



## CAMP EAGLE EXTENDED CARE POLICY (AM/PM CARE) SUMMER 2021

Williamsburg Christian Academy's Camp Eagle Program offers an extended care program for Rising Kindergarteners through 12-year-old campers to meet the needs of working parents. Because of space limitations, this program is only available to campers that are active in the Camp Eagle Program and only for the weeks that the camper is participating in the program. Our goal is to provide a safe and caring home-like environment for children where Christian principles are practiced.

### Hours of Operation







**Before Care - 7:00 a.m. to 9:00 a.m.**

**After Care - 4:00 p.m. to 6:00 p.m.**

We have designed a semi-structured program to give children safe boundaries, while allowing more freedom than the normal classroom setting. During PM care there is a generous amount of playtime. We also provide a nutritious afternoon snack each day. Our AM/PM care director and staff are CPR and first aid certified. Enrollment coincides with the Camp Eagle enrollment period. **Space is limited.** The AM/PM director will determine when the program is full, and notify parents.




### **GENERAL POLICIES**

#### **Arrivals & Departures**

-  A parent or person authorized by the parent must sign in a child attending AM care.
-  The care provider will sign in a child attending PM care.
-  All children attending PM care should report promptly. No one is admitted after 4:30 PM unless prior arrangements are made with the PM care director.
-  At pickup the child must be signed out by the parent or person authorized by the parent. All children in a family must be picked up at the same time.
-  Once a parent has signed their child(ren) out of PM care, the child(ren) may not return to PM care that day.
-  Written notification from a parent is required if the AM/PM Care program is no longer needed.

#### **Illness**

Limitations in attendance or requiring immediate pick up will be as follows:









-  Child's temperature is 100 degrees or over
-  There is green or yellow discharge from the nose
-  Child has a contagious illness

#### **Inclement Weather**







If Camp Eagle is closed no AM/PM care is provided

## **Disciplinary & Behavior Management**




Parents will be informed in person, by telephone, in writing, and/or through parent conferences if their child displays inappropriate behavior. Inappropriate behavior may lead to disciplinary action including possible suspension and/or termination from the program. The following list of inappropriate behaviors may result in disciplinary action, and this list may not be all-inclusive:

-  Fighting
-  Stealing
-  Defacing school property
-  Lack of respect for staff members
-  Uncooperative with staff instructions
-  Discourteous behavior toward other children
-  Improper and inappropriate language use
-  Other behaviors as noted by the Program Director

Disciplinary action may include the following:

-  Time out
-  Verbal or written report to parents
-  Parent conference
-  Suspension
-  Expulsion
-  Other actions as noted in the WCA Student Handbook

## **Snack**

-  A nutritious snack is provided daily for after care
-  Candy and other junk food is discouraged, but is permitted with parent permission
-  Gum is not allowed

## **Toys/Games**

Children are not allowed to bring certain toys or games from home. This includes toy weapons.

## **Students not picked up by 4:15**

At the end of the Camp day, parents or designated parties come to the classroom of their camper for pickup. At 15 minutes after dismissal time (4:15) all campers who have not been picked up are taken to the PM Care room. Our policy and insurance company requires that students be supervised at all times.

## **Billing**

Parents will be billed based on the fee schedule for use. Invoices are prepared semi-monthly on the 15<sup>th</sup> and 30<sup>th</sup> days of the month following the provided services. The invoices will be posted to the family's parent portal. Payment is to be made through the parent portal and is due within 10 days of being posted. Williamsburg Christian Academy reserves the right to suspend services if payments are delinquent more than 20 days from date of invoice.



CAMP EAGLE  
EXTENDED CARE FEES  
SUMMER 2021

**AM CARE** (each camper)

7:00 AM – 9:00 AM                      \$35.00/wk

**PM CARE** (each camper)

4:00 PM – 6:00 PM                      \$35.00/wk

**LATE PICKUP FEE** (each camper)

\$5.00 per each 15-minute interval or fraction thereof per student.



CAMP EAGLE  
EXTENDED CARE APPLICATION  
SUMMER 2021

(Note: Application is required each year even if camper attended the program the prior year.)

Child's Full Name \_\_\_\_\_

Grade \_\_\_\_\_ DOB \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Mother's Work # \_\_\_\_\_ Father's Work # \_\_\_\_\_

Mother's Cell # \_\_\_\_\_ Father's Cell # \_\_\_\_\_

In case of emergency contact:

Name Telephone

\_\_\_\_\_

\_\_\_\_\_

Authorized Person(s) for pickup

\_\_\_\_\_

Person(s) NOT authorized to pickup your child

\_\_\_\_\_

Physician's Name and Telephone

\_\_\_\_\_

\*Any health concerns? Please explain.

\_\_\_\_\_

\_\_\_\_\_

I have read, understand, and will abide by the Camp Eagle Extended Care Policy

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_