



2020-2021 AFTER-SCHOOL CARE (ASC) SUPERVISION CONTRACT FOR JUNIOR/SENIOR HIGH CAMPUS

The After-School Care (ASC) program is a service offered for CCS students, providing supervision from the conclusion of the school day until they can be picked up by a parent or guardian. Enrollment in the program is purely voluntary and can be used as needed.

POLICIES & PROCEDURES

If you are interested in enrolling your student(s) in this program, please review the information below and sign and also complete an enrollment application.

- All students remaining on school grounds (inside or outside) at 3:15 p.m. must report to the diner for ASC supervision.
- Students will sign in and be seated. Students are not permitted to leave the diner without permission. The supervisor in ASC will review the rules and expectations with the students. Students are required to sign out before they will be dismissed from the diner.
- All students are to remain in dress code and are under the discipline code of the school during this time.
- Students may have their cell phones out, but they may not be heard or cause a distraction to others.
- There is a phone in the diner that receives incoming calls. If you need to reach someone in ASC supervision, the phone number is (513) 892-8500 ext. 1016.
- Students are not permitted to move tables and chairs in the diner. The ASC supervisor reserves the right to assign seating if they deem it necessary.
- Your child may be hungry after school. Please make plans to pack an extra snack and drink for after school. Your child may also use the vending machines in the cafeteria prior to signing in at 3:15 p.m.
- There may be times when the diner is used for other school events. There will be a sign posted on the door of the diner stating where your child is on these occasions.
- Students waiting for practice may do so in ASC. After practice, they are under the supervision of the coach and may not re-enter ASC. Students waiting to attend after school activities (such as athletic events) must sign in and can wait in ASC. They will be charged the applicable fees.
- The hours for ASC supervision are 3:15 p.m. until 6:00 p.m. The charge for picking up your child late will be \$8.00 per 15-minute window. It is important that our ASC supervisor be able to close the diner on time and have his/her evening time free for family activities.

BILLING

At the end of the month, the student's monthly attendance log will be submitted to the administrative office for verification and completion. An invoice will be emailed directly to the student's parent/guardian, and payment is expected promptly. We request that you submit your payment directly to the administrative office.

Billing is invoiced monthly at the following rates for 2020-2021:

\$5.50 per hour per student until 6:00 p.m.

\$2.75 per half hour (or any part of a half hour) per student

\$8.00 per 15 minutes per student after 6:15 p.m.

By my signature below, I agree to comply with all the Policies and Procedures of the After-School Care program of Cincinnati Christian Schools. I understand that all of the behavior/discipline regulations found in the *Parent/Student Handbook* are applicable during this time. I understand that failure to comply with these policies and rules will result in a discipline report being sent to the Principal, and may result in expulsion from the After-School Care program.

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Parent/Guardian Signature

Date

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Student Signature

Date

Please fill out the application and return it with this signed contract.



2020-2021 AFTER-SCHOOL CARE (ASC) SUPERVISION
APPLICATION FOR THE JUNIOR/SENIOR HIGH CAMPUS

Please complete one application per student.

STUDENT INFORMATION

Last Name	First Name	Grade

Student Nickname (if applicable)	Homeroom Teacher

Address

City	State	Zip Code

Mother's Name	Work Phone	Cell Phone

Father's Name	Work Phone	Cell Phone

EMERGENCY CONTACT NUMBERS (Must provide 3.)

Name	Phone	Relationship to student

Name	Phone	Relationship to student

Name	Phone	Relationship to student

MY CHILD MAY BE RELEASED FROM ASC TO THE FOLLOWING PEOPLE

Name	Phone	Relationship to student

Name	Phone	Relationship to student

Name	Phone	Relationship to student

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Parent/Guardian Signature

Date