**FALCONS AFTER SCHOOL CLUB**

**POLICIES & PROCEDURES**

**Mission/Schedule**

The FASC program seeks to provide an organized, safe environment for after school hours focusing on a Biblical worldview to promote positive character and cultivate positive peer relationships with each other. The program consists of daily snack time, whole group meeting with Biblical reflection, Christian music jamz, homework/tutor sessions, whole/small group activities, and free play.

**Snacks**

Snack time is offered at the beginning of the program. Students are encouraged to bring a light/refreshing snack from home. Students will be allowed to purchase a soda only during snack time for .75 cent.

**Expectations**

FASC program strives to maintain a safe environment for LCS students while on LCS grounds. To ensure their safety, all students are expected to be off school grounds by 4pm unless involved with any athletic sport, extracurricular activity or FASC. Any K-12th student found in/outside school buildings/grounds after 4pm without approved destination will be immediately sent to FASC and charged $10 for the day.

**Hours of Operation/Billing**

FASC program will be available after school hours Monday-Friday from 4pm-6pm for all grades K-12 for a flat fee of $10/day or $30/week (if paid in advance). Payments are due on the 1st of each month. Payments can be paid in the office or given to the FASC director. Please make checks payable to Lifegate Christian School (memo: FASC). Late payment fee = $10 when payment is not made within 2 weeks after the 1st of each month. ***ANY ACCOUNT OVER TWO (2) MONTHS PAST DUE WILL RESULT IN EXCLUSION FROM THE PROGRAM UNTIL THE ACCOUNT IS PAID IN FULL.***

No discounts for multiple family enrollments. **Credits cannot be rolled over to new monthly cycle.**

**Schedule Changes/Drop Ins**

Schedules can change and it is important to notify the FASC director via text at **843-621-7641** with any changes to your child’s aftercare schedule. For example: if you add a day, change a day, if no care is needed today, there’s a different pickup person or “drop in” for the day.

**ANY CHANGE must be texted by 11:00am the day of the request or prior to this time.** If you send a note to school with your child you should have notified the FASC director first of the upcoming change.

Any schedule change made after 11am will result in a $15/day charge. **\*Please be aware the above number is the director’s personal cell and should not be used for any purpose other than changes to your child’s after school schedule.**

**Parent/Legal Guardian pick up**

We must have written authorization from you to allow another person to pick up your child. It is our policy to request photo identification from anyone unfamiliar to us. *Please inform those on your* *pick-up list that LCS staff/volunteer will ask for proper photo identification if unfamiliar to them.* FASC program will end promptly at 6pm. Any student remaining at 6pm will be charged $1 per minute until picked up. Students will not be able to leave FASC with anyone not on this list.

**Sport/Extracurricular Activities**

There are several sports and extracurricular activities offered after school (football, basketball, volleyball, cheer, baseball, etc)... A student must be enrolled in the FASC program if the parent cannot be present to pick child up promptly after practice times**. Any student needing FASC after 5pm due to sport/extracurricular activity will be charged $5/per day.** Any student who is not picked up promptly after any sport/extracurricular activity may be sent by coaches/teachers, etc.. and charged $5 for the day.

**Behavior/Disciplinary Plan**

The Falcons After School Club strives to maintain its mission and support all positive behavior from all students, teachers, and volunteers involved in the program. Students and leaders are expected to exemplify Christ likeness toward themselves and others using the Fruits of the Holy Spirit (Gal 5: 22-23)

1. Love one another with a genuine Christ like love.
2. Joy: Be happy when others are happy.
3. Peace: Live in peace with God and with each other.
4. Patience: Being respectful while waiting.
5. Kindness: Using Christ like words at all times.
6. Goodness: Giving of oneself for the good of another.
7. Faithfulness: Never stop believing God is still working on everybody.
8. Gentleness: The ability to be calm and resolve disagreements in respectful way
9. Self-control: Ability to keep from harming others and properties.

Disciplinary actions may be given to any student who doesn’t follow the FASC behavior plan. Below is the disciplinary plan for such cases:

1. 1st offense: teacher warning
2. 2nd offense: teacher choice of sitting out from activities, etc..
3. 3rd offense: written code

Total of 3 written codes within a 9 week period=1 week suspension from the FASC program

Total of 6 written codes within a 9 week period=suspension from FASC program for the whole year.