



EXTENDED CARE

Columbia Christian Schools offers Extended Care from 7 AM-8 AM and from 3 PM-6 PM. We strive to make it a positive and fun experience to compliment the academic school day.

Procedures

Before School (7 AM-8 AM)

- Students must eat breakfast BEFORE they arrive.
- Students will be signed in by an authorized adult in Room 10.
- Students will have activity center choices during this time.
- Students will be released to their classroom teacher by 8 AM.

After School (3 PM-6 PM)

- The Extended Care provider will check in students attending the program outside the Kindergarten room as they are released from their class.
- Any students who are waiting for pick-up at 3:15 PM will be checked into Extended Care by their classroom teacher in Room 10.
- Between 3 PM and 4 PM, students will have a snack and engage in games or outdoor play. Homework time begins at 4 PM, followed by activity centers, special projects and cleanup.
- Students will be picked up in Room 10 by an authorized adult signing them out.

Policies

The *Extended Care* providers will ensure that an accurate record is kept of all children in the program and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. Records will also be kept of staff in attendance and visitors to the program.

For safety purposes, parents (or other designated adults) are required to sign-in their child upon arrival and sign-out their child upon departure.

- Only persons named on the Enrollment & Authorization Form will be able to take the child, unless prior arrangements, in exceptional circumstances, have been made known to the CCS office.
- People unknown to the staff will be asked to show photo identification consistent with the written information furnished by the parent before the child will be released.
- Children will not be allowed to leave the premises unaccompanied.
- If the child is picked up late, there will be an additional charge (see below).

Fee Schedule

First Child (child with the most hours per month).....	\$4.10/hour
Second Child.....	\$3.75/hour
Three or more Children.....	\$8.50/hour
After 6:00 p.m.....	\$1.00/minute

[Time will be calculated by 15 minute intervals. Example: the charge will be for ¼ hour if picked up at 4:15 or ½ hour if picked up at 4:16.]