

Over 63 Years of Christian Education



## **Coastal Christian Afterschool Policies and Procedures**

**Coastal Christian Preparatory School  
681 McCants Drive ▪ Mt. Pleasant, SC 29464**

**Heidi Gamotis, Afterschool Director  
(843) 884-3663 ext. 227  
HeidiGamotis@CoastalChristian.org**

(Updated 8/10/17)

## Afterschool Availability and Hours

Afterschool care is available on an as-needed basis to all full-day students from K2\* through 5<sup>th</sup> grade.

*\*Exception: K2 must notify their teacher of their afterschool schedule for each month by the 25<sup>th</sup> of the month prior. This is due to DSS regulations that require us to staff a little differently. We will always accommodate last minute requests if possible, but we must reserve the right to tell you we are full if we cannot provide adequate staffing at the last minute.*

Hours: Dismissal - 6:00 p.m. on all school days.

**There is no afterschool care on school holidays or breaks.**

## Rates, Fees, and Billing

K3-5<sup>th</sup> = \$6/hr per child rounded to the nearest half hour.

K2 = \$7/hr per child rounded to the nearest half hour.

Late Pick-up Fee = \$1/min per child rounded up to the next 5 minutes.

Afterschool hourly fees and late charges apply to your first two children; additional siblings are free.

Statements will be emailed to you on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Payment will be due within 10 days. Payment goes through FACTS and you may set up automatic payments if you wish. Cash or check payments may also be submitted in person. Make checks payable to CCPS and note your child's name in the memo. **We cannot be responsible for misplaced payments that were given to students to pass along to teachers or afterschool staff.**

Afterschool charges not paid in full by the statement due date will be subject to a \$15.00 late fee. This applies to each billing cycle. Accounts over 30 days past due may result in suspension from the use of afterschool services unless arrangements have been made in writing with the Afterschool Director or Head of School. In addition, past due tuition and other school fees may also result in being suspended from afterschool services.

It is the policy of CCPS to not release records until all financial obligations are met. Family statements will be available for tax purposes for only 1 year.

## CCPS Afterschool Philosophy

Our desire is for the children who attend this program to have the best experience possible. We take great pride in our after school program and the staff we hire. All staff are background checked, receive training, and are instructed in proper child supervision.

In the Afterschool program we offer opportunities in both structured and unstructured settings. We commit to promoting a Christian environment speaking to the needs of self-worth in each child. We will instruct children and provide a healthy environment for proper behavior taking into account each child's unique personality. We promote positive relationships with families and commit to care for the whole child – emotionally, academically, physically, and spiritually.

## Communication

Parents are always encouraged to communicate any new ideas, concerns, or questions with us. To contact the Afterschool Director please dial the school and extension 227 or email heidigamotis@coastalchristian.org.

## Admission Policy

All CCPS enrolled children grades K2-5<sup>th</sup> are automatically eligible to participate in our afterschool program and must follow the guidelines of CCPS included in this handbook.

**All children over K2 must be toilet trained in order to attend our programs.** We understand an occasional accident may happen, but your child will be considered not toilet trained and unable to attend if accidents becomes a daily occurrence.

**CCPS Afterschool Program accepts all children regardless of race, color, or national origin. All are afforded the same rights and privileges as provided by the program.**

*We reserve the right to deny the acceptance of any child whose needs we are unable to meet.*

## Afterschool Activities

We strive to make after care fun as it is the end of a long academic day, but we also realize the need for structure. There is a general routine everyone follows every day that includes time to complete homework, afternoon snack, planned crafts and activities, and time to play in the gym or outside. We also offer a number of enrichment activities at different times throughout the year. Registration for enrichment activities is separate and you are not charged our hourly rate while your child is participating in a registered activity.

## Snack

**Each child should bring their own afternoon snack.** Please send a healthy snack and a pop-top water bottle each day. Children will not be allowed to share snacks with each other. CCPS does not provide a daily snack but will have a backup of snacks if necessary. **Please clearly label all food and drink items and lunch boxes with your child's name.**

**Please note:** Although we request that parents refrain from sending peanut products to school, we cannot guarantee that we have a peanut free environment. **Please be sure to list any allergies on the registration form and complete the Food Allergy Action Plan at the time of registration. There is an additional Food Allergy Action Plan page at the back of this handbook, if needed.**

**\*\*\*Please note: We are NOT a peanut free facility\*\*\***

### Guardianship and Child Dismissal

Afterschool students are picked up at the pre-k entrance behind the school. Parents park in the parking lot behind this entrance and must come inside to pick up. Children must be signed out inside the building at the afterschool desk by a parent, guardian, or authorized person.

Please inform the afterschool director when your child will be picked up by someone not authorized on your school registration papers. You may call, email, or send a note. **A Picture I.D. will be required.**

**Children will not be released to anyone without proper notification and identification.**

### Inclement Weather Policy

In case of inclement weather, Coastal Christian Preparatory School generally follows the Charleston County Public School District's decision regarding closing. If CCPS needs to be closed, parents will be contacted through the phone and email database alert system. Please insure all contact information is current and accurate at all times. Parents should keep their contact information current using the Parent Portal. CCPS is not bound by county announcements and reserves the right to make policy exceptions.

### Health Policies

Every effort is made to prevent accidents; however, in case of an accident or serious illness, qualified personnel will administer first aid and determine whether to call Emergency Medical Services. Parents will be contacted as soon as possible after stabilizing the child. If parents or authorized persons cannot be reached, we will obtain emergency medical treatment as stated on the registration form.

Any child showing signs of illness or other sickness such as vomiting, diarrhea, or fever will be isolated until he/she is picked up by a parent or other authorized person. A parent will be notified ASAP of any illness associated with their child. Children must be free of fever, vomiting, or diarrhea for 24 hours before returning to our program.

**Communicable Diseases:** CCPS Afterschool Program desires to maintain a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. Children and employees with a communicable disease will be excluded from the program while ill. If the nature of the disease and circumstances warrant, an independent physician's examination to verify the diagnosis of communicability may be required. We reserve the right to make all final decisions necessary to enforce this policy and to take all necessary action to control the spread of communicable diseases within the school. **Head lice are considered communicable; a child with lice will be sent home and will be required to be checked upon return.**

## Medication

If you authorized the dispensing of over-the-counter medications to your child, we will call before anything is given.

If your child needs to take prescription medication, we will follow the directions stated on the Medication Permission Request form. All medications must be delivered to staff in original labeled containers. **Do not send medication in with children.**

## Discipline

It is our overarching goal to help each child recognize and understand the difference between acceptable and unacceptable behavior in a group setting. Coastal Christian is designed to promote the development of good character and Christian values. Corporal punishment is never the policy at CCPS.

We implement procedures and expectations that are developmentally appropriate and we address behavioral issues in a fair and consistent manner. Close supervision eliminates potential problems; staff will intervene and redirect to avoid conflict. If students choose inappropriate behavior, we will help them realize that they made a poor choice, and that their choices lead to consequences. Consequences may include verbal warnings; modeling of acceptable behavior; time out; or loss of privileges.

**Aggressive behavior that harms other children or adults will not be tolerated.** Aggressive behavior includes biting, hitting, scratching, kicking, pushing, bullying, or threatening. If a child does not respond to our discipline, parents will be notified and may be asked to remove their child.

Please let us know if there are any family changes that may affect your child (e.g., sibling or parent illness, separation/divorce, job changes, birth or death in a family.) All information will be kept confidential and may prove extremely useful in understanding behavioral changes that will aid us in attending to special needs.

**NOTE:** On rare occasions, a parent may be contacted during the school day to discuss a behavioral incident, especially an action that leads to the injury of another child. Open, honest conversations between parents, teachers, and administrators are likely to produce the speediest changes in a child's behavior. If positive progress does not occur within an acceptable time frame, a parent may be required to withdraw the child from our program.

# Food Allergy Action Plan

If your child has a severe allergy to any food, please complete the Food Allergy Action Plan at the time of registration. I am aware that this facility is NOT a peanut free environment.

Student's Name: \_\_\_\_\_ Birth date \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**ALLERGY:** \_\_\_\_\_

Asthmatic: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes – at higher risk for severe reaction)

## Treatment

Symptoms	Give Checked Medication
Food allergen has been ingested, but no symptoms	____ Epinephrine ____ Antihistamine
<b>Mouth</b> – Itching, tingling, or swelling of lips, tongue, mouth	____ Epinephrine ____ Antihistamine
<b>Skin</b> – Hives, itchy rash, swelling of the face or extremities	____ Epinephrine ____ Antihistamine
<b>Gut</b> – Nausea, abdominal cramps, vomiting, diarrhea	____ Epinephrine ____ Antihistamine
<b>*Throat</b> – Tightening of throat, hoarseness, hacking cough	____ Epinephrine ____ Antihistamine
<b>*Lung</b> – Shortness of breath, repetitive coughing, wheezing	____ Epinephrine ____ Antihistamine
<b>*Heart</b> – Thready pulse, low blood pressure, fainting, pale, blueness	____ Epinephrine ____ Antihistamine

**\*Potentially life threatening – severity of symptoms can quickly change.**

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*We reserve the right to deny the acceptance of any child whose needs we are unable to meet.*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Dr. \_\_\_\_\_ Phone \_\_\_\_\_

*I approve the above mentioned medical interventions in the event my child experiences any of the above mentioned symptoms.*

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_