

Corpus Christi Academy
Eagles Extended Care Family Handbook
2025-2026
(440) 449-4244 Ext: 131

Welcome, and thank you for your interest in the Eagles Extended Care Program at Corpus Christi Academy. Our goal is to provide a safe and healthy environment for children outside of traditional school hours. The Eagles Extended Care Program has an organized schedule that includes time for homework, snacks, puzzles, reading, art, and active play both indoors and outside.

Eagles Extended Care Program is in session from 3:00 pm to 6:00 pm on all days that school is in session and is only for registered Corpus Christi Academy students. Families who wish to participate in the program must complete the family registration. Students may not attend the program unless there is a family registration on file.

The program does not operate on school holidays, vacations, snow days or any other day when the school is closed.

Eagles Extended Care programs are supervised by adult staff at a ratio of 1:14 for Pre-K students and 1:18 for K- 8th grade.

Fees

Registration Fee: \$25 per family (non-refundable one time yearly fee)

Extended Care Rate: \$6.00 per child per hour with a \$15 maximum per day

A minimum of \$200.00 is due at the beginning of the school year for any family that is planning to use the program on a daily basis.

A minimum of \$100.00 is due for any family planning to use the program on an occasional basis.

Once a family is registered, an account will be created and balance monitored according to usage. It is the responsibility of the parent/guardian to always have money in the account; weekly statements of your extended care usage will be provided.

To ensure that your child(ren) can participate in extended care services, it is crucial to maintain a positive balance in your account. A positive balance will guarantee that your child(ren) can continue to enjoy these valuable services without interruption. In the event that your account incurs a negative balance, you will receive notification. **A negative balance will affect your child's ability to attend extended care services until the balance is corrected.** We encourage you to regularly review your account and address any outstanding payments promptly.

Pick-Up

All children must be picked up no later than 6:00 pm. A \$2 per minute late fee will be charged for children left after 6:00 pm as there are no additional accommodations for late pick up.

Child(ren) will be released to authorized adults indicated on the registration form. When picking up your child, please pull up to the Pre-K doors at the East end of the gym, marked "F".

Dismissal Procedures

Children will be released to the persons listed on the registration form, unless written restrictions are provided by the custodial parent.

- a. If an unlisted adult wishes to pick up the child(ren) Eagles Extended Care Staff must receive prior notice from the custodial parent.
- b. A photo ID will be required before the release of a child.
- c. All children must be signed out before leaving Eagles Extended Care.

Absence Policy

Parents must notify the Corpus Christi Academy Office if/when there is a change in the scheduled days of attendance. Please call the school office at 440-449-4244 Ext:118 to report the change by 2pm.

If not notified, a staff member will make every effort to determine the whereabouts of the child by attempting to contact parents and emergency persons listed in the child's file.

Adding Child(ren) to extended care on a non-scheduled day

If your child needs to utilize Extended Care on a date not originally scheduled on the monthly calendar, please contact the school office as soon as possible but no later than 2:00 pm for After School Care to have your child(ren) added to the schedule for that day. 440-449-4244 Ext: 118.

Homework and Snack Time

Children are provided with quiet homework time following snacks at the beginning of Extended School Care. Once a child completes his/her homework, he/she may read or participate in quiet activities.

It is the responsibility of the family to provide a balanced and nutritious snack each day for their child. Snack ideas include:

- cut up carrots/celery with dip
- pudding or jello
- fruit cups
- dry cereal
- string cheese
- yogurt
- cheese and crackers
- pretzels
- bagel with cream cheese
- raisins/craisins

Candy, fast foods, soda, and other types of junk food are not acceptable snack items for children.

No items that contain nuts or nut products should be included in snack items. As food allergies become more common, but no less threatening, we are taking precautions to protect the health of all enrolled children.

Discipline Policy

Our program reinforces the positive characteristics of the child's self-worth and helps him/her take responsibility for his/her own behavior while working on exercising self-control. Staff members are responsible for the discipline of the children who are assigned to them. **Discipline rules as outlined in the Corpus Christi Academy Handbook also apply to the Eagles Extended Care Program.**

Eagles Extended Care Program reserves the right to give notice of dis-enrollment from the program.

Illness Policy:

Eagles Extended Care follows all policies as outlined in the Corpus Christi Academy Handbook.

Emergency and Accident Notifications

A guardian will be immediately notified in the event of an accident, injury or illness involving their child(ren). In severe emergencies, children will be transported to the source of emergency care by local ambulance.

Administration of Medication

An inhaler or nonprescription medication may be available to a school child with a special health condition with parental/guardian permission.

Eagles Extended Care Staff follow the specific instructions from the parent as indicated on the prescribed form. Each time medication is administered a written record, or log including dosage, date, and time shall be made.

Parental/Guardian Access Policy

The custodial parent/guardian retains the right to authorize adults to pick up the child(ren) from Eagles After School Care program.

Upon entering the premises, adults must notify the Administrator or her Designee of his/her presence.

Family Participation

Families needing assistance with problems or solutions related to the program can arrange a time to meet with the Eagle Extended Care Administrator to discuss the situation.

Meetings between staff members and families may be scheduled to discuss a child's needs and program, or to exchange information about the program. Conferences are available per the families request.