

## **Early Education Extended Care Services Supplemental Policies and Procedures**

Edited 7/29/2019

The Christian Family & Children's Center through Champion Christian School and Preschool, provides programming and care for children before and after school and over school breaks. This program is called the Early Education Extended Care Services (EEECS). EEECS at the Christian Family & Children's Center are designed to be distinctly Christian and to meet the needs of students who need to be in extended care.

EEECS are available on an as needed basis, and can be chosen by families when openings are available. Our day starts as early as 7 AM and ends as late as 5 PM. Currently this program extends from early childhood (aged 2.5) through 3<sup>rd</sup> grade.

Children must be enrolled in EEECS in advance of attending, and must be accepted in advance for admission. In addition to this EEECS Supplement on Policies and Procedures, families must be familiar with and abide by all policies applicable to the age of their student as put forth by the Preschool and Elementary School handbooks. Families of students, who participate in EEECS, and have not entered kindergarten are required to abide by the preschool handbook policies. Families of students, who are enrolled in kindergarten through third grade, are subject to the policies applicable to the CCS Elementary Program. These handbooks are available at [www.champion.org/ccs/handbooks](http://www.champion.org/ccs/handbooks). By signing the Agreement, parents are agreeing to having read and understood all the policies in the program handbooks, website, and this EEECS policies and procedures supplement.

### **Communication**

EEECS communicates with families through the teachers, electronic communication such as email, the Center's website at [www.champion.org](http://www.champion.org), and the blended online learning platform at Champion called iChampion. Families in the program will receive regular communication through email called Principal's or Administrators' Notes each week. It is the expectation that parents will read those notes and act on the information within them. Reviewing the appropriate sections of the [www.champion.org](http://www.champion.org) website is critical for parents to be able to stay involved. Texting or social media is not an appropriate way to communicate critical information between school and home.

### **Curriculum and Schedule**

Programming for EEECS is similar to the preschool and elementary programs in the sense that they are all educational and developmental in nature. They are different in the sense that they are more relaxed and intended to provide support and care for students before and after school, as well as during summertime and breaks. As such, they provide developmentally-based learning activities that support traditional school activities. The following SAMPLE schedule is

provided to give an idea of what the EEECS day may look like. The schedule may vary based on the needs of the children and the planned activities for the day.

### **Sample Daily Schedule:**

#### **During the school year:**

#### **Before school schedule:**

7 AM Breakfast and free play

8:15 Elementary Students depart for Elementary School

8:45 – 11:45 Follow the Preschool Daily Schedule in the Preschool Handbook

11:45 – 12:00 Lunch/Outside Play

12:30 – 3:30 Follow the Preschool Daily Schedule in the Preschool Handbook

#### **After School Schedule:**

3: 30 – 4:00 Arrival and Free Play

4:00 Homework

5:00 Departure

#### **Summer Schedule**

7:00 - 8:45

Children may eat breakfast or engage in free play activities within centers.

Children may also participate in any of the following at the teachers' discretion:

- ipad and computer learning games and activities
- fine motor skill building activities
- age appropriate board games
- reading to younger students
- art and craft activities

(\*8:45 -11:45: Focused Learning Time for Preschool and Prekindergarten)

8:45 - 9:00

Opening Activities

The activities will vary with theme, interest of students, skill, and so forth. This time is designed for children to come together, welcome each other, and settle into the daily routine.

9:00 – 9:45

Center Play & Clean-up

9:45-10:00

Morning Meeting

This is the time of the day that the children will come together to share with one another about various topics, complete the calendar and weather, and discuss the theme of the day's or week's activities.

10:00-10:15

Snack Time

10:15-10:50

Outdoor Play

10:50 – 11:10

Circle Time

(language, math, literacy, science, and social study content)

11:10 – 11:30

Exploration Time

The children will complete a movement, art, science, or sensory activity based upon the current theme.

11:30 – 12:30

Hand washing, lunch, dismissal

The children may each lunch provided free of charge from the Federal Hot Lunch Program. Or, they may choose to pack a healthy lunch. Half day preschool students will be dismissed at 12:00 following lunch.

12:30 - 1:00

Outside Play

1:00 – 1:30

Bible Time

The children will participate in learning Bible stories, verses, and songs. Some days, students will also participate in a variety of Bible themed dramatic play activities, art activities, or nature activities.

1:30 – 3:30

Project Based Learning Time

The children will participate in a variety of hands-on, project based learning activities that are designed to explore a theme, concept, or interest. Activities may include stem activities, science experiments, dramatics, cooking and baking, messy art activities, etc.

(Younger children may have rest time during a portion of this time.)

3:30 – 4:00

Snack Time

4:00 – 4:15

Literature/Story Time

4:15 – 5:00

Transition to closing classrooms/free choice centers

The above schedule is only a guide and will vary according to the children's ages, daily attendance, weather, and thematic focus.

### **Supplies for Children:**

Most of the supplies that your child will need for the program are provided by the Center. However, there are a couple of things that we would like you to bring with your children. The extra supplies can be kept at the Center as long as your child is attending, and then just resupplied as needed. Please bring the following on or before your first day:

- Change of clothing including socks and undergarments. At least two outfits are suggested in order to accommodate hands-on activities, water play and other messy play activities. Please label all clothing with your child's name and place in a zip-lock bag also labeled with your child's first and last name.
- Towel, appropriate water-play clothes when special activities are planned in the summer, and any sun screen that your child might require. Sun screen is to be provided by parents, and parents must fill out the appropriate paperwork for this, over-the-counter creams and drugs, and prescription drugs.
- We ask that each child bring in a box of tissues.
- Please send in a water bottle with your child and a toothbrush and toothpaste if in full day programs.
- If your child has a favorite blanket or pillow for rest time, they may bring that along. Please label them.
- Please send in any required medications but please follow medication policies as listed in this supplement or the handbooks.
- Dress code: There are several things that parents need to pay particular attention to. Please refer to the appropriate handbooks for clothing and dress code policies. FLIP FLOPS are not permitted for outside play. Please make sure children have closed-toed shoes or walking sandals with heel straps available.

- Some special activities may require students to bring along extra materials, but parents will be made aware of those as they arise.
- Please refer to the appropriate CCS handbook on the handheld gaming and electronics policies.
- SNACKS: A Snack schedule will be posted for families to help take turns providing snacks for children

### **Admissions**

The Early Education Extended Care Services admits students without regard to race, color, ancestry, national and ethnic origin, disability, age, religious creed or sex. The school does not discriminate on the basis of race, color, ancestry, national and ethnic origin, disability, age, religious creed or sex in administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school administered programs.

Program services shall be made accessible to eligible persons with disabilities through the most practice and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Application for admission can be made by contacting the office at any point. The application process for students enrolled currently in either the CCS Preschool or Elementary School program is to meet with program staff to arrange for open times and complete an EEECS agreement. For children who are not currently enrolled in CCS programs, an additional application must be completed and a registration fee is required. Admission is governed by appropriate child teacher ratios.

There are other forms that need to be completed as a part of the enrollment process. They are:

- A Physical Form to be completed by your physician that lists all up-to-date immunizations. This needs to be done within 60 days of enrollment.
- Emergency Contact Form which documents everyone who can be contacted for pickup and emergency care.

Withdrawal from the program is made by notifying the office with a specific date of withdrawal. All bills and commitments must be completed when your child withdraws from the program.

### **Financial Aid and Payments**

There are a variety of financial aid options for students who are enrolling in EEECS. Parents who need financial assistance will need to meet with the CCS Financial Aid Department for a financial aid application. Services can be reserved, but families must abide by the fee

structures and policies. Those policies include paying for reserved services in certain instances, even if those services are not used.

### **Attendance**

Because ratios and open spaces are determined by attendance preferences, parents will be charged for any day that students are not in attendance, for which they are enrolled.

Should a child want to attend on a day that they are not scheduled to come, parents may check with the staff member in charge to see if there is an available spot. Once that spot has been reserved, parents are responsible for paying for that full or part day. Staffing must be planned in advance. We appreciate your attention to these payment and enrollment policies.

### **Arrival & Departure:**

A sign-in/sign-out sheet for parents to use every day will be utilized as part of their arrival and departure routine at the door of the program. This allows us to accurately track times in which students are in the program.

In the case that an adult other than parents will be picking up a child from care, the following procedures will be followed:

1. The individual picking up the child must have a photo I.D and present it to the office staff and the teacher/staff in charge of care prior to picking up the child. The child will NOT be released from care without photo identification being presented if the staff do not previously know the adult. Even if we know the adult, if they aren't on the emergency contact/authorized persons for pick up sheet, we need their id.
2. All individuals responsible for picking up a child from care must be listed on the child's emergency contact form located in the office. Please see the office staff or your child's teacher if you have questions regarding individuals listed for permitted release.
3. There must be written verification from the parent stating an approval in the change of pick-up individual prior to the time of pick-up. These forms can be accessed from your child's teacher. In cases of emergency, verbal verification is acceptable via the telephone.

### **Late Fees:**

Your child's schedule on your initial contract determines how we schedule our staff. If you bring your child earlier or pick your child up later than the contracted times on your application, our staff/child ratios will not be correct. Please notify the office if your child will arrive or depart later or earlier than what's indicated on your schedule. We expect all children to be brought to and be picked up promptly at their appointed times. Families will be charged \$10

for every 15-minute segment of time that they are late. If you know that your child will be picked up late and can call in advance, we may be able to adjust your pick-up times in a way that reduces your fees. This will require a call very early in the day.

### **Bussing from other school districts**

Students coming to CCS from other districts should arrive at the North Campus Main Entrance, not the student entrance. It is the responsibility of the parents to make these arrangements and direct the school districts regarding the specifics of transportation.

### **Closings & Delays:**

EEECS will attempt to be open for parents during inclement weather, delays, or closings. Should this be impossible, communication with parents will be made as soon as possible.

### **Staffing:**

EEECS staff are credentialed and have security clearances, meet appropriate educational requirements, and are committed to Christian worldview at both a personal and programming level. EEECS staff are supervised by the program director and ultimately the Center Director.

### **Facilities:**

Currently EEECS is offered at the Center's North or South Campuses. This includes all other spaces that are available to the program. This includes the outside play areas and the soccer field for organized activities at North Campus.

### **Transportation to and from activities:**

Some special activities may require transportation to and from those activities. In this case, all vehicles used will be a part of the Center Transportation Department unless the staff indicate otherwise.

### **Lunches and Snacks**

- Breakfast can be provided *at cost*
- Children who attend EEECS during the summer are eligible to eat a free hot lunch in the summer lunch program. Students not wanting to eat hot lunch, should pack their lunch and make sure to label their lunch and container.
- When free lunch is not available parents must provide their child's lunch.
- Snacks will be provided for students in the summer program.
- Lunch menus and snack menus are posted in the classrooms.
- Make sure that all allergies are known by teachers in the program.

## **Tuition and Fees:**

Please check with financial aid office to determine current EEECS prices.\*

\$50 Annual Registration\*\*

*\*The definition of a part-time day is when a child is enrolled less than five hours on a particular day.*

*\*\*Annual Registration for EEECS is included in CCS Preschool and Elementary Annual Registrations.*

For qualifying families, we participate in the Childcare Works Subsidized Child Care Program, and the Child Welfare/Department of Human Services Program.

There are also financial aid options available through the Christian Family & Children's Center. Our Financial Aid Department can help answer your questions about applying to these programs.

*Families must prepay for EEECS at the beginning of each week unless other financial arrangements have been approved by the Center Board of Directors.*

## **Medications:**

All parents must provide written consent for the administration of all prescribed or over-the-counter medications including ointments, sunscreens, pain relievers, and allergy medications during care hours.

All medications for children within care that are to be administered during care hours must be turned into the EEECS staff prior to the child participating in the program. Medications will be stored in a locked and/or out of reach area to children and according to manufacturer or health professional's instructions.

All prescription medications must be placed in a zip-lock bag, labeled with child's first and last name and must be in the original prescription container with a current prescription-label containing administration directions and the child's name.

All over-the-counter medications must be placed in a zip-lock bag, labeled with child's first and last name. Medications, including sunscreen, will not be provided by EEECS.

## **Illnesses:**

As in any program, we make every effort to keep all children within our care healthy and safe. To maintain the healthiest and safest environment for our students, the following guidelines have been put into effect regarding illnesses.

If your child(ren) present with the following symptoms: fever, upper respiratory infection including drainage and discharge of irregular color, diarrhea, vomiting, generalized skin rashes, or communicable diseases, they may not participate in the childcare program until cleared by a



physician (if necessary) or are fever and symptom free for 24 hours without medication. Any child that develops any of the above symptoms during care, must be picked up from EEECS as soon as possible.

### **Emergency Medical Care:**

During any emergency or medical emergency, the first and foremost priority is the safety and welfare of all those involved. Please review our emergency care and transportation plan below so that you are informed in the case of an emergency.

Emergency Care and Transportation Plans are available at the Center.

### **Toilet Training**

Children attending the Preschool and Elementary School EEECS programs must be potty-trained or capable of using the restroom with assistance from an adult as they are transitioning from diapers into using the toilet independently.

### **Discipline**

The Center believes a child needs to have clear limits set for them by adults. Because of this, the following methods are used by Champion Christian Preschool to enforce set limits:

1. Verbal Methods - Making sure the child understands the limits and reasons for them, as well as verbal reminders of the limits.
2. Adult Help - When verbal methods do not effectively limit a child's behavior, then methods such as taking them by the hand, sitting next to them, etc. are used to help them follow the rules. These methods are adapted according to the child's age and needs.
3. Time Out - This is a short removal from the group or situation in which the child could not follow the limits.

These methods are highly effective when employed consistently. Under normal circumstances, there is no need for other methods to be used in preschool. However, if there is a problem beyond the scope of these methods, you will be contacted to determine other courses of action to give your child the necessary skills to function successfully in the preschool setting.

Suspension and expulsion from the Preschool Program are NOT regular methods of discipline or seen as effective behavioral management and learning opportunities for the young learners. Suspension and expulsion will ONLY be considered appropriate and applied accordingly when all other methods of intervention have been exhausted, and in situations where students, staff, and school property are in danger of physical harm from the student(s) in question.