



Chevy Chase Presbyterian Church  
AFTERSCHOOL PROGRAM

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# PARENT HANDBOOK

## 2021 - 2022 SCHOOL YEAR DISCLAIMERS:

Due to the circumstances of the COVID-19 Pandemic there are a few changes to our practices. These changes include, but are not limited to the following:

- Increased facility spaces
- Reduced class sizes
- No FULL DAY care will be offered, but Parent Drop Off @ 3pm on non – holiday school closure days will be available.
- No Van Transportation will be provided following FLEX classes or sports practices at this time.

# CCPC AFTER SCHOOL PROGRAM

## 1. Mission Statement

We, the Chevy Chase Presbyterian Church (CCPC), believe that

All children are gifts of God, created in God's good image;

All children have a right to be children, nurtured in a safe environment;

All children are loved by God, regardless of race, gender, or creed.

To this end, the CCPC After School Program, an outreach of the church to families of the community, provides safety, care, and creative enrichment for children in grades PreK-5<sup>th</sup>. The Program strives to build a strong community by providing opportunities for children to develop positive relationships with adults and other children. The ASP enrollment is open to those of all races, ethnic backgrounds, and religious affiliation.

## 2. Relation to Church

The CCPC After School Program is part of the Christian Education program at the Chevy Chase Presbyterian Church. The program is operated under the authority of the Session of the church and the Christian Education Committee. The program is non-doctrinal and open to families of all faiths. After School Program families are invited and welcome to join in Church sponsored family activities throughout the year.

## 3. Enrollment

Children of all races, nationalities and religions are encouraged to apply for enrollment. The program takes pride in the diverse group of children currently enrolled. The program enrolls children in PreK – 5<sup>th</sup> grades. Children of church members and siblings of children already enrolled in the program are given priority in enrollment.

## 4. Program and Activities

The CCPC After school Program offers a wide variety of activities. The late afternoon hours are divided into four periods: Snack Time, Homework Time (2<sup>nd</sup> – 5<sup>th</sup> grades), Indoor Play and Outdoor/Active Play.

### SNACK TIME

Snack time is different based on each age group. For the youngest classes, snack begins as soon as the children arrive at the program. The older classes enjoy some free play outside before snack between 4:30 & 5:00.

### HOMEWORK TIME

Homework time of 30-45 minutes is set aside for 2<sup>nd</sup> through 5<sup>th</sup> graders. If they complete their homework, or were not assigned homework, those children are asked to read quietly until homework time is over. There is no homework time for the youngest groups because

they are to do their homework at home with their parents as it is an important home-school link, though a 10 – 15 minute quiet reading time is part of each day.

### **INDOOR PLAY**

Indoor play consists of a variety of activities. Cars, blocks, Legos, dramatic play, puzzles, drawing, board games, card games, art projects, and reading are a sampling of available items/activities to engage the children during inside play time.

### **OUTDOOR/ACTIVE PLAY:**

Active play is held outside as much as possible during the nicer weather for sports, games, and Free Choice play on the playground equipment. In the event of inclement weather, a large room is available for indoor play and favorite games, such as Four Corners, Builders & Bulldozers, Coke & Pepsi, Battleship, Sharks & Minnows jump rope, and races.

### **CLEAN UP TIME:**

Clean up time ends the day. Children put away toys and equipment and help the staff clean up the Program's rooms. At the end of the day the children from all classes may gather on the playground or for games in the big room or another quiet activity in one of the classrooms.

## **5. Facilities**

The After School Program has its home base in the Education Wing. There are four large, brightly lit rooms, and a kitchen. There are also 2 multi-purpose rooms on the 1<sup>st</sup> and 3<sup>rd</sup> floors which can be used for indoor games during inclement weather and group events. The program makes daily use of the large outdoor playground, weather permitting.

## **6. Staff**

The overall program is administered by three Co-Directors. The children are divided into four classrooms based on age groupings, with each classroom being led by a Teacher and a Teacher Assistant. A high staff/child ratio assures adequate supervision and constructive interaction among staff and children.

All staff members are screened under available procedures from the D.C. Police or the police of the staff member's home state.

All staff members have been trained in First Aid and CPR and Teachers receive 21 hours of continuing education annually.

## 7. Hours

The hours of the After School Program are 3:00PM to 6:30PM Monday through Friday.

## 8. Tuition and Fees (2021 – 2022)

Monthly tuition is 1/10<sup>th</sup> of the annual tuition. A Tuition Deposit equal to 1 month's tuition is due once confirmation of enrollment is received. Thereafter, monthly tuition will be due before the 15<sup>th</sup> of the month, September – May.

**NEW THIS YEAR:** Parents will be invoiced on the first of the month through the parent portal of our database system. Online payments will be arranged by the parent to occur by the 15<sup>th</sup>. If payment is not received by the 15<sup>th</sup> of the month, a **Late Payment Fee** of \$10 will be charged. Parents who are in arrears more than one month's payment may be asked to remove their child from the Program. Parents in need of special arrangements should speak to one of the Co-Directors.

No refunds will be given for non-attendance or if holidays fall on days of scheduled attendance.

The **Monthly Tuition** is as follows:

5 days a week	\$480.00 per child (\$456 for second child)
4 days a week	\$445.00 per child
3 days a week	\$390.00 per child
2 days a week	\$335.00 per child

Families with 2 or more children enrolled 5 days per week will receive a 5% sibling discount on the second (and third) child's tuition.

### **Withdrawals**

Parents wishing to withdraw their child from the Program, and/or decrease enrollment days must give the Directors **30 days' written notice**. No refunds will be given for withdrawal with less than 30 days' written notice. In the event of withdrawal from the program, the tuition deposit is non-refundable and will not be credited to your final tuition payment.

### **Drop In Days**

Often parents of part-time students need to use CCPC an extra day. The fee is \$25 per child for each extra day.

### **FLEX Academy Class Pick-up**

**WE DO NOT ANTICIPATE LAFAYETTE HOSTING FLEX CLASSES AT THIS TIME, IF THIS CHANGES WE WILL ADJUST ACCORDINGLY.**

Many Lafayette families choose to participate in FLEX Academy classes held at the end of the school day. CCPC ASP offers van pick-up at 4:30 following their after school activity, and shuttles them back to CCPC for a fee of \$5 per ride.

Sign up for van spaces will be done in coordination with the FLEX Academy registration and will be first come, first served.

We can accommodate a maximum of 10 children per day, with 6 booster seats (for children in Pre-K, Kindergarten and 1<sup>st</sup> grade). We must have a minimum of 3 children signed up per day to make a trip. *These maximum and minimum numbers will apply to make up classes as well. If we do not have a minimum of 3 children to retrieve on any given day, we will notify parents that transportation to CCPC cannot be provided that day.*

### **Parent Drop-Off Days:**

There are days scheduled throughout the school year when D.C. Public Schools are closed all day for Professional Development or Parent-Teacher Conferences. While we will no longer be offering Full Day care, CCPC will be open from 3:00pm – 6:30pm on these days and parents may drop-off their children for the afternoon.

### **Late Pick-up Fees:**

**The After School Program closes at 6:30pm by which time all students should be picked up.** If a parent is late, a **\$20.00 fee PER CHILD** is charged for each 15 minutes or fraction thereof to compensate the staff member who remains with that child. The late fees are as follows:

If you pick up your child between	6:31-6:46pm	the late fee is	\$20.00
	6:47-7:02pm		\$40.00
	7:03-7:18pm		\$60.00
	7:19-7:34pm		\$80.00
	7:35-7:50pm		\$100.00

***The fees keep building until the child is picked up.***

**Late will be billed in the next monthly billing cycle. Repeated infractions may result in a parent-Director conference.**

It is advisable for parents to find a friend or neighbor in the After School Program who would be willing to take your child home with him or her on those occasions that you know in advance would keep you later than pick-up time. This arrangement is made between parents and then the Program is notified about the change in who is picking up.

## 9. Attendance and Pick-up

The Program must be notified **before 2:30pm** if a child will be absent (i.e., playdate, doctor's appointment, or absence from school) on a day of scheduled attendance. Parents may email the program at [ASP@chevyCHASEPC.org](mailto:ASP@chevyCHASEPC.org) at any time during the day or may speak directly to a Co-Director by phone or text after 2:30pm.

If a child is attending on a day which is NOT his/her scheduled day, CCPC needs that information, as well.

**If a child is to go home with anyone other than his/her parents, the parent must inform the Program, even if that person is on the list of approved people. The CCPC staff needs to know who to expect for pick-up of each child.** If the person is an unfamiliar friend or babysitter, that person will need to present a photo I.D. before we will release the child to him/her.

Each parent and student will be given a CCPC After School Program business card to carry which has the Program phone number as well as cell phone numbers of CCPC staff members who will be meeting the children at the Lafayette Elementary School.

***If a child was not in school because of behavior issues or because of illness (kept home to "monitor" coughs, stomach aches or fever, etc.), that child may not be dropped off at CCPC that day.***

If CCPC gets a message that a child is not to be picked up because of an after school doctor's appointment or other activity but is to be dropped off at CCPC later in the day, **THE PARENT MUST CALL CCPC TO NOTIFY TIME OF ARRIVAL AND THE PARENT MUST WALK THE CHILD UP TO THE CLASSROOM FOR SAFETY'S SAKE WHEN DROPPING-OFF AT CCPC.**

### **Messages AFTER 2:30pm**

Parents are asked to call CCPC staff on their cell phone to report the change in schedule for pick-up.

Playdates must be arranged a day in advance so that CCPC staff has proper notice and information. If there is no message about a child going home with someone other than a parent, that child must accompany the CCPC staff to CCPC.

If a parent fails to notify the Program that their child will not be attending the After School Program that day, it puts extra stress and strain on the staff who will look everywhere for that child. Should a parent fail repeatedly to notify the Program that their child will not be picked up by ASP staff members, that parent is jeopardizing his/her child's place in the Program.

## **PICK UP AT LAFAYETTE**

CCPC Staff Members will be at Lafayette by 3:05pm each day to greet the children. Students in PreK, Kindergarten and 1<sup>st</sup> grade will be met by a CCPC staff member at their dismissal location. 2<sup>nd</sup> – 5<sup>th</sup> graders will self-dismiss to CCPC staff members at our predetermined meeting location. Each child will be signed in by CCPC staff. It is up to the child to report to the CCPC staff as soon as possible after dismissal. Cell phone use by students immediately after dismissal often slows down the checking in and departure of the entire group. Please be sure your child understands this and only uses his/her cell phone to reach you in an emergency, not to check in with friends.

Once a child who is enrolled in CCPC After School Program is dismissed by the Lafayette teacher, he/she is under the supervision of CCPC staff and is not allowed to leave the Lafayette Elementary School grounds without CCPC supervision, including Broad Branch Market.

When every student is accounted for, the CCPC group will walk back to the Program, stopping at each corner and will cross only in crosswalks when it is determined that it is safe to cross the street, led by CCPC staff.

On most days, children from Lafayette School will be picked up by staff members and escorted on foot to the Program. Children should be dressed properly in the event of rain, snow, or cold weather. In extremely bad weather (such as a thunderstorms or single digit wind chill temperatures), Lafayette children will be transported by church van.

All children, whenever being transported by church van, must be in seat belts. In addition, children under 8 years of age, whenever being transported by church van, must be in child booster seats.

### **13. Snow and Bad Weather Policy**

The policy of the Program is to do all it can to assist parents when schools close early because of snow or other extreme weather conditions (e.g., extreme heat and broken air conditioning in the schools).

- If the D.C. Schools are closed because of snow, ice, or inclement weather, CCPC is closed.
- If the schools close during the school day because of weather, staff will make every effort to meet the children at the time of closing to bring them to CCPC provided the church building is open. Further information will be given by recorded message from the Program's number (202)966-8385.

- If the weather worsens and the children are at the Program, staff will notify Parents to come for their children. If the parents are unable to pick up the children before the stated early closing time, arrangements should be made for the children to go home with another adult (family friend or neighbor) or the parent of another child in the Program.
- When DC public schools close early because of snow and CCPC picks up your child, there is a \$25.00 fee per child when CCPC opens between 12 noon and 3:00pm.

## 14. Health and Safety

DUE TO THE EXTRAORDINARY CIRCUMSTANCES OF THE COVID-19 PANDEMIC, OUR HEALTH AND SAFETY PROTOCOLS HAVE BEEN MODIFIED AND ENHANCED AS OUTLINED IN THE RE-OPENING PROTOCOL DOCUMENT AVAILABLE ON OUR WEBSITE.

The health and safety of each child is of primary importance to the Program staff. Each child must have on file with the Director a completed health form provided by the District of Columbia Health Department.

No sick children or children with contagious diseases or conditions (e.g., head lice, chicken pox, fever) may attend the Program. If a child becomes ill during Program hours, parents must arrange for the child to be picked up within an hour or other agreed-upon period.

If a child is not in school that day because of being kept home to monitor fever or illness, he or she **may not** attend/be dropped off at the After School Program that day.

***For the health of the other children and of the staff, please keep sick children, when contagious, home until they are symptom-free and fever-free for 24 hours.***

**Those children with HEAD LICE must be NIT-FREE to be able to return to CCPC.**

For those children on suspension from school, the suspension then also applies to attending the After School Program as well.

All instructions for special care, including allergies, dietary restrictions, and medical needs must be submitted in writing. If medication is to be administered at the ASP a form signed by the prescribing physician must be on file.

PreK, Kindergartners, and First Graders should keep an extra change of clothing, clearly labeled, in their After School Program classroom.

CCPC After School Program has insurance covering certain injuries, accidents, or death, occurring during After School Program Hours. By signing the Insurance Waiver and Parent Handbook Agreement parents waive all claims that are not covered by said insurance against anyone affiliated with CCPC After School Program, including without limitation the Director, employees of CCPC After School Program, and persons affiliated with Chevy Chase Presbyterian Church.

## **15. Behavior/ Discipline**

The After School Program is based on mutual respect and the fundamental standards of conduct in dealing with staff, children, and parents. The goal of our Program is to provide a safe and caring environment for the children. The staff will offer appropriate activities, games, and homework time in the after school hours. The staff will serve as role models for mutual respect and positive attitudes for the children. We want the children to have a positive experience at CCPC.

Therefore, the After School Program will NOT tolerate:

- ◆ Weapons of any kind for any reason
- ◆ Fighting
- ◆ Improper behavior, abusive or inappropriate language, crude gestures, poor attitudes
- ◆ Bullying, taunting, intimidating others
- ◆ Inappropriate dress
- ◆ Insubordination including disregarding directions by CCPC staff members.

### **Warning System**

To keep parents up to date on any behavioral or other concerns that may occur with their child, we have instituted a warning system. It works on the concept of “3 Strikes and You’re Out”. For example, if a student exhibits any inappropriate act or behavior, the **student** will get a notice. The first notice is a green warning, the second yellow notice suspends the student for a specific day, the third notice, which is pink, expels the student from the Program without a refund. This warning system will not be used for minor situations. It will reflect the Program’s rules and any other situations that may arise. The warning notices **MUST** be signed by a parent or guardian.

## **16. Communication Between Parents and Staff**

Parents will be kept informed of Program activities and are urged to inform the staff of important events in the child’s life or changes in the child’s home situation, routine, or schedules. Staff will inform parents if a child is having difficulty adapting to the Program’s activities and will work with the parents to resolve any problems. If problems cannot be resolved, parents may be asked to take their children out of the Program.

Staff members are available for meetings or telephone conferences with parents at mutually convenient times.

## **17. Transportation**

All children, whenever being transported by church van, must be in seat belts. In addition, children under 8 years of age, whenever being transported by church van, must be in child booster seats.

## **18. Parking for Parents for Pick up or Drop off**

There is parking available on Chevy Chase Parkway near the entrance walk. Parents should park on the south side of the street (same side as CCPC) for safe loading of children into cars. Parents should not use the alley when picking up or dropping off children.

## **19. General Information**

The hope of the Director and Staff members of the After School Program is that the students who are enrolled will have positive social interactions with their peers and other students in the Program as well as with the Staff.

**19a.** In an effort for this to happen, cell phones/smartphones, smart watches, iPods, MP3 players, and personal portable gaming devices will not be allowed to be used during normal After School Program hours of operation (3:00pm – 6:30pm). Activities and Games are planned by the Staff for the students to become good citizens and to learn and practice Good Sportsmanship, Teamwork, Conflict Management, Negotiation Skills, and Respect for themselves and their teammates.

**19b.** The After School Program Staff are dedicated to the safety and well-being of all the children in the program and to open lines of communication with parents. Telephone or email conferences should be arranged with your child's Lead Teacher or the Director to address any concerns. While matters of great concern may require an immediate conference when you pick your child up from CCPC, the teacher's focus will need to remain with the entire group.