



## Extended Day Program Enrollment Packet

Valley Christian Schools' Extended Day Program exists to provide a Christ-centered, safe, structured and supervised learning environment before and after school for students in grades TK-6. The implementation of Biblical principles in the students' everyday decision making is our major focus.

Our program includes planned activities (indoor and outdoor), structured study time, and afternoon snacks. A loving and responsible staff supervises the students.

The program is open on school operating days, including dismissal on "Half Days". Please see the Weekly Newsletter for information regarding offered childcare on Non-School/Holidays.

### **Hours of Extended Day Program**

The program will be available beginning August 9, 2021

- 7:00 – 8:00 AM Morning Daycare
- End of the school day 2:45 - 6:00 PM
- *No lunch provided* on 12:00 PM dismissal days.
- Afternoon snack will be provided by the daycare at 3:00 every day

### **Extended Day Program Fees & Due Dates**

- \$20 registration fee per family
- \$6.00 an hour per student max of \$100.00 per week
- Monday-Friday
- Non-School/Holiday Option for families
- \$2.00 per minute charges for late pick up, after 6:00 PM per student.
- \$20.00 Late charge for payments not made by **Wednesday of each week.**
- \$35.00 NSF fee for returned checks.

You will receive a weekly statement via email on every Monday. All payments are due **by Wednesday**. Bills are payable by credit card (online) or check (VCS Extended Day) brought to *the business office*

Payments not made by each Wednesday, will result in a \$20.00 late fee and your balance will be applied to your tuition Auto Debit. **ALL FEES ARE NON TRANSFERABLE & NONREFUNDABLE**

### **Contact Information**

- Ms. Rachel Robbins Director – Phone Number: 562.920.9902 x120
- Email: rrobbins@vcschools.org

## Discipline and Exclusion Policy 2021-2022

All students in VCS Extended Day Program are entitled to an environment conducive to their physical, emotional, social, and spiritual growth and well being.

*Therefore, on a daily basis students will go directly to the Extended Day room and report to the Extended Day Staff **upon dismissal of school**. No loitering after school. If detained by his or her teacher; **student must obtain a note excusing tardiness**.*

Chronically disruptive behavior is defined as verbal, physical and emotional activity which may include but is not limited to such behavior that:

1. Requires constant attention from the staff.
2. Inflicts physical or emotional harm on other students. **NO BULLYING!**
3. Disrespects the staff, abuses staff, and ignores staff's directions.
4. Destroys or damages school property/equipment or those of other students.
5. Does not follow safety guidelines on the playground or indoors.
6. Usage of inappropriate language.
7. Usage of cell phone or any other electronic devices while in the Extended Day Program are prohibited; they **MUST** be put away in a backpack! Middle School students can use ipads to do HOMEWORK/SCHOOL Projects ONLY.

Reasonable efforts will be made to assist students to adjust to the Program's environment.

Disruptive behavior will be dealt with in the following manner:

1. Student will receive a verbal warning.
2. Student will be redirected, infraction noted in our "Disciplinary Documentation" notebook.
3. If a second violation occurs, student will do lines by writing down or drawing rules(s) broken, time out, restitution and come up with a solution to the problem agreed by staff & parents.
4. After 3 Referrals of misconduct – Mandatory Conference with Director/Assist Director.
5. Gross Misconduct and/or continual misbehavior =
  - Parent conference with the Director.
  - Principal is notified of the student's behavioral pattern.
  - Loss of privileges and/or exclusion from Extended Day Program.

If the severity of a problem is great enough that it could endanger the safety of the child or other children in the Program, and/or no change in student's behavior after all attempts; exclusion will be effective immediately after the Director consults the Principal and then will notify the parent(s).



## Extended Day Policy and Schedules 2021-2022

### Extended Day Policy:

1. Parents are **required to sign in and out** each child! **MAY NOT DROP OFF CHILD!** Please print legibly.
2. Only persons listed on Child's Release/Pick Up form can sign a child in/out. We will card persons we do not know picking up your child and check the Release Form.
3. Students are required to come into the Multipurpose Room in a quiet manner, no running and put away backpacks/belongings neatly in their designated area.
4. Upon pick up, students are required to clean up their activity area and take all belongings home.

<b>Morning Daycare</b>	<b>Afternoon Daycare 2:45-6:00 Monday- Friday</b>
<p style="text-align: center;"><b>Monday-Friday, 7:00 AM-8:00 AM</b></p> <ul style="list-style-type: none"> <li>● Indoor Activities</li> <li>● Prep for dismissal to classes after Devotions, Prayer &amp; Announcements.</li> </ul>	<ul style="list-style-type: none"> <li>● 2:30-3:40 Outdoor Play</li> <li>● 3:13-3:45 Afternoon snack/Clean up</li> <li>● 3:45-5:30 Indoor activity time</li> <li>● 4:00-5:00 Homework Club</li> <li>● 5:30-6:00 Downtime to relax/play games/clean-up &amp; prep to go home (Homework club will be available at this Monday-Friday)</li> </ul> <p style="text-align: center;"><u>Parents Please Note:</u> <b><i>Students must bring their own lunches, Extended Day will provide a <u>light snack</u> for all students at 3:00pm.</i></b></p>



## 2021-2022 Enrollment Form

Student's Name (First/Last) Print	Date	Grade	
Student's Name (First/Last) Print	Date	Grade	
Student's Name (First/Last) Print	Date	Grade	
Address (Print)	City	Zip	Home Phone

Mother's Name \_\_\_\_\_ Cell \_\_\_\_\_

Employer \_\_\_\_\_  
Company Name Address City/Zip Phone / Ext.

Home Address \_\_\_\_\_  
Address (Print) City Zip

Father's Name \_\_\_\_\_ Cell \_\_\_\_\_

Employer \_\_\_\_\_  
Company Name Address City/Zip Phone / Ext.

Home Address \_\_\_\_\_  
Address (Print) City Zip

E-Mail (Father): \_\_\_\_\_ (print clearly)

E-Mail (Mother): \_\_\_\_\_ (print clearly)

Child(ren) Reside(s) with Above? (Circle) Yes No

Marital Status ( ) Married ( ) Separated ( ) Divorced ( ) Other If divorced or separated explain any rights or restraints the non-custodial parents has, other than normal visitation rights as stated in court documents \_\_\_\_\_

I acknowledge and will be responsible to meet all financial obligations and support the policies of VCS Extended Day's Program: Name of Person(s) responsible for payment of Extended Day Fees:

\_\_\_\_\_  
(First/Last) Print Cell Phone

Signature of Above Person: \_\_\_\_\_ Date: \_\_\_\_\_



Child Release Form – Extended Day 2021-2022

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Emergency Names/Numbers in the event you cannot be reached:  
(Please Print)

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I give permission for my child(ren) to be released to the following individuals:

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

We require parents/legal guardians to sign their children in/out of Extended Day to ensure the safety of all students. We will require a picture I.D. card to be presented should we not recognize the person picking up your child.

**We cannot release students to minors, please list persons at least 18 years and older.**



## Parent/Student Contract 2021-2022

1. I will be safe with my body and on the playground.
2. I will be kind to my staff and fellow students.
3. I will be respectful of my staff and fellow students.
4. I will be responsible with my actions.
5. I will use listening ears and follow directions.
6. I will go straight to Daycare after school.
7. I will get a note from my teacher if they keep me after school.
8. I understand that if I have my phone out without permission, it will be taken away and given back to my parents when they pick me up.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Chromebook Permission Form 2021-2022

I understand the Homework Club will be from 4:00 - 5:00 PM daily, except Friday. My child will have the opportunity to organize and get started on assigned homework with the assistance of an extended day staff member. Homework Club is included in the cost of Daycare.

I also understand it is my responsibility as the parent, to review and oversee my child's homework for the week.

Please check off the appropriate boxes below:

- YES - I want my child to participate in the Homework Club Mondays – Thursdays.
- NO - I do not want my child to participate in the Homework Club Mondays – Thursdays.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **1st-8th** Grade Daycare Chromebook Contract 2021-2022

I, \_\_\_\_\_, understand and agree to the following:

- I can *only* use the Chromebook in remote learning with Daycare supervision.
- I can *only* use the Chromebook for *school work*
- I will be careful to keep the Chromebook safe and only use it while sitting at a desk/table.
- If my Chromebook falls and/or cracks I will let a staff member know *immediately* and I understand that *I will be responsible for replacing/fixing the Chromebook.*
- I will put the Chromebook away and *plug it in* after I am finished using it.

Should I choose to disregard the above, I understand that I will no longer be allowed to use the Chromebooks for my homework.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Office Use Only: Chromebook #



## Valley Daycare Allergic Information 2021-2022

Childs Name: \_\_\_\_\_ Grade \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth \_\_\_\_\_

Contact information \_\_\_\_\_ Cell # \_\_\_\_\_

Allergies: circle any and all that apply to your child

- Asthma
- Dairy
- Peanuts
- Tree Nuts
- Other \_\_\_\_\_

Allergic Response \_\_\_\_\_

What do they carry in case of an allergic reaction (example: epi pen, inhaler) \_\_\_\_\_

Do we have a doctor's note on file? \_\_\_\_\_

Intolerances:

- Gluten
- Lactose
- Other \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**