



CAPITAL
CHRISTIAN.SCHOOL

Extended Day Ministries Guide 2023-2024

“All your children shall be taught be the Lord, and great
shall be the peace of your children.”

Isaiah 54:13

Capital Christian School
3401 Mayhew Rd.
Sacramento, CA 95827

Rvd. 07.27.23

Dear Parents and Guardians:

Welcome to the Extended Day Ministries (EDM).

This guide is designed to give parents and guardians a helpful insight into the EDM Program offered by Capital Christian School. It includes detailed information about EDM activities, procedures, and policies. Please read this guide carefully and keep it in a safe place for easy reference during the school year.

EDM strives to provide a safe, loving, and disciplined environment where your child(ren) can learn, play, and develop lasting relationships. No responsibility as a parent or guardian is as precious as teaching our children to grow in wisdom and in knowledge as they walk toward the plans God has for them. My staff and I hope to partner with you as parents to uncover the God-given gifts and talents of your child and help him or her become a light and godly example here at CCS.

Many thanks go to Capital Christian School for its ongoing commitment to our program, to the EDM staff for their energy and the outstanding job they do with your children each day, and to the parents and guardians of the children in our after-school program for their continued support and encouragement. The children benefit greatly from the many special qualities of so many wonderful and caring people.

If you have any questions about the content of this guide, please feel free to call me at 916-856-5622 ext. 8069 or e-mail me at sandy.wilson@capitalchristian.school. I look forward to the time that we will be spending together.

In Christ,

Sandy Wilson

EDM Director

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EDM HOURS

Before School – 7:00am – 8:00am

After School – 3:00pm – 5:30pm

Early Release Tuesday – 1:25pm – 3:00pm (no charge)

Early Out School Days – 12:00pm – 5:30pm (no drops in's)

DROP-OFF AND PICK-UP

Before school, K-5 parents must escort their child(ren) to the desk located in room A-24 for sign-in. Students in 6-8 must sign-in at the Cougar Den (D Building).

After 3:15pm, each child must be signed out by an adult who is listed in the Bright Wheel App. Students picked up by 3:15pm will not be charged a daycare fee; after 3:15pm, you will be charged the daily rate.

We will only allow your child(ren) to leave with persons listed in the system. In instances where it is necessary for someone different to pick up your child, a signed note or e-mail is required, and valid identification must be provided.

LATE FEE & After School Activities

Students must be picked up by 5:30pm. If you are late, there will be a \$1.00 per minute late pick-up fee. You are required to notify EDM at 916-856-5622 ext. 8948 (A-24) if you anticipate picking your child(ren) up after 5:30pm. If students are in EDM when they have after-school activities, there will still be a charge.

HOMEWORK POLICY

We will encourage students to work on their homework while they are attending the EDM program. The staff will help the student understand any homework directions. The staff is not responsible for the completion of any child's homework. We will have homework supplies available for student use.

HEALTH POLICY

If a child becomes ill while attending EDM, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within one hour of notification.

Children who have contagious conditions such as an eye ailment, head lice, rash, fever, vomiting, or diarrhea may not attend EDM. Child must be fully recovered and fever free without meds for twenty-four hours before returning.

HEAD LICE

EDM has a no lice, no nit policy. If a child who attends EDM has been sent home with head lice, the staff will check all the children in the affected child's grade. If head lice are found, the parents of the child will be notified and asked to take the child home for treatment. A notice will be sent home whenever head lice is found. Children who have been sent home with head lice may return to EDM once they have been cleared for return by the EDM Director. In order to prevent the spread of head lice, children should be encouraged not to share clothing, hats, combs/brushes, or hair accessories.

EMERGENCIES

If we have an emergency involving your child, we will follow school emergency procedures. If your child is seriously injured, we will supply first aid, contact you and if needed call 911. Please be sure to keep us up-dated as to changes in phone numbers and emergency contacts.

MEDICATION POLICY

EDM will dispense prescription and non-prescription medication according to the school policy through the school office.

BEHAVIOR MANAGEMENT

The children and staff of the EDM program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by EDM will be explained to the children clearly and reinforced in a consistent manner.

Children will be given reminders and redirection to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time and restoration will be in place. Any activities where participants purposely exclude another child will not be allowed.

When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. Time out periods will last approximately three to five minutes and will not exceed fifteen minutes. After a time out, the staff and child will discuss behavior options before the child returns to the group. Restoration measures will be in place.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional behavior that threatens the well-being of the child or others.

COMMUNICATION

EDM maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of the program to the EDM Director at any time.

Voicemail is in place 24 hours a day and will record a message if no one is available to answer your call.

If a concern involving a staff member arises, please speak directly to the staff member involved. If that matter cannot be resolved directly with the staff member, in compliance with Matthew 18, the EDM Director will meet with the staff member and arrange a meeting with the staff member and parent(s) to discuss and resolve the concern.

The priority of the staff is to focus as much attention as possible on the children. To meet the needs of the children and the staff during program hours, we ask that parents limit their conversations with EDM staff members to subjects involving their child(ren). The EDM Director is available to answer all other questions that arise.

We are looking forward to a wonderful year ahead!

Rvd. 07.27.23