



**HIGH POINT CHRISTIAN
ACADEMY
Afterschool Care Guidelines
(TK-6)**

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Purpose Statement

The purpose of the Afterschool Care program of High Point Christian Academy is to continue quality, Biblically-based care for students in grades TK-6 beyond the regular hours of school.

Reasons for Afterschool Care

Afterschool Care is a ministry for parents under the following circumstances:

- Parents who have employment, which restricts them from picking up their child(ren) directly at the end of the regular school day.
- Parent volunteers at the Academy who cannot pick up their child(ren) directly at the end of the regular school day.
- Employees of the Academy who need to use the Afterschool Care service. This includes teachers, teacher aides, office personnel, teachers employed by the preschool when a workday is scheduled.
- When teacher workdays are scheduled, care is offered during the regular school hours. Afterschool will then continue for students who need care related to the afore mentioned reasons.

Please do not abuse this care by using it as a babysitting service. Please do not leave your child beyond your need of care.

Student Behavior

Our desire is to provide varied activities for children in our Afterschool program. In order to have an enjoyable program, we require students to show respect for God, self, others, and property. Positive reinforcement for good behavior is practiced by using words of praise and/or special privileges. When corrective discipline is necessary, teachers will explain to children the reason for the consequences. The program rules will be clearly defined, and all students will be expected to follow the rules. The methods used in correcting a child may include verbal correction, as well as time out. If negative behavior continues, parents will be notified.

Students are expected to:

1. show respect to authority at all times.
2. follow school rules: no running, hitting, rough play, etc.
3. respect others and be kind.
4. follow directions the first time.

Consequences

1st offense: Verbal warning

2nd offense: Time out from an activity and action recorded in the behavior book

3rd offense: Parent notified

Consistent behavioral concerns may result in the student's dismissal from the Afterschool Program.

Homework

There will be a time provided Monday, Tuesday and Thursday for first-sixth graders to work on homework. **It will be up to each child to make this a priority.** Please discuss this with your child. We cannot make them do their homework; we can only provide the time. If a student misbehaves in the homework room the student will be removed and placed with those who have finished their work. The parents are notified that their child did not participate in the homework room due to their behavior.

Safety/Pickup

We will not release your child to anyone unless the name is on our list of approved individuals that you included on your Afterschool registration form. Identification (driver's license) may be requested of the person picking up your child. A student driver who is authorized may pick up a student with specific parent approval.

You must sign the checkout form each day indicating the time you picked up your child. The person picking up your child must come to the Afterschool room which is E208. After 4:00pm, parents will need to walk to the backside of the school building for access to room E208.

Snacks

A snack is provided when your child arrives in Afterschool. If your child stays past 4:30, she/he may bring a snack from home to have at this time.

Departure Schedule

TK through first grade students are supervised when walking to their Afterschool classroom. Second – Fourth grade students are dismissed by their teachers and are directed to proceed to their Afterschool classroom. Fifth grade students walk with their class to the Afterschool area. Sixth grade students participating in the program must walk directly from the Academy building to the Afterschool sign-in area. The classroom teachers do not walk them to the Afterschool area. **(Children are not allowed to go back to the classrooms.)** Check signs posted on Afterschool room door for location of class (ex. playground, gym, etc.)

Absenteeism

Due to staff commitments and general expenses, there is no reduction in rates if your child is absent. If your child is absent for a long time due to serious illness, an adjustment will be made.

Care not provided

Childcare is not provided during Thanksgiving, Christmas, and Easter breaks. Please see the calendar on the Academy website for dates Afterschool care is provided.

Outside Plan

Weather permitting; the students go outside each afternoon unless there is extreme heat or cold. We cannot leave your child in a classroom unattended.

Electronic Devices

Student-owned electronic devices are allowed in Afterschool. The staff will determine appropriate times for their use. Students are responsible for the safety of their devices.

Items Brought From Home

Games/activities will be planned. It will not be necessary for children to bring toys from home.

Other

If your student has an event following Afterschool (i.e. dance, sports, etc.), they need to stay in their Academy uniform until 15 – 30 minutes prior to your expected arrival at HPCA. The Afterschool workers will not be able to dress your students for the special events on a regular basis. With the number of students enrolled in the program and the different activities they are involved in each day, we are unable to honor all of the requests that are presented to us.