



11123 Cypress North Houston Road  
Houston, Texas 77065  
Phone: 281.469.8829  
Fax: 281.469.0820  
[www.CypressChristian.org](http://www.CypressChristian.org)

## **AFTER SCHOOL PROGRAM POLICIES**

### **PURPOSE**

Cypress Christian School's After School Program aims to provide a safe, Christ-centered, and fun atmosphere where our students can develop their identity in Christ while at the same time exercising their academic and social skills.

### **PROGRAM DESCRIPTION**

Cypress Christian School's After School Program is a safe and nurturing after school program, offered to kindergarten through eighth grade students who attend CCS. The program strives to meet the needs of every child and go beyond providing supervision. In this unique setting, children are able to develop strong friendships, learn more about what it means to be a child of God, strengthen what they learned during normal school hours and enjoy extended play time. The coordinator will work with the school's schedule to ensure continuity of holiday activities, special events and theme-based programming.

### **AFTERNOON SCHEDULE**

Elementary participants will be checked in with either the coordinator or an After School Program staff member immediately following dismissal at the end of the school day. Middle school participants must check in by 4 p.m. The program will be housed in the Elementary Building. We will begin with a snack time, and then the students will break off into age-appropriate groups and spend the rest of the afternoon engaged in homework, games, indoor and outdoor play and other fun activities.

### **CALENDAR AND SCHEDULE**

The After School Program will be open from 3–6 p.m. Monday through Friday on regular school days. The program will not be offered during school holidays or half days. The program coordinator will inform parents as those days approach.

### **ATTENDANCE**

The program serves our elementary families with students in grades TK-5 who need it on a full-time basis. Families with students in grades 6-8 may register for ASP on a monthly basis to accommodate students in CCS middle school athletic programs. If the child will not be attending on a full-time basis, parents must notify the Program Coordinator by email. It is requested that the coordinator be given at least a 24-hour notice of schedule changes. You may contact the coordinator via email at [Andie.Osorio@CypressChristian.org](mailto:Andie.Osorio@CypressChristian.org).

### **PROGRAM RATE & PAYMENT FOR ELEMENTARY (GRADES TK-5)**

- The annual rate for the After School Program is \$3,585.
- Service may be used up to five days per week. This will be divided into 10 monthly payments of \$358.50. The first month's payment of \$358.50 must be received at the time of registration in order to hold your child's place in the program. This payment is non-refundable.
- The full amount will be charged regardless of whether or not the child utilizes the After School Program five days per week. For example, the full rate will be charged for each of the following scenarios: using the program only 10 days out of the month, using the program only one hour each day or using the program in full each month.
- Notification for withdrawal from the program must be given by the 15<sup>th</sup> of the month. (Example: if student's last day in After School Program is November 30, notification must be provided by November 15.) In the event of withdrawal, charges will be due in full for the entire month of withdrawal and will not be prorated.
- Payments for the After School Program are due in accordance with the family's chosen FACTS payment plan. Late payments will be assessed a \$35 fee.
- Students whose accounts are overdue and are not paid within 30 days of the due date will be removed from the program and not be permitted to return until payment is made in full.
- Program hours are 3-6 p.m. on regular school days. Parents will be billed \$25 for any part of the first 30 minutes that they are late picking up their student after the 6 p.m. deadline and \$50 for each additional 30-minute period. Parents will be assessed an additional \$100 for any student picked up after 7 p.m. Repeated failure to pick up your student prior to 6 p.m. may result in prompt removal from the program.

### **PROGRAM RATE & PAYMENT FOR MIDDLE SCHOOL (GRADES 6-8)**

- The monthly rate for the middle school After School Program is \$230 per month.
- Service may be used up to five days per week. The first month's payment of \$230 must be received at the time of registration in order to hold your child's place in the program. This payment is non-refundable.
- The full monthly amount will be charged regardless of whether or not the child utilizes the After School Program five days per week. For example, the full monthly rate will be charged for each of the following scenarios: using the program only 10 days out of the month, using the program only one hour each day or using the program in full each month.
- Notification for withdrawal from the program must be given two weeks prior to withdrawal. (Example: if student's last day in After School Program is November 30, notification must be provided by November 15.) In the event of withdrawal, charges will be due in full for the entire month of withdrawal and will not be prorated.
- Payments for the After School Program are due in accordance with the family's chosen FACTS payment plan. Late payments will be assessed a \$35 fee.
- Students whose accounts are overdue and are not paid within 30 days of the due date will be removed from the program and not be permitted to return until payment is made in full.
- Program hours are 4-6 p.m. on regular school days. Parents will be billed \$25 for any part of the first 30 minutes that they are late picking up their student after the 6 p.m. deadline and \$50 for each additional 30-minute period. Parents will be assessed an additional \$100 for any student picked up after 7 p.m. Repeated failure to pick up your student prior to 6 p.m. may result in prompt removal from the program.

### **SIGN-OUT PROCEDURE**

For the safety of your child, it is required that only authorized persons sign the child out each day. You have indicated in the registration documents you completed during re-enrollment/new enrollment which individuals are authorized to pick up your child. To sign a child out of the program at the end of the day, you or the authorized person must enter the designated building. A child may not sign himself/herself out of the program to go home or to another activity. If your child is leaving the program to attend another activity on campus, a pre-authorized adult must sign the child out. A special pre-authorized form must be on file addressing after-school activities such as sports, tutoring or after school clubs before a club leader, teacher or coach can sign the child out for on-campus activities.

A child enrolled in this program will be released only to those persons specifically authorized by the parent(s). No exceptions will be made without permission of the parent. If an emergency arises and you need an adult that has not yet been authorized to pick your child up, you must send written permission to the school.

### **SNACKS**

The program will provide nutritious snacks every afternoon. CCS does not provide a peanut-free or other allergen-free environment. Therefore, students should be withdrawn from CCS should such an environment be required for the students' well-being.

### **LOST AND FOUND**

Personal items left by the child during after-school hours will be kept with other lost and found items in the Elementary Building. Please check this periodically as items tend to accumulate quickly.

### **HEALTH AND SAFETY**

If you would like prescription medication to be administered to your child during the After School Program hours, arrangements must first be cleared through the school nurse. Parents must meet with the After School Program Coordinator and School Nurse to discuss any special health concerns related to their child prior to the student participating in the program.

If a child has symptoms of an illness, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child as soon as possible. In the event a child becomes ill or sustains an injury that is of an emergency nature while in care of CCS, 9-1-1 will be called and the child transported to the nearest hospital for care. If the illness or injury is of a less serious nature, CCS personnel will attempt to contact the parent(s) for further instructions.

It is the parents' responsibility to notify the school and provide timely updates of any changes in their child(ren)'s health, health coverage, vaccinations, allergies and/or other health concerns which may affect the child(ren)'s well-being while at school and school-sponsored events. The parent will be responsible for any costs or charges that result from, are incurred by or arise in connection with the care or hospitalization of their child.

### **PARENTAL PARTICIPATION**

It is our goal to work with your child and you to provide a safe, enriching and fun place to be after school. We will endeavor to work with parents to meet each child's specific needs. This will be accomplished through a close relationship between child, parent and staff.

The coordinator will communicate with parents as needed via email concerning important information about upcoming activities, schedule changes and general information about the program. We are always available and happy to receive suggestions regarding the program. Parents should feel free to offer suggestions or discuss concerns with the coordinator at any time either in person or by email:

[Andie.Osorio@CypressChristian.org](mailto:Andie.Osorio@CypressChristian.org).

### **OTHER INFORMATION**

Policies that are found in the CCS Student Handbook may also apply to this program, such as behavioral expectations and other applicable policies.