each student in program)

Student Name: _____

Grade: _____ Teacher's Name: _____ Room #: _____

Parent(s): _____

Phone Number(s): _____

Address: _____

I, _____ request that (child) _____ participate in and abide by all GCA ASCP guidelines during the after school program. I have read and agree to abide by the guidelines as set forth for me, as parent/legally responsible party, and desire to have said child participate on the following days and during the times indicated. I understand that I am responsible for paying for all times indicated below in accordance with the program rules and agree to do so in a timely and appropriate manner.

(Signature of Parent/Legally Responsible Party) (Date)

Child will participate during the days and times indicated by the instructions below. (This section applies to regularly scheduled care only.)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

The following adults are also authorized to pick up said child from the GCA After School Care Program. Any changes to the list will be made in writing and submitted to the School Office as well as the caregiver by the parent/legally responsible party in a timely manner.

- | | | |
|----------|------------------|----------------------|
| Name: | Phone Number(s): | Relation to Student: |
| 1. _____ | | |
| 2. _____ | | |

_____(Initial to indicate "Yes") My child is required to complete homework and/or reading during quiet time. If they refuse, are unprepared, or indicate to the caregiver that they have no homework and/or nothing to study, please inform me.