



After School Program Parent Handbook 2016/2017

Gloria Howard, Extended Day School Coordinator

Mission Statement

- To help parents by caring for their children after school in a fun and structured environment based on biblical principles and the love of our Lord Jesus Christ.
- We accomplish this without discrimination on any basis, including race, sex, nationality, etc.

Goals

CCA's goals are to nurture and challenge students to:

- Know Jesus Christ as Savior and Lord
- Adopt a biblical world view
- Love one another as themselves
- Achieve academic excellence
- Grow into Christ-likeness as they mature spiritually, emotionally, socially and physically
- Evangelize and make disciples of all nations

. . . in order that they may bring glory to God by serving our Lord and others through their character, spiritual, integrity, and leadership.

Location

The After School Program is offered at our Clay Road location.

The Cumberland Christian Academy After School Program is operated at Cumberland Christian Academy's Preschool, Kindergarten, and Elementary Campus as a service to CCA families. The Cumberland Christian Academy After School Program is available only for CCA students in grades K3-8th.

School Contact Information

The program is directed by our Elementary/Kindergarten EDS Coordinator, Gloria Howard.

- Preschool/Kindergarten/Elementary - 770-819-6437
- After School Program – 678-426-1601
- Mailing Address: 2356 Clay Road, Austell, GA 30106
- Fax – 770-819-6437

Hours of Operation

The Cumberland Christian Academy After School Program operates Monday – Friday, from the end of school day until 6:00 pm on regular school days. The program never operates on weekends, school holidays or early release days.

Fees and Payment Procedure

Cumberland Christian Academy's After School Program is a **PREPAID** program. The fee for ASP is \$70 per week or \$15 per day on a drop-in basis. **All students must pay a \$50.00 registration fee.**

Payment for the entire week must be received by Monday morning for care for the current week. Children whose accounts are in arrears for 5 days or more are subject to removal from the day's activities or withdrawal from the After School Program until the account is paid current.

Pick-up Procedures

All children should be signed out at the at the Early Drop-Off room located at the middle of the main building. Parents must park their car and come in to sign their children out.

Parents must be prepared to show identification and also to provide a list of people who are authorized to pick up their child in the event that they are not available. If someone who is not on the list needs to pick up, parents must notify the school and give information to identify that person.

Please be prompt when picking up your children. Our employees are not paid after 6:00 pm, and they have families to go home to just as you do. There will be a late fee of \$5.00 per child for each 15 minutes you are late.

Please enter and leave the parking lot with extreme caution. Be on the lookout for children at all times.

Releasing of Students

In cases of pending divorce, we are frequently asked not to release a child to a parent. The law does not allow us to deny a parent access to their child unless we have a copy of a court order instructing us to do so.

We cannot release your child to anyone other than those designated on the release form that is in your child's file. Please let us know if you would like to add someone to the list. Photo I.D. will be required if we have not met the person designated to pick up your child. Children will also not be released to anyone who appears unsafe to drive them. Another authorized adult will be contacted and/or 911 will be called.

Withdrawal

Students may be withdrawn from the After School Program for the following reasons:

- Excessive late pick-ups (3 late pickups within 3 weeks)
- Discipline problems
- Non-payment or past due tuition
- Director's discretion

Snacks

The After School Program will provide your K5 – 8th child with a nutritional snack daily. Preschool students (3 & 4 yrs) bring an afternoon snack from home. Please keep your children's records at ASP updated with any food allergy information, etc.

Activities

Activities are planned daily for your children (i.e., homework, playground, indoor board games, crafts, Bible Study, etc.).

Inclement Weather

In the event the school closes due to inclement weather, ASP will close as well. CCA follows Cobb County Board of Education school closings.

Student Registration

Primary registration for Cumberland Christian Academy After School Program is during the month of August, but registration is ongoing throughout the year. All CCA students will receive an ASP registration form via email. The student registration form, medical form, parental authorization for release, emergency information form and parent handbook signature page are to be completed and submitted for approval. No student may stay in the program until all forms have been received and approved.

Contagious Diseases

Staff members shall not be allowed in ASP that knowingly have, or present symptoms of a fever or diarrhea. A child will not be allowed to remain at the center if he/she has the equivalent of a 101 degree or higher temperature and any other contagious symptom, such as, but not limited to a rash or diarrhea or a sore throat.

Communicable Diseases

A. GENERAL INFORMATION

CCA recognizes the importance of protecting the health and welfare of students, teachers and other employees of the educational system from the spread of

communicable disease, including Acquired Immunodeficiency Syndrome (AIDS). CCA, the Cobb County Health Department, and/or the Georgia Department of Human Resources has the authority to require immunizations or other preventative measures including quarantine, isolation and segregation of persons with communicable diseases or conditions likely to endanger the health of others. These agencies may require quarantine or surveillance of carriers of diseases and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease.

Employees of CCA will be afforded all provisions as specified in the Georgia Board of Education Policy GANA/JGCC as it applies to communicable diseases.

The following definitions and procedures will be reviewed and revised regularly as necessary to reflect current medical research and legal opinion.

B. DEFINITIONS

Communicable disease – a disease that can be directly or indirectly transmitted from one person to another.

HIV infection – an infection in which the human immunodeficiency virus is present.

C. PROCEDURES

1. If there is reasonable cause to believe that an employee or student has become infected with a communicable disease, the determination of an employee's or student's condition shall be on reasonable medical judgment given the state of medical knowledge about:
 - a) The nature of the risk, i.e., how the disease is transmitted;
 - b) The duration of the risk, i.e., how long the carrier is infectious;
 - c) The severity of the risk, i.e., the degree of potential harm to third parties;
 - d) The probability that the disease will be transmitted and will cause varying degrees of harm.

2. After consideration of the criteria set forth in Paragraph 1, the infected employee or student shall be allowed to remain in his/her employment setting or class unless he/she currently presents a significant risk of contagion as determined by appropriate designated administrators after consultation with the employee's or student's physician, public health official knowledgeable about the disease and/or a physician selected by CCA.

3. CCA shall not disclose medical information about an employee or student with HIV infection or other communicable disease without the consent of the employee or parent(s) of the student, only as required by law or court order. Nothing in this paragraph shall prohibit CCA from notifying the parents or guardians of its students of the presence in a school of chicken pox or any other communicable disease as required by the Cobb County Health Department.

Disciplinary Policy

Behavior standards and policies that apply during the school day apply in the After School Program.

Smoking

Tobacco, in any form, or alcoholic beverages are not allowed at school or school functions or en route to school or school functions.

Prohibited Substances

Staff shall not be under the influence of, or consume alcohol, marijuana or other controlled substances on the center premises or any other time or place where there are children present from whom the center staff is responsible.

The following directives shall be observed concerning the Drug Free Work Place and Work Force policy:

1. A controlled substance is defined as those drugs or substances listed in schedules I through V of the federal Controlled Substance Act, 21 U.S.S. '812, or as defined in O.C.G.A. '16-13-21, including but not limited to marijuana, cocaine, heroin, opiates and amphetamines. CCA considers an employee who is under the influence of (legal intoxication is not required), possesses, uses or consumes an alcoholic beverage on the center's property or while in the performance of his or her official duties to be covered by this policy. Not included are substances used in accordance with a valid prescription.
2. A criminal drug statute is defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

Parents,

Please sign and return this page with all completed forms. You may keep the rest of the handbook for your reference at home.

Gloria Howard
Extended Day School Coordinator

I have read and understand the policies and procedures of the Cumberland Christian Academy After School Program.

Father/Guardian Signature Date

Mother/Guardian Signature Date