



**Maryville Christian School  
Before & After School Care Program  
2021-2022**

**Purpose**

The purpose of the Maryville Christian School Before & After School Care Program is to provide an environment where children can be safe and supervised in the early morning or late afternoon hours when school is not in session. This program is designed to accommodate those families who are not able to drop off or pick up their children at the regular time due to work schedules.

**Hours of Operation**

Care is available only on regular school days. It is not available on school holidays. The hours are as follows:

**Morning**

PK - 10<sup>th</sup>: 6:30 a.m. - Start of School

**Afternoon**

PK - 10<sup>th</sup>: End of School - 6:00 p.m.

On abbreviated days (i.e., exam days in December and May) students will go into the after-school care program at the designated time (depending on when they are dismissed) and the program will close at the regular time (6:00 p.m.). Students are to bring a lunch and a snack on these days. Please let staff know this is needed in advance.

**Enrollment**

Enrollment is open to all MCS students in grades PK-10. Siblings of students not enrolled at MCS are not eligible for this service. Students in the aftercare program are grouped according to grade and social maturity level. Students will not be allowed to advance to the upper grade aftercare program until they are of the designated grade level. This is for their protection due to differences in electronic device policies and more mature content allowed. At the beginning of each school year, all parents who wish to enroll students in the program will be asked to complete a contract which states their responsibilities as weekly enrollees.

For drop-ins, or students not picked up at the designated time, parents will be requested to fill out a contract when the student is picked up. A completed contract must be on file by the next drop-off time in order for them to continue to be "dropped in." If a student needs to attend as a "drop-in," it is requested that **the main office be contacted during the day** so that the after-school care workers can be notified.

### **Insurance**

Parents are required to provide proof of private insurance.

**IMPORTANT:** Medical care must be available to each child should an injury occur while in the program.

### **Activities**

Students in the before care program are welcome to bring a snack. They will be allowed to play games, read, or study. Students in the after-school program should bring a snack, as MCS does not provide snacks during this time. Students will primarily be involved in play activities (on the playground if weather permits), homework, reading or watching videos on a limited basis.

### **Drop Off and Pickup**

Before care students should be dropped off at the Elementary Office doors, where the library is located. They will be dismissed to the gym at 7:30 a.m. Between 3:00 - 3:15 p.m. each day students who are part of the after-school program will be sent to the appropriate room for supervision to begin. Any students who are not a part of the program, but have not been picked up by 3:40 p.m., will be sent to after school care.

**\*\*\*\*Please Note: The parent must personally sign children out from after school care. CHILDREN WILL NOT BE ALLOWED TO WAIT FOR PARENTS OUTSIDE THE BUILDING OR TO MEET PARENTS AT ANY OTHER LOCATION.** Children will not be released to any person other than the parent or those persons listed on the child's pickup list. Individuals not known to our staff should be prepared to provide identification. The school should be notified in writing if a person other than those already authorized will be picking up your child. **When picking up children please go to the elementary playground door and call the phone number listed at the door.**

The aftercare program closes each day at 6:00 p.m., and parents will be charged \$1.00 per minute for each minute late beyond this closing time. If possible, please notify a person on duty if you anticipate being late. A late fee will still be charged.

Repeated pickups after the 6:00 p.m. closing time (3 or more times) could result in dismissal from the program.

### **Discipline**

Students in the program are expected to adhere to the standards of discipline outlined in the Maryville Christian School Student-Parent Handbook. The program reserves the right to dismiss a student who consistently creates discipline problems that are detrimental to the other students enrolled in the program.

### **Illness**

The program cannot care for sick children. Please do not send your children to the program if they are ill. If your child becomes ill during program hours, you will be notified and asked to come immediately and pick up the child so as not to affect the others.

### **Medication**

Parents are advised to give medication at home on a schedule other than the time the children are at school. Due to limited access to our MCS clinic during this time, the program asks that parents refrain from asking program personnel from administering medication.

### **Dates we are Closed**

Before and Aftercare will not be open on dates that the school is not open. Some of those dates include Fall Break, Christmas Break, Spring Break, snow days, etc... Please check the school calendar for the anticipated closure dates.



## Financial Policies

### 2021-2022 Before and After School Care

<b>A.M. Only</b> (6:30 a.m.- Start of School)	<b>\$20/week</b>
<b>A.M. Drop In</b> (must reserve 1 day in advance)	<b>\$5/day</b>
<b>Early Bird Pick Up</b> (pick up by 4:00 p.m.)	<b>\$25/week</b>
Family Discount (2 or more students)	\$45/week
Family Discount (3 or more students)	\$65/week
Family Discount (4 or more students)	\$80/week
<b>P.M. Only</b> (After School - 6:00 p.m.)	<b>\$50/week</b>
Family Discount (2 or more students)	\$90/week
Family Discount (3 or more students)	\$125/week
Family Discount (4 or more students)	\$165/week
<b>P.M. Drop In</b>	<b>\$20/day</b>
<b>Both A.M. and P.M.</b>	<b>\$15</b> added to P.M. only
<b>Late Payment Fee</b> (if not paid by the 15 <sup>th</sup> )	<b>\$15</b>
<b>Late Pick Up Fee</b>	<b>\$1 per minute past 6:00pm</b>

#### **Payment of Fees**

Student charges will accrue weekly. Parents will be sent monthly statements by the 5<sup>th</sup> of each month with payment being due by the 15<sup>th</sup>.

The afterschool Care program cannot deduct single day misses from the weekly fee.



**Maryville Christian School  
Before & After Care Enrollment Contract  
2021-2022**

Name	Age	Grade
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**Please Indicate Which Service You Need.**

_____ <b>A.M. Only</b> (6:30 a.m. - Start of School)	<b>\$20/week</b>
_____ <b>A.M. Drop In</b> (must reserve 1 day in advance)	<b>\$5/day</b>
_____ <b>Early Bird Pick Up</b> (pick up by 4:00 p.m.)	<b>\$25/week</b>
Family Discount (2 or more students)	\$45/week
Family Discount (3 or more students)	\$65/week
Family Discount (4 or more students)	\$80/week
_____ <b>P.M. Only</b> (After School - 6:00 p.m.)	<b>\$50/week</b>
Family Discount (2 or more students)	\$90/week
Family Discount (3 or more students)	\$125/week
Family Discount (4 or more students)	\$165/week
_____ <b>P.M. Drop In</b>	<b>\$20/day</b>
_____ <b>Both A.M. and P.M.</b>	<b>\$15</b> added to P.M. only total

Parents contracting for weekly care are responsible for paying the weekly fee whether or not the student attends. Contracts can be changed twice per school year.

I understand that this is a contract with Maryville Christian School and myself. I will pay the indicated amount and will notify the school office if this agreement needs to be changed.

I have read the policies regarding this program and agree to abide by them.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_