

## Students Leaving After Care

Students in grades 7-12, who have written permission forms on file at CCS, may leave the building on their own after school to go to McDonalds, etc. This permission form gives students the right to leave without supervision and absolves CCS and its staff's responsibility once they leave the building. These students may not re-enter the building and join After Care late (except in the case of an emergency). CCS reserves the right to nullify permission to leave in said manner if a student's behavior at McDonald's, etc. is inappropriate. A 7th -12th grade student may not take a sibling younger than 7th grade to McDonalds after school.

## EXTENDED CARE FEES (billed monthly)

**Before Care** (per student): \$3.00 maximum

7:00 to 7:30 arrivals: \$ 3.00

7:30 to 7:45 arrivals: \$1.50

**After Care** (each student)

\$1.50/each half hour (or portion thereof) per child through 5:30 p.m.

CCS wants to provide a safe, supervised place for children in Extended Care and will not deny assistance to children. CCS reserves the right to deny Extended Care to families who regularly use the service that have an unpaid balance.

Late Pickup Fee

- \$5.00 per each 15-minute interval or fraction thereof per student.
- We offer a five minute grace period from 5:30-5:35 p.m. before applying an extra fee.

## AFTER HOURS CONTACT INFORMATION

After 3:30 p.m., call our school number and then enter the extension below:

**CCS Phone: (317) 789-8710**

**Ext. Room**

113 Pre-K3 Room (Pre-K to 1st grade)

190 Brother Barcus (or cell 417-8514 for emergencies)

201 N. Gwaltney

101 Reception Desk ( Occupied until 3:30 p.m.)

**CALVARY**  
CHRISTIAN SCHOOL

3639 S. Keystone Ave  
Indianapolis, IN 46227  
p: 317-789-8710  
f: 317-789-8718  
Go2CCS.org



## Extended Care Program 2014-2015

Calvary Christian School (CCS) offers Extended Care featuring Before Care and After Care programs for the convenience of parents and the safety of children. This service is available for all children including those that would have a child participate. For Before Care, simply bring your child to the appropriate door (list below.) For After Care, call the office to notify the school to send a child to After Care.

We have designed a program to give children safe boundaries while allowing more freedom than the normal classroom setting. During After Care there is a generous amount of playtime, along with designated time for homework for the older students. We also provide a nutritious afternoon snack at 4 p.m. daily.

**Hours of Operation**  
**Before Care 7:00 to 7:45 a.m.**  
**After Care 3:00 to 5:30 p.m.**

## General Policies

### Before Care Procedures

- Your child may be dropped off at the gray Extended Care door located on the southeast corner of the school anytime between 7:00 and 7:45 a.m.
- The care provider will sign in a child attending Before Care.
- At 7:45 a.m. the children are released to go to their respective classes.
- Children may enter school after 7:45 a.m. through their designated entrance and go to their homeroom without any charge.

### **After Care Procedures**

- Any child not picked up at their designated areas (listed in school policy manual) are escorted to our designated After Care locations.

Pre-K to 1st grade After Care will be located in the Before Care room with the designated teacher. At 4 p.m., when numbers subside, they are combined with the older students in the gym or on the playground. If you are picking your child up before 4 p.m. please come to the rear northeast glass gym door to be let in.

- 2nd-12th grade After Care will be located in the gym or on the playground (weather permitting). If picking up at the gym, please come to the rear northeast glass door to be let in.
- If we are able to go to the playground, we will always post a sign on the gym pick up entrance telling you.
- When picking up a child, a signature of a parent or other authorized adult will be required.
- Once a parent has signed their children out of After Care, the children may not return to After Care that day.
- Children of CCS staff members who participate in After Care must remain with the supervising adult until the parent gives permission for their child to leave.
- After Care is a free service for staff members working in the building on school projects.
- Staff children will be asked to join parents if the number of children in After Care reaches the cap point.

### **Illness**

Limitations in attendance or requiring immediate pick up will be as follows:

- Child has ongoing temperature of 100 degrees or over
- There is a green or yellow discharge from a child's nose
- Child has a suspected contagious illness

### **Inclement Weather**

- If school is closed, Extended Care will not be available.
- If school closes early, After Care will not be provided.
- If the opening of school is delayed, Before Care will not be available.

### **Disciplinary Behavior Management**

Parents will be informed in person, by telephone, in writing, and/or through parent conferences if their child displays inappropriate behavior in Extended Care. Inappropriate behavior may lead to disciplinary action including possible suspension and/or termination of your child from the CCS Extended Care program. The following list of inappropriate behaviors may result in disciplinary action: (This list is not comprehensive.)

- Fighting
- Stealing
- Defacing school property
- Lack of respect for students or staff members
- Uncooperative with staff instructions
- Improper and inappropriate language use

**Disciplinary action may include the following (as indicated on the Behavior Correction Notice)**

- Time out
- Verbal or written report to parents
- Parent conference
- Suspension from Extended care
- Expulsion from Extended care

### **ELECTRONICS AT SCHOOL**

Students may not carry or use electronic devices at CCS. This guideline includes the school day and extended care as well.

### **Snack**

- A snack is provided at 4 p.m. in After Care.
- Candy and other "junk" food is discouraged, but is permitted with parent permission. It is against the law for us to allow students to buy soda during school or Extended Care.
- Gum is not allowed.

### **Toys/Games**

- CCS provides basketballs, volleyballs, & kick balls for your children to play with in the gym or playground areas. The younger students are given designated toys to play with in the Pre-k3 room.
- Children are discouraged to bring personal toys or games from home due to the possibility of them being lost or broken.

### **Student Pick-Up Policy 2:55 p.m.– 3:05 p.m.**

At the end of the school day, parents or designated parties are asked to come to their selected areas for student pickup (listed in the school policy manual.) After our 10 minute dismissal time, 2:55 p.m.– 3:05 p.m., all remaining students who have not been picked up are escorted to their respective After Care locations. Our school policy and insurance company requires that students be supervised at all times. Please do not encourage your child to wait at a door because you are "almost there."