

Bethesda Christian Academy

AFTERSCHOOL HANDBOOK

2014-2015

Smile and Move we are Smovin'



AFTERSCHOOL MISSION

BCA's Afterschool program, partners with the Academy and Christian families to provide a safe and stimulating Christian environment for families requiring care after regular school hours.

GENERAL INFORMATION

Director: Jackie Stanley (919-610-9192) please feel to call anytime. I am here for you.

Hour:

* **3:00pm-5:30 PM** (for students)

* Afterschool will not be provided on December 19 or the last day as these are half days.

Cost:

- Full time elementary students are charged \$200 per month for nine months – September through May. Students are considered full-time if they attend weekly for three or more days.
- Full time payments for elementary are drafted through FACTS. If you pay tuition with a lump sum payment at the beginning of the year, you will pay BCA for afterschool.
- If students are not signed up for full-time attendance, they will be charged a weekly rate of \$50.00 if they attend three or more days in a week or the daily rate of \$12.00 if they attend fewer than three days.
- Due to varied after school activities, middle school students are charged a weekly rate of \$50 if attending three or more days per week.
- Afterschool payments are to be paid by the end of the month if not paid with FACTS.
- Payments should be made to BCA and may be dropped in the payment box located outside of the academy office.
- Each family is allowed one 5-minute grace period per MONTH for late pickup of students. After the five minutes are used for the month, parents will have to pay \$1 per minute of time after 5:30 p.m. LATE fees may be paid on the day or will be billed to your account. This must be paid in full by the end of each month. If not student may not be allowed to return to Afterschool until it is paid. Parents will be asked to sign a late pickup form that will also state whether their late fee was paid or not.
- There will be a car-line beginning at 5:15 PM. If you arrive after 5:15 PM please pull around to the car-line to pick up your child.

Contact Information:

- School phone number: (919) 598-0190
- Jackie Stanley cell phone: (919) 610-9192

Activities:

- Devotions
- Snack provided by the Academy each day
- Outdoor play time
- Structured time – crafts, games, activities
- Homework
 - A homework time (30 minutes to an hour) will be provided to students in grades two through fifth on Monday, Tuesday, and Thursday.
 - Middle school will have homework on Monday, Tuesday, Wednesday and Thursday.

- Kindergarten and first grade will have enrichment centers on Monday, Tuesday, and Thursday. No homework during this time unless approved by office; as we feel homework for these age group should be done with parents.
- Homework time will allow students (2-8th) to begin nightly assignments but is not intended to allow them to complete all assignments.
- Parents will need to check their child's homework against the homework planner and sign the planner when all assignments are completed.
- Afterschool workers do not have access to the computer lab to allow students time to work on projects which may not have been completed during the school day.

General Guidelines:

- Parents will be asked to fill out an Afterschool Registration Form.
- Students should report to afterschool as soon as class dismisses.
- Only in an emergency situation will afterschool workers assist students in changing clothes.
- Parents are to sign students out with an afterschool worker each day.
- Snack is furnished by the Academy; therefore students should not bring food or drink to afterschool.
- As an extension of BCA, the Code of Conduct, school-wide policies and the severe clause apply to afterschool. These policies are listed below.

BCA CODE OF CONDUCT

1. I will act honestly at all times and in all situations. "The Lord hates ... a proud look and a lying tongue." (Proverbs 6:17)
2. I will respect those people God has placed in authority over me. "Pray for rulers and for all who have authority so we can have quiet and peaceful lives..." (1 Timothy 2:2)
3. All academic pursuits will be the result of my own efforts and not that of others. "Provide things honest in the sight of all men." (Romans 12:17)
4. The words that I speak will be good and will be spoken with the intention of building up my peers and those around me. "Speak not evil one of another." (James 4:11). "Let no corrupt (rotten) communications come out of your mouth." (Ephesians 4:29)
5. I will respect the property of others and the property that God has provided for my use at the Academy and Church. "Let him who stole, steal no more." (Ephesians 4:28)
6. I will obey instructions that are given to me by my teachers, supervisors, and administrators. "Do everything without complaining or arguing." (Philippians 2:14)
7. I will treat my fellow students with kindness. "Be kind one to another, tenderhearted, forgiving one another." (Ephesians 4:32) "The servant of the Lord

- must not strike.” (1 Timothy 5:22a) “Live in peace with each other.” (1 Thessalonians 5:13)
8. I will keep to myself in all affairs that do not concern me. “Don’t share in the sins of others.” (1 Timothy 5:22b)
 9. I will work diligently to the best of my ability in all things that I do. “We do not want you to become lazy.” (Hebrews 5:12a) “And whatever you do, do it heartily, as to the Lord and not to men.” (Colossians 3:23)
 10. I will take care of the body that God has given me, and will try to keep it healthy. “You are the temple of God and the Spirit of God dwells in you.” (1 Corinthians 3:16)
 11. I will demonstrate in all things an attitude that is consistent with the example of Jesus Christ. “He who knows to do good, and does it not, to him it is sin.” (James 4:17)
 12. I will dress and act modestly. “I will set no wicked thing before my eyes.” (Psalm 101:3) “Avoid the appearance of evil.” (1 Thessalonians 5:22)

DISCIPLINE

BCA afterschool uses a discipline method that is geared toward rewarding good behavior. Our class workers are strongly encouraged to “catch” children being kind to one another, or being particularly quiet during snack, or walking very quietly and straight in the hallway and thanking them for that positive behavior.

Instead of recognizing bad behavior, we are going to recognize the good behavior. Each student’s goal for the day is to have a good attitude and to obey sweetly, quickly and completely. Each child will be given one verbal warning for unacceptable behavior. After the second time of being spoken to about said behavior, the child’s name will be written on the day’s roster and they will sit out during outside time for at least five minutes per offense. If the behavior continues, parents will be made aware of the continued behavior and time-out during activities given. If warned the third time student will be sent to the director. If the same student is sent more than one time in any one day, he/she will be sent to the office and a parent will be called. If the parent cannot be reached, a note will be sent home.

Our Middle school students can and may be issued demerits in afterschool.

In addition to individual class rules, the following policies from the school handbook apply to afterschool.

SCHOOL-WIDE POLICIES

1. Students strive to exhibit Christ-like behavior at all times.
2. Students respect and follow adult instructions.
3. Walk within school buildings, no running, jumping, etc.
4. Low talking in the hallways and lunchroom.
5. All persons exercise safety cautions on BCA campus.

6. School property is respected. (Damage caused by a student will be paid for by the student).
7. Students show respect for person, property and individual differences, in attitude, words and actions.
8. Students do not bring gum or soda to school, no toys or electronic devices are allowed except with the permission of the teacher.
9. Students are to dress in an appropriate way. No hats or scarves are to be worn in the building.
10. Public displays of affection are not permissible on school grounds or at school-sponsored events – including hand-holding, embracing, kissing, etc.
11. Only movies with a rating of G are permissible for school viewing.
12. Beepers and cell phones are not permissible during school hours.
13. Students should never leave the school property without permission.

SEVERE CLAUSE

1. Physical or verbal abuse (including the use of profanity or obscene body language) is not permitted.
2. Out of control behavior is not permitted.
3. Property abuse is not permitted.
4. Actions contrary to a biblical lifestyle are not permitted.
5. Possession on their person or in their locker of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography is not permitted.

Any student engaging in above listed behavior can **immediately be referred to the office and may be suspended from school and/or afterschool.**

- Please discuss the preceding afterschool discipline policy with your child.
- In the event of inclement weather, afterschool will be cancelled if school closes early.
- Please be sure your child has all items with them upon leaving afterschool. On Wednesday and Friday afternoons, items left are placed in the BCA lost and found.
- If you should have any concerns about afterschool, please address them with Jackie Stanley, BCA's afterschool director. Concerns should be addressed in a private setting, not in listening range of students and visitors.

Medication:

All medications are to be dispensed from the office. Medical forms are available in the Academy office.

- If your child is on prescription medication (either every day or for a short period of time), we must have the Physician Statement of Need filled out and signed by the doctor.
- If you are requesting that we give your child non-prescription medication, you will need to fill out the request form for non-prescription medication.
- Non-prescription medications that are to be given over an extended period of time must have a Physician Statement of Need.
- We must have these forms on file in the office in order to give these medications to your child.

- We ask that you not send medication to school in your child's bookbag but that you stop by the office and leave the forms and the medication.
- If your child is to receive medication during after school hours, a note will be placed in the afterschool box so the leaders will be aware of the need to bring students to the office for their medication.

STUDENT ACCIDENTS AT SCHOOL

Safety precautions are always taken at school. However, if an accident does occur, attempts will be made to notify parents. Prompt action will be taken and emergency personnel will be called if deemed necessary. Supplemental accidental insurance has been purchased for all students.

AFTERSCHOOL ACTIVITIES

- Several afterschool activities may take place during the school year. These include, but are not limited to: jump rope club, drama practice, piano lessons, cheerleading and sports. Information concerning clubs will be sent out at a later date.
- Students who are not picked up at the end of an activity, or who need to attend afterschool while waiting for an activity will be charged the daily rate of \$12.
- Directors of afterschool activities will be asked to inform the afterschool team of which days they will conduct activities and the ending times of these activities. An afterschool leader will escort students to afterschool from these activities.
- Many middle school students will participate in various sporting activities. If students are not picked up at the end of practice, they will be asked to join the afterschool group. If they join the group after 5:00 PM, there is no charge. Students joining the group before 5:00 PM will be charged \$5 per day. On non-practice or game days, these students are charged the daily rate of \$12.

I would like thank you all for entrusting your kids to our care. My prayer is that we continue to give the students our very best. Again feel free to call at any time.

Jackie Stanley