

AFTER SCHOOL CARE

At Covenant Academy

The Aftercare program is available for all students enrolled in the CA Grammar School.

The program will operate on school days from 3:15 p.m. – 5:30 p.m. except for ½ days. Parents will be notified in the event of additional closings.

A child may be enrolled in the Aftercare program for one, two, three, four, or five days per week. The fee for four or five days is the same. Plans may be changed monthly provided a request is submitted to the program director by the 11th of the preceding month. If a plan is changed after the 11th, the regular payment will be expected. If days are added to your plan after the 11th, drop-in rates will apply.

ENROLLMENT

Enrollment forms are available from the program director or the Grammar School office. **Forms must be completed and submitted to the director before your child's first day in the program.** This includes drop-ins. Be sure to contact the director to update any information as changes occur during the school year.

DROP-INS

Please notify the Grammar School office 24 hours in advance of drop-ins. Drop-ins are welcome on a first come, first served basis depending on availability. 24 hour advance notice is suggested.

MANDATORY DROP-INS

Any Grammar School students not picked up by 3:20 p.m. will automatically be admitted to Aftercare. Parents will be charged the drop-in fee.

ATTENDANCE

A child may not attend Aftercare on days he is absent from school.

DISCIPLINE

Children are expected to be well-behaved in Aftercare. If needed, a child may be separated from an activity for a period of time. If further disciplinary actions are required, the parents and the director will work together to find a solution to the problem.

PICK-UP

Please pick up your child directly from the Aftercare room. (Use the Aftercare room door to enter the building.) Before leaving, sign out your child.

WEATHER

Children will be allowed to play outdoors daily except in inclement weather. Make sure your child brings a jacket or sweater on cool days.

SNACKS

A snack is provided daily and is included in the Aftercare fee.

SICKNESS/INJURY

If a child becomes sick, parents will be notified to make arrangements to have them picked up. Make sure emergency contact information is kept up-to-date as changes occur.

HEALTH FORMS

Any child attending Aftercare must have an Emergency Form and Waiver of Liability on file with the director. Immunizations must be up-to-date.

MEDICATIONS

If a student needs to take medicine during Aftercare, please include written authorization and instructions with the meds. All prescriptions must be clearly marked and given directly to a staff member. Do not send medicine to Aftercare with your child.

EMERGENCY PROCEDURES

In the event of a tornado or fire, students will follow the same emergency procedures practiced routinely at CA.