Beaverdam Christian Academy
Before And After School Care

Cost Details:

Families who will need to utilize Before and After School Care services are charged a flat fee for the year for all inclusive hours for before and after school costs. This includes the one hour before school (7:00 a.m.-8:00 a.m.) as well as the three hours after school (3:00 p.m.-6:00 p.m.). Families may utilize as many hours as they need during this time for the school year for the flat fee.

For families who need the service, the price for the entire year of this care will be: $1400. This broken down into the ten-month payment plan will be a $140 charge in addition to the monthly tuition charges.

Signing Up:

It is vital that any student who wishes to participate in the Before/After Care Program for the upcoming school year at Beaverdam Christian Academy signs up by completing the Before/After School Sign Up Agreement and emailing it to school@beaverdambaptist.com at the time of student enrollment.

The Before and After School Program for the year is all inclusive and not month to month or on an occasional basis, so families will need to determine if this service is beneficial to their family for this year or not. In other words, families may not pick and choose some days of the week and not others or just pay month to month for after school care. When families opt in for After School Care for this year, they are committed to take a space, and pay for the entire school year, whether or not their student uses the services. This is done so the students who need the care on a daily and weekly basis have the adequate supervision and we always maintain the correct teacher to student ratio here at Beaverdam Christian Academy.

Schedule: The Afterschool Program operates on Monday-Friday from 7:00 a.m. start of school day, and 3:00 p.m. to 6:00 p.m. The program aligns with the school calendar, running during the academic year, excluding holidays and breaks and other scheduled closures. A calendar of planned closures will be given to the families utilizing Before and After School Care at the start of the school year.

Program Closures: In the event of emergency closures during program hours (e.g., natural disasters, power outages), The After School Program will prioritize the safety and well-being of students. Immediate notification will be sent to parents/guardians through phone calls, text messages, and other available communication channels.

Before and After School Care will be unavailable during the school year for several dates:

1. Any school day before a school closure (The last school day before Thanksgiving break, Christmas break, and Spring Break
2. Student Fall Festival Day (Fall) and Field Day (Spring)
3. Any day the school is dismissed after morning programs, early release, or emergency closure.
4. Any day the school has a two hour delay- Before School Care is not available, After School care is available.

Food and Drink: Students remaining after school must provide their own snack and drink (or water bottle) for after school snack while in the After School Program. It is the responsibility of the parents to ensure that the student is provided with a specified snack for after school, as no refreshments will be given due to safety and licensing standards. Students will not be permitted to share snacks with one another unless given permission in advance through parent guardians.

Enrichment Activities: The After School Program will offer a diverse range of enrichment activities to cultivate students' interests and talents through recreational enjoyment. These activities may include sports and games in the gym, stations with arts and crafts, reading corner, and free play with toys and games. Students are welcome to bring items from home such as books, games, and toys to share during this time, however the student alone will be responsible for the upkeep and safety of the personal items. No electronics including phones, headphones, video games or TVs.

Illness or Injury: The After School Program prioritizes the health and safety of all students. In the event of a student falling ill or sustaining an injury during program hours, appropriate measures will be taken to ensure their well-being. An emergency contact will be notified if illness or injury is severe and they need medical attention or to be picked up for sickness. It is the responsibility of the parent/guardian to ensure a prompt arrival within one hour if notified of a sickness that requires student to be picked up.

Initial Assessment and First Aid: All BCA Staff members have been trained in first aid and will assess the student's condition and provide appropriate first aid measures as necessary. This may include minor wound care, managing symptoms, and offering comfort and reassurance to the student.

Emergency Situations: In the case of a severe injury or a medical emergency, emergency medical services will be contacted immediately. The emergency contact information provided by parents/guardians during enrollment will be utilized to inform them of the situation.

Parent/Guardian Notification: Parents/guardians will be notified promptly about any illness or injury their child experiences during After School hours.

Disciplinary Policy:

a. **Behavior Expectations:** BCA After School Care maintains a high standard of behavior to ensure a safe environment for all. Students are expected to adhere to the school's code of conduct, as well as the specific behavior expectations outlined for After School Care. These expectations will be communicated to students and parents/guardians at the beginning of the program.

b. **Time-Out Procedure:** In situations where a student's behavior becomes disruptive or poses a risk to themselves or others, a time-out procedure may be implemented. The purpose of a time-out is to provide an opportunity for the student to reflect on their actions, regain composure, and rejoin the program in a more positive and appropriate manner.

c. **Time-Out Guidelines:**

* When a student requires a time-out, a staff member will escort the student to a designated quiet area, typically along the wall of the gym, so that other students will remain being monitored.

* The student will be given verbally a predetermined amount of time to calm down and reflect on their behavior. The duration of the time-out will depend on the severity of the incident and the student's age and maturity level.

* During the time-out, the student will not be allowed to engage in program activities.

*A staff member will closely monitor the student during the time-out, ensuring their safety and well-being.

* Once the time-out period is over, a staff member will have a conversation with the student to discuss their behavior, provide guidance, and establish strategies for more positive choices in the future.

* Depending on the severity and frequency of the behavior, additional steps may be taken, such as involving parents/guardians, implementing behavior improvement plans, or, in extreme cases, temporary or permanent removal from the program. In the extreme case in which a student is not able to remain for the duration of the day at After School Care due to behavioral issues, a guardian must pick up student in less than one hour from the time the notification has been made.

* Confidentiality: All disciplinary matters will be handled with utmost confidentiality, following applicable privacy laws and school policies. Information regarding a student's disciplinary record will only be shared on a need-to-know basis with relevant staff members involved in the student's care and well-being.

Beaverdam Christian Academy
2026-2027 Before-After School Care Sign-Up Agreement

Student Information:

- Student Name: (1)_____
- Student Name: (2)_____
- Student Name: (3)_____
- Grade(s): _____
- Parent/Guardian Name: _____
- Phone Number: _____
- Email: _____

Agreement to Follow Expectations and Schedule: I understand and agree to the expectations and schedule set forth for the Before and After School Care Program at Beaverdam Christian Academy for the 2026-2027 school year. I acknowledge the program operates Monday-Friday from 7:00 a.m. to the start of the school day, and from 3:00 p.m. to 6:00 p.m. I understand the program will not operate on designated school holidays, breaks, or other planned closures.

Financial Agreement: I understand and agree to the financial terms of the Before and After School Care Program. I agree to pay the flat fee of $1400 for the entire school year. I acknowledge that this fee will be added to my monthly tuition charges at a rate of $140 per month for ten months.

Payment Terms:

- Total Fee: $1400
- Monthly Payment: $140 (added to tuition)

Payment Acknowledgment: I acknowledge that by signing this agreement, I am committing to the entire school year's Before and After School Care Program and understand that there will be no refunds or partial payments if my child does not use the service for the entire year. I understand that this is necessary to maintain adequate supervision and teacher-to-student ratios.

Signatures:

- Parent/Guardian Signature: _____ Date: _____
- Parent/Guardian Printed Name: _____

Please return this completed form to school@beaverdambaptist.com upon enrollment. For any questions, please contact the school office at 804-449-0076 or email us at school@beaverdambaptist.com.

Office Use Only:

- Date Received: _____
- Processed By: _____