

COVENANT CLASSICAL SCHOOL

AFTER SCHOOL

CARE PROGRAM

HANDBOOK 2025-2026



ASCP DIRECTOR: Kathryn Harmon

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Covenant Classical After-School Care Program

Program Goal

This program is offered to all students at Covenant Classical School as a safe, fun environment between daily dismissal and parental pickup. Any grammar student(s) on the school property after 2:50 pm without adult supervision will be admitted into the ASCP.

Admission Procedures

Read over this handbook, sign the guidelines of basic/advanced rules and consequences, and fill out an enrollment form (ensure you review the payment procedures). Return the above forms with the student on or before the first day of the needed aftercare. It is suggested that you fill out all the beginning-of-year forms at once, as you may not know when the first day will be needed. (ex, being late due to an emergency or traffic). Forms must be completed upon pickup of the first stay if they are not already on file.

If your child is picked up after 2:50 and you're not enrolled in the program, you will still be charged \$2.50 per quarter hour.

Example Schedule of Activities (subject to change)

2:50 pm until 3:30 pm Attendance/Outdoor Recreation Time

3:40 pm until 3:55 pm Homework/Reading/Quiet Time

4:00 pm until 4:30 pm Snack/Play Time

Student Pick Up Procedures

When picking up your child, please park safely in the parking lot and come to the side entry door nearest to the lunchroom. Ring the bell, and the director will let you in to sign out your student(s). Only those authorized by the parents on the enrollment form will be allowed to pick up the students(s). Please be patient if you are asked to show an ID.

The parent or authorized person picking up the student(s) must sign out each day. All students must be picked up by 5:00 pm. Any student(s) picked up after 5:00 pm will be subject to an increased rate. If an emergency arises and you will be late, please call the director immediately.

Failure to sign out student(s) will result in a full-day charge.

A late fee of \$10.00 will be charged for every quarter hour, rounded up to the nearest quarter hour, past 5:00 pm

Rates and Payment Procedures

An hourly rate of \$10.00 will apply to the student(s) who stay in ASCP. Billing will begin promptly at 2:50. The time will be recorded for each time they attend. A 25% discount per sibling will be given to multiple children in the same household who stay in ASCP after their first child.

Monthly invoices will be sent out to all families via email. Parents may request a printed copy to be sent home with their student.

Payment is due within five days following the invoice date.

- A delinquent fee of \$25.00 for unpaid invoices will be applied on the 1st day following the invoice due date. Student(s) with unpaid balances will not be accepted into ASCP until all balances are paid.
- If an outstanding invoice has still not been paid by the first of the following month, an additional \$35.00 delinquent fee will be applied to the invoice.
- If an account falls delinquent more than twice, the ASCP will no longer provide services for the remainder of the school year.
- If an account is left delinquent over the summer, an extra fee of \$45.00 will be added along with any other delinquent fees. ASCP services will not be provided until the invoice is settled, including all late fees.
- The following are acceptable forms of payment: Cash, Check, Venmo, or Zelle. Please, no coins unless under \$1.00.

General Information

ASCP Days & Hours of Operation: Monday-Friday from 2:50 pm-5:00 pm.

Early Dismissal Days: The ASCP will now operate on early dismissal days using a sign-up program. The two exceptions will be the Christmas program and Grandparents' Day performances. Sign-ups will be sent in the E-news and are subject to cancellation depending on how many students attend. Students will be expected to pack their own lunch, as no hot lunch will be offered on these days.

Hours of Operation on half days: 12:00 pm – 5:00 pm

Bad Weather Closing: If Covenant Classical School is closed due to weather conditions, the ASCP will not operate. If school closes early due to weather or another reason, there will be no after-school care that day.

Electronic Equipment and/or Toys: NO personal electronic devices or toys of any kind will be allowed during the ASCP hours. This includes personal cell phones.

Snack Time: The program director will make every effort to provide a healthy snack. If you have any allergies, please don't forget to complete the enrollment form's allergies section. The parents may wish to pack a separate snack for their child with allergies.

Homework: There will be daily homework time. However, this will not be a tutoring session. It is your student's responsibility to bring everything needed for homework assignments. They will not be allowed to return to the classroom to get anything. If your student doesn't have homework, encourage reading. Please have a book for them to read daily in their book bags.

Medications: Neither prescriptions nor over-the-counter drugs will be administered by the program director. The only exceptions will be EpiPens for ANAPHYLAXIS and rescue inhalers for asthma. Please let the director know in advance if your student has any of these known issues. Proper precautions must be taken before students with these health ailments are permitted to stay in ASCP. Bandages and first aid will be on hand and administered when necessary.

Medical Emergencies: In the event of an emergency, the program director will make every attempt to contact the parents first. However, the program director will determine whether to contact emergency services if the parents or alternative emergency contact persons cannot be reached. If your child becomes ill while in ASCP, you will be expected to make arrangements for immediate pickup.

Changes to Personal Information: If there are changes to the student, parent, or emergency contact address, or home or cell phone numbers, please let the program director know as soon as possible.

Grievance Procedure: Occasionally, questions, problems, or concerns arise. The following steps should be followed. A person who has a concern should:

1. Talk to the ASCF Director first to resolve the problem.

If no resolution:

2. Talk to the school secretary to schedule a meeting with the Head of School and ASCP Director.

Guidelines of Basic/Advanced Rules and Consequences

This program will continue to follow the guidelines set forth in the Covenant Classical Student Handbook regarding the Statement of Faith, the Christian Code of Conduct, the Self-Governing Principles, the Philosophy of Discipline, and the Sick Policy. With this in mind, we expect students to abide by the spirit of these rules each day.

The Basic Rules for students are:

- Be courteous to each other.
- Be respectful to the program director and other adults who may be present.
- Be prepared to participate in all program activities.
- Be orderly at all times.
- Follow the director's directions the first time.
- Students will stay in the ASCP-designated areas only.

Consequences for breaking the basic rules will be:

First Infraction: The student will receive a time-out period to be determined by the director.

Second Infraction: The student will receive an additional time-out period, and a written notice will be delivered to the parent at pickup, with the incident recorded in the discipline log.

Third Infraction: Upon a third infraction, a meeting will be held with the director, the student, and the student's parents. This is the LAST step before possible suspension from the program.

If a fourth infraction occurs, the student may be suspended from attending the ASCP.

The Advanced Rules for the ASCP are:

- Students will not hit, bite, or otherwise hurt other students or adults.
- Students will not physically fight with each other.
- Students will not be allowed to use curse/swear words or inappropriate language.
- Students will not be allowed to damage school property or other students' or adults' property.

Consequences for breaking the advanced rules will be:

First Infraction: The student will be placed in time-out, and a parent will be called to pick up the student. A written notice will be delivered to the parent at pickup and recorded in

the discipline log. A suspension of 3 days to a week from the ASCP may be required by the program director.

Second Infraction: The student, parents, and program director will meet to determine whether expulsion or a longer suspension from the program is warranted.

If school property is damaged, the parents will be responsible for all costs to repair or replace the damaged property.

If another student's property is damaged, the reparation process will be left to the students and their families.

*Revised 8/4/2026

Sample Invoice:

CCS Afterschool Care

3200 Patrick Henry Dr
Concord North Carolina 28027
U.S.A
9808668076
kharmon@covenantclassical.org

INVOICE

INV-000002

Balance Due
\$112.50

Doe Family

335 Education Drive
Concord
28025 North Carolina
U.S.A

Invoice Date : 08.01.25

Terms : Due on Receipt

Due Date : 08.08.25

#	Description	Qty	Rate	Amount
1	After School Care	7.50	10.00	75.00
2	After School Care	7.50	10.00	75.00
Sub Total				150.00
Discount(25.00%)				(-) 37.50
Total				\$112.50
Balance Due				\$112.50

Thank you for supporting CCS Afterschool Care!

This is a statement for

Jane Doe 7/1/25 - 7/30/25 (7.5 hours)
John Doe 7/1/25 - 7/30/25 (7.5 hours)

Payment is due within 5 school days following the invoice date.

· A delinquent fee of \$25.00 for unpaid invoices will be applied the 1st day following the invoice due date. Student(s) with unpaid balances will not be accepted into ASCP until all balances are paid.

· If an outstanding invoice has still not been paid by the first of the following month an additional \$35.00 delinquent fee will be added. All outstanding balances will then be auto drafted.

· If an account falls delinquent more than twice the ASCP will no longer provide services for the remainder of the school year.

· A draft form must be completed by all families that intend on utilizing ASCP.

· The following are acceptable forms of payment: Cash, Check, Venmo, or Zelle. Please no coins unless under \$1.00.

Cash or check may be turned in to the office

Venmo https://venmo.com/u/Kathryn_Harmon_CCS

Zelle: kadyk59@gmail.com