

BEFORE & AFTER CARE PROGRAM POLICIES AND PROCEDURES

The CCS Before & After Care Program is available for Middle School and High School students, 6th grade and older.

Hours of Operation

The CCS Before and After Care Program operates Monday through Friday, 7:00 to 8:15 a.m. and 3:30 to 5:30 p.m. when school is in session. Therefore, if CCS has a mid-day or full-day closing, the After Care Program will be closed as well.

Fees & Payment Policy

A non-refundable registration fee of \$25.00 plus your first month's tuition payment will be billed on receipt of your registration form. The Before Care Program cost is \$65 per month OR After Care Program cost is \$120 per month for five days per week. The Before AND After Care Program cost is \$170 per month for five days a week. Invoices will be emailed via FACTS at the beginning of each month. If you are enrolled in Autopay, your payment will be drafted 10 days after the invoice, otherwise it is your responsibility to login into your Financial Portal and submit payment before the posted due date. Late payments are subject to a \$15.00 late fee. Returned payments from the bank for insufficient funds are charged a \$30.00 service fee by FACTS. Failure to remit payment and late fee by the 15th of the month may result in withdrawal from the program. Please monitor your FACTS account and keep payments current.

If your child will be attending Before or After Care on an as needed basis, the rate is \$7.00 per morning or \$10 per afternoon, and will be invoiced the following Monday. You will need to notify the CCS office as soon as possible on these days to ensure space is available for your child.

Withdrawal Policy

If you need to withdraw your child from the monthly program, please notify the office at least 10 days before the withdrawal date. No refunds will be given if you withdraw your child after the month has started. Likewise, once your child starts the month, payment is required for the full month.

Discipline Policy

It is our desire to operate a safe environment for all children. If there is a problem that the teacher/supervisor feels should be addressed with the parent, a discipline form will be completed and a conference will be held with the teacher, child and parent. Hopefully, this will resolve any discipline problems. If we find it necessary to address a discipline problem a second time, a conference will be held to determine whether the discipline problem should result in the withdrawal of the child from the program.

Medication

Medication will not be given during the Before & After Care Program.

Pick-up Change

Please notify the CCS office if someone other than a parent or guardian will be picking up your child. We also ask that every adult authorized to pick up a child bring a picture I.D.

Late Pick-up

If your child remains in the care of CCS After Care Program past 5:35 p.m. there will be a \$5 charge for every additional 5 minutes. If a child remains for over one hour after the close of the After Care Program, we are required to call Social Services; therefore, please let us know if you are going to be late. Remember that your child as well as our staff worries about you when you are late.



Scan here to register for 2024-2025 School year!