



CONTRA COSTA CHRISTIAN SCHOOLS

## Procedures and Billing 2023-2024

### Hours of Operation

Grades 6-10 students end class at 3:05pm and students are permitted to remain on campus until no later than 3:30pm unless they are under the supervision of a teacher or coach for a club or program. Beginning at 3:30pm all upper school students must either leave campus or report to our Club II program. Some parents of grade 6-10 students may be comfortable with students leaving campus on their own. We respect the prerogative of parents to make these decisions but students become the responsibility of their parents once they leave campus. Unsupervised students are not permitted to remain on campus after 3:30pm. The same guidelines for behavior from the school day apply to after-school care hours and failure to comply can result in ineligible participation in the afterschool service.

**After School Supervision** is available for students from **3:30pm to no later than 6:00pm**. Club II will consist mainly of a quiet and relaxed study hall environment under the supervision of an adult. The purpose of the program is to provide a safe and relatively quiet place for students to study until their parents can pick them up. Parents are strongly encouraged to plan to arrive for pick-up no later than 5:45pm.

Grades 6-10 - All students that are not off campus by 3:30pm (11:55 pm on half days), will be directed to the Club II Program. Students that remain on campus after 3:30pm will be asked to leave or will be enrolled in Club II at the drop-in rate. Parents are strongly encouraged to have a clear back-up plan for all upper school students to be picked-up on time.

Please complete the weekly sign up form for child care, in our school's weekly newsletter that is sent out every Friday.

**Morning Care** is available per parent's need and request at 7-7:30am in the MPR. The charge will be based on the chosen family care payment option.

## **Payment Options**

**There are two payment options for the Club II.**

**Prepaid in Full (unlimited)** - For the upfront cost of \$1,600 (\$1,400 for additional siblings) you will receive unlimited access to Club II throughout the entire school year.

**Drop-In Rate** - The **drop-in rate** of \$10.50 per hour will be billed for all usage of the Club II that does not fall into the other two payment options. All Club II fees are billed through your RenWeb billing account and are billed during the first week of the month that follows. *Billing is done to the nearest half hour each day.*

## **Student Emergency Contact and Pick-Up Information**

Every student in Club II must have current emergency contact information on file in RenWeb. It is the parent/guardian's responsibility to provide and update the names and phone numbers of people who are allowed to pick up students. This includes High School siblings. **Club II staff members are not permitted to release students to anyone who is not listed on the emergency contact / pick-up list.**

## **Club II Sign Out Procedures**

Only a responsible adult (on the contact list) is allowed to check out students each day. Please do not send a sibling or another student to sign out your child **unless they are authorized to do so through Renweb.**

## **After 6:00pm Late Fee**

Parents should plan to arrive for pickup no later than 5:45pm. Failure to pick your student up by 6:00 pm will result in a late fee of \$5.00 for every 1 minute after 6:00 pm. Parents are strongly encouraged to always have a backup plan for picking up children within your network of trusted family and friends. Ensuring timely pick up is a vital expectation of all parents enrolled in Club II.

## **Club II Agreement (Required)**

Please use the QR code below to fill out the digital contract that is required of all 6th - 10th Grade families or use the form on the following page before the start of school.

Please address any questions or comments to our Director of Student Programs, Mary Mcsweeney at [mmcsweeney@cccsc.org](mailto:mmcsweeney@cccsc.org).

