



Welcome to Olathe Christian School's Before and/or After School Care Program!

Our mission is to fulfill a need in our community by providing quality child care and education in a loving Christian environment. We will represent Jesus Christ by living, teaching, and sharing the Christian faith and way of life. We define quality care and education as structured programs of many and varied learning enrichment opportunities, all rooted in Christian beliefs.

Registration

An enrollment form, a supply fee of \$15 per child due in August and January, along with several other required state forms found on our website at www.olathechristian.com, must be submitted and completed before a child receives care in the program. A child will NOT be admitted until all paperwork is complete.

Programs and Services

We are open from 7 am to 6 pm, Monday through Friday. We offer before and/or after school care, as well as care on half days and on no school days. We also have a part-time and full-time preschool program, as well as a summer program for ages 3 to 12.

Holidays

The programs are open throughout the school year, except for the following dates:

9/5	Labor Day
11/26-27	Thanksgiving
12/24-31	Winter Break
4/22	Good Friday
5/30	Memorial Day

“Signing In” and “Signing Out”

The Kansas Department of Health in Education and Olathe Christian School requires parent's or an authorized adult, 16 years or older, to sign a child out each day, reporting the day, time, child's name, and the authorized person signature.

Persons Authorized to Pick up Your Child

Children will be released only to their parents or those designated on the information sheet as authorized to pick them up. If you wish to have your child picked up by someone who's not listed on our information sheet, please notify OCS in writing of the change. A phone call will not be accepted. This is for the safety of the children, your peace of mind, and for the protection of the staff. There will be no exceptions to this policy. OCS staff is required to check photo identification whenever they do not know the person picking up your child. If your child is going home with another student enrolled in the childcare program, a written note must be provided to the director in advance. A parent communication notebook will be available near the sign in/out notebook for your convenience.

Program Components

Snack time, free play and supervised play time, outdoor time, and quiet time are all included to foster positive self-esteem; provide opportunities for creative expression; support the development of social skills such as sharing, cooperation, generosity, and empathy; enhance fine motor and gross motor skills; and stimulate cognitive problem solving skills.

Weekly Tuition Payment Policy

Tuition will be due each Friday for the following week. Tuition fees will be considered delinquent if not received by 8:30 am Tuesday and a \$5 late fee will be added each day that payment is late. Accounts not made current by the Friday following the week tuition was originally due will result in the child being removed from the program until full payment, including late fees, are received. Parents who wish to prepay tuition for the entire month may do so.

For questions concerning tuition, please contact the office at 913-829-0074. No refunds are given due to absences, snow days, or closing early due to inclement weather.

Payment Methods

Tuition payment may be dropped in the payment box at the sign-in/out desk or it may be brought to the office during the hours of 8 am to 4 pm. Olathe Christian School accepts cash, checks, or money orders.

Weekly Tuition Rates

* A \$15 supply fee per child is due in August and in January.

Before School Only: Arrive at 7 am- \$30/one child, \$40/two children, \$50/three children
Arrive at 7:30 am- \$20/one child, \$30/two children, \$40/three children
Arrive at 8 am- No charge- Children go directly to the auditorium
*Breakfast is served at 8 AM for an additional charge

After School Only: 3:30 pm up to 4:30 pm daily- \$35/one child, \$45/two children, \$55/three children
3:30 pm up to 6 pm daily- \$50/one child, \$85/two children, \$120/three children

Before & After School: 7 am-8:30 am and 3:30 pm-6:00 pm- \$65/one child, \$110 two children, \$150/three children

*No rate change for varied hours for Before & After school care

For Half School Days, please include these additional charges to your weekly tuition:

*We need a minimum of 5 children to open for half and no school days.
11:30 am- 3:30 pm \$16/one child, \$26/two children, \$40/three children

For No School Days, please include these additional charges to your weekly tuition:

Full Day- 7 am to 6 pm- \$26/one child, \$36/two children, \$50/three children
*For Half and No School Days, please bring a sack lunch and drink for your child.
Tuition rates for Half and No School Days for Children Not Currently Enrolled in Before & After School Care:

*Required state forms must be filled out prior to receiving care, as well as advance sign up.

Half School Day- 11:30 am- 3:30 pm- \$20/one child, \$30/two children, \$50/three children

Half School Day- 11:30 am- 6 pm- \$28/one child, \$38/two children, \$53/three children

No School Days: 7 am- 6 pm- \$42/one child, \$52/two children, \$67/three children

No School Days: 7 am-12:30 pm OR 12:30- 6 pm- \$25/one child, \$35/two children, \$50/three children

*For Half and No school Days, please bring a sack lunch and drink for your child.

Tuition rates for Drop-in Care- only if space is available

*Required State forms must be filled out prior to receiving care
\$8/one child, \$4/each additional child

Late Pick Up Policy

The After Care program ends at 6 PM. If you arrive after 6 pm, you will be charged \$5 per child for every 5 minutes, payable upon arrival or it can be added to the weekly tuition.

Withdrawals

Parents wishing to withdraw their child from the Before & After School Care Program must Indicate so in writing two weeks prior to the final date the child will attend.

Snow Days

Neither the Before nor After Care Programs will run on days when the school is closed for the entire day for snow or an emergency closing. When the school is dismissed early due to inclement weather, there is no After Care available. The school will send children home. If weather becomes bad during the Aftercare hours, parents will be called for an early pick-up.

Snacks

Olathe Christian School follows guidelines set by the Kansas Department of Health and Environment (KDHE) in providing morning and afternoon snacks. Menus are posted on the parent board. Children are welcome to bring their own snacks from home, but there is no reduction in fees. We recommend using the KDHE guidelines when sending your child's snack. The recommendation is for at least two of the food groups.

Clothing

For safety reasons, we ask that all children wear sneakers and socks daily. Cowboy boots, sandals, or open toed shoes are not to be worn to the Before & Aftercare Program. Shorts/pants must be worn underneath girls' dresses. Please remember to label all clothing with your child's name, especially during the winter season.

Toys from Home

We asked that personal toys be left at home, including all electronic ones.

Accident/Incident Procedures in Emergencies

If a child is injured and a mark or scrape is present, an OCS staff member will fill out an incident report form, copy it, and send it home with the person who picks up a child. Parents are to please sign and return it within 48 hours.

OCS staff will also attempt to provide verbal notification to parents.

Health

One of our goals is to keep the children as healthy as possible. Each child will be greeted upon arrival. If an OCS staff notices that a child looks or acts ill, the child will be questioned about his/her health and body temperature will be determined. If the child has a fever over 99.8, has vomited, or has diarrhea, the child must be picked up immediately. If a child is not picked up within one hour from the time of notification, the emergency contact person will be called. A child shall remain home for at least 24 hours after a parent has been requested to take the child home due to symptoms of illness and must be symptom-free for 24 hours without fever reducing medication.

Children may not stay inside during outdoor playtime. Generally, a child well enough to come to school should benefit from outside time.

Discipline Philosophy:

- 1) The responsibility and authority to discipline comes from God (Ephesians 6:1-4). A teacher stands in the parent's stead. He or she has the same God-given authority as they; however, corporal punishment will not be administered by OCS faculty or staff.
- 2) Christian love should be at the heart of all discipline. One-side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality (Proverbs 3:11-12).

Discipline Procedures:

- 1) Positive Reinforcement- recognize and encourage appropriate behavior
- 2) Verbal Instruction- Review expectations with the child and why his/her behavior is not in line with the established expectations
- 3) Redirection- Redirect the child to appropriate behavior or offer another choice of activity
- 4) Loss of Privilege or Separation from the Group-This gives the child an opportunity to calm down and think about how to change his/her behavior in a positive way.
- 5) Phone call to Parents- If disrespectful/inappropriate behavior continues that is unsafe for the child or others, a parent will be called and asked to come pick up his/her child immediately.

Behaviors that result in suspension or expulsion:

- use of continual inappropriate language
- continual biting
- striking a child or OCS employee
- continual disrespect to OCS staff or children
- children who choose to leave a designated program activity area without permission

OCS reserves the right to expel a child without notice if the child causes a threat to the safety of the program participants or staff.

OCS Before and After School Care Parent Handbook

The OCS before and after school care Parent Handbook describes important information about the Olathe Christian School before and after school care program, and I understand that I should consult the director regarding any questions not answered in the handbook. I have enrolled my child in the Olathe Christian School before and after school care program voluntarily and acknowledge that there is no specified length of enrollment. Accordingly, either Olathe Christian School or I can cancel the child's enrollment if deemed in the best interest of the child or the school.

Since the information and policies described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official memos, and I understand that revised information may supersede, modify, or eliminate policies. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies in the handbook and any revisions made to it.

Parent's Name Parent's Signature

(printed)

Date _____

Child's Name