



## MT. CARMEL CHRISTIAN ACADEMY

2331 US Hwy Bsn 340  
Luray, VA 22835  
Phone: (540) 743-9558



### The Program

The Mt. Carmel Christian Academy Care Program is open to all preschool through 5<sup>th</sup> grade students enrolled at MCCA.

#### Before Care Program

The program runs daily from **7:30AM to 8:10AM**. Please do not bring your child before the 7:30AM opening as a staff member will not be present. The Before school program is low-key, providing simple activities for students or giving them the opportunity to study if needed. Children are not allowed to go to their classrooms during this time.

*\*In the event of a delayed school opening due to inclement weather, etc., the Before Care Program will not be available.*

#### After Care Program

The program runs daily from dismissal at **3:00PM until 5:00PM**, except on days of scheduled early dismissals. There is **NO** After Care Program available on the day before Christmas Break and the last day of school.

*\*In the event of an **unscheduled early dismissal**, due to inclement weather, etc., the After Care Program will not be available.*

General After Care Schedule:

1. Attendance - All students will go to room 6 as soon as school dismisses at 3:00 PM. The Child Care staff does not pick up children at their classrooms. Attendance is then taken.
2. Homework Time/Quiet Activity Time – Following attendance, students will work on assigned homework. After Care staff are available to assist with general questions regarding homework, and will review directions or give a simple explanation about questions related to a student's homework. Those not working on homework may choose to engage in quiet activities according to appropriate age levels.
3. Snack – Please send a snack and drink for your child.
4. Group Activities – Following snack, students will usually be given a choice of activities available. These may include outside play, videos, coloring, puzzles, books, crafts, games, computer time, movies, etc.

*\*Schedule is subject to change without notice at the discretion of the MCCA Principal.*

#### Release of Children from the After Care Program

Please ring the doorbell when you arrive to pick up your child. If indoors, a staff member will bring your child to the door for parents to sign out. If outdoors, you will be asked to come to the playground area in order to sign out your child.

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It is important to list any person allowed to sign out your child from the After Care Program on their school enrollment form. Please inform all persons listed that you have placed their names on this form. **Please make sure that your alternate pick-ups are able to pick up your child by the 5:00 PM closing time.**

## Late Pick-Ups

The After Care Program closes **promptly** at 5:00PM. If you anticipate being delayed, please make arrangements for a person on your Alternate Pick-Up form to pick up your child. If a child is not picked up by 5:00PM, the Child Care Program must be contacted by phone. Staff will attempt to contact parents, and alternate pick-ups, if necessary.

There will be a **\$10 charge per child** for children who are picked up after 5:00 PM. If 3 late arrivals occur after the 5:00 PM closing, your child may be asked to leave the program. A warning notification will be sent home after two late pick-ups.

## Monthly Rates

Payment will be due by the 25<sup>th</sup> of each prior month for the whole month.

### **Before School only**

- **Monday - Friday: \$75/1<sup>st</sup> child, \$50/2<sup>nd</sup> child**
- **Monday, Wednesday, Friday: \$45/1st child, \$30/2nd child**

### **After School only**

- **Monday - Friday: \$150/1<sup>st</sup> child, \$100/2<sup>nd</sup> child**
- **Monday, Wednesday, Friday: \$90/1st child, \$60/2nd child**

### **Before and After combination**

- **Monday - Friday: \$200/1<sup>st</sup> child, \$125/2<sup>nd</sup> child**
- **Monday, Wednesday, Friday: \$120/1st child, \$75/2nd child**

NO refunds, credits, or make-up days will be given when a child misses a day due to illness, vacation or any other absence. There are no refunds or credits given for when our program closes early because of inclement weather or any other emergencies. Our program is not open when school is closed, including ALL holidays on the school calendar and emergency closings.