

**Christ's Church Academy**  
**Extended Day Handbook**  
**2024-2025**

**Mission**

The CCA Extended Day Program works in alignment with the school's mission statement. The Extended-Day Program works in conjunction with CCA to provide the best opportunity for our students to have a safe and supportive environment to flourish before and after school.

**Grade Levels Served**

Kindergarten – 10<sup>th</sup> grade students

**Daily Program Hours**

7:00 – 8:00 am Before School

3:20-6:00 pm After School

**Registration**

Each participant must be registered and the one time, non-refundable \$75.00 registration fee submitted

**Payments**

1. A one-time registration fee is due at the time of enrollment. All monthly fees will be billed through your FACTS account.
2. There will be a \$25.00 fee for all returned FACTS payments
3. A late pick-up will result in an additional fee.
4. All fees and accounts must be paid in full at the end of the school year to receive final school records.

**Morning Drop Off Procedures**

Morning Drop Off begins at 7:00 am each morning. Parents must park in the front parking lot and walk their child through the front doors. This will promote the safest and most efficient conditions for each student.

**Afternoon Pick Up Procedures**

Parents will need to set their student as "Extended Day" in the PickMyKid App. When parents arrive to pick up their students, they will go to the Welcome Center, show proper identification and sign their student out for the day.

**Note: Information found in this Handbook is supplemental to the Parent/Student Handbook**

## **Late Pick-Up**

CCA closes promptly at 6:00 pm. All students are to be picked up before this time. The official clock will be the one at the check-out location.

- **1st time:** Grace will be extended for the first 10 minutes. Then there is a \$25 fee for the first 5 minutes and a \$1 per minute fee thereafter.
- **2nd time:** Immediate \$25 fee and a \$1 per minute fee thereafter. Student(s) may not return to extended care until payment is paid in full.
- **3rd time:** Immediate \$25 fee and a \$1 per minute fee thereafter. Parents must have a conference with CCA Leadership before the student may return to the program.

**The school reserves the right to dismiss any student from the CCA Extended Day Program for excessive late pick-ups.**

## **Snack**

An afternoon snack will be provided on school days. If your child has any special dietary needs, please plan to send a special snack.

## **Lunch**

Students who attend the CCA Extended Day Program on early dismissal days are required to bring lunch and drink.

## **Behavior Guidelines**

The CCA Extended Day Program will provide an atmosphere of order that is essential to allowing a student to strive toward a Spirit-controlled, Christ-like life. We believe parents bear the primary responsibility for teaching their children the right behavior and attitudes, and we will depend heavily on parents' help if there is a behavior problem. Rules and regulations are imposed to encourage proper habits, enabling the student to become self-disciplined. These rules will be clearly and concisely presented to the student.

### **Expectations:**

1. Treat everyone with respect.
2. Respect the property of others and the school.
3. Make choices that allow the safety of oneself and others.
4. Make responsible choices regarding behavior.
5. Make choices that enable all students to have positive experiences each day.

We want your child to experience a positive, enjoyable time; therefore, failure to comply with expected behavior will result in dismissal from the program. In addition to these policies, students and parents are expected to follow all policies established in the CCA Parent/Student Handbook.

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## Health Policy and Medication

The staff will contact you if your child is sick. Extended Day Employees have the discretion to notify parents to pick up their child if the child has a fever of 100 degrees or above, if a child has an open and draining sore, if any other contagious condition exists, or if the child has a serious injury.

If a child requires any medication during the time they are in the CCA Extended Day Program, parents must bring it to the school office, complete a Parent Permission for the Administration of Prescribed Medication form and note on it the time child needs to take it during the Extended Day Program.

## Personal Belonging and Valuables

Each child's personal belongings must be marked with their name. Items left for more than one month will be donated to a charitable organization. CCA cannot be responsible for lost or broken items; therefore, personal toys, computer games, radios, jewelry, or other valuables should be left at home. **No Cell phone usage during Extended Day.** iPads use will be approved on a needed basis only to complete homework. Any iPad activity will be closely monitored. Any misuse or inappropriate use will result in our staff immediately removing the device. Parent(s) will be notified.

## Extended-Day Payment and Fee Information

Payment Number	Payment Due Date		
1	Aug. 15 <sup>th</sup>	<b>Morning Only</b> 7:00 - 8:00 am	<b>\$100 per month</b>
2	Sept. 15 <sup>th</sup>	<b>Afternoon Only</b> 3:20 - 6:00 pm	<b>\$185 per month</b>
3	Oct. 15 <sup>th</sup>	<b>Both</b>	<b>\$ 275 per month</b>
4	Nov. 15 <sup>th</sup>	Last Minute Drop-In Morning	<b>\$25 per day</b>
5	Dec. 15 <sup>th</sup>	Last Minute Drop-In Afternoon	<b>\$45 per day</b>
6	Jan.15 <sup>th</sup>		
7	Feb. 15 <sup>th</sup>		
8	March 15 <sup>th</sup>		
9	April 15 <sup>th</sup>		
10	May 15 <sup>th</sup>		

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