

## Ontario Christian Daycare Tuition Information 2011-12

### Club IMPACT Program - Integrity Mission Praise Accountability Commitment Trust

Welcome to The Ontario Christian extended care program, called: Club **IMPACT**...it is a before and after school care ministry which is available exclusively for OCS students in grades K-6 who are currently enrolled at the OCS Elementary Campus. **We are not able to provide care for Middle School students, no exceptions.**

Our purpose is to **IMPACT** the lives of your children by providing a safe and loving environment and by showing our own walk with Christ; and exemplifying empathy through biblical teachings, values, and promoting an individual relationship with Jesus Christ. In addition to holding our students accountable, all of our childcare teachers and aides have been asked to submit a Statement of Faith. Furthermore, all childcare teachers have completed at least 12 units in Early Childhood Education or related college courses, have experience working with children and are certified in first aid and CPR. We look forward to working with you and your child, and having an **IMPACT** in God's plan for our lives.

#### **Registration and Admission**

A contract and registration forms are required for each student entering our program. There is a (2) two week registration fee for all programs. Additional T-shirts are available for purchase at \$12.00 each. Furthermore, a \$1.00 fee is charged for loaning a t-shirt every time your child forgets to bring their purple t-shirt. Registration will become official when Contract and Admission Forms are completed.

**Campus Rules-** Club **IMPACT** follows the same regulations and policies as specified in the ***Ontario Christian School Elementary Handbook***. Please refer to it for further details.

#### **Sick Children/Medication Release Form**

If your child is sick, parent(s) will be called to have your child picked up as soon as possible. Over the counter or prescribed medications may be administered to your child by our staff if the parent fills out a medication release form. All medication must be in its' original medication container and the correct dosage printed on the medication container.

#### **Student Safety – Signing In and Out Procedures and Requirements:**

We require that you escort your child to daycare, and sign them in and out. We will only release students to an authorized parent or guardian. Please be prepared to present your picture ID at time of pick-up. Prewritten authorization is needed for someone dropping-off or picking-up your child that is not on your pre-designated pick-up list.

**Checking-in and Out-** We use a computerized management system to check-in and check-out your child and track their attendance time while at Club **IMPACT**. If a parent or guardian does not check-in or check-out their child, they will be charged FOR A FULL DAY of care.

**Safety and Security-** Safety is our first priority. We require that all students attending Club **IMPACT** wear their purple Club t-shirt as part of our uniform requirement. If your child forgets to bring their shirt, we will provide a new t-shirt, and charge your account \$12.00. **Your child is able to leave their t-shirt at Club IMPACT. Please provide a gallon-sized baggie with their name on the bag, and t-shirt enclosed.**

**Homework Club –** Homework is strictly voluntary, and we do not require or assume responsibility for tutoring any child. All students that attend homework Club must follow the expectations set, or they will not be able to participate in this program. Each student is required to bring all of their own material necessary to accomplish their homework.

**Supervised Free Play-** We provide a safe and loving atmosphere. Children have access to playground equipment and a variety of indoor board games.

**Snacks –**We provide a variety of nutritious snacks every afternoon by 4:30 pm. Your child is able to bring an extra snack if they like.

## Tuition Program Options and Contract Information

All of Club **IMPACT** monthly invoices are generated and emailed by using ProCare Child Care management system. **Please provide a valid email address to receive your monthly statement.** Postage and processing fee of \$1.00 will be added to your monthly statement if you choose to have your statement mailed to you.

A deposit of \$150.00 is required for all who attend our program. This deposit is held in your account until your last month of attendance. Daycare tuition is billed on a **“per-week attendance.”** Daycare payments are due on the <sup>1st</sup> of each month and are considered late if not received by the 15<sup>th</sup> of the month. A 10% late fee is assessed if payment is not received by the 15<sup>th</sup>.

Aging accounts that go beyond 30-days will be submitted to Mrs. Ellie Begley, Business Manager, at the high school campus. All outstanding daycare fees will be added to your child’s school tuition account. Your child will not be able to attend our program, until the balance is paid-in-full. Recurring incidents will lead to loss of privileges in utilizing our program.

### **Before / After Care Fees:**

AM or Drop-in rate: \$5.00 per hour, or any part of that hour.

PM ONLY- After School Only: \$58.00 per week. ~ From 3:00 pm to 6:30 pm.

AM/PM – Before and After School: \$63.00 per week. ~ From 6:30 am to 8:00am & 3:00 pm to 6:30 pm.

### **Before School:**

Monday through Friday we open 6:30 am, and the students are dismissed at 8:00 am to a supervised playground. **After School:** Club IMPACT is open Monday thru Friday from 2:50 pm to 6:30 pm sharp.

### **Club IMPACT Tardy Policy:**

\* Late fees are \$5.00 per each five minutes or any part thereof, starting at 6:31 pm. \*Excessive late pick-ups may result in a conference with the program director, or the loss of utilizing our program.

**Late pick-up Students:** If a student is brought to school before 7:45 am or not picked up by 3:15 pm, they will be brought to daycare and the parent/guardian will be charged a minimum of one hour, no exceptions.

### **Drop-in Daycare:**

Drop-in daycare is available in case of an emergency. Please fill-out an Emergency/Authorized Persons Form, available in our schools web site, [www.ocschools.org](http://www.ocschools.org), or follow this link: <http://www.ocschools.org/clubimpactregistration.cfm>

### **Minimum/ Teacher-in Service Days:**

Club **IMPACT** offers daycare starting at 12:00 p.m. on minimum days. Students not picked-up from the pick-up gate are required to CLOCK-IN into daycare. There is a one hour minimum charge for any child not registered in our program. Please refer to the Club **IMPACT** schedule for further information regarding teacher-in-service days.

**We are closed on the 1<sup>st</sup> day of school, (*Meet the Teacher Day*), and for all Observed Holidays. Please refer to Club IMPACT calendar for further information.**

### **Summer Camp Program**

Our Summer Camp program includes a variety of field trips and activities. A first week’s deposit is required at time of registration; this includes camp T-shirt for first-time campers only. Registration begins in April.