



# Extended Care Pricing Sheet 2018 -2019

**Annual Registration Fee**..... \$30.00 per child or \$50.00 per family

### **Hourly Plan**

This plan is best for families who expect to utilize extended care on an occasional basis. Time used for the month will be billed the first week of the next month. Payment is due in full at that time.

Morning Preschool, Elementary, and Middle School rate..... \$5.00 flat fee

Afternoon Rate ..... \$5.00 per half hour

### **Monthly Plan**

This plan is best for families who expect to utilize morning and afternoon extended care on a regular basis. The monthly plan options are meant to mirror the days your student is enrolled to attend. For those enrolled in a 5-day program, but are uncertain which days child care is needed, the hourly plan is suggested. Invoices are sent on the first of each month via FACTS. Elect Auto Pay for incidental billing and your account will automatically be deducted. Payment is due when invoices are received and are late if not received by the end of the month. The monthly rate is flat regardless of the number of days in the month.

2-Day Preschool..... \$125.00

3-Day Preschool..... \$175.00

5-Day Preschool..... \$300.00

5-Day Elementary/Middle School.....\$275.00

### **Semi-Annual Plan**

This plan is best for families who expect to utilize morning and afternoon extended care on a regular basis and will not need to change plans. 50% is due by August 1 and 50% due by January 1. Invoices will be sent via FACTS and payment is due at that time. This plan may not be changed at any time.

5-Day Preschool.....\$1,400.00 per semester

Elementary/Middle School.....\$1,275.00 per semester

### **Yearly Plan**

This plan is best for families who expect to utilize morning and afternoon extended care on a regular basis and will not need to change plans. This plan is to be paid in full by August 1. Invoices will be sent via FACTS and payment is due at that time. This plan may not be changed at any time.

5-Day Preschool..... \$2,800.00 yearly

Elementary/Middle School..... \$2,550.00 yearly

**Drop-In Fee**..... \$10.00 per day, per child

The drop-in fee is billed to families who need to use extended care services but are not registered. This fee is billed in addition to any hourly rates or late fees.

### **Late Fee**

6:01pm until child is picked up (per minute, per child) .....\$2.00

*A change of the hourly or monthly plan will require a change of plan form to be submitted before the end of the month.*

Please go to your FACTS account FORMS section to register.

Cornerstone Christian Academy  
Extended Care 2018 – 2019

**Mission**

Cornerstone Christian Academy Extended Care is designed to provide a safe, secure, and caring Christian environment for students age 2 – middle school. CCA offers convenient extended care hours before and after school. These hours are structured to support and enrich the regular school program through closely supervised activities. Children will have snack time, homework/study time, active outdoor play, indoor games, arts and crafts, and additional activities with specialized instruction. The Extended Care Program is an extension of Cornerstone Christian Academy and is dedicated to strengthening the students' academic, social, physical, and spiritual development.

**Registration**

All students who use the Extended Care Program, whether full time or on a drop-in basis, must be registered each year. An Extended Care information table will be available for questions at our Meet and Greet Day. Parents can register in the Forms sections of their FACTS account anytime during the school year.

**Billing**

All billing is done through FACTS. You will receive invoices via email (or mail if you selected this option) and payment is expected by the due date. When an account is more than 30 days in arrears, the student(s) will be disqualified from enrolling and/or participating in all extracurricular and/or athletic activities conducted or sponsored by CCA. Balances for overdue invoices will incur an additional penalty of \$25 on the 1<sup>st</sup> of the next month. All payments are to be made through FACTS.

**Plan Changes**

Plan changes must be made by the 25<sup>th</sup> of the month PRIOR to the month the plan is to take effect. If your circumstances have permanently changed, a one-time plan change is allowed. Please see business office.

**Hours**

Before School Care operates from 6:45 a.m. to 8:30 a.m. for preschool and 6:45 a.m. to 7:30 a.m. for elementary/middle school. After School Care operates from 2:30 p.m. to 6:00 p.m. for preschool and 3:00 p.m. to 6:00 p.m. for elementary and middle school.

**Extended Care Drop Off and Pickup Procedures**

Preschool student parents must check the sign-in sheet at the Extended Care desk and then report to room B108 or B114. Elementary and middle school students are to report directly to the lobby.

When picking up, you must check your child out of Extended Care at the front desk. Your child will be called to the front for dismissal. Please do not pick up your child directly from the classroom or playground.

When children are picked up, they must be checked out by a parent or authorized adult. Siblings under 18 are not allowed to pick up students.

If you are unable to pick up your child personally, please notify the school immediately. The person who will be picking up your child must show his/her ID. Your child will not be released without proper ID.

To make release to approved individuals a smooth experience, please keep the Transportation section of your ParentWeb account up-to-date. Any additions or changes can be made by contacting the front desk.

**Afternoon Dismissal Late Pickup**

All students not picked up by 2:45 (preschool)/3:15(elementary/middle school) will be checked into Extended Care. If he/she does not have a registration contract on file, we will consider it a drop-in fee and you will be charged at the non-contracted rate of \$10 plus the regular rate of \$5.00 per ½ hour.

**Afterschool Activities Pickup**

All students not picked up by 10 minutes after an Afterschool Activity, including school sponsored activities, will be checked into Extended Care. If he/she does not have a registration contract on file, we will consider it a drop-in fee and you will be charged at the non-contracted rate of \$10 plus the regular rate of \$5.00 per ½ hour.

**Late Pickup**

Extended Care ends at 6:00 p.m. Students picked up after 6:01pm will be charged a late fee of \$2 per minute, per child. After the third late pick up you may be suspended from utilizing Extended Care.

## **CCA Extended Care Expectations of the Children**

As part of a caring Christian community, all children will be treated with respect and are expected to respect staff, each other, property, and materials provided. As an extension of the school, the rules and regulations of Cornerstone Christian Academy apply to Extended Care students.

### **Morning Care**

#### **Preschool**

Preschool students in morning care will have guided playtime, including crafts, songs & games, reading and short movies. The following will help mornings go a little smoother for all:

- No food or drinks. Please finish breakfast before entering to avoid any allergy issues.
- No toys from home. Sharing is sometimes difficult. By leaving loveys at home or in their backpack, we can hopefully alleviate some early morning conflicts.
- Say good-bye at the door. Please try to give a quick hug and then hand-off to the morning staff. Transition can be difficult for some, and when other moms and dads come in to soothe their child, it quickly goes from one child wanting “Mommy” to multiples in tears. The extended care team is very loving and your little one will be in good hands.

#### **Elementary and Middle School**

Elementary and Middle School students have a shorter and quieter time in morning care. The following guidelines will encourage an educational environment as soon as the day gets started:

- Drop off all students in the main circle drive. Although Middle School has their own drop-off and dismissal area, there is no supervision there before 7:30. To ensure all students’ safety, all morning care students need to enter at the front of the building.
- Bring a book or homework. Students are asked to sit quietly, by grade, in the mornings. This is a perfect time to read or go over homework.
- No food or drinks. Students may have their water bottles, but we ask that other food and drink be finished before entering the building.

### **Aftercare**

#### **Preschool**

Preschool students in aftercare will meet daily for fellowship time, and then divide into their different age groups where they will have snack, recess, and guided playtime. Preschool will also combine for group activities on Wednesdays and Fridays. The weekly snack schedule can be found on the school website and at the extended care desk.

#### **Elementary and Middle School**

The goal of aftercare is to provide some down time for students, but to also try and get homework completed to free up evenings for family time. Each age group will have homework time, snack, and recess. The weekly snack schedule can be found on the school website, and at the extended care desk. Please note the following:

- All students are expected to work on something academic during homework time. Please make sure your student has a book in their backpack in the event they have no homework that day.
- The use of personal electronic devices, including cell phones, MP3 players, and tablets, are not permitted during extended care.
- No toys from home. Fidget spinners, Pokémon cards, and Legos all look very like one another, and can easily get confused with someone else’s. To avoid any unnecessary confusion, we ask that all personal items of the sort stay at home.

### **After School Programs**

We offer a variety of enriching Afterschool Programs at CCA. Class descriptions can be found on the school website. Registration is done in the Forms section of your FACTS account.