



Contra Costa Christian Schools Cougar Club Procedures and Billing 2021-2022

Hours of Operation

Morning Care is available from 7:00am to 7:45am on school days.

After School Care is available on a limited capacity basis for pre-approved students from 3:00pm to no later than 6:00pm. Parents are strongly encouraged to plan to arrive for pick-up no later than 5:45pm.

Kindergarten - Fifth Grade - All pre-enrolled students that are not picked up by 3:00pm (12:00 pm on half days), will be automatically escorted to their designated room and signed in to the Cougar Club After School Program. A minimum of 30 minutes will be charged.

Payment Options

There are three payment options for the Cougar Club

Prepaid in Full (unlimited) - For the upfront cost of \$2,950 (\$2,800 for additional siblings) you will receive unlimited access to Cougar Club throughout the entire school year.

Monthly Contracted Rate - The **monthly contracted rate** of \$9.00 per hour is for a completed Cougar Club Contract. This contract must be filled out with the student's name and the number of hours that you anticipate using during the month. To be considered for enrollment in the program the family must enroll for at least 20 hours per month.

This monthly contract must be filled out and turned in prior to the first day of the corresponding month. Payment is due at the time that you submit your monthly contract. If you use more hours than you contract for during the given month you will be billed for the hours that you exceed at the drop-in rate of \$10.00 per hour. Monthly contracted hours do not roll over into the next month. There is no credit given if you pay for more hours than you use. *The monthly contracts can be emailed to you or found in the school office.*

Drop-In Rate - The **drop-in rate** of \$10.00 per hour will be billed for all usage of the Cougar Club that does not fall into the other two payment options. All Cougar Club 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 the Cougar Club 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. **Cougar Club staff members are not permitted to release students to anyone who is not listed on the emergency contact / pick-up list.**

Cougar Club Sign Out Procedures

Only a responsible adult (on the contact list) is allowed to sign 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. ***If you fail to sign your student out, you may be charged until 6:00 pm.***

After 6pm 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 Cougar Club.

After School Direct Phone Number to Cougar Club Staff

The Cougar Club has a separate phone number to be used after school. At times, staff members may not be able to answer the phone immediately due to their supervision of students. Staff will attempt to return a missed call if they cannot reach the phone in time. If you do not reach a Cougar Club staff member, please try again. A new phone number will be provided before the start of school.



Cougar Club Pre-Approval Contract 2021-2022

Please print the full name(s) of your student(s) _____

Please list grade level(s) of your student(s) _____

Please print the full name of the parent/guardian _____

Do you intend on using Morning Care? Yes, on a regular basis
 Yes, but drop-in basis only
 No, but I understand that I can drop-in at any time

Please check one option below:

_____ I will pay the full amount of \$2,950/student (\$2,800/sibling) in advance via cash or check. (No later than September 1st)

_____ I would like the Finance department to add \$2,950/student (\$2,800/sibling) to my tuition payment plan through FACTS. I understand that my monthly FACTS tuition payment will increase.

_____ I will provide a monthly contract along with payment at the rate of \$9.00 per hour/student via cash or check on or before the 1st of each month.

_____ I have chosen to be charged at the drop-in rate of \$10.00 per hour/student. I understand that I will be billed at the beginning of the succeeding month via my RenWeb account.

I agree to the terms listed above.

Signature

Date

Return this completed form to the front office or email to kjensen@cccsc.org.
Please address any questions, comments, or concerns that you may have to
Hannah Foster hfooster@cccsc.org