



# Adventure Christian School/Preschool

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[www.adventurechristianschool.org](http://www.adventurechristianschool.org)

## Before & After Preschool Care 2017-2018 School Year

Adventure Christian Preschool's Before and 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, emotionally, and developmentally. ASCM services are available from 7:00am – 8:15am and 3:00pm – 6:00pm on regular school days. Scheduled minimum days may have ASCM available from 11:30am – 6:00pm for an additional fee (pre-registration is required).

The Preschool ASCM phone number is (916) 786-3456 between the hours of 7:00am – 8:15am and 3:00pm – 6:00pm.

### **Arrival and Departure**

Children arriving on campus before 8:30am must be brought into the Preschool Before School Care room, P107, in the preschool building. 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 child's day in ASCM, students will only be released to the parent. If someone other than the parent is picking up the student, the school must be given a signed note from the parent at the morning check-in or to the child's classroom teacher. Please make sure that the person picking up your child knows that they will be asked to show photo identification.

Full-Day students enrolled in ASCM will be picked up and signed back in by their teacher.

### **Daily Schedule**

7:00am – 8:00am	Free Choice Play	3:00pm – 3:30pm	Free Choice Play
8:00am – 8:15am	Story Time	3:30pm – 4:30pm	Outdoor Recess
		4:30pm – 4:45pm	Snack
		4:45pm – 5:00pm	Story & Song Time
		5:00pm – 6:00pm	Free Choice Play

Free Choice Play Activities include: Painting, Play dough, Free art table, Reading area, Dramatic play area, Blocks and Builders, Car area, Lego table, and Science/Exploration area

### **Fees**

The following policies are established in order for the program to operate as efficiently as possible. If payment for before or after school care 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 ASCM 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 Preschool handbook.

Medication: In order to meet State Licensing requirements, the following requirements 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.

### **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)**  
**PRESCHOOL ASCM PARENT SCHEDULE COMMITMENT FORM –**  
 HOURS: 7:00-8:15am 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, 11:30-3:00 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 5<sup>th</sup> 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 PRESCHOOL BEFORE OR AFTER SCHOOL CARE MINISTRY IS NOT AVAILABLE WHEN SCHOOL IS IN SESSION:**

Monday, August 28, 2017	Tuesday, October 31, 2017
Tuesday, August 29, 2017	Friday, December 15, 2017
Monday, October 30, 2017	Thursday, June 7, 2018

**DAYS REQUIRING PRE-REGISTRATION DUE TO MINIMUM DAY DISMISSAL:**  
**(11:30am – 3:00pm CARE IN ADDITION TO 3:00pm - 6:00pm CARE)**

Friday, May 18, 2018

PLEASE NOTE, BEFORE OR AFTER SCHOOL CARE IS NOT AVAILABLE ON SCHOOL CLOSURE DAYS OR BREAKS. PLEASE SEE SCHOOL CALENDAR FOR ALL SCHOOL CLOSURE DAYS.



**2017 - 2018 Before & After School Care Ministry (ASCM)  
PRESCHOOL ASCM PARENT SCHEDULE COMMITMENT FORM  
(continued)-**

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**The Undersigned agrees to:**

- Abide by all ACP 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 charges

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

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**Father's/Guardian's Signature**

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**Mother's/Guardian's Signature**

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**Address**

Effective Date: \_\_\_\_\_

Child's/Children's Name: \_\_\_\_\_

Grade & Teacher: \_\_\_\_\_