

## OUR MISSION

Williamsburg Christian Academy's mission is to provide college preparatory instruction in a culture of grace through personalized learning in academics, arts, and athletics while building relationships that inspire students to serve their community and become Christ-centered leaders.



## OUR VISION

The vision of Williamsburg Christian Academy is to partner with parents and the community to inspire minds to inquiry through God's wisdom, hearts to compassion in God's service and lives to Christ in leadership.

# EXTENDED CARE POLICY

(AM/PM CARE)

2022-2023

Williamsburg Christian Academy (WCA) offers an Extended Care Program before and after school hours for enrolled **Kindergarten through 5<sup>th</sup> grade students** to meet the needs of working parents. Because of space limitations, WCA is unable to provide care for parents who wish to attend WCA athletic or other events. Our goal is to provide a safe and caring home-like environment for children where Christian principles are practiced.

### Hours of Operation

**Before School Care -6:45 a.m. to 8:00 a.m.**

**After School Care - 3:00 p.m. to 6:00 p.m.**

**School-Wide Early Dismissal 11:30 AM to 6:00 PM**

We have designed a semi-structured program to give children safe boundaries while allowing more freedom than the normal classroom setting. During PM care, there is a generous amount of playtime, along with a designated time for homework. We also provide a nutritious afternoon snack each day. Our Extended Care Director and staff are CPR and first aid certified. Enrollment begins in February during the school re-enrollment period. The Extended Care Director will determine when the program is full and notify parents.

### **GENERAL POLICIES**

#### Arrivals & Departures

- A parent or person authorized by the parent must sign in a child attending AM care.
- The care provider will sign in a child attending PM care.
- All children attending PM care should report promptly. No one is admitted after 3:30 PM unless prior arrangements are made with the PM care director.
- Children of WCA staff members must be in PM care no later than 3:30 PM and may not run back and forth to a parent's office/classroom.
- At pickup, the child must be signed out by the parent or person authorized by the parent.
- Once a parent has signed their child(ren) out of PM care, the child(ren) may not return to PM care that day.
- Written notification from a parent is required if the AM/PM Care program is no longer needed.

#### Illness

Limitations in attendance or requiring immediate pick up will be as follows:

- The Child's temperature is 100 degrees or over
- There is green or yellow discharge from the nose
- The child has a contagious illness

## **Half Days**

- PM care is provided on scheduled half days with the exceptions of:
- Any Early Dismissals before holidays
- Early Dismissal last day of school
- On scheduled half days when care is provided, children need to bring a lunch and drink.

## **Incident Weather**

- If school is closed, no AM/PM care is provided
- If school closes early, there will be no PM care
- If the opening of school is delayed, there will be no AM care

## **Disciplinary & Behavior Management**

Parents will be informed in person, by telephone, in writing, and/or through parent conferences if their child displays inappropriate behavior. Inappropriate behavior may lead to disciplinary action, including possible suspension and/or termination from the program. The following list of inappropriate behaviors may result in disciplinary action, and this list may not be all-inclusive:

- Fighting
- Stealing
- Defacing school property
- Lack of respect for staff members
- Uncooperative with staff instructions
- Discourteous behavior toward other children
- Improper and inappropriate language use
- Other behaviors as noted in the WCA Student Handbook

Disciplinary action may include the following:

- Time out
- Verbal or written report to parents
- Parent conference
- Suspension
- Expulsion
- Other actions as noted in the WCA Student Handbook

## **Snack**

- A nutritious snack is provided daily after school
- Candy and other junk food is discouraged but is permitted with parent permission
- Gum is not allowed

## **Toys/Games**

Children are not allowed to bring certain toys or games from home. This includes toy weapons and bey blades.

## **Students not picked up 15 minutes after normal school dismissal time**

At the end of the school day, parents have a fifteen-minute period of time to pick up their student. At fifteen minutes after the scheduled dismissal time for that day, all students who have not been picked up are taken to the PM Care room. Our school policy and insurance company require that students be supervised at all times.