



## Foundations First Christian Before and After Care Program Guide

October, 2023

FFC is pleased to announce, effective immediately, the launch of FFC's Before- and Aftercare Program, a service that has often been requested by our Members. The program will be overseen by Dawn Mihalik with care provided by Rain Fenlon and Karil Kirchner.

See the guidelines below for more information. These guidelines may be adjusted as necessary.

**Availability:** Mondays, Tuesdays and Thursdays.

- a. Morning Time: 7:45-8:15 AM
- b. Afternoon Time: 3:10-5:10 PM
2. **Location:** Room 009 (Preschool room adjacent to stairway)
3. **Registration Process:**

To pre-register, **send an email** to Dawn Mihalik using the new, dedicated email: [BA\\_Care@foundationsfirstchristian.org](mailto:BA_Care@foundationsfirstchristian.org). (Note the \_ symbol between "BA" and "Care" in the email address like this: BA\_Care. **Pre-registration emails must be received by 3 PM the Thursday before care is needed** to avoid "drop off" charges.

Please be aware that, in order to ensure your registration is received, **only notification by email is considered a pre-registration**. Verbal notification is not considered registration.

If your child(ren) will be using the Before- and/or Aftercare service on a regular basis, it is not necessary to re-register every week. Simply make it clear in your email that you are registering on an ongoing basis.

4. **Authorizations:**

**It is extremely important that emergency contact and health information for your child is provided to the caregivers.** If the information previously provided in Gradelink and the Activity Permission Form has changed, please notify the FFC office with the updated information.

**Students absolutely cannot be released to unauthorized people.** If someone other than you will be picking up your child, indicate this in your written registration. Phone authorization will only be accepted if the person picking up the student(s) is already in their authorized contact list or is the parent of another FFC student.

In the event that an unauthorized person arrives to pick up your child(ren), **they will not be released** until a parent or other emergency contact person has been contacted and provided verbal authorization. **In such cases a surcharge of \$20 will be added to the fee or, if the student has to remain in aftercare after 5:10 PM the \$1 a minute charges will be incurred, whichever financial penalty is greater.**

5. **Cancelation Process:** Cancelations must be made by email to [BA\\_Care@foundationsfirstchristian.org](mailto:BA_Care@foundationsfirstchristian.org) no later than noon of the day before Before-care or noon on the day of After-care to avoid being charged. "No-shows" (registered but not canceled) will be charged a \$5 "no show" fee.

6. **Cost:**

- a. Pre-registered: \$5.00/half-hour for each child (if arranged by 3 PM the Thursday prior to the week child will attend). Fees will be rounded to the nearest half-hour, with a minimum of \$5.00
- b. Drop-in: \$7.00/half-hour for each child (if not arranged by 3 PM the Thursday prior to the day(s) child will attend). Fees will be rounded to the nearest half-hour, with a minimum of \$7.00
- c. Late after-class pickup: Please note that students who are not picked up by 3:10 PM or by the time the organized car pick up is completed (whichever is later), will be placed in After Class Care and treated as drop-ins (see above)
- d. Sibling Discount: The first child in a family will be charged full price with half price for any additional children from the same family.
- e. **Late Fees: Pick-ups after 5:10 PM cause extreme inconvenience to our caregivers.** Therefore, charges will be incurred for late pick up after 5:10 PM at the rate of **\$1.00/minute late/child** (No Sibling Discount)

7. **Drop-off and Pick-up:**

To drop-off or pick-up children, use the "office" entrance under the overhang on the left side of the building. Ring the **lower** bell (marked Foundations First) to be buzzed into the building. If no one answers, call the caregiver number (to be provided). Do not ring the church bell!

- a. Before care drop-off: bring child(ren) to Room 009 (the room immediately to the right of the lower door) and sign them in on the sign-in/out sheet. This records the start of the time for which you will be billed.
- b. Aftercare pick-up: Pick up child(ren) in Room 009 (the room immediately to the right of the lower door) and sign them out on the sign-in/out sheet. This records the end of the time for which you will be billed.

**Children are to be released to authorized individuals. If you arrange a carpool, play date or other arrangement, please notify the office ahead of time!**

8. **Billing and Payment:**

- a. Before and aftercare fees will be billed along with monthly dues and will appear in the family Gradelink account generally the month after the date of the care.
- b. Monthly billing will cover care up to approximately the 25<sup>th</sup> of the month to allow for time to calculate and process billing, which will be posted on the 1<sup>st</sup> of the new month along with regular Dues billing.
- c. Payment is expected along with Dues payments, with the same due dates (i.e. the first of the month) and late dates (10<sup>th</sup> of the month)



- d. FFC reserves the right to discontinue this service for families whose payments are delinquent

#### **9. Guidelines for activities and behavior**

- a. Before & After Care is precisely that, "care" not class. While there may be some planned activities depending on the number and ages of the students, most of the time will be unstructured, free play.
- b. The same standards of behavior are expected of students as during the regular class day. FFC reserves the right to discontinue the service for any students whose behavior is disruptive or inappropriate.