

CHRISTIAN HERITAGE ACADEMY

2018-19 Extended Care  
Student Supervision Before or After School Hours

Dear CHA Parents,

We know that families have varying needs when it comes to after school care for their children. We seek to provide for a safe environment for your children while they are on campus, both during the school day, and also before and after regular school hours. Please refer to the Parent/Student Handbook found on pages 5-6 which states:

***All students must be picked up by 3:40 PM, unless directly involved in Extended Care or a supervised after-school activity, such as Lion's Pride choirs or sports activities. All remaining children will be brought to Extended Care.***

***Students should stay at their dismissal door until 3:25 PM. CHA Office reception area MAY NOT be used as a ride pick up location or meeting place for after school activities. Students in this area will be sent to after care and charged appropriately.***

For the safety of your children and the school, all students, PreK-12<sup>th</sup>, remaining on campus after 3:40 PM, must be directly supervised in one of the two grade appropriate supervision options offered by CHA as described below.

If your student will be using Before Care or After Care on a regular or occasional basis, please complete the Extended Care Registration Form and return it to the CHA Office.

BEFORE CARE -

**Grades PreK-8**

- **Drop-Off: Ring doorbell at Academic door, N-1 (near preschool playground)**
- **Location: Room 115**
- **Hours: 7-8:20 AM (K-8) 7-8:20 AM (PK)**
  - Preschool students will stay in Before Care until class begins.
  - At 8:05 AM, students in K-8 will be dismissed to join other children.
- **Coordinator: Miss Kristen Daniels**

**Fees:** \$8 per morning flat fee for 1<sup>st</sup> child; \$4 for each additional child. Annual extended care registration fee is \$25.00 per family.

AFTER CARE -

**PreK-3<sup>rd</sup> Grade, After School Care**

- **Location: Room 128 (847-881-1337)**
- **Hours: 3:00-5:45 PM**
- **Coordinator: Mrs. Cornelia Leonovich**

**Activities:**

- Students may do homework, read or do another quiet activity.
- Sometimes an age appropriate movie will be offered for students to watch.
- The children may be taken for activities in the Student Center, Gym, or, weather permitting, outdoors.
- Once in After School Care, students must remain there until they are picked up by their parent or designated adult.

**Pick Up from After School Care:**

- Pick up location is at the Academic door, N-1 (near preschool playground).
- N-1 door will be locked. Call **847-881-1337** so someone will open the door.
- Students must be signed out by parent or designated adult.

**Fees:** ½ hour minimum fee each day. \$6.50 per hour for the 1st child, \$3.25 per hour each additional child. Annual extended care registration fee is \$25.00 per family.

- Late Pickup Fee from After School Care – **Please arrive before 5:45 PM.** There will be a charge of \$1.00 per minute per child after 5:45 PM. Late fee will be added to your regular fees for the month.
- If you are not registered for After Care, you will receive **three** grace times at no charge for unscheduled After Care from 3:25-3:45 PM. On the **fourth** time the family is late for dismissal, you will be charged the hourly After Care rate starting at 3:25 PM plus the \$25 annual registration fee.

**4<sup>th</sup>-12<sup>th</sup> Grade, After School Study Hall**

- **Location: Library**
- **Hours: 3:30-5:45 PM**
  - After 5:00 pm, grade 5-12 students will move to Room 117 to join other extended care students. Phone **847-881-1337** to contact supervisor. N-1 door will be locked.
- **Supervisor: Kathy Severson**

**Activities:**

- Students may do homework, read or other quiet activities.
- Students will be supervised only. No private tutoring will take place.
- Once in Study Hall, students must remain there.

**Pick Up from After School Study Hall:**

- Pick-up location is Academic door, N-1 (near preschool playground)
- Students may sign themselves out once their ride texts or calls them to state they have arrived, or until they sign-out and leave the school grounds.

**Fees:** ½ hour minimum fee each day. \$6.50 per hour for the 1st child, \$3.25 per hour each additional child. Annual extended care registration fee is \$25.00 per family.

- Late Pickup Fee from After School Care – **Please arrive before 5:45 PM.** There will be a charge of \$1.00 per minute per child after 5:45 PM. Late fee will be added to your regular fees for the month.
- If you are not registered for After Care, you will receive **three** grace times at no charge for unscheduled After Care from 3:25-3:45 PM. On the **fourth** time the family is late for dismissal, you will be charged the hourly After Care rate starting at 3:25 PM plus the \$25 annual registration fee.

**CHRISTIAN HERITAGE ACADEMY**  
**Extended Care Registration Form**

- Please complete **ONE** Registration/Emergency form **PER CHILD**, including emergency information.
- Please return completed form to the CHA Office. The bookkeeper will charge the appropriate registration fee to the family's tuition invoice.
- Usage fees for Extended Care will be charged to the student's tuition invoice on a monthly basis.
- Extended Care Hours: BEFORE CARE: 7:00 AM until school starts. AFTER CARE: Directly after school until 5:45 PM.

**Extended Care Fee Schedule:**

<b>Program:</b>	<b>Before Care, Flat Rate:</b>	<b>After Care, Hourly Rates:</b>
<b>Registration Fee:</b>	\$25.00 per family	\$25.00 per family (No additional fee if registered for Before Care)
<b>Rate:</b>	\$8 for the 1st child \$4 every child after	\$6.50 per hour for the 1 <sup>st</sup> child \$3.25 per hour every child after (1/2 hour minimum charged per use)

**Student Registration Information:**

Child's First Name	Child's Last Name	Age	Grade	Teacher
Address				
City, State, Zip				
Home Phone				
<b>Please circle all that apply:</b>				
			Before Care	After Care

**Please Help Us Plan**

Indicate how often you anticipate using the program whether on a regular basis or on occasional or varying days

	<b>BEFORE CARE</b> Arrival Time	<b>AFTER CARE</b> Anticipated time of care needed	<b>How often?</b>	<b>Start date</b>
<b>Monday</b>		3:10 PM to ____:____ PM		
<b>Tuesday</b>		3:10 PM to ____:____ PM		
<b>Wednesday</b>		3:10 PM to ____:____ PM		
<b>Thursday</b>		3:10 PM to ____:____ PM		
<b>Friday</b>		3:10 PM to ____:____ PM		

**CHRISTIAN HERITAGE ACADEMY**  
**Extended Care Emergency Form**

Child's Name \_\_\_\_\_

<b>Whom should we call first in case of emergency?</b> Father _____ Mother _____ Other _____		
Father's first name	Father's last name	Home phone
Father's workplace		Work phone
Work address		Cell phone
City, State, Zip		Other phone
Mother's first name	Mother's last name	Home phone
Mother's workplace		Work phone
Work address		Cell phone
City, State, Zip		Other phone

**In the event of an emergency, please provide the names of local people we should contact if parents are not available.**

Relationship	First & Last Name	phone
Address	City, State, Zip	other phone
Relationship	First & Last Name	phone
Address	City, State, Zip	other phone

**Please print the names, addresses and phone numbers of people to whom you authorize us to release your child.**

My child may be released to (name):	Address	Phone

**Health Information**

Health Care Provider	Address	ID #
Child's Physician		Phone
Child's Dentist		Phone

Does your child have any unusual health conditions? No \_\_\_ Yes \_\_\_ If yes, please indicate:

\_\_\_\_\_

\_\_\_\_\_

If a child becomes ill or is injured in the Extended Care program, it is the responsibility of the parent to provide transportation home. In case of extreme emergency when the parents or the child's physician cannot be reached, and it is necessary to call a physician or transport the child to the hospital, will you accept responsibility for any expenses? Yes \_\_\_ No \_\_\_

Signature of parent or legal guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_