



# First Assembly Christian School

Before/After School Care & SDC  
For students in K5-8<sup>th</sup> Grades

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## Guidelines

First Assembly Christian School has school wide rules that apply to every program and classroom. We do not have one set of rules for school and one set for BSC/ASC/SDC. While there is some difference in program design we expect students to abide by the spirit of these rules each day... throughout the day. The general expectations of students are:

1. Be Courteous – to each other
2. Be Prepared – to participate in the program
3. Be Respectful – to the staff
4. Be Attentive – to your surroundings and the activities
5. Be Orderly – at all times

## Goals

First Assembly Christian School offers students and families a BSC/ASC program that endeavors:

- To provide a **snack and fellowship time** for students to help unwind from a very structured and at times an intense day!
- To provide a **recreation/free play time** for students to help burn energy and keep kids healthy and growing strong!
- To provide an intentional **study Hall/homework time** for students to complete or get a good jump start with their assignments for the day/week.

## General Information

**ADDRESS OR PHONE NUMBER CHANGE** - Any time an address or phone number (home or work) is changed, please notify the Before and After School Office.

**ADMISSION** - Students currently enrolled in First Assembly Christian School are eligible for the Before and After School Program.

**ADMISSION PROCEDURES** - Application forms may be picked up in the Before and After School Office on the 1<sup>st</sup> Floor. The Before and After School Program does not normally operate on days the school is not in session.

**ARRIVAL AND DROP OFF OF STUDENTS** – Before School care opens at 6:45. Parents of children in grades 5K – 2 grade must accompany their child to the school cafeteria and sign in on the appropriate sheet. Grades 3 – 6 may be dropped off and allowed to sign in themselves. Only those that are enrolled in the program should be brought to school before 7:40.

**ATTITUDE** – A **critical, griping or uncooperative attitude** by a student or parent should not be evidenced in a Christian School. If an attitude of Christian humility and cooperation is not possible by either student or parent, the student is subject to dismissal at the discretion of the administration.

**BAD WEATHER CLOSING – If FACS is closed due to the weather, The Before School Program is also closed.** Please listen to local radio and TV stations WBT (1110 AM), WEGO (1410 AM), WRCM (91.9 FM), WBTV 3, WSOC TV 9, News 14 Carolina. These stations will be notified if we cancel school. In the event that the FACS is on a delay, the Before School Care will also be on the same delay. (i.e. 1 hour school delay, we will open at 7:30) If wintry precipitation begins to fall and stick to the parking lot during After School Care, we will call for you to pick up your child within an hour.

**BIBLE -** Before and After School Care workers may use the Bible in activities scheduled with the children. Versions other than the NIV, KJV or NKJV must have the approval of the administration.

**BREAKFAST -** Although breakfast is not provided, you may send it to Before School Care with you child. (Please be sure to send items that do not have to be prepared.)

**CLOTHING –** 5K Children should have 1 Complete Change of Clothes in a Zip Lock Bag in their book bag each day.

**DISCIPLINE –** Age appropriate discipline will be enforced. While we do recognize the difference between childish behavior and rebellious/disruptive behavior... Timeouts and/or loss of privileges may be used to help in the redirection of students. A child exhibiting persistent and repetitive unacceptable behavior will have a conference with the Director and a note (or a conference with parents) will be sent home to the parents. Continued disruptive or rebellious behavior will not be allowed to continue. The following is not a complete list but is representative of unacceptable behavior: fighting, lying, stealing, disrespect, cursing, cheating, deliberately damaging school and/or another's property.

- Parental Support of Discipline is necessary in character development in the life of your child. Parents who do not support the school in its discipline policies and procedures will have their child subject to dismissal at the discretion of the administration.
- Overly defensive parents, who are blind to the discipline needs of their child and who constantly blame others for their child's behavior will have their child subject to dismissal at the discretion of the administration.
- When the school feels that student/parent cooperation is lacking the student may be dismissed. Attendance at FACS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards of behavior and conduct at First Assembly Christian School.

**EARLY DISMISSAL OF SCHOOL –** Before and After School Care Program may be open after school is dismissed at noon. Please check your calendar for these dates. Parents will be asked to pay for lunch or send one with their child for the day. There may be other special activities on these days that parents may choose to provide extra monies.

**ELECTRONIC EQUIPMENT - –** Students are not to bring electronic items (such as radios, tape players, CD players, jam boxes, Game Boy, computer games, etc.), unless specifically approved by the director.

**FINANCIAL POLICIES-** All monies for Before and After School will be collected by the Financial Office. There may be times when parents will be asked to supply money for lunch or other special projects. A letter will be sent to the parents with information and will be voluntary.

**FOOD AND DRINKS –** An afternoon snack will be provided after school. A menu will be posted for the month. Children may bring their own snack from home each day if they do not like the snack that is provided. Children may not bring candy or buy snacks from the vending machine in After School.

**GRIEVANCE PROCEDURE** – Occasionally there may be questions, problems, or grievances that arise. The following steps must be followed in sequence. A person who has the grievance shall:

1. Talk to the worker or person directly involved.
2. Talk to the Before and After School Director
3. Make an appointment with a school secretary to talk to Principal, Mike Dunn. Appointments will ensure that the Principal will be there when you come and ensure uninterrupted time.

**GUIDELINES/HANDBOOK** – The handbook is written to give rules, guidelines and procedures for the benefit of the student and the entire school. Parents or students should not expect exceptions to be made to the handbook. Parents and students are expected to follow the rules and regulations in the handbook, as stated on the application. Please sign and detach the agreement in this handbook and give to the Before and After School Director.

**HARRASSMENT** - Although God made each of us different, we are all very special gifts from God; therefore, FACS is committed to maintaining an academic and child care environment in which all individuals treat each other with dignity and respect and is free from all forms of intimidation, exploitations and harassment. FACS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination and expulsion.

**HOMEWORK** – Beginning in first grade, there is a time set aside for homework each day. If your child has no homework, reading is encouraged. This is a quiet time for all students.

**ILLNESS** – If a child becomes ill during the after school program someone will call a parent to come and pick him or her up.

**ITEMS BROUGHT FROM HOME** - Please label all personal items such as sweaters, coats, hats, etc. This will eliminate confusion and help each child keep up with personal items. **We cannot be responsible for items your child may wish to bring. Toys should not be brought to school without permission.**

**LOST AND FOUND** – Items that are left behind by students will be put into the “Lost and Found Box” which is located in the cafeteria.

**MEDICATION** – The Before and After School Program cannot and does not provide medication (Tylenol, aspirin, Ibuprofen, etc.), of any kind. Medication sent from home can be administered by the Director only if the parental permission form is completed.

**OFFICE HOURS** – The Before and After School office is open on days that school is in session. The hours are 6:30 a.m. – 9:00 a.m. and 2:00 p.m.– 5:45 p.m.

**PARENT COOPERATION** – Parent cooperation is essential to the operation of a Christian School. Students need to see that parents, teachers and administration are standing together to help them mature in character, wisdom and in academics as Christians and as future adults. Children will often try to pit parent against teacher and vice versa to get their own way, just as they try to pit moms and dads against each other, in the home, to get what they want or to get out of doing what they don't want to do. First Assembly Christian School expects full cooperation with its policies and procedures.

**PICK UP OF STUDENTS - 5K students not picked up by 2:30 will automatically be placed in the After School program and the parents billed. Students in grades 1-2 not picked up by 2:45 will automatically be placed in the After School program and the parents billed. Students in grades 3-8 not picked up by 3:00 pm will be sent to the After School program and the parents will be billed.**

- Pick up and Safety: Parents should check the board outside of the Before and After School Office in the afternoon for information as to where to pick up your child. Although there are schedules for each grade level, there are changes that occur occasionally.
- Class schedules are available upon request.
- Parents are requested to sign the pick up sheet each day.
- Only those that have been authorized by parents as indicated on the application will be allowed to pick up students. Please be patient if asked to show ID.
- **All children must be picked up by 5:45 each day. There will be additional charge for each child picked up late. The late fee will be \$7.50 for every 15 minutes late after 5:45 p.m.**

#### **PARKING LOT –**

1. No Unattended Cars should be left parked in the Drive Through Lane (which is also a Fire Lane), or in front of the planter or in any drive lane. All unattended cars must be in designated parking spaces.
2. No Parking under the carport of the Living Center at any time (this is for emergency vehicles only).
3. Do Not pick up or drop off children at the Church Office Carport or Day Care Office Carport.
4. Please exercise Christian courtesy, manners and patience at all times in the parking lot.

**PROFANITY** – Profanity or vulgar language of any type will not be tolerated. Disciplinary measures will be taken by the administration, as deemed necessary.

**RECESS & PLAYGROUND** – Physical exercise is important and necessary to growing bodies. Each day, weather permitting, After School children will have a time to play on the playground. Students cannot be left in the building unsupervised. Parents should also send proper clothing with their child anticipating weather changes.

**RE-ENROLLMENT** – There will be a \$25.00 fee if you drop out / or are dismissed and allowed to re-enroll in the program.

**TELEPHONE** - Students, who must call home due to illness, may come to the Before and After School office and use the office phone, with the teacher's permission.

**VANDALISM** – Students caught damaging or defacing school or church property will be expected to pay for (or their parents) the restoration or replacement of damaged property. Students who vandalize school or church property may be expelled, arrested or both.

**WEB SITE** – Snack menus and special events, etc. are posted on the school web-site, [www.fachristianschool.com](http://www.fachristianschool.com).

**WITHDRAWALS/CANCELLATIONS** – Parents who withdraw students from the Before and After School Program should notify the Before and After School office and the finance office (Lena Brown).

# Cooperation Agreement

We have received and read the above information addressing the goals, the groupings, the guidelines, the gang, and the general information concerning the BSC/ASC program.

We agree to follow and support the school policies as outlined.

Please sign and return to the Before and After School Director.

**Student's Name:** \_\_\_\_\_

**Classroom:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

For the Kingdom,

Mr. Frank Cantadore  
FACS Headmaster

Mr. Mike Dunn  
BSC/ASC/SDC Director