

### **PROGRAM PHILOSOPHY AND PURPOSE**

CCS provides quality Christian education for children of Christian parents. CCS provides a curriculum that is faithful to God's Word and prepares students with an integrated knowledge of God and His world. CCS works with the Christian home and church to model and teach service to God and His people.

The Extended School Day program shares the overall mission statement with the school. In addition, the following rationale exists for providing this extra service to Christian parents:

1. The increasing cost of living forces some families into a dual career situation because they want Christian education for their children.
2. Dual careers are determined long before children enter school and enrollment decisions are based on the availability of extended day programs
3. The school should give as much support as possible to children who are members of a single-parent family.
4. Families already make decisions about where the children spend non-school hours which either means that the child comes home to an empty house each day or must travel to yet another location for an extended day program.

### **ENROLLMENT POLICY**

The Extended School Day program is designed to meet the need of K-8 students currently enrolled at CCS. Students currently enrolled in the school have priority for admission in the following school year. The staff will work with parents to accommodate any special needs children may have whenever possible. Parents who wish to enroll their children for acceptance to the program must complete the registration form along with enclosing the \$15.00 annual registration fee.

### **FEE POLICY**

A fee of \$6.00 per child is charged for each visit to the program both for the morning and afternoon sessions. If children are picked up by 4:15 P.M., the rate will be \$3.00 per child.

An invoice will be sent with the previous month's fees at the beginning of each month. Fee payment must remain current. If fees are not paid by the end of the billing month, students will not be allowed to continue in the program the month following the billing month. In case of a financial emergency, a payment plan must be made with the business office.

### **NON-SUFFICIENT FUND CHECK**

If a check is returned from the bank due to non-sufficient fund, it is the responsibility of the parent to bring the amount of the check in CASH to the school within one week of notification. A \$15 service charge will be assessed for all returned checks.

## **EMERGENCY CLOSING**

In the event of a school closing due to severe weather or an emergency, the program will not be offered. If the weather becomes bad during the day, the program staff will call parents and children should be picked up as soon as possible. If the parent is unable to pick up the child, the parent must make arrangements for the child and inform the staff of these arrangements.

## **DROP-IN STUDENTS**

Children will be allowed on a drop-in basis under the following conditions:

- They are properly registered.
- There is room in the program during that session.
- The office is notified the previous day for the morning session and by noon on the day of the afternoon session.

## **CHECKING IN AND OUT**

The family is responsible for transportation to and from the program. When bringing the child, the parent is to be sure that the Extended Day staff member is aware of the child's presence. The Extended Day staff member must also be notified when the child is picked up from the program. The parent is contacted if anyone other than the person listed comes to pick up the child.

## **RELEASE OF CHILDREN**

An authorization must be given at the time of registration for the person(s) who will pick up students. If someone other than those listed as authorized person(s) for picking up the child, the staff must be notified in writing. If an unauthorized person attempts to pick up the child, the parent will be contacted immediately. If a parent cannot be reached, persons listed on the emergency card are called. The child is held until the proper guardian arrives. This policy must be enforced to protect the child.

## **EARLY ARRIVALS**

Students and parent may not enter the school building before 7:00 a.m. No child may be left at school without an adult present to supervise.

## **LATE PICK-UP OF STUDENTS**

Parents are expected to pick up their children by 5:30 p.m., the closing time of the program. A fee of \$5/child is charged for every 15 minutes for late pick-ups. If emergency pick-ups are required by a non-authorized person, parents are to call and inform the staff. Consistently late pick-ups will result in termination from the program.

## **EVALUATION**

Each child is evaluated for a two week period to determine if the program has the ability to meet the needs of the child. If a child is experiencing difficulty in the program, the parent is asked to come in for a conference. The staff will send home periodic evaluations for inform parents of the child's reaction to the program. Parents will have opportunities to evaluate the program and to send requests for special needs and program improvements.

## **SNACKS**

A light breakfast snack will be provided, or parents have the option of sending a morning snack with their child for the morning session. A snack will be provided by the program for the afternoon session. If your child has any special food needs, these should be communicated to the staff. If you wish your child to bring an afternoon snack from home, this can also be arranged.

## **PERSONAL BELONGINGS**

Children are to be dressed appropriately for inside and outside activities. Clothing should be labeled to avoid mix ups. The program is not responsible for lost items. Valuable items should not be brought to school. The school's dress code will be in force for the Extended School Day program.

## **CHILD ABUSE**

All staff members are mandated by state law to report child abuse. This means that if they "know or have reason to believe" that a child is being physically, emotionally, or sexually abused, they are required to contact the county child protection services or the county of that child's residence.

## **SICK OR ABSENT CHILDREN**

The Extended School Day Program assumes responsibility of the children participating. Parents are to notify the staff when a child will be late or is absent. Attendance is taken daily. If a child does not come to the program as intended, the parent is notified.

Sick children should not be brought to the program. This results in further inconvenience to the parent and may expose the illness to other children. Children are to be symptom free for 24 hours before they can return to the program.

It is important that communicable diseases such as strep throat, chicken pox, impetigo, conjunctivitis (pink eye) and lice be reported to the staff.

## **POLICIES FOR SICK CHILDREN**

All children who show the following symptoms will be sent home:

- Fever of 100 degrees or more
- Reddish or pink eye, with or without drainage
- Croup cough, consistent nasal drainage, with or without fever
- Diarrhea (two loose stools within four hours)
- Vomiting
- Any undiagnosed rash
- Abdominal pain, headache, unusual tiredness, unusual paleness or irritability

When a child becomes ill or shows above symptoms, the parent is contacted to pick up the child. After notification the sick child must be picked up within one hour. The child will be separated from the group and are provided with a cot and a blanket, but within sight and hearing distance of the person in charge.

## **MEDICATION POLICY**

Any medication to be given during the program must be authorized by both the physician and the parent. The medication must be brought to school in a container appropriately labeled by a pharmacist with the completed Authorization of Administration of Medication form. The medication policy in the CCS Handbook will be followed.

## **ACCIDENT PREVENTION**

The following safety rules will be maintained:

- Children are constantly supervised
- Children are visible and within hearing distance of the staff
- All dangerous substances are kept out of the room
- No running is allowed in the room or hallway
- The room is inspected for safety every day
- CCS playground rules are enforced

## **EMERGENCY CARE**

If the staff person feels an injury or illness requires medical attention, the parent is notified. If a serious accident occurs, the staff is instructed to contact the 911 emergency system. Parents are then notified. If they cannot be reached, those listed on the emergency card are contacted.

## **EMERGENCY PROCEDURES**

In the event of a weather emergency, the children will evacuate the room and go to a designated area.

In case of fire, the children exit the room and follow the direction posted at the entrance of the room. The proper usage of a fire extinguisher is explained. It is used only when necessary and after the children are safe. Staff members are aware of which doors are fire doors. Fire drills are held monthly and tornado drills from April through September. All staff members know how to shut off the electricity. Training is provided for all new staff members.

If a child is missing, a search will be conducted for ten minutes. After that time, if the child has not been found, the parents and authorities will be contacted.

If a child should swallow or eat anything that is poisonous while in the program, the Poison Control Center is notified immediately. Staff will then follow all directions given by the Control Center. Syrup of Ipecac is never administered without the consent of the Poison Control Center. We must have written permission to administer Syrup of Ipecac on file for each child in the program.

## **INSURANCE**

Children at CCS are covered by a public liability of policy through Preferred Risk Insurance Company for property and bodily injury in excess of the minimum requirements.

## **EXTENDED SCHOOL DAY RULES**

Students will follow all applicable rules in the CCS Handbook. In addition they will:

- walk in room and hallway
- respect others
- use an appropriate voice and acceptable language
- follow guidelines for material and equipment use
- listen and obey the staff member in charge at all times

## **PROGRAM RESPONSIBILITIES**

The Extended School Day Program will:

- provided a suitable environment to meet the needs of the children
- notify parents of changes in policy or procedures
- notify parents in case of an emergency
- let parents know if any problems are being experienced
- report cases of suspected child abuse to the proper authorities

The children will:

- know and respect the rules of the program
- not willfully harm another person
- share equipment and supplies with other children
- remain with a staff members at all times and get permission when going to another area
- not willfully destroy any equipment or property
- dress appropriately for indoor and outdoor activities
- return materials and equipment to the proper place

The parent will:

- observe the rules and policies of the program
- let the staff know if the child is not attending
- pay fees on time
- pick children up on time
- share their concerns with staff members
- listen to concerns the staff members have about their child
- agree to work on solutions to problems that may occur
- read about changes in policy or procedures when they are sent home
- inform the staff if the child has been exposed to a contagious disease
- notify the staff of withdrawal at least two weeks in advance
- keep the child's records up to date
- provide for special items the child may need