

ONE CHEVY CHASE CIRCLE, NW
WASHINGTON, DC 20015
202-966-8385
ASP@ChevyChasePC.org
ASPAdmin@ChevyChasePC.org
www.ccpcasp.com

PARENT HANDBOOK

2026 – 2027 School Year Disclaimers:

- CCPC ASP will be closed on March 29th for Easter Monday**
- CCPC ASP closes June 11th for the summer**

THESE DATES DIFFER FROM DCPS CALENDAR

- Parent Drop-Off Days will no longer be offered on Non-Federal Holidays when DCPS is closed.

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-5th. 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 – 5th 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 (2nd – 5th grades), Indoor Play and Outdoor/Active Play.

SNACK TIME

Snack time is different based on each age group. For the youngest classes, snack begins soon after 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 for 2nd through 5th graders will be provided on an as-needed basis. Almost all homework from Lafayette is online or by computer to be completed at home. In the rare case that children are assigned worksheets, quiet time and space will be made available to them. There is no homework time for the youngest groups because they are to do their

homework (when assigned) at home with their parents as it is an important home-school link. All pods have a 10 – 15 minute quiet reading time most days.

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. Please note: children are expected to help clean up what they are doing before they leave for the day… plan to allow your child time for this to happen. If you are running late for a different event, please feel free to contact your child's teacher to alert them of your arrival time. 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 1st and 3rd 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 two Co-Directors. The children are divided into four classrooms primarily based on age groupings but with schedules of part time students also considered. Each classroom is led by a Lead 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.

Staff members have been trained in First Aid and CPR and Lead 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 (2026 - 2027)

Monthly tuition is 1/10th of the annual tuition. A Tuition Deposit of $500 per child is due once confirmation of enrollment is received. 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 15th. Setting up automatic withdrawal for your monthly tuition is recommended. If payment is not received by the 15th of the month, a **Late Payment Fee** of $25 will be charged. Parents who are in arrears for more than one month's payment may be asked to remove their child from the Program. Parents in need of special payment arrangements may reach out to one of the Co-Directors. All accounts questions should be addressed to ASPAdmin@chevychasepc.org.

The **Monthly Tuition** is as follows:

5 days a week	$510.00 per child ($484.50 for second child)
4 days a week	$470.00 per child
3 days a week	$415.00 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.

No refunds or tuition adjustments will be given for non-attendance due to illness, playdates, after school extracurricular activities, family travel, or school holidays or if federal holidays occur on days of scheduled attendance. Students enrolled part-time may (space permitting) swap days in each week but may not carry days over to another week. Any additional days of attendance are subject to space availability and will be charged a Drop In Fee.

Drop-In Days

If your child is enrolled part-time but needs an additional day at CCPC please email ASP@chevychasepc.org to verify availability. The Drop In Fee is $30 per child for each extra day.

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.*

Active Play Classes

Many Lafayette families choose to participate in Active Play (formerly FLEX Academy) classes held at Lafayette at the end of the school day. CCPC ASP staff are not able to pick children up after these classes that typically end around 4:30pm. Children are welcome to attend CCPC after their FLEX class when dropped off by a parent or another adult. Children who are dropped off must be accompanied by an adult to the playground or classroom and signed in by the adult or classroom teacher. If you choose to enroll your child in Active Play (FLEX Academy) classes, please let us know their start and end date of the class. CCPC tuition is not modified for the class duration.

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 Fees 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 **BY EMAIL BEFORE SCHOOL DISMISSAL** 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 at any time during the day.

If a child is attending on a day which is NOT their scheduled day, CCPC needs that information in advance to verify available space.

If a child is to go home from CCPC with anyone other than their 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 when it is not the parents.

If the person is an unfamiliar friend or babysitter, that person will need to present a photo I.D. before we release the child to them.

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 EMAIL 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.**

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 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 their 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 will be met by a CCPC staff member in the library. K – 5th graders will be dismissed to CCPC staff members to our meeting location in the cafeteria. Each child will be signed in by CCPC staff. It is up to the children who are not escorted to the cafeteria by a teacher to report to the CCPC staff as soon as possible after dismissal.

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. If you pick your child up at the end of the school day, please email us to let us know. Since we are located in the cafeteria our paths may not cross to get the message in person.

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 Elementary 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 wintry weather.
In the case of a weather emergency (i.e. thunderstorms, single digit windchills, extremely poor air quality) children will be transported by church van.

All children, whenever 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.

- If the D.C. Public Schools are closed because of snow, ice, or inclement weather, CCPC is closed.
- CCPC usually follows DCPS though there may be times when the church administration closes our building even if school is open. We will notify parents as early as possible if this happens.
- If school closes during the day because of inclement weather or an unforeseen emergency, staff will make every effort to meet the children at the time school closes to bring them to CCPC provided the church building is open. Further information will be relayed by email.
- If extreme weather conditions escalate while the children are at the Program, staff will notify Parents to come pick up their children early. 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.

14. Health and Safety

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, Covid) 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 on a given day because of being kept at home to monitor fever or illness, he or she **may not** attend/be dropped off at the After School Program. If your child is sent home from school or CCPC with a fever, they must also stay home the following day.

For the health of the other children and the staff, please keep sick children home until they are symptom-free and fever-free for 24 hours without the use of fever reducing medications.

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.

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 behavior or language
- Inappropriate language (cursing) *
- crude gestures
- poor attitudes
- Bullying, taunting, intimidating others
- Inappropriate dress
- Insubordination including disregarding directions by CCPC staff members.

*CCPC does not allow cursing of any kind and we will deem what is appropriate or inappropriate for use in our program.

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. A parent or guardian MUST sign the warning notices.

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.

All communication regarding pick-up, dismissal, schedule changes, etc. should be emailed to ASP@ChevyChasePC.org. The Admin email address (ASPAdmin@ChevyChasePC.org) is for questions regarding billing, payments, etc. and is not always checked for dismissal messages.

17. Transportation

On most days, children from Lafayette Elementary 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 wintry weather. In the case of a weather emergency (i.e.

thunderstorms, single digit windchills, extremely poor air quality) children will be transported by church van.

All children, whenever 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 playground/entrance walk. Parents are encouraged to park on the south side of the street (same side as CCPC) for safe loading of children into cars. If you must park on the opposite side of the street, ***please always accompany your children in the crosswalk!*** The alley may not be used for picking up or dropping off children.

19. General Information

The hope of the Directors 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 Directors 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.

20. Participation Agreement

I acknowledge that participation in routine after school program activities involves risk to my child and may result in various types of injury including, but not limited to, the following: sickness, exposure to infectious/communicable disease, bodily injury, death, emotional injury, personal injury, property damage, and financial damage. In consideration for the opportunity to participate in the CCPC After School Program, the participant (or parent/guardian if the participant is a minor) acknowledges and accepts the risks of injury associated with participation. The participant (or parent/guardian) accepts personal financial responsibility for any injury or other loss sustained during school activity, as well as for any medical treatment rendered to the participant that is authorized by the sponsor or

its agents, employees, volunteers, or any other representatives (collectively referred to as the "activity sponsor"). Further, the participant (or parent/guardian) releases and promises to indemnify, defend, and hold harmless the activity sponsor for any injury arising directly or indirectly out of the described activity whether such injury arises out of the negligence of the activity sponsor, the participant, or otherwise.

If a dispute over this agreement or any claim for damages arises, the participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the participant (or parent/guardian) and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.