



Columbia County Christian School

Before and After-School Club

2011/2012



COLUMBIA COUNTY CHRISTIAN SCHOOL
56523 Columbia River Hwy
Warren, OR 97053
503-366-9209

Before/After-School Club

The CCCS Before and After School Club is intended to provide parents with safe, secure, quality program where their children learn and play in a loving Christian environment. Our staff provides a variety of age-appropriate activities that are safe and fun in a relaxed, casual atmosphere. Time is given to do homework or just relax and play games. This club is available to CCCS students who arrive at school more than 15 minutes prior to the first bell ringing and/or cannot be picked up until more than 15 minutes after the last bell rings. Adult to student ration is 1 to 15. CCCS reserves the right to amend any portion of this program at any time at the sole discretion of the CCCS Administrator and Board of Directors.

Hours

Morning Club	6:30 a.m. to 7:45 a.m.
After-School Club	3:15 p.m. to 6:00 p.m.

Registration

Before/After-School Club Contract and Registration forms need to be submitted to the school office with the registration fee.

Rates

Registration Fee: \$10.00 one-time/yearly fee for contract users.

Contract Rates (*prepaid flat rate – no refunds*):

\$6.00 per day for Morning Club

\$12.00 per day for After-School Club

Drop-in Rates (*must call ahead to check for available space*):

\$7.00 per day for Morning Club

\$15.00 per day for After-School Club

Late Pick-up Fee (*after 6:00 p.m.*): \$1.00 per minute. **NOTE:** Children who are not signed up for After School Club and are not picked up by 3:15 will also be charged \$1.00 per minute up to \$15.00 starting at 3:16 pm.

Family Discount

Families with more than one child in the program will receive a discount. The child with the highest tuition will pay the full rate. Each additional child will receive a 10% discount.

Arrival and Departure Procedures

Families dropping off students for morning care should walk their child to the gathering room and sign them in. All students will be signed out at 7:45 am by the caregiver. Middle school students will go directly to their classroom. At 3:15, classroom teachers will take students who have not been picked up, to the after school caregiver who will sign them in. Parents picking up students from after school care must sign their children out.

School Closures and Emergency Information

See the Parent Student Handbook

Contract Billing Process

Bills will be processed on the 15th of each month and due by the 1st of the month prior to services rendered. If no payment is received by the 1st of the month, the customer will be billed at the drop-in rate.

Drop-in Billing Process

Bills will be processed on the 15th of each month and due by the 1st of the following month. Payments received after the 5th calendar day will be charged a late fee. Late fees will continue to accrue at the rate of \$5.00 per week until account is current. If account is more than 30 days past due, services will be suspended.



CCCS Before/After-School Care Club APPLICATION

Columbia County Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Application Date _____ Withdraw Date _____ *(To be filled out by office personnel)*

CHILD'S INFORMATION *(Fill out for each child applying)*

Child's Full Name _____
Last First Middle

Nickname _____ Social Security Number _____

Child's Address _____
City State Zip Code

Phone _____ In whose name is the phone listed? _____

Birth Date _____ Age _____ Sex Male Female
Month/Day/Year

PARENT/GUARDIAN INFORMATION

FATHER

MOTHER

Name _____ Name _____

Address *(if different)* _____ Address *(if different)* _____

Home Phone *(if different)* _____ Home Phone *(if different)* _____

Place of Employment _____ Place of Employment _____

Position _____ Dept. _____ Position _____ Dept. _____

Hours _____ Work Phone _____ Hours _____ Work Phone _____

Pager/Cell Phone _____ Pager/Cell Phone _____

With whom does the child reside? Both Parents Mother Father Guardian

Parents' Marital Status Married Separated Divorced Widowed Single

Custody/Visiting Arrangements _____
(Copy of restraining order attached, if applicable)

NOTE: Written notification by the child's parent or guardian must be given in case someone other than the person or persons listed above will be picking up the child.



COLUMBIA COUNTY CHRISTIAN SCHOOL

Before/After-School Club Rate Contract

Child(ren)'s Name(s) _____

Morning Club Contract Rate

After-School Club Contract Rate

Morning Club Drop-in Rate

After-School Club Drop-in Rate

Days needed (fill in for contract rate):

Monday	Tuesday	Wednesday	Thursday	Friday

Hours needed: _____ to _____
 _____ to _____

We agree to adhere to the policies as set forth in the CCCS Parent/Student Handbook and to fulfill all financial obligations to Columbia County Christian School promptly. We understand that payments must be paid prior to the 1st day of the month that services are rendered to receive the contract rates. For drop-in billing, a late fee will be charged for those payments that come in after the 5th calendar day from the billing due date. A parent arriving after 6:00 p.m. will be charged a "Late Pick-up Fee" of \$1.00 for every one (1) minute the parent is late (not to exceed \$15.00). This fee is applied to your next billing. A \$25.00 fee will be charged on all NSF checks.

Parent/Guardian Signature	Date
Parent/Guardian Signature	Date