

# Immanuel Christian Academy - Aftercare Program Guidelines

## Purpose

Aftercare is offered by Immanuel Christian Academy as a service to working parents/guardians. It is held after the regular school day. The program must be self-supporting and is designed to be as much like the home experience as possible. This program is not designed to be an academic extension of the school day.

## Benefits of the program

- Provide a staff of Christian caregivers who guide students and work well with each other to provide a caring, Christian environment among children, staff, and parents/guardians is encouraged and maintained
- Peace of mind that children are in a safe and secure environment while parents/guardians are at work
- Program is planned and monitored to develop physical, creative, emotional, educational, spiritual, and social needs
- Snack time
- Homework Help (homework must be present)
- Outside and indoor play
- Games & coloring
- Variety of other age-appropriate activities

## Admission & Registration Policy

Only students currently attending Immanuel Christian Academy may enroll in the Aftercare Program. All parents/guardians are required to register their children in the program prior to using it.

## Cost & Payment

There is an hourly fee of \$6.00 and a late fee of \$2.00 per minute after 6:00 P.M. There is a special family rate of \$8.00 an hour for 2 children, \$10.00 an hour for 3 children, and \$12.00 for 4 children. This is a family rate, not a carpool rate. If you carpool, you can sign out and pay for the other person's child, but separate charges will apply & receipts will be written for each child. Fees are charged in 15-minute increments.

We ask that aftercare fees **be paid in full every Friday** for those parents/guardians who use the service on a weekly basis. Aftercare fees **are due on the day of service** for those parents/guardians who use the service on an occasional basis. **All fees will be added to your**

**Smart Tuition bill (following month) and must be paid in full by your tuition due date to avoid the Smart Tuition late fee of \$40.**

**If a child comes to Aftercare for any reason, (including the cancellation of a sporting event or club, carpools are late due to traffic, rain, snow, etc.), fees must still be paid in full.**

**If your payments exceed 30 days, your child(ren) will not be allowed to be in the program until all fees are paid in full.** Checks may be made out to Immanuel Christian Academy with the memo "aftercare." NSF checks will result in a \$30 charge.

## **Hours**

Aftercare program is open Monday-Friday from 3:00-6:00 P.M. Immanuel Christian Academy does not offer aftercare on half days.

We ask that you abide by the 6:00 p.m. closing time. Parents/guardians that are repeatedly late in pick up will be informed that their child(ren) will not be allowed to further utilize the Aftercare Program. If your child(ren) is in aftercare and it is close to 6:00 p.m. and you know you will be late in picking up your child, please call the Aftercare Director and tell him/her when you will arrive. **Please note that a late fee of \$2.00 per minute will be charged and must be paid upon pickup.**

## **Attendance & Planning**

If any emergency comes up and your child(ren) will unexpectedly be attending aftercare, please contact the following: school office at (708) 562-5580, classroom teacher, and Aftercare Director. If your child(ren) regularly attends aftercare and will not be due to sickness, vacation, sports, etc., please contact the Aftercare Director to let him/her know.

## **Location**

The Aftercare program is located in the church basement. Use the W-3 door to enter & exit. Please ring the bell that is labeled Extended Care/Fellowship Hall.

## **Sign Out**

Parents/guardians are required to sign out their child(ren) when using aftercare. The aftercare staff may only release your child(ren) to you, or someone you have designated as an emergency contact on the school records. If someone other than your emergency contact will be signing out your child, you must write a note or call the school office in advance of that day. In the event it is after 3:00 and you cannot pick up your child(ren), please call the Aftercare Director to inform him/her of the person picking up your child(ren). Aftercare staff will ask to see a photo identification of them before discharging your child(ren).

## **After Schedule (subject to change)**

3:00 PM - Dismissal from classroom; students report to aftercare location

3:00 PM – 4:15 PM – Recess, prayer, snack time

4:15 PM – 6:00 PM – Homework & study time, large & small group/individual activities

6:00 PM – All children should be picked up and signed out

## **Snacks & Supplies**

The Aftercare Program will provide a snack and water every day for the students. Please make us aware of any food allergies that your child may have on their registration form. Aftercare always accepts any donation of individual portioned snacks and/or water bottles along with coloring books, games, and other supplies.

## **Illness and Medicine Policy**

If your child becomes ill, he/she will be accompanied away from the group until picked up by a designated adult. Emergency situations and administration of medicine will follow ICA guidelines.

### **Behavioral Problems**

Students are expected to follow these aftercare rules every day:

Rule #1: Keep a positive attitude

Rule #2: Obey your leaders

Rule #3: Keep hands, feet, and objects to yourself

In order to assure a safe environment, behavioral problems will be dealt with in the following:

Step 1: The Director/staff will talk with the child, expressing the appropriate change of behavior to happen

Step 2: The child will lose appropriate time from recess/activity time

Step 3: The child will receive a consequence appropriate to the infraction

If problems still persist, parents/guardians will be notified for a conference with the Aftercare Director and Principal to discuss child's eligibility to participate in the program. School rules apply to aftercare.

### **Personal Belongings**

Personal belongings should not be brought to school. The aftercare staff is not responsible for any missing or broken items. Any items left (books, backpacks, coats, etc.) after 6:00 will be taken to the school's lost and found for the student to pick up the following day. If items are labeled, the aftercare staff will notify the parents/guardians of missing items found.

### **Emergency School Closings**

In the event that a decision to close the school occurs after you have left your child(ren) has started aftercare, you will be notified by phone as soon as possible. Care will be provided until arrangements can be made for you or someone listed as an emergency contact on the school records to pick up your child.

### **Extracurricular Programs**

Students participating in sports, musical practice or any after school program that are not picked up within 10 minutes of the end of activity, will be sent to Aftercare and the parent will be responsible for paying the hourly rate.

### **Questions/Concerns**

If you have questions, concerns, or comments about the aftercare program, please first go to the Aftercare Director. Our goal is to provide a childcare program that benefits the children and our families. The program strives to meet the needs of our ICA families. Thank you for your help and support.

**\*\*School administration reserves the right to amend the following guidelines at any time\*\***