



**Covenant Christian Academy** offers before and after school child care through our Cougar Club program as part of the Extended Educational Programs. We follow all State of Texas rules and recommendations for before and after school programs as well as the ACCS Recommendations for Classical Schools. We offer our services to students in Pre-K through 6th grade.

Cougar Club is designed to provide childcare to our **working** families who desire a safe, comfortable, Christ-centered and stimulating environment before and after school.

Cougar Club daily activities include:

- Homework & Quiet Time with support as needed
- Organized activities and recreation
- Coordination with our School of the Arts Program

#### **Hours of Operation**

**Before Care:** 7:00 am – 7:45 am

**After Care:** 3:15 – 6:00 pm

#### **Before Care**

Before Care gives our **working** families the opportunity to drop off students before the school day begins. This service is a flat rate of **\$7.00** per day. Drop in (no reservations) before care cost is a flat rate of **\$14.00** per day.

#### **After Care**

##### **Contract**

For our **working** families, our contract option gives families the planned childcare needed on a weekly basis. Families register online with a specified number of days needed through the week and are charged a flat rate of **\$15** per day.

##### **Single Day Reservations**

There are unexpected occurrences in our daily lives. Our single day or same day reservations option gives our families the peace of mind for last minute childcare. This service is a flat rate of **\$20.00** a day. Parents **must** register online by 2:00 pm of the day childcare is needed.

##### **Drop – In**

Any student that is not registered in a contract or in a same day reservations and childcare is needed, there is a **\$30.00** flat rate fee. This includes any student that remains after car line dismissal has been completed and no childcare reservations has been made.

##### **Late Fee**

A **\$1** per minute charge will be applied for the late pick up of any students. Late charges begin at 6:00 pm.

### **Holidays & Early Dismissal Days**

Cougar Club is **closed** on the following Holidays, Breaks & Early Dismissal Days:

September 7, 2020	Labor Day
October 9, 2021	State Fair Day
November 23 – November 30, 2020	Thanksgiving Break
December 18, 2020	Early Dismissal Day
December 18 – January 4, 2021	Christmas Break
January 18, 2021	Martin Luther King Jr. Day
February 15, 2021	President's Day
March 15 - March 19, 2021	Spring Break
April 2, 2021	Good Friday
April 5, 2021	Easter Monday
May 13, 2021	Early Dismissal Day & Last Day of School

### **Professional Development Days**

Cougar Club is **closed** on Professional Development Days.

### **Parent Teacher Conference Days**

Cougar Club will be **closed** on the following Parent Teacher Conference Days.

## **Policies & Procedures**

**Registration & Enrollment** - Registration forms must be completed for a student to be enrolled. Please notify us immediately by email of any changes of phone numbers or emergency contact information.

**Billing** – All families will be invoiced at the beginning of the month through Ren Web and payment is due on the 15th of the month. If the payment is not posted by the 15th a \$10.00 late charge is applied.

**Student Release** - All children must be signed out daily by a parent or other authorized person. If someone is not listed on your registration form needs to pick up your child, we must have written notification by email.

**Morning Drop Off** - We begin accepting students at 7:00 am. Please drop off your child at the Pre-Grammar South door (next to the baseball field) and ring the doorbell. A Cougar Club Worker will open the door and receive your student.

**Afternoon Pick Up** - All students will be picked up by one of our Cougar Club Workers from car line. When you arrive to pick up your child, please go to the Pre-Grammar South door (next to the baseball field).

**Late Fee** - A \$1 per minute charge will be applied for the late pick up of any student. Late charges begin at 6:00 pm.

**Activities** - Playground time, storytelling, organized games, movie day and videos.

**Homework** – Quiet homework time is provided for 1st – 6th grade.

**Snack** – Students are required to bring a snack each day. Snacks are not provided in Cougar Club.

**Lunch** - All students who will be attending during lunch time on early dismissal and parent teacher conference days must bring their own sack lunch.

For any questions regarding Cougar Club, please contact Cindy Richardson in the Business Office at [cindy.richardson@covenantchristian.net](mailto:cindy.richardson@covenantchristian.net) or [cougarclub@covenantchristian.net](mailto:cougarclub@covenantchristian.net).