



Adventure Christian School

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Before & After School Care Ministry for 2017-18 School Year

Adventure Christian School's Before & After School Care Ministry (ASCM) is designed to meet the needs of families by providing a quality care program where students will continue to develop socially, physically, and academically. ASCM services are available from 7:00am - 8:00am and 3:00 - 6:00pm on regular school days. Scheduled teacher In-service days and minimum days are available for an additional fee (pre-registration is required).

The ASCM phone number is 916-771-4512 between the hours of 7:00am - 8:00am and 3:00 p.m. - 6:00 p.m.

Arrival and Departure

TK-8th grade students arriving on campus before 8:00 a.m. must be brought into the ASCM room in the Children's Building by an adult and released to the care of the ASCM staff member on duty. The parent/adult dropping off the student must sign him/her in for the safety and protection of the student using the assigned PIN number.

At the end of the day in ASCM, students will only be released to the parent. If someone other than the parent is picking up the student, ASCM must be given a signed note from the parent at morning check-in or to the classroom teacher. Please make sure that the person picking up your child knows that they will be asked to show photo identification.

Full-time students enrolled in the ASCM program, will be picked up and signed back in by their coach if they are involved in extra-curricular activities such as Cross Country, Track or Pep Squad. We must have notification of the activity and a note signed by the parent giving permission for their child to attend the activity.

Daily Schedule

7:00 - 8:00 a.m.	Study, quiet time	3:00 - 3:30 p.m.	Attendance and snack
8:00 a.m.	Dismiss to playground	3:30 - 4:00 p.m.	Recess outside
		4:00 - 4:45 p.m.	Homework/Study Hall
		4:45 - 6:00 p.m.	Activity

Fees

The following policies are established in order for the program to operate as efficiently as possible. If ASCM payment remains unpaid after fifteen days, we reserve the right to drop your student from the program. Payments may be brought to the school office, paid online, or mailed.

Main Contact / Contracting Parent

The “main contact/contracting parent(s)” signing the tuition agreement is/are solely responsible for payment of all fees and charges. Only the main contact(s)/contracting parent(s) may designate and authorize others to pick up children from ASCM.

Late Pick-Up Policy

A “late pick-up” is any child who has not been picked up from the ASCM program by the scheduled pick-up time. A late charge of \$5.00 per child, per minute will be assessed. The ASCM clock will be used to determine the exact time.

Parent Responsibilities

Snacks: Snacks are the responsibility of the parent/student.

Behavior: Please refer to the Adventure Christian School Handbook.

Medication: In order to meet State Licensing requirements the following for administering medication applies:

1. Medication must be in the original container appropriately labeled with dosage, child’s name, and doctor’s name on the bottle.
2. The medication can be administered by ASCM staff ONLY if a “Medical Authorization” form has been completed and signed by the parent(s). Children may not self-administer medication of any kind.
3. Please do not send medication of any type with your child.
Medication and the completed “Medication Authorization” form are to be given directly to ASCM staff by the parent.

Toy Policy & Personal Items

ASCM will not be responsible or liable for lost or damaged personal items. Please put your child’s name on all clothing/personal items. Unclaimed articles are donated to charity on a periodic basis.

Cell phones may be brought to school, but must remain in the off position.

Sick Policy

If your child is not feeling well, please do not bring them to school. If they become sick at school, a phone call will be made to you to pick your child up.

**2017 - 2018 Before & After School Care Ministry (ASCM)
TK-8th GRADE ASCM PARENT SCHEDULE COMMITMENT FORM –**

HOURS: 7:00-8:00am AND 3:00-6:00pm

Monthly Fees – Per child

Before School Only – Monthly	\$60.00
After School Only – Monthly	\$175.00
All Day – Monthly	\$235.00

Drop-In Fees – Per child

Before School Only – Daily	\$7.00
After School Only –Daily	\$20.00
All Day – Daily	\$27.00

Other Fees – Per child

Late Pick-up Fee - \$5.00/minute, cash	\$5.00/minute
Late payment fee – assessed if payment not received by the 15th	\$25.00
Returned Check Fee	\$35.00
Minimum Days, 12:15-3:00 p.m., must be pre-registered	Additional \$20.00

SUMMARY OF POLICIES:

- If a student is not picked up by 6:00 p.m., a \$5 charge, per child, **PER MINUTE**, will be assessed. The ASCM clock will be used to determine the exact time.
- Students will only be released to parents. If someone other than the parent is picking up the student, ASCM must be given a signed note from the parent at check-in in the morning or to the classroom teacher. (Be prepared to show valid I.D. upon request).
- All before and after school care use will be billed at month end. Payments must be made by the 5th of the month, after which, late fees will apply. Before and after school care usage will be billed automatically to your family’s account with each use.
- Families will be issued a PIN number to sign their children in and out of before/after school care which will correlate to the clock for billing purposes.
- If ASCM payment remains unpaid after fifteen days, we reserve the right to drop your student from the program.
- *Two-week written notification is required for withdrawal of student(s).* The parent responsible for the account must complete a written withdrawal form to withdraw a child.

LIST OF DAYS ASCM IS NOT AVAILABLE

WHEN SCHOOL IS IN SESSION:

Monday, August 28, 2017	Friday, April 27, 2018
Tuesday, August 29, 2017	Thursday, June 7, 2018
Friday, December 15, 2017	

DAYS REQUIRING PRE-REGISTRATION DUE TO MINIMUM DAY DISMISSAL:

(12:15 – 3:00 CARE IN ADDITION TO 3:00-6:00 CARE)

Friday, October 13, 2017
Friday, October 27, 2017
Friday, January 19, 2018
Friday March 23, 2018
Friday May 18, 2018



2017-18 Before & After School Care Ministry (ASCM)

TK – 8TH GRADE ASCM PARENT SCHEDULE COMMITMENT FORM (continued)–

The Undersigned agrees to:

- Abide by all ACS and ASCM policies
- Cooperate with the Coordinator and staff and be supportive of the program
- Check student(s) in and/or out daily using the PIN system
- Meet with the Coordinator if student's behavior is unacceptable
- Understand that removal from the before/aftercare program is an option for unacceptable behavior
- Be responsible for all fees and monthly charges

This form must be signed & returned to the school office before your student(s) attend the program.

Father's / Guardian's Signature

Mother's / Guardian's Signature

Address

Effective Date: _____

Child's Name: _____

Grade/Teacher: _____