



# Before & After School



# Handbook

A Ministry of True Vine Christian Center Church  
A Component of True Vine Christian Academy School  
A member of Christian Schools International

## 2024-2025

# Welcome!

I am delighted to introduce you to our Before and After School program that is unlike any other. We provide services to over 20 schools in Edmond, Deer Creek, and Oklahoma City Public Schools. We provide a safe environment where your child can receive FREE group tutoring, homework help, snacks, and recreational activities and not to mention Wi-Fi access. This is the place to be after school.

The Before & After School Care Program is one of many ministries of True Vine Christian Center Church and a component of True Vine Christian Academy School.

The After School Program Staff consists of a Program Administrator, Program Supervisor, Group Leaders and as needed Assistant Leaders.

We serve up to 70 children between PK4 through Grade 7<sup>th</sup>. We do not discriminate in providing these services to children and their families based on race, religion, cultural heritage, political beliefs, national origin, disability, or marital status.

The Before & After School Care Program is a supervised program held at .beKidZ Educational Center that provides a safe and secure environment for children.

## **Sign-In & Sign-Out Procedures**

The program requires that an authorized adult sign the child in and out daily. The person who signs the child in and out must be at least 18 years old and listed on the application. Therefore, please make sure all forms are current. The parent or legal guardian may update the form at any time. Corrections and changes to the form must be made in person. The staff will not modify the information via telephone or by email. Any adult picking up the child must be identified on the application form and present a photo I.D. If you send someone new to pick up your child, you must notify the school office or notify us in writing prior to his/her arrival. Be sure to list anyone who may pick up your child on the authorized pick up form. Notify the school office of any custody changes.

## **Health Information**

Each parent will be asked to fill out an emergency information card. This information should always remain current listing phone numbers in which someone can be reached in case of an emergency. The staff of .beKidZ may request ambulance service to the closest health care facility if there is a serious medical emergency. Please note no medications will be distributed without a medication release form.

Immunization: State Law requires that Child Care Programs have on file a current immunization record for each child. This is for your child's protection against disease. A current immunization certificate must be on file within 2 weeks of enrollment for each child, unless an attending physician or the child's parent objects to the immunization of the child. If a child does not have an immunization certificate, a special form completed by the health department or physician must be on file.

### **Breakfast and After School Snacks**

Children may either bring breakfast with them or may take part in the breakfast that beKidZ offers. Breakfast is served from 7 a.m. to 8a.m. each morning and after school snacks are served from 3:30 p.m. to 4:30 p.m. each day. An after-school snack will be provided. Children are not obligated to have a snack. However, children are allowed to bring their own snacks.

### **Late Pick-Up Charge**

The program ends at 6:00 PM. From 6:01 to 6:15 PM, a late fee of \$15 per child will be charged. The staff will attempt to contact the parents at this time. After 6:15PM, an additional late fee of \$1 per minute will be charged. Late fees must be paid within two workdays. At 6:30 PM the police will be notified. Repeated late pickups and/or police notifications may result in the child being dismissed from the program. The clock at site will determine the official time.

### **Hours of Operation**

.beKidZ operates on regular and off school days. The morning program begins at 6:00AM and concludes when the school day begins. The after-school portion begins when school is dismissed and ends at 6:00PM.

### **School Improvement Days**

Each school year, the school districts have school improvement days. We will provide full-day child-care most of the days until 6:00PM on these days for an additional fee.

### **Weather and Cancellation Procedures**

If school is cancelled for inclement weather, the Before and After Care will be open on most days. Please note no credits or refunds will be given due to hours of operation and closures. The headmaster determines cancellation. School closings and changes in dismissal times are announced through virtual clock, email, text, social media and local television stations.

### **Absences**

If your child will be absent from school, please contact beKidZ officials to notify us of the absence no later than 2PM. There is a \$5.00 charge if beKidZ is not contacted when students are absent from school. Unfortunately, fees cannot be adjusted when your child is absent.

### **Registration Fee**

A **non-refundable** registration fee of \$50 is required at the time of registration. This is separate from tuition and does not apply to your child's monthly tuition payment.

## **Tuition Fees & Refund Policy**

**Monthly tuition payments cannot be refunded or prorated for early withdrawal.**

Tuition payments are due on the 1<sup>st</sup> of each month upon arrival, no later than 5:00pm. September through May. Payments made after the 2<sup>nd</sup> of the month will be charged an additional \$50 late fee and five dollars each day after. In the event your plans change, we require at least two weeks' notice of withdrawal.

There is **NO TUITION REDUCTION** for absenteeism. Our fees are based on a 9-month school term with payments divided into equal installments.

## **Procedures for Terminating Enrollment**

As stated in the Tuition Fees section of this manual, if you choose to withdraw your child from school, please give **two weeks** advance notice or you are responsible for the entire month's tuition. In the event of withdrawal in the middle of the billing period, for any reason, tuition will not be prorated. If your child has not attended the program for one month and tuition has not been paid, your child will be terminated from the program. Re-enrollment is not guaranteed and will be possible only if space is available.

## **Refunds and Returned Checks**

The Before and After School Ministry is staffed on the basis of enrollment. Therefore no fees will be refunded. If the check is returned, a fee of \$50 will be charged. The student will not be allowed to return to the program until the fee is paid. After two returned checks, payments must be made by Venmo, Zelle, credit card, or cash.

**True Vine Christian Academy School Registration Form  
Before and After School Ministry**

**BEHAVIOR PROCEDURE**

Children will be expected to follow the same school rules, policies, and regulations, dress code, and conduct that they follow during the regular school day for the safety and well being of all concerned. This policy will be firmly enforced to ensure the best experience for all children. Children who cannot follow these rules will not be allowed in the program. Every attempt will be made to work with the individual student. If inappropriate behavior occurs, two written reports will be sent to the parents or guardians. After the second report, a conference will be scheduled with the Program Director. If there is no change in behavior, within an agreed amount of time and a third Behavior Report is needed, the parents or guardians will have a conference with the Director and /or the headmaster. If this cannot be resolved, the child will be dismissed from the program immediately.

**I have read and understand the policy and have discussed it with my child.**

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Agreement**

I have read the Before and After School Ministry Handbook and I understand and agree to its comments. I also understand and agree to pay True Vine the required fees for my child's participation in the program. I understand that payment is due in advance and must be paid by check, cash, money order, or Zelle. I understand that my child will not be admitted to the program until fees are paid.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_