

**Temple Christian Academy After Care Policy  
2022 – 2023**

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**Finally, my brethren, be strong in the Lord,  
and in the power of his might. Put on the whole armour of God,  
that ye may be able to stand against the wiles of the devil.**

**Ephesians 6:10-11**

## **Temple Christian Academy After School Care Policy**

TCA After School Care program will offer parents and employees a structured, safe, caring, and learning environment for all students in the K5-7th grades. The program will offer a variety of activities that will include time for homework, indoor/outdoor games, arts, and crafts.

### **TCA After School Care Mission:**

The mission of our After School Care Program is to ensure implementation of the following practices:

- Students will be carefully supervised and monitored.
- Maintain a structured learning environment.
- Designate scheduled time for completing homework assignments.
- Provide a daily snack.
- TCA staff will assist students with their learning experiences.
- TCA staff will comply and ensure student safety is a top priority.
- Ensure all after school staff are fully trained with all After School Care policies and procedures.
- Comply with the policies and procedures in the TCA parent/student handbook.
- Maintain an affordable and competitive Daily fee.
- Work with the Principals, School Administrator, and TCA After Care Leader.

### **Registration and Rates**

All parents must enroll their child in the Aftercare Program prior to the child attending the program. The cost is \$10.00 per day per child. Payment is due on Friday each week. Forms are located on our website and on the table outside the school office. Unsupervised students remaining on campus after 3:00 p.m. in grades K-6 and after 3:15 p.m. in middle/ high school will be placed in the after-school program, and students' accounts will be charged accordingly. In order to be fair to all students, there will be no exceptions made to this policy. If after-school care children are not picked up by 5:30 p.m., there will be an extra charge for every minute the child is left. Enrollment for after-school care should be done by the first day of school in the school office.

**\*Please do not ask TCA personnel to take your child/children to the gymnasium on Wednesday nights for meal or church.**

### **Hours of Operation**

**Elementary (Grades K5-5): 3:00 p.m. - 5:30 p.m.**

**Middle/High School (Grades 6-7): 3:15 p.m. - 5:30 p.m.** Only if they are not pick up by 3:15, they will be sent to aftercare and they will be charged.

**LATE PICK-UP FEE: \$1.00 per child per every minute after 5:30 p.m. (This late charge fee goes directly to the aftercare worker).**

**There is no Aftercare on days there are no students. This includes professional development days and holidays (Christmas Break, Thanksgiving Break, Spring Break, etc.).**

### **Aftercare Program – Arrival Procedure**

Students will be dismissed from the car line by an Aftercare staff member to be taken to their assigned meeting areas.

### **Aftercare Program – Departure Procedure**

Aftercare pickup begins at 2:45-3:00 p.m. after regular dismissal. Children will not be released before this time. If you plan on picking up your child before 3:00 p.m., they must be picked up during regular dismissal times for that day. Notify the office by 2:00 p.m. of the changes.

### **Parents and/or Authorized Person a Must:**

- Parents must pick up students at the designated pick-up area. An Aftercare worker will call your child to be dismissed. Also, please remember to be considerate and patient of other parents picking up their student(s); we understand everyone is trying to get home, but our students' safety is our main concern.
- Pick-up person's name must be on the pickup list.
- Must be at least 18 years old.
- Complete the TCA sign-out form noting time of pick-up, print name, and signature (for each child).

**Failure to comply with departure procedures will result in the termination of your student from the aftercare program.**

### **Early Dismissal Days**

On the days that the school has early dismissal, aftercare will not be provided. Please check the school's calendar for the early dismissal days to plan on someone being at the school to pick them up.

### **Description of Services**

Each child must arrive at TCA prepared with the necessary supplies: homework, paper, pencils, books, etc.

Students that are enrolled in the Aftercare Program are expected to bring a snack or purchase one each day. All aftercare students will have a minimum of 30 minutes of recess time (weather permitting).

Students who fail to follow the rules and expectations WILL have their recess time and/or special activity revoked.

The Aftercare program includes the following:

- Homework Time or Study Skills and Enrichment Time –1 hour
- Snack Time –20 minutes
- Outdoor Activities, including organized games – 30 minutes
- Indoor Games and Enrichment Activities – 30 minutes

**Students can bring their own snack if preferred. This is strongly encouraged.**

### **Student Behavior and Discipline Policy**

Students are expected to be respectful and responsible at all times. TCA's Aftercare has a "hands to yourself" policy. Students are not to put their hands on another student (even in play). A parent conference will be scheduled to help all parties resolve any behavioral issues. Any student that intentionally injures another person will be suspended from the program, after an investigation has shown that such injury was willful in nature. Immediate dismissal will happen to that student. Such behavior is of a serious concern and will result in prompt, disciplinary attention.

**The following behaviors should never be exhibited during Aftercare:**

- Any type of fighting, intimidating, harassing, or threatening others
- Use of profane language, gestures, or behaviors
- Damaging and/or destroying belongings to the school or others

- Leaving the assigned TCA area without permission from TCA Staff
- Theft of any kind
- Disrespect to adult authority figures

**Consequences:**

When a student has committed any two offenses, he/she will no longer be allowed to participate in the after-school program.

Students may bring a snack or purchase one from the Senior snack sale. No nuts (peanuts or tree nuts) are allowed.

**Payment Procedures**

We accept cash, checks, and online payments with debit or credit cards. The aftercare program may make a change in acceptable payment. Please submit EXACT payment in full when using cash- no change will be provided. Any change owed will be credited to your account. Payments are to be made to the TCA school office only.

**Payments:**

Payment is due on Friday of the week your child stays or the Monday following the week your child stays. Payments must be made each week in order for your child to attend. If payments are not made on or before Monday afternoon, you will be called to pick your child up and will not be able to return until your account is in good standing.

**Every aftercare staff member and volunteer must have a back ground check through Temple Baptist Church.**

## Aftercare Policy Agreement

Our program is operating from August (starting on the first day of school) through May (ending on the last day of school) from 3:00-5:30 p.m. on school days only, Monday – Friday. In order to be fair to all students, there will be no exceptions made to this policy. If after-school care children are not picked up by 5:30 p.m., there will be an extra charge for every minute the child is left. There will be a charge of \$1 per minute. Enrollment for after-school care should be done by the first day of school in the school office. Late fees are due upon picking up your child or by the next day of service. Your child will not be permitted to return to the program until fees are current.

Consequences for late payments:

First Offense: Verbal warning and assessment fees.

Second Offense: Written warning of pending termination from the program and assessment fees.

Third Offense: Child will be terminated from the program and assessment fees.

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_  
Sibling \_\_\_\_\_ Grade \_\_\_\_\_  
Sibling \_\_\_\_\_ Grade \_\_\_\_\_  
Sibling \_\_\_\_\_ Grade \_\_\_\_\_

I understand and agree to the Late Policy Agreement above.

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

I hereby acknowledge that I have read the Aftercare Handbook. I give my child permission to participate fully in the Temple Christian Academy Aftercare Program. I agree to comply with all the rules, regulations, and policies as set forth in this program.

In addition, I agree to the financial obligation and terms of payment for this program and understand that all unpaid balances will result in late fees and/or possible termination from program.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Photographs – Pictures and photos are taken of activities from time to time. These pictures may be put on the school's web page or on the school's Facebook page. Any children pictured in these publications will not be identified by name.

I am willing to allow my child to be photographed in the Temple Christian Academy media publications:

Yes \_\_\_\_\_ No \_\_\_\_\_