

Policies

Admission Policy:

The after school program is available to TCS students enrolled in Kindergarten through 6th grade.

Attendance Policy:

Any day your child will not attend a scheduled session, please call and leave a message by noon at (630) 833-4717 ext 600.

Illness and Medicine Policy:

If your child becomes ill, he/she will be accompanied away from the group until picked up by a designated adult. Emergency situations and administration of medicine will follow TCS guidelines.

Homework Policy:

Homework will be attended to according to the parents' preference. A "Parent Homework Response Form" will be provided to communicate preferences.

Open Door Policy:

Parents are invited to visit the program at any time.

HOURS OF OPERATION

3:15 - 6:00 PM

We will be in session every day that school is in session. On half-days, care will be provided from 12:15-6:00pm but students should bring a lunch from home. If school is not in session for any reason (including severe weather or other emergencies), after school care will **not** be available.

Typical Schedule:

3:15-4:00	Homework/ free time in the library
4:00-4:15	Snack
4:15-5:00	Planned activities including art, group games, cooking, science experiments, movies, etc.
5:00-6:00	Free play

MONTHLY FEES

(10 payments)

1 afternoon per week	\$ 75 month
2 afternoons per week	\$125 month
3 afternoons per week	\$175 month
4 afternoons per week	\$225 month
5 afternoons per week	\$250 month

**\$50 registration fee*

OCCASIONAL CARE

\$15 registration fee	\$8/hour used
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*24 hour prior notice is required,
when possible.*

Payment Information

A yearly fee has been calculated for the after school program. This amount is divided into 10 monthly payments (August through May). Payments are due the first of each month. There are no discounts or refunds for short months, sickness, vacations, or days off.

Checks should be made payable to "Timothy Christian School". If the payment is not received by the end of the month, a child may NOT attend the Monday following the last day of the month.

Any account that has a check returned as NSF will have a \$25 penalty charged to the account.

Any family that has more than one child enrolled in the after school program will receive a 10% discount.

Late Pick-up Policy

A \$1/minute charge, starting at 6:10P.M., will be paid directly to remaining staff upon pick-up.

Statement of Purpose

Consistent with the mission of the school, the After School Program at Timothy Christian seeks to:

- ♦ develop physical, creative, emotional, educational, spiritual, and social needs through varied activities
- ♦ provide a safe, secure, and quality environment
- ♦ provide a well organized indoor space with a variety of interest areas and an opportunity for regular outdoor education
- ♦ provide a staff of Christian caregivers who guide students and work well with each other and parents
- ♦ provide activities that reflect the broad range of students' developmental stages and interests

I want to thank you for giving us the opportunity to share God's love with your child in our after school program.

I look forward to an exciting year!

Anna Jensen

After School
Program Director

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After School Program

2008-2009