

**AFTER CARE PROGRAM
CHILDREN ON CAMPUS AFTER 12:30 p.m.**

Lower school children are picked up by parents or other authorized adult at the end of the school day. Carpool lasts from 12:30 p.m. to 12:45 p.m. From 12:30 to 1:45 the upper school students are still in class and the school staff and faculty are continuing to work in the building. In order for the school to operate peacefully, efficiently and to ensure the safety of our students, no unsupervised children will be allowed on school campus after 12:45. The school playground is considered part of the school campus until 2:00 p.m. Please do not allow your child to go to the playground without supervision during school hours. If your child is on the playground during this time, you must be on the playground as well (not waiting in a car or in the building). An unsupervised child is defined as any child (student or sibling of student) not accompanied **by – in the physical presence of a** parent, teacher or other authorized adult. After Care is available to eligible families.

If your children are **NOT** in After Care, they are to report to the carpool line at 12:30. If you have a message or change in instruction for your child concerning carpool or after school plans, please inform the school office and the message will be given to them by their teacher. Students will not be allowed to come to the school office to use the phone until after 12:45 unless instructed to do so by a teacher.

If you choose to come in the building to pick your child up from carpool line, please keep your children with you under your direct supervision until 1:45 or until you leave the church/school premises. If you are here for a meeting, to make copies, to have a conference, or have other personal matters to attend to, please place your children in After Care until you are ready to leave or are able to give your child your full supervision. Under your supervision we ask that students continue to abide by school rules both in the building and on the playground/basketball court. The After Care director, principal, and any other staff of Eastwood Christian School reserve the right to correct any supervised or unsupervised child who is not following basic school rules while school is still in session (this includes upper school students and children on church/school premises for the purpose of school activities from 12:30 to 2:00 p.m.).

AFTER CARE

The school offers After Care to ECS lower school students in K-4 through 6th grade. The general schedule and guidelines for this service are as follows:

AFTER CARE REGISTRATION

Students must register to use the After Care Program. Once a student is registered they may use After Care as needed without a reservation. I.e. they will be on the roll and will be billed for the days they actually attend After Care. There will be an annual family registration fee of \$15 for one child and \$5 for each additional child. The charge for After Care is \$5 per day per child for registered students. Families will be billed once a month through the student's portfolio on Rediker. We ask that you make no partial payments or payments in cash. Please make all monthly payments to Eastwood Christian school by check or through your bill pay at your local bank or credit union. Be sure to include After Care in the memo line. Mail or deliver payments to the lower school office.

There will be an additional \$5 late charge for the day for students not picked up by 2:00. By signing my name below I agree to pay my After Care bill monthly as outlined above and I agree to pay the \$5 per day late fee if I am tardy in picking up my child. I understand that habitual tardiness may result in a loss of After Care privileges.

“Effective August 1, 2017, any account bearing a late or incomplete payment of aftercare fees for 30 days or more will incur a 3% monthly penalty. If the account is not fully satisfied within 60 days, your student(s) may no longer attend aftercare, and your account will continue to accrue a 3% monthly penalty until it is paid in full. Aftercare registration fees are non-refundable. In the event that the debt and associated penalties are satisfied in full, you may re-register for aftercare by submitting an application and a new registration fee.”

COMMUNICATION – To leave a message or speak with the After Care staff, you may text Julie White at 334-277-0727 or call the school office at 272-8195. You may also send messages to lcobb@eastwoodschoo.org.

DAILY SCHEDULE

Dismissal from classroom 12:20 p.m. – Students enrolled in After Care are dismissed from class and go to the lobby where lunches are taken out and backpacks are stored in the stairwell. Students will be escorted to the picnic tables on the playground where roll will be taken and they may eat their lunch. Once students arrive in the lobby and check in with the teachers, they must receive permission from an After Care supervisor to leave the class for the any reason. Restroom breaks will be taken in groups. Students may only visit the school office or return to their classroom with expressed permission and a hall pass from an After Care supervisor.

Lunch 12:30 –12:55 p.m. – Students must provide their own ready to eat lunch or snack. Paper plates, napkins, spoons, and forks will be supplied by After Care. If lunches are offered through Boosters or some other school organization, After Care students are invited to participate in this program. The vending machine will not be available to the lower school students at this time. **No soft drinks purchased or brought from home** are allowed during After Care.

Free time 12:45 – 1:40 p.m. The students play independently on playground equipment, participate in organized games, or do homework after they have eaten and cleaned up their lunch area. At 1:40 we will pick up sports equipment and personal items from the playground area and return to the lower school lobby for dismissal.

NO HEATED FOOD

Microwaves are not available to heat student lunches. Please send lunches that do not need to be heated or heat left overs or hot food at home and send in a thermos. _____ (initial)

LABEL all dishes and lunchboxes with a permanent marker.

SEND A WATER BOTTLE especially during hot weather, so your child can stay hydrated when playing outside. We will have a cooler of water outside to refill water bottles. Water bottles will be available for sale for \$.50 for students who forget a water bottle or drink. We will not run in and out of the building for water on hot days and there will be no cups provided. _____ (initial)

AFTER CARE/UPPER SCHOOL CARPOOL

Dismissal from After School Care 1:45 – 1:55 - After Care ends at 1:45 p.m. when the upper school is dismissed. All students must be picked up by a parent, upper school sibling, or other person designated by parents in writing or by phone call to the school office. _____ (initial)

CARPOOL TRAFFIC IS ONE-WAY for 1:45 carpool, entering the Kindergarten carpool parking lot side and exiting the upper school parking lot side. The designated pick up person can drive up to the Lobby carpool door to pick up students or park and come to the playground and pick them up if it is before 1:30 p.m. _____ (initial)

CARPOOL PICKUP Please inform an After Care supervisor if you are taking your child from the After Care area early. Please inform Julie White or the school office if someone other than the regular pickup person will be picking up your child from After Care. Prompt pickup is appreciated. If you choose to come early and join teachers and students on the playground with younger siblings, please do not park in the carpool line, but rather park in a parking place. _____ (initial)

Parent and Student Agreement

We, the undersigned, have read together, understand, and agree to the After Care rules, schedule, and cost as outlined above.

Parent (printed)

Student signature

Parent (signature)

Email: _____

Cell phone: _____

Registration fee received by: _____ **Date:** _____ **Amount: \$** _____