



Chevy Chase Presbyterian Church
AFTERSCHOOL PROGRAM

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PARENTS' MANUAL

2018 - 2019

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-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, through the Christian Education Council and its own After-School Committee, which is composed of parents and church members. The program is non-doctrinal and open to families of all faiths.

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 grades Pre-kindergarten through 5. Children of church members and siblings of children already enrolled in the program are given first 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 and Homework Time, Active Play, Special Activity, and Clean Up Time.

SNACK AND HOMEWORK TIME:

Snack time begins as soon as the children arrive at the program. After a snack as healthy as the children will tolerate, homework time of 30-45 minutes is set aside for 1st through 5th 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 Kindergartners because they are to do their homework at home with their parents as it is an important home-school link.

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 Square, Builders & Bulldozers, Coke & Pepsi, jump rope, and races.

SPECIAL ACTIVITY:

A special activity is scheduled almost everyday and may include such projects as Cooking, Arts and Crafts, Needlework, or making sandwiches for the hungry who come to T.A.P., the church's assistance office. Students in the After-School Program may participate in the church's Children's Choir or Handbell Choir if they wish. Throughout the year there are Community Service projects in which the students can become involved.

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. While they wait for their parents to arrive, the children play board games, draw, or engage in some other quiet activity.

5. Facilities

The After-School Program has its home base in the Education Wing. There are three large, brightly lit rooms, two quiet rooms for homework, and a kitchen. There is also an all-purpose room on the first floor which is used for indoor games. The Program uses many other facilities of the church on a scheduled basis, including the music rooms, the stage in Chadsey Hall, and the outdoor playground. The Program also makes frequent use of the facilities in the surrounding neighborhood—including the Public Library, nearby parks and playgrounds.

6. Staff

The overall program is administered by three Co-Directors. The children are divided into three classrooms—one for grades PreK, Kindergarten and 1st, another for 2nd and 3rd, and still another for 4th and 5th--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 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.

A full-day program is offered on school holidays that are not national holidays. Parents must sign up in advance for the full-day program and pay an additional fee of \$50.00 per child.

A half-day program is offered on early dismissal days when the D.C. Public Schools close at noon. Parents must also sign up in advance for this program and pay an additional fee of \$25.00 per child.

8. Fees and Tuition

The monthly tuition is as follows:

5 days a week	\$465.00 per child
4 days a week	\$430.00 per child
3 days a week	\$375.00 per child
2 days a week	\$320.00 per child

There are a limited number of part-time slots available in the program.

Tuition for August '18 and June '19 must be paid by mid-August. Thereafter, monthly tuition must be paid on the first of the month, starting in September. If the first of the month falls on a weekend or a holiday, then payment is due on the first school day of the month. Payment may be mailed to the Program (Attention: After-School Program or ASP), dropped in the "tuition envelope" or brought to the Director. **Parents will not be invoiced.** A full month's tuition is charged for April and December. The tuition for June and August are pro-rated.

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

Parents who are more than two weeks in arrears will be charged a \$10.00 fee, payable before the end of the month. 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 the Director.

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

There are Half-Days and Full-Days of operation for the Program. On these days, when the D.C. Public Schools close early for Staff Development or are closed all day for Professional Development or Parent-Teacher Conferences, a sign-up sheet will be posted on each classroom's clipboard for parents who need child care. The fees for these days are not included in tuition and are:

Half Day (12:15 pick up)	\$25.00 per child per day
Full Day (8:00am opening)	\$50.00 per child per day

*****We must have at least 10 children signed up and in attendance to be open for ANY full day, whether for a snow day, professional day, parent-teacher conference day.***

****Parents must walk their child up to the After-School Program on Full Days to sign in and receive any messages from the staff members on duty.****

For the list of days CCPC is closed and those days CCPC will offer child care, see sections 20 and 21.

FLEX class PICK UP:

Many Lafayette students choose to participate in after school FLEX classes. We offer to pick students up at 4:30 following their after school activity, and shuttle them back to CCPC for a fee of \$5 per ride.

9. Attendance and Pick-up at Schools

Messages BEFORE 2:30pm

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 leave a message on the Program's voice mail at any time during the day before 2:30pm or may speak directly to a staff member after 2:30pm. **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.

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

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 the After-School Program cell phone (202)812-4963 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.

10. PICK UP AT LAFAYETTE

The students who are in 1st grade will be met by CCPC staff on the first floor on the Main Street hallway. The 2nd-5th grades will be met by CCPC staff on the second floor on that Main Street hallway inside Lafayette. PreK, and Kindergartners will be met at the door to the building for those grades by a CCPC staff member. 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 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.

Parents of children from other schools must make their own transportation arrangements.

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.

11. Late 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. Although the Program closes at 6:30, parents who arrive late are allowed a 5-minute grace period for which they are not charged a late fee. The late fees are as follows:

If you pick up your child between	6:36 -6:50pm	the late fee is	\$20.00
	6:51-7:05pm		\$40.00
	7:06-7:20pm		\$60.00
	7:21-7:35pm		\$80.00
	7:36-7:50pm		\$100.00

The fees keep building until the child is picked up.

Late fees must be paid immediately to the staff person with your child (checks made out to “CCPC”) at the time of pick-up. 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 is called the “Buddy System.” This arrangement is made between parents and then the Program is notified about the change in who is picking up.

12. Withdrawals

Parents wishing to withdraw their child from the Program, and/or decrease enrollment days must give the Directors **30 days' notice**. No refunds will be given for withdrawal with less than 30 days' notice.

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

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. (See General Information for head lice removal tips.)

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.

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 basis 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.

Parents of children from other schools must make their own transportation arrangements.

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 since the church has an agreement with the neighbors not to use the alley as a throughway or pick-up point.

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, 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) or on extended days of operation (8:00am – 6:30pm). Activities and Games are planned by the Staff for the students in order 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 of 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.

20. DAYS THAT CCPC IS CLOSED:

September 3 Labor Day

October 8 Columbus Day

November 12 Veterans' Day

November 21, 22 & 23 Thanksgiving Vacation

December 24 – January 1 Christmas Vacation

January 21 Martin Luther King, Jr.'s birthday

February 18 Presidents' Day

April 15 – 22 Spring Break

May 27 Memorial Day

21. DAYS THAT CCPC OFFERS EXTRA HOURS of CHILD CARE:

October 25 (No School, Professional Development)

October 26 (No School, Professional Development/Records Keeping)

November 6 (No School, Parent/Teacher Conferences)

January 22 (No School, Professional Development/Records Keeping)

January 23 (No School, Professional Development)

February 19,20,21,22 (Mid-Winter Break) **CCPC/ASP OPEN 8-6:30**

March 8 (No School, Parent/Teacher Conferences)

April 4 (No School, Professional Development)

April 5 (No School, Professional Development/Records Keeping)

May 28 (No School, Parent/Teacher Conferences)