

# NORTHSIDE CHRISTIAN SCHOOL

## CHILD CARE SERVICE

**Child Care** refers to the non-academic care provided for NCS students. Only children enrolled in the academic programs of the school may stay in Child Care. The purpose for this service is to provide parents who cannot care for their children before or after school hours a compassionate, Christian environment for them. The facilities are inspected annually for compliance with fire, health, and safety standards, and the service is supervised by NCS.

K3 through grade 2 enjoy outdoor play as well as indoor table games and activities. Grades 3 - 6 have a structured study time each Monday, Tuesday, and Thursday afternoons. All age levels are given an afternoon snack at no additional charge.

### EARLY ARRIVAL

Early Arrival workers are on the job at 6:30 AM. If students arrive before 7:40 AM, when classroom buildings are unlocked, they must report to Early Arrival. Students in grade two and below are charged for this service. Students in grades 3-6 are charged from 6:30-7:00.

SCHEDULE	K3-K5	1-2	3-12
6:30 - 7:00	Room 107	104	104
7:00 - 7:40	Room 107 (K3-4) 106 (K5)	104	GYM
7:40	All students are dismissed to their classrooms.		

### LATE STAY (K3-6)

K3 students are dismissed at 11:00; K4 and K5 half-day are dismissed at 11:15. Students who have not been picked up 15 minutes after dismissal are taken by the teacher to Late Stay and are billed accordingly. Students in grades 1-6 who are not picked up by 3:30 are taken to Late Stay and are billed accordingly. Students who normally go to Child Care are not charged for the day if they are picked up before 3:30, even though they may be in the room at 3:15.

### AFTER SCHOOL STUDY HALL (7-12)

Secondary students must report to the Library by 3:30 unless they have sports practices or other extracurricular responsibilities under the supervision of a coach or sponsor. Teachers supervise the students, giving opportunity for relaxation, socialization, and homework. The charge is included in the Financial Information sheet.

### SUMMER DAY CAMP PROGRAM

The summer child care service is structured on a Day Camp format. A regular schedule of devotions, singing, sports, crafts, music, rest, etc., is followed. The Registration fee, separate from the hourly charge, covers the entrance fees for all the field trips and special activities. Summer music, sports, or Fifth Quarter programs supplement the service. Children must be enrolled for the fall term in order to be eligible for Summer Day Camp. Information is mailed to parents in early May.

### BILLING CYCLE

In order to include Child Care charges on your statement balance due on the first of the month, we choose a Friday near the 15<sup>th</sup> and post charges then. The office determines the closing Friday for each billing cycle, and the beginning and ending dates included in the billing are always mentioned in the message on the statement. Lunches are posted to the account each week. All lunches and Child Care charges posted on your statement are due on the first day of the next month, late after the 10<sup>th</sup>. Four times a year there will be five weeks in the billing.

**Families whose accounts become 30 days past due forfeit the use of NCS Child Care.**

## **RATES**

The rate for all Child Care is an hourly rate indicated in the Financial Information sheet. Changes in Child Care rates take effect the first Monday in September. A penalty of \$5.00 is charged for each 10 minutes children are left after 6:30 PM.

## **SUPERVISION**

The Child Care Service for Pre-school, Kindergarten, and Grades 1-6 is supervised by the Child Care Supervisor working with the Elementary Principal. All workers with direct access to children have passed a SLED and an FBI criminal history check. At least one worker certified in CPR and First Aid is on site during Child Care operating hours. The service for grades 7-12 is supervised by selected staff. These personnel report to the school administrator.

## **SUMMER DRESS CODE**

Boys: Regular school dress or knee-length shorts and tee-shirts

Girls: Regular school dress or knee-length shorts or loose-fitting slacks/jeans and tee-shirts

All students

Shoes and socks must be worn.

Clothing with unwholesome slogans, wording, or advertising should not be worn.

Girls may not wear halter tops or sun dresses.

Boys may not wear tank tops.

All other dress standards included in the NCS Student Handbook apply to Child Care.

**Since the Child Care operates in the facilities of Northside Baptist Church,  
parents entering the buildings should be dressed modestly.  
We appreciate observance of our no smoking request anywhere on campus.**

## **CONDUCT**

Disruptive, disrespectful, or disobedient behavior is unacceptable and a parent may lose the use of Child Care services if his child continues to conduct himself inappropriately. The disciplinary procedures outlined in the Student Handbook provide a general guideline.

## **LUNCH**

Lunches (which include a drink) may be purchased on a daily basis. The price is included in the Financial Information sheet. We publish a menu in advance so that parents may send lunch if the meal for the day is not the child's favorite. Drinks may be purchased separately. Lunch charges are included in the monthly billing.

## **MEDICATION**

All medication must be clearly labeled. Written instructions must be provided.

## **EMERGENCY INFORMATION**

The School Office provides this information from the Database Information sheet you submit upon enrollment. Parents should notify the office of any changes in phone numbers, work schedules, emergency procedures, or persons authorized to pick up their children.

## **PICK-UP AUTHORIZATION**

Parents provide a list of persons authorized to pick up children from the Child Care Center. Children will not be released to any other person without written or telephone authorization from the parent. Calling in advance to notify us of such changes will save time and inconvenience for the person picking up the children.