

## **Christian Academy of Knoxville Aftercare and Warrior Wednesday**

### **General Policies & Procedures**

#### **Goals**

A goal of our extended care services is to provide an atmosphere where children, teachers, and parents can work together in Christian love, submission, and openness. Warrior Wednesday Care and Aftercare are both an extension of Christian Academy of Knoxville and follow the guidelines stated in the Student-Parent Handbook.

#### **Communication**

We believe that it is important for parents and staff to work together to ensure that the needs of the family and the child are being met. For daily changes or information that needs to be given to Aftercare workers, please contact Melanie Miller, Aftercare Director, by email before 11:00 a.m. For other questions and concerns please call or email the address below. Your comments and concerns are always welcome.

#### **Safety Policies**

Extended care staff makes every effort to ensure the safety of each child. Occasionally accidents may occur. We will inform you of minor accidents at pick up. We will contact you immediately if accidents are of a more serious nature. Please make sure all medical and emergency information is kept up to date in RenWeb.

#### **Discipline**

We anticipate an excellent year with your child(ren). Discipline and guidance will be directed on an individual basis to meet the needs and development of the child. We expect all students to be respectful and obedient to all staff both inside the classroom and while outdoors. All students will begin each day with a new opportunity to change and improve their behavior. The Director will be in constant communication with the Elementary Principals as we work to help your child maintain respect for authority while developing character approved by our Lord. A typical response to discipline:

Disrespect or disobedience:

- 1st offense: Warning
- 2nd offense: Time out
- 3rd offense: Office referral

Physical contact (fighting, scratching, punching, spitting) or bullying will result in an immediate office referral.

#### **Regulations**

Extended care services are licensed by the Tennessee Department of Education. Our license is posted in the Aftercare meeting space. Child care regulations and protective service regulations mandate that the Director or any of our employees report any suspicion of child abuse or neglect to the local child protective services agency. The Director and staff receive periodic training in the recognition of child abuse and neglect.

#### **Illness**

Parents will be called immediately to pick-up children who become ill. Children who are ill will be separated from other children until they can be picked up. Please refer to the Student-Parent Handbook for specific guidelines on illnesses. Students must be symptom free for 24 hours before returning to school or Aftercare. Students who are absent from school may not attend Aftercare that day.

## **Warrior Wednesday Care**

### **Sign in procedures**

All parents will park at the Warrior Gym and escort their child(ren) into the Warrior Gym to sign them in with a staff member. Students will not be permitted into the school buildings until approximately 8:40 a.m. Elementary students in Warrior Wednesday Care will be escorted to the elementary building by a CAK faculty or staff member.

### **Fees**

There is no charge for Warrior Wednesday Care.

## **Aftercare**

### **Sign out procedures**

Parents are required to sign-out each child and to notify the staff member upon departure. Sign-outs are done on the computer via RenWeb. If you need to have someone else pick up your child, you must put his or her name on the registration form and update information in RenWeb (Transportation/ Pick up). Please email or call the Director if anyone who is not on the list is to sign the child out. Students will only be released to authorized individuals unless the Director has been notified. A form of identification with a photo is required when someone other than the parent is picking up a child. Please add older siblings to Transportation and Pickup in RenWeb if they will be signing out a younger sibling.

### **Meals**

Afternoon snacks will be provided for children staying after 3:00.

### **Drop-In**

Emergency drop-in care is available. Please contact the Director, Melanie Miller, by email if your child will need to stay in Aftercare. Fees for this service are \$15 per day per child for every combination of 1-3 hours. On the 6th visit, your child will officially be enrolled in the Aftercare program, and the registration fee will be assessed to your account and Registration form will need to be completed and turned in.

### **Fees**

Annual Registration Fees Per Child (covers insurance, materials, snack fees)- This fee will not be prorated.

- \$100

Daily Charges Per Child:

- 1 p.m. – 3 p.m. - \$10
- 3 p.m. – 6 p.m.- \$15
- 1 p.m. – 6 p.m.- \$25
- \$1 per min. late charge after 6:05PM

A billing statement will be sent monthly through FACTS on your family billing statement. Aftercare Director- Melanie Miller 690-4721 ext. 164 or mmiller@cakmail.org