



Before and After School Care

Parent/Student Handbook

2010-2011

Dear Before and After School Care Parents,

Welcome to Traders Point Christian Academy's Before and After School Care Program. This updated program has been modified to provide what we consider to be one of the most important areas of service to our students outside of our academic school day.

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.

Have a great 2010-2011 school year!

Traders Point Christian Academy

Cathy Reahard
Before School Care Coordinator

Vern Clayton
After School Care Coordinator

TPCA phone: 317.769.2450
BASC phone: 317.507.2014

Program Eligibility and Enrollment Fees

Before School Care is available to Kindergarten - 11th grade students.

After School Care is available to Kindergarten – 11th grade students.

Every child must have a completed registration form.

Program Times

Before School Care begins at **7:00 AM** and ends when children are dismissed to go to their classrooms for the day at approximately 8:20 AM. You may bring your child to the cafeteria beginning at **7:00 AM**. Please use the double door entrance (Entrance #2) to the left of the main entrance to the school. ***Before School Care is free from 8:00 AM to 8:20 AM.***

After School Care begins after school is dismissed at 3:30 PM. The program ends each day at **6:00 PM**. Parents are required to **come inside and sign children out**.

School Dismissal

Dismissal begins each day at 3:30 PM. Students enrolled in After School Care will go directly to the Cafeteria. Students remaining at the end of dismissal (4:00 PM) will be sent to After School Care as well. They will be signed in to our Ident-A-Kid terminal and the After School Care charge will be applied for that day.

All children **MUST** be picked up by **6:00 PM** or substantial late fees will apply!

Program Cost

Before School Care

The fee for Before School Care is \$5.50.

After School Care

Pick-ups between 4:00 PM to 4:59 PM will be charged a \$4.00 fee per child.

Pick-ups between 5:00 PM and 6:00 PM will be charged an \$8.00 fee per child.

Payment Policy

You will be billed through our Student Accounts office at the end of every month. You will be billed for the times and dates used during that month.

Please remit payment to Jennifer Stanley in our Student Accounts office only. Payments may be made via check made out to Traders Point Christian Academy or with a credit card. Specify B/ASC Care on the memo line.

Breakfast and Snack Policy

Before School Care children may bring breakfast, but no breakfast supplies (i.e.: cups, plates, bowls, spoons, napkins) will be provided by the school.

After School Care children may bring a snack which can be eaten after 4:00 PM. No supplies will be provided. We are **NOT** able to prepare snacks such as microwave popcorn. Children may bring a drink also. Water will be available at any time.

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:
\$20.00 for any part of the first fifteen minutes and \$20.00 for each increment of fifteen minutes thereafter.

Habitual late pick-up may result in termination of enrollment in the program!

Snow Cancellation Policy

We will have Before School Care on days that school is delayed. We will operate on the same delay as the school. For example: if there is a two hour delay for school, Before School Care will begin at 9:00.

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 drive home, then we will cancel for that day. Feel free to call the school office 769-2450 on these types of days to see if we have decided to cancel. We should have a decision by 2:30 PM. The school issues an Alert Now message to announce delays and cancellations as per the school handbook.

Pick-up Policy

Persons picking up children from the After School Care program **MUST** come inside and sign the child out through our *Ident-A-Kid* terminal. **At no time** will a child be sent out without a responsible adult* 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 you **or** you need 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 for your child's safety.

**Before and After School Care Enrollment / Emergency Form
Traders Point Christian Academy
2010-2011 School Year**

Child's Name _____

Child's Birthdate _____ Teacher/Grade _____

Address _____ Phone Number _____

City _____ Zip Code _____

Mother's Employer _____ Phone # _____

Mothers Cell Phone _____ Pager _____

Father's Employer _____ Phone # _____

Fathers Cell Phone _____ Pager _____

Two other people to contact in case of Emergency:

1) Name _____ Relationship _____ Phone # _____

2) Name _____ Relationship _____ Phone # _____

Child's Doctor _____ Phone # _____

Allergies _____

Medications taken _____

Individuals Authorized to Pick Up Registered Child

1) Name _____ Relationship _____ Phone # _____

2) Name _____ Relationship _____ Phone # _____

3) Name _____ Relationship _____ Phone # _____

4) Name _____ Relationship _____ Phone # _____

How often do you anticipate using this program?

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Please complete one form per child enrolled. Thank you!