

TRADERS POINT  
CHRISTIAN SCHOOLS

**2017-2018 BEFORE & AFTER  
CARE HANDBOOK**

Dear Traders Point Families,

We would like to welcome you to Traders Point Christian Academy's Before and After School Care Program (BASC). This program has been modified to provide what we consider to be one of the most important areas of service to our students and families outside of our academic school day.

Our BASC Program provides a safe, engaging and nurturing environment for students requiring these services. We will emphasize an atmosphere that will balance student enrichment and recreation in a stimulating and enjoyable setting.

This handbook has been provided to help answer questions that you may have about Before and After Care.

We look forward to serving you and your family and are prayerful for a successful 2017-2018 school year.

## Program Eligibility and Enrollment Fees

All families who wish to receive services from Before and After School Care, must fill out a **BASC Enrollment Form**.

**Before & After School Care** is available to Kindergarten through 8<sup>th</sup> Grade students.

### Program Times

**Before School Care** begins at **7:00 AM** and ends when students are dismissed to report to their respective classrooms. Release times are as followed:

Elementary	(K-4 <sup>th</sup> )	8:10 AM
Middle School	(5 <sup>th</sup> -6 <sup>th</sup> )	7:50 AM
Junior High	(7 <sup>th</sup> -8 <sup>th</sup> )	7:50 AM

**ALL** students are to use (**Door # 2**), which is just south of the main entrance. All students are to report to the Commons, where they will be checked into Hall Pass. This system utilizes a time/date stamp that allows us to view all students in our care during each occurrence. This system is also used for billing purposes. **Before School care will be provided at No Charge from 7:40 – 8:10 AM.**

**After School Care** begins at 4:00 p.m., which is at the end of regular dismissal. Any students that are not picked up by 4:00 PM will be entered into After Care, in which fees will apply. After School Care ends each day at **6:00 PM**. Parents are required to **come inside and sign children out**. You may pick-up your child any time between 4:00 and 6:00 PM.

### Program Cost

#### Before School Care

Drop-offs between 7:00 AM and 7:20 AM	\$ 5.00 per child & \$ 10.00 per family per day.
Drop-offs between 7:21 AM and 7:40 AM	\$ 3.00 per child & \$ 6.00 per family per day.

**\*Before School care will be provided at No Charge from 7:40 – 8:10 AM.**

#### After School Care

Pick-ups between 4:01 PM and 4:30 PM	\$ 2.00 per child & \$4.00 per family per day.
Pick-ups between 4:31 PM and 5:00 PM	\$ 5.00 per child & \$10.00 per family per day.
Pick-ups between 5:01 PM and 5:30 PM	\$ 8.00 per child & \$16.00 per family per day.
Pick-ups between 5:31 PM and 6:00 PM	\$12.00 per child & \$24.00 per family per day.

**\*After School Care will be provided on early release Fridays beginning at 2:45 PM, however charges will not begin until 4:00 PM.**

## **Payment Policy**

All fees for BASC will be billed through our Student Accounts office at the end of each month, for each occurrence that your student utilizes these services. These charges can be viewed under Parents Web.

Please remit payment to the attention of Mrs. Rust ( [jrust@tpcs.org](mailto:jrust@tpcs.org) ) in our Students Accounts office. Payments may be made via check or with a credit card.

**\*Make Checks payable to: Traders Point Christian Schools**, and specify BASC Care on the memo line.

## **Breakfast and Snack Policy**

Students may bring breakfast or snacks to the program, however, no supplies will be provided. Children may also bring drinks; however we encourage either water or other clear liquid beverages.

## **Late Policy**

Children are to be picked up **no later than 6:00 PM** each evening. Families not picking up their children by 6:00 PM will be assessed a late fee as follows:

**\$10.00 (per child) for up to each fifteen minutes past 6:00 pm.**

**Habitual late pick-up may result in loss of services in our Before & After School Care Program!**

## **Personal Items**

Students are permitted to **bring electronic devices such as cell phones, or other hand held devices**. These items may be brought with the understanding that such items are the responsibility of the student. Damaged, lost or items that come up missing are not the responsibility of TPCS or the Before and After School Staff.

## **Weather Delay / Cancellation Policy**

We will have Before Care on days that school is operating on a 2 hour delay. In the event there is a 2 hour delay, Before Care would begin at 9:00 AM.

We will **NOT** have After School Care on any day when the road conditions are rapidly deteriorating due to snowy or icy conditions. If there are indications of significant accumulations of snow or ice that jeopardizes the safety of our 6:00 PM drive home, then we will cancel for that day. In the event of this occurring, we will send out an Alert Now notification. Feel free to contact the school office at 317-769-2450 on these types of days for further information. These decisions will typically be made by 2:45 PM.

## **Pick-up Policy**

Persons picking up children from the After School Care program **MUST** come inside and wait for staff to sign out your child through our Hall Pass system. **At no time** will a child be sent out without personnel from After Care signing them out.

\*All persons authorized to pick-up your child should be listed on the enrollment form. We understand that due to unforeseen circumstances it may be necessary for a person not on the list to pick up your child. In these cases, we need a note signed by the parent **or** the parent needs to call and verbally authorize the pick-up **before** the person arrives. It may be necessary for the person to show identification or wait until you can be reached before we will release your child. This is to ensure proper safety for your child.

**Any questions or concerns that you have regarding our Before & After Care program, please contact the school at 317-769-2450.**