



## OUT OF SCHOOL TIME PROGRAM

### Program Information

Capital City Public Charter School's Child Care Program is a tuition-based program geared for Pre-K3 through 8<sup>th</sup> grade students. The purpose of the program is to provide a safe, nurturing, and engaging environment for our students while their parents are working. The program supports the physical, intellectual, emotional and social development of each child; and is designed to be consistent in philosophy and structure with the school program. The aim is a stimulating and fun environment for students.

#### **Before and After Care:**

The Before and After Care Program are open on all regular school days beginning:

Grade	Before Care Start Date
PreK 3 - 4 <sup>th</sup> grade	Tuesday, September 4, 2018
<b>There is no before care the first week of school.</b>	

Grade	After Care Start Date
K – 8 <sup>th</sup>	Monday, August 27, 2018
Pre-K 3 & 4	Tuesday, September 4, 2018
<b>There is no after care the first week of school for PreK3 &amp; Pre-K4.</b>	

Program	Hours of Operation	Days
Before Care	7:30am - 8:15am	Mon, Tue, Wed, Thu, & Fri
After Care	3:30pm - 6pm	Mon, Tue, Thu, & Fri
Wed. After Care	1:30pm - 6pm	Wednesdays
All Day Care	8:30am – 6pm	Teacher Grading & Planning Days (listed below)

#### **All Day Care:**

During teacher planning days families have the option of sending their child to **All Day Care**. Participation on these extra days will be limited to students who sign up in advance. There is an additional fee of \$50 per child to participate. Fees will be added to your Tuition Express account and are due with the following month's fees. In the event your plans change and you no longer need this service you must notify the program director by email or phone to cancel your space. If cancellation is not received within 2 days prior to the deadline your account will be charged a fee of \$20 per student.

<b>Teacher Planning Days</b>	<b>Cost</b>
October 5, 2018 (Expedition Planning)	\$50, per child
January 25, 2019 (Grading and Planning)	\$50, per child
February 19, 2019 (Expedition Planning)	\$50, per child

**Program Structure and Activities:**

The PreK3-Kindergarten program is uniquely designed for our youngest students enrolled at Capital City. The program will take place in their classrooms and children will enjoy activities like arts and crafts, indoor and outdoor games, lively and engaging read-alouds, dramatic play, writing, science, buddy time with older students, free choice and more.

1<sup>st</sup> through 4<sup>th</sup> graders will have a supervised homework period and assistance will be available to support students and promote their success in school. In addition, kids will be able to choose from a variety of core activities like arts and crafts, indoor and outdoor games, computer learning centers, special events, free choice, buddy time and much more. Staff will supervise activities while encouraging students to interact fairly and safely.

5<sup>th</sup> through 8<sup>th</sup> graders will have structured study time, participate in outdoor games, and have time to work with their middle school peers in a range of activities. Activities are tailored to the interests and needs of early adolescents. As many middle school students also participate in Capital City after school sports and activities, the program provides flexibility for both students and parents. There are additional activities planned for the weeks that middle school activities are not meeting (gap weeks) and accommodations made for students who come after their middle school activities end.

PK-5<sup>th</sup> grade students will also have the opportunity to participate wider range of clubs (some for an additional fee) that will be available to the entire Lower School. Aftercare students will have priority registration for clubs. The 'Clubs List' will be sent to families soon and will include things such as: Dance, Science, Sports, Games, Art, Musical Theater and Tae Kwan Do.

**Staffing and Supervision:**

We strive to provide the most qualified and trained staff possible. Staff to student ratios approximate the ratios in classes during the school day (about 10:1 for early childhood and 12:1 for older grades). All staff will be provided with training and ongoing professional development and supervision. Steve LeBoo is the Program Director. Please do not hesitate to contact Steve with any questions regarding the program.

**Snack:**

Snacks will be provided to all students. Snacks will be high quality and healthy. We aim to accommodate most dietary needs. Please indicate any food allergies or dietary restrictions on the registration form.

**Program Tuition/Fees:**

There is a \$25 annual registration fee per family to participate in the Before and/or After Care. All families must complete an enrollment form and submit the registration fee prior to a child being accepted in the program. The registration fee is non-refundable. Tuition is an annual rate based on the 180 days of school. School observed holidays and teacher workdays are not included in the calculation of the annual rate. The annual rate is divided into 10 equal monthly installments from August 2017 until May 2018 for ease of payment. The equal monthly installment is due regardless of the number of school days in a month or days of attendance. There will be no refund due to emergency weather, early school closures, student withdrawn from school, late notification of student withdrawal, change of enrollment or other unpredictable cause. **Payment will always be due on the 15th of the month.**

Monthly tuition must be submitted by the 30<sup>th</sup> for a student to continue in the program. If monthly payment and any other fees are not received by the 30th the parent must make other arrangements for childcare. Parents will be notified by the Program Director on a case-by-case basis. The child/children will not be re-enrolled into the program until the past due balance and any additional late fees.

**Before Care Rates:**

	<b>Before Care Days</b>	<b>Annual Fee</b>	<b>Monthly Charge</b> (10 equal installments)	<b>Calculation</b> (# Of school days times daily rate)
<b>Full time attendance is Mon, Tue, Wed, Thur &amp; Fri 7:30-8:15 am.</b>				
Before Care Options →→→	Full Time	\$1,000	\$100	180 x \$5.55
	Full Time (Assisted rate)	\$400	\$40	180 x \$2.22
<b>There are no part-time options for before care.</b>				

**After Care Rates:**

	<b>After Care Days</b>	<b>Annual Fee</b>	<b>Monthly Charge</b> (10 equal installments)	<b>Calculation</b> (# Of school days times daily rate)
<b>Full time attendance is Mon, Tue, Thur, Fri 3:30-6pm and Wed. 1:30pm -6pm. Child attends daily.</b>				
Full Time Options →→→	Full Time (Full rate)	\$3,240	\$324	180 x \$18
	Full Time (Assisted rate)	\$1,000	\$100	180 x \$5.55
<b>Part time Options are listed below</b>				
Part Time Options	Families can choose any 4 days per week to attend.			

→→→	4 days per week	\$2,600	\$260	144 x \$18.05
	Families can choose 3 days, not including Wednesday.			
	3 days per week (Not Wednesday)	\$2,080	\$208	108 x \$19.25
	Families can choose 2 days, not including Wednesday.			
	2 days per week (Not Wednesday)	\$1,730	\$173	72 x \$24.02
	Child attends on Wednesday only.			
	Wednesday only 1:30 – 6:00	\$1,200	\$120	36 x \$33.33

**All Day Care Rates:**

<b>All Day Care</b>	<b>Fee</b>	<b>Fee will be applied to your Tuition Express account based on parent sign up.</b>
Per Child rate	\$50	

**Tuition Assistance:**

Capital City offers a reduced rate for families who qualify for ‘Free and Reduced Priced’ meals (listed above.) Proper paperwork must be on file with the Business Office and will be verified. Contact the Program Director to learn more about reduced rates.

**Sibling and other Applied Discounts (This discount applies to all families enrolled full time.):**

<b>Family Eligibility</b>	<b>Applied Discounts</b>
Enroll 2nd child full time with automatic payments	20% discount/ <b>\$518</b>
Enroll 3rd child full time with automatic payments	30% discount/ <b>\$680</b>

**Tuition Express:**

Capital City uses Tuition Express to manage payments. Tuition Express is a secure and convenient server-based software. All accounts are setup for ‘Automatic Recurring Payments’ through credit cards, debit cards, or electronic transfer from a saving or checking account. Capital City accepts Visa, MasterCard, American Express, and Discover. There are two payment options listed below. **Families only need to submit one Tuition Express form for either bank account transfer or credit card payments. NO CASH WILL BE ACCEPTED.** Checks/Money orders will be accepted with approval.

	<b>Available Payment Options</b>	<b>Account Types</b>
1	Monthly Automatic Transfer from Bank Account	savings or checking account
2	Monthly Automatic Transfer from Credit Card	Visa, MC, Amex, Discover

2018 - 2019 Payment Schedule			
Payment #	Due Date	Payment #	Due Date
Registration Fee	\$25 per family (to be collected with 1 <sup>st</sup> payment and is non-refundable)		
Payment 1	August 15, 2018	Payment 6	January 15, 2019
Payment 2	September 17, 2018	Payment 7	February 15, 2019
Payment 3	October 15, 2018	Payment 8	March 15, 2019
Payment 4	November 15, 2018	Payment 9	April 15, 2019
Payment 5	December 17, 2018	Payment 10	May 15, 2019
Payment 11	June 15, 2019 – Any outstanding balance due to late fees, drop-in use, late pick-up fees, or previous outstanding balance incurred after the last payment.		

**Drop-In Option:**

The Drop-In option provides flexibility to working parents, allowing children to attend before care or aftercare. **Parents must communicate with Program Director at least 1 hour prior to the end of the school day to make payment arrangements and to ensure space is available.** *We encourage all families to set up an account in case of an unexpected emergency.*

**Drop-In Procedure:**

1. Parents should email both [sleboo@ccpcs.org](mailto:sleboo@ccpcs.org) and their child’s teachers. Please include your child’s full name, grade, teacher, date you need them to drop in, parents full name, phone number, and indicate who will pick the child up. Specify if the drop in is for before care or after care.
2. Drop-in payment is processed through Tuition Express. We encourage all CCPCS families to register with Tuition Express. Drop-in Rates are listed below.

**There will be no Drop-In for the first two weeks of school. Drop-In service will begin on Monday, September 10, 2018.**

Drop-In Service begins on Monday, September 10, 2018	
Before Care Drop-In Rate	
Daily - 7:30-8:15 am	\$10 per child, per day of use
After Care Drop-In Rates	
Drop-In Rates	Prices
Mon, Tue, Thur, & Fri 3:30-6pm	\$20 per child, per day of use
Wednesday - 1:30-6pm	\$40 per child, per day of use

**Daily Late Pickup Fees:**

*Parents are expected to pick their child/children by 6:00pm.* We understand and recognize there will be times parents are stuck in traffic, held up by inclement weather, or for other reasons. However, we must charge a late pick-up fee since being late to pick up your child inconveniences our staff and increase our staffing costs.

Late pickup fees are incurred beginning at 6:16 pm. **Fees will be added to accounts and are due with the following month's tuition payment.** Payments can also be made by credit card or debit in the office.

Daily Late Pickup Fees - added per child, per occurrence	
6:06-6:14	\$10.00
6:15-6:30	\$20.00
6:31 or later	\$30.00 Plus an additional \$1 per minute for every minute past 6:30

***Repeated late pick-ups are considered grounds for dismissal from the remainder of the program without refund of the monthly fees. Please note charges are per student and will apply to each child.***

**Change of Days and/or Withdraw from Program:**

Parents wishing to 'Withdraw' or 'Change Enrollment' days must contact Steve LeBoo by the 10th of the month. The withdraw will be effective on the first of the next month. No refunds will be given for the month if a student withdraws mid-month regardless of the number of days attended.

**2018 - 2019 Registration:**

To ensure your child's enrollment for the beginning of the year, please return registrations by **Wednesday, August 22, 2018. Exceptions will be made for newly admitted families.**

**Registration Forms** can be found at the main front desk, Lower School & Middle School offices and also [online](#).

Registration Begins	Registration Ends
Wednesday, July 25, 2018	Wednesday, August 15, 2018

**Questions?**

Please contact Program Director, Steve LeBoo, with questions. Steve can be reached by e-mail at [sleboo@ccpcs.org](mailto:sleboo@ccpcs.org), or by phone at (202) 808-9753 ext. 1753.