



CONTRA COSTA CHRISTIAN SCHOOLS

## Procedures and Billing 2024-2025

### Hours of Operation

Grades 6-8 students end class at 3:05pm and students are permitted to remain on campus until no later than 3:30pm (11:55 on half days) unless they are under the supervision of a teacher or coach for a club or program. Beginning at 3:30pm, all middle school students must either leave campus, report to the Club II program or will be signed in at the drop-in rate. Some parents of grade 6-8 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 after school service. Parents are strongly encouraged to have a clear back-up plan for student(s) to be picked-up on time.

**After school supervision** is available for students from **3:30pm to no later than 6:00pm**. Club II will mainly function like a study hall under the supervision of an adult. The purpose of the program is to provide a safe place for students to study and play until they are picked up. \*Before school supervision is not available until 7:30 am.

### Payment Options

There are two payment options for the Club II.

**Prepaid in Full (unlimited)** - For the upfront cost of \$1,635 (\$1,435 for additional siblings) you will receive unlimited access to Club II throughout the entire school year.

**Drop-In Rate** - The **drop-in rate** of \$10.75 per hour will be billed for all usage of the Club II. All Club II fees are billed through your FACTS 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 and middle 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 on 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 6:00pm. 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 with children enrolled in Club II.

### Club II Agreement (Required)

Please use the QR code to the right to login to RenWeb (see the RenWeb/FACTS info sheet for more details) and fill out the digital permission form entitled **Club Cougar/Club II (Kinder-8th Grade)** that is required of all 6th-8th Grade families.



RenWeb

Know your schedule for the week? Use the QR Code to the right to sign up your child for the days you will need after school care in the week ahead. This helps us plan ahead.



Weekly  
Signup

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