

## BEFORE AND AFTER SCHOOL CARE POLICY (AM/PM CARE) 2020-2021

Williamsburg Christian Academy (WCA) offers a before and after school care program for enrolled **K3 through 5<sup>th</sup>-grade students** to meet the needs of working parents. Because of space limitations, WCA is unable to provide care for parents who wish to attend WCA athletic or other events. Our goal is to provide a safe and caring home-like environment for children where Christian principles are practiced.

### Hours of Operation

**Before Care -6:45 a.m. to 8:00 a.m.**

**After Care - 3:00 p.m. to 6:00 p.m.**

**School-Wide Early Dismissal 11:30 AM to 6:00 PM**

We have designed a semi-structured program to give children safe boundaries while allowing more freedom than the normal classroom setting. During PM care, there is a generous amount of playtime, along with a designated time for homework. We also provide a nutritious afternoon snack each day. Our AM/PM care director and staff are CPR and first aid certified. Enrollment begins in February during the school re-enrollment period. **Space is limited.** The AM/PM director will determine when the program is full and notify parents.

### GENERAL POLICIES

#### Arrivals & Departures

- A parent or person authorized by the parent must sign in a child attending AM care.
- The care provider will sign in a child attending PM care.
- All children attending PM care should report promptly. No one is admitted after 3:30 PM unless prior arrangements are made with the PM care director.
- Children of WCA staff members must be in PM care no later than 3:30 PM and may not run back and forth to a parent's office/classroom.
- At pickup, the child must be signed out by the parent or person authorized by the parent.
- Once a parent has signed their child(ren) out of PM care, the child(ren) may not return to PM care that day.
- Written notification from a parent is required if the AM/PM Care program is no longer needed.



**WILLIAMSBURG  
CHRISTIAN ACADEMY**  
*Teaching Them to Fly*  
Deut. 32:11

---

### **Illness**

Limitations in attendance or requiring immediate pick up will be as follows:

- The Child's temperature is 100 degrees or over
- There is green or yellow discharge from the nose
- The child has a contagious illness

### **Half Days**

- PM care is provided on scheduled half days with the exceptions of:
  - a. Any Early Dismissals before holidays
  - b. Early Dismissal last day of school
- On scheduled half days when care is provided, children need to bring a lunch and drink.

### **Inclement Weather**

- If school is closed, no AM/PM care is provided
- If school closes early, there will be no PM care
- If the opening of school is delayed, there will be no AM care

### **Disciplinary & Behavior Management**

Parents will be informed in person, by telephone, in writing, and/or through parent conferences if their child displays inappropriate behavior. Inappropriate behavior may lead to disciplinary action, including possible suspension and/or termination from the program. The following list of inappropriate behaviors may result in disciplinary action, and this list may not be all-inclusive:

- Fighting
- Stealing
- Defacing school property
- Lack of respect for staff members
- Uncooperative with staff instructions
- Discourteous behavior toward other children
- Improper and inappropriate language use
- Other behaviors as noted in the WCA Student Handbook

Disciplinary action may include the following:

- Time out
- Verbal or written report to parents
- Parent conference
- Suspension
- Expulsion
- Other actions as noted in the WCA Student Handbook



WILLIAMSBURG  
CHRISTIAN ACADEMY  
*Teaching Them to Fly*  
Deut. 32:11

---

### **Snack**

- A nutritious snack is provided daily after school
- Candy and other junk food is discouraged but is permitted with parent permission
- Gum is not allowed

### **Toys/Games**

Children are not allowed to bring certain toys or games from home. This includes toy weapons and bey blades.

### **Students not picked up 15 minutes after dismissal time**

At the end of the school day, parents have a fifteen-minute period of time to pick up their student. At fifteen minutes after the scheduled dismissal time for that day, all students who have not been picked up are taken to the PM Care room. Our school policy and insurance company require that students be supervised at all times.



---

# WILLIAMSBURG CHRISTIAN ACADEMY

---

*Teaching Them to Fly*  
Deut. 32:11

**AM/PM CARE FEE SCHEDULE**  
**2020-2021**

WCA offers two options of payment plans depending on the frequency of the Extended Care use.

- **The first option** is for those who plan on using the services on a limited basis. Please review the Daily Payment schedule below for limited services use.
- **The second option**, Semester Pay Discount Plan, is for those families that will use the services on a regular basis. The deep discount of this plan is offered because of the high frequency of use and allows for better staff scheduling. The semester plans include services for both full-day and half-day services as per policy regarding half days. Once this plan option is chosen for the semester, the semester price will be divided by five equal monthly invoices during each semester. Semester plans cannot be canceled once the semester begins.

**(If choosing a Semester Discount Plan, please initial your selection in the box provided.)**

**AM CARE:** (each student) 6:45 – 8:00 AM

Daily Payment : \$7.50

**AM Full Semester Pay Discount Plan:**  First Semester \$400;  Second Semester \$460

**PM CARE:**

Daily Payment	PM Care Hours	Each Student
Full School Day:	3:00 PM up to 5:00 PM	\$15.00/day
Full School Day:	3:00 PM up to 6:00 PM	\$22.00/day
Half School Day:	11:30 AM up to 3:00 PM	\$22.00/day
Half School Day:	11:30 AM up to 6:00 PM	\$37.00/day

Semester Pay Discount Plan	PM Care Hours	First Semester	Second Semester	
Full and Half Day:	11:30 AM / 3:00 PM up to 5:00 PM	\$790	\$925	<input type="checkbox"/>
Full and Half Day:	11:30 AM / 3:00 PM up to 6:00 PM	\$1,150	\$1,350	<input type="checkbox"/>

**Billing**

Invoices for both plans are prepared monthly on the first day of the month following the month services were used and will be posted to the family PraxiSchool account. Payment is made through the parent portal and is due by the 10<sup>th</sup> of the month. Williamsburg Christian Academy reserves the right to suspend services, the administering of exams, and the issuing of grades if an account is delinquent more than 45 days.

**LATE PICKUP FEE** (each student) (Time beyond the scheduled closing time for that day)  
\$6.00 per each 15-minute interval or fraction thereof per student.

## AM/PM CARE APPLICATION 2020-2021

(Note: Application is required each school year even if the student attended the program the prior school year.) The AM/PM Care Program is available to enrolled students in the K3 through the 5<sup>th</sup>-grade program.

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

Grade \_\_\_\_\_ DOB \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Mother's Work # \_\_\_\_\_

Father's Work # \_\_\_\_\_

Mother's Cell # \_\_\_\_\_

Father's Cell # \_\_\_\_\_

**In case of emergency contact:**

Name:

Telephone:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Authorized Person(s) for pickup:**

\_\_\_\_\_  
Person(s) NOT authorized to pick-up your child:  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Physician's Name and Telephone:  
\_\_\_\_\_

\*Any health concerns? Please explain.  
\_\_\_\_\_  
\_\_\_\_\_

I have read, understand, and will abide by the AM/PM Care Policy

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_