

Extended-Day and Enrichment Program

Student Parent Handbook 2026–2027



CHRIST'S CHURCH ACADEMY

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Introduction and Purpose

This handbook has been developed to provide families with clear information regarding Christ's Church Academy's Preschool Extended Day, Kindergarten through High School Extended Day, Quarterly Enrichment Programs, and After School Lessons.

It is intended to complement the Christ's Church Academy Parent Student Handbook and should be read alongside all applicable school policies.

Christ's Church Academy Preschool Extended Day

Preschool Philosophy

Christ's Church Academy Preschool (CCAP) is a preschool, not a traditional daycare program. While daycare programs primarily focus on supervision and custodial care, our preschool provides a structured educational environment designed to foster children's academic, social, emotional, physical, and spiritual development while preparing them for kindergarten.

Most families who enroll at CCAP are seeking part-time preschool experience rather than full-day childcare. Approximately 85% of our enrolled families do not utilize the Extended Day Program.

Our preschool instructional day is from 9:00 a.m. to 1:00 p.m. During this time, children participate in a developmentally appropriate schedule that includes:

- Teacher-directed instruction
- Learning center activities
- Music
- Chapel
- Physical Education
- Library
- Outdoor play
- Snack and lunch

Preschool Extended Care

For families requiring additional care, Christ's Church Academy Preschool offers an Extended Day Program during the following hours:

Morning Extended Day

7:30 a.m. to 9:00 a.m.

Afternoon Extended Day

1:00 p.m. to 3:00 p.m.

The Extended Day Program is designed to provide a safe, supervised environment before and after the instructional preschool day. Unlike the preschool program, this time is not instructional and consists primarily of supervised indoor and outdoor play.

Preschool Extended Day Tuition and Registration Fees

Preschool Extended Day tuition is divided into ten equal monthly payments (August through May). Availability is limited and offered on a first-come, first-served basis, with priority given to siblings of CCA students and staff children. Applications become available January 8, are reviewed beginning February 1, and families are notified of placement status by February 15. A separate application is required for each child.

Morning Extended Day (7:30–9:00 a.m.): Monday–Friday \$160/month;
Monday/Wednesday/Friday \$100/month; Tuesday/Thursday \$75/month.

Afternoon Extended Day (1:00–3:00 p.m.): Monday–Friday \$265/month;
Monday/Wednesday/Friday \$160/month; Tuesday/Thursday \$125/month.

Extended Day Registration Fee: \$50 (non-refundable).

Rest Time and Napping Policy

At Christ's Church Academy Preschool, we recognize that young children have varying rest needs. While staff members will provide opportunities for children to rest when needed, CCAP does not offer a designated daily nap period during either the preschool day or the Extended Day Program.

This policy is based on state licensing requirements, accreditation standards, facility limitations, and staffing considerations.

Licensing and Facility Requirements

The ACSI Florida Approval Program and the Florida Department of Children and Families establish specific standards for programs that provide scheduled napping.

These standards include:

- **Sleeping Space Requirements:** DCF requires a minimum of 18 inches of clearance surrounding each child's sleeping space, with no more than two sides adjacent to a permanent barrier such as a wall (DCF Standard 3.6.2). Due to the size and configuration of our classrooms, we are unable to meet these spacing requirements while maintaining safe classroom operations.
- **Storage and Sanitation Requirements:** DCF also requires that each child's bedding be stored in a manner that prevents contamination and the spread of illness, including lice, and that all bedding be sanitized weekly or before being used by another child (DCF Standard 3.6.1). Our classrooms do not have adequate storage capacity to safely accommodate individual nap mats and bedding for all children.

Staffing Considerations

Maintaining the safety and supervision of every child is our highest priority.

Preschool teachers are contracted to work from 8:30 a.m. to 1:30 p.m., making afternoon staffing a continual challenge. Our Extended Day Program typically serves 30 to 40 children each afternoon with four staff members.

Since expanding the program to include two-year-olds during the 2023–2024 school year, we are required to maintain a minimum of three staff members actively supervising the group at all times. Staff members supervise children across multiple age groups during both indoor and outdoor activities. Providing continuous supervision for a separate designated nap area would reduce our ability to safely supervise the remaining children and is therefore not feasible.

Supporting Children Who Need Rest

We understand that some children may become tired during the afternoon. If a child appears fatigued, staff will provide a quiet activity or allow the child to rest in a comfortable, supervised area within the group whenever appropriate. However, children will remain under direct supervision with the rest of the group, as we are unable to provide separate nap spaces or scheduled naptime.

We appreciate the understanding and cooperation of our preschool families as we strive to provide a safe, nurturing, and developmentally appropriate environment while

remaining compliant with the standards established by the ACSI Florida Approval Program and the Florida Department of Children and Families.

Kindergarten through High School Extended Day

Extended Day Philosophy

The Christ's Church Academy Extended Day Program is designed to provide a safe, structured, and nurturing environment for students outside of regular school hours. While the program offers opportunities for recreation, homework, social interaction, and enrichment, it is not intended to replace the instructional school day or serve as an extension of classroom instruction.

Students participate in age-appropriate activities under the supervision of CCA staff in an environment that encourages responsibility, respect, positive relationships, and Christ-like character. Depending on the day and student needs, activities may include homework time, indoor and outdoor recreation, organized games, quiet activities, and supervised social interaction.

Hours of Operation

The Extended Day Program operates during the following hours on regularly scheduled school days:

Morning Extended Day

7:00 a.m. to 7:30 a.m.

Afternoon Extended Day

3:30 p.m. to 6:00 p.m.

These hours are designed to provide supervised care for families requiring assistance before and after the regular school day.

Extended Day Tuition and Registration Fees

Morning Extended Day (7:00–7:30 a.m.): \$125 per month

Afternoon Extended Day (3:30–6:00 p.m.): \$210 per month

Morning & Afternoon Extended Day: \$300 per month

Drop-In Rates

- Morning: \$35 per day
- Afternoon: \$55 per day

Extended Day Registration Fee: \$75 per student, non-refundable

Supervision and Staffing

Maintaining the safety and well-being of every student is the highest priority of the Extended Day Program. Students remain under the direct supervision of Extended Day staff throughout program hours and are expected to remain with their assigned group or designated activity area unless otherwise directed by a staff member.

Staffing levels are established to provide appropriate supervision while meeting the operational needs of the program. Group assignments, supervision ratios, and activity locations may vary based on daily attendance, grade levels, staffing availability, and program needs.

Registration

A non-refundable \$75 registration fee is required for all enrollments.

Families may enroll their children in the Extended Day Program through the school's established registration and billing process.

To ensure the safety of all students, families are responsible for maintaining accurate registration information, including emergency contacts, authorized pick-up individuals, and any applicable medical information. Changes to registration information should be communicated promptly to the Program Director.

Program Policies

The following operational policies apply to all participants in the Extended Day Program.

Students enrolled in Extended Day are expected to follow all behavioral expectations, attendance procedures, health and safety requirements, medication procedures, emergency procedures, and school communication procedures established by Christ's Church Academy.

Parents and guardians are expected to comply with all program procedures regarding:

- Student sign-in and sign-out procedures
- Authorized pick-up individuals
- Emergency contact information
- Attendance procedures
- Student conduct expectations
- Health and safety requirements
- Medication and illness procedures
- School communication procedures
- Emergency procedures

Late Pick-Up

Students must be picked up no later than 6:00 p.m. each afternoon. Any child remaining after program hours will be subject to the standard Extended Day three-strike late pick-up policy and any applicable late fees. Repeated late pick-ups may result in additional administrative action consistent with existing Extended Day policies.

Quarterly Enrichment Programs

Enrichment Program Philosophy

The Quarterly Enrichment Program provides safe, structured, Christ-centered opportunities for students to explore new interests, build friendships, and develop skills beyond the regular instructional day. Programs supplement the educational experience but do not replace classroom instruction.

Hours of Operation

Programs generally meet once each week from 3:30 p.m. to 4:30 p.m. during the academic quarter. Specific schedules are communicated during registration.

Eligibility

Enrichment programs are available for students in Kindergarten through 5th grade. Grade eligibility varies by program and is listed on each registration page.

Registration

Registration is completed through Constant Contact and payment is processed through FACTS.

Students must register before the program begins. Late enrollment requests may be considered only with administrative approval and available space.

Registration is first come, first served.

Program Capacity

Enrollment limits vary by program. Most programs are capped at 15 participants. Choir may accommodate up to 20 participants.

Christ's Church Academy reserves the right to cancel any program with insufficient enrollment.

Attendance

No prorated refunds or credits will be issued for enrichment sessions missed due to illness, absence, or any other reason. Students who are absent from school on the day of their scheduled enrichment program are not permitted to attend that day's session.

Canceled or rescheduled sessions will be communicated in advance whenever possible.

Supervision and Staffing

Facilitators are responsible for supervising students at all times and remaining with participants until every student has been picked up.

Student Conduct

Students are expected to follow the same behavioral, health, safety, medication, emergency, and conduct expectations established in the Christ's Church Academy Parent Student Handbook and the Extended Day Program.

Administration reserves the right to remove students whose behavior disrupts the program or creates safety concerns.

Snacks

Snacks are not routinely provided unless communicated by the program facilitator.

Pick-Up Procedures

Drop-off and pick-up take place at the Welcome Center unless otherwise communicated.

Students enrolled in Extended Day will transition directly to Extended Day following enrichment.

Late Pick-Up

If a student is not picked up within a reasonable period after dismissal, the student may be transitioned to Extended Day. Parents will be notified, and the applicable Extended Day drop-in fee may be assessed.

Program Changes and Cancellations

Schedule changes, cancellations, or weather-related closures will be communicated to families as soon as practical.

Refunds and Transfers

Program fees are non-refundable after a program begins.

Transfer requests must be submitted to the Program Director and are subject to administrative review and available space.

After School Lessons

Program Offerings

After School Lessons are offered throughout the school year based on instructor availability, student interest, and program demand.

Lesson offerings may vary by semester and may include individual instruction, small-group lessons, or larger group classes depending on the specific program.

Current lesson offerings, grade level eligibility, schedules, and program descriptions will be communicated during each registration period.

Hours of Operation

Lesson schedules vary by instructor and program. Most lessons take place after school on designated weekdays.

Specific lesson dates, times, locations, and durations will be communicated during registration.

Eligibility

After School Lessons are available to currently enrolled Christ's Church Academy students. Grade level eligibility varies by lesson and will be identified during registration.

Administration reserves the right to establish enrollment requirements or prerequisites for individual lesson offerings when appropriate.

Registration

Registration procedures vary depending on the lesson offering. In most cases, registration is coordinated directly by the lesson facilitator. Certain lesson programs may utilize Christ's Church Academy's standard registration process through Constant Contact.

Enrollment is available on a first come, first served basis and is subject to instructor capacity.

Payment procedures will be communicated during registration and may vary by lesson offering.

Program Capacity

Enrollment limits are established by the lesson facilitator and Christ's Church Academy administration based on instructional goals, available space, lesson format, and program needs.

Administration reserves the right to postpone or cancel any lesson offering that does not meet minimum enrollment requirements.

Attendance

Students are expected to attend all scheduled lessons.

If a lesson must be canceled or rescheduled due to instructor absence, school events, or other unforeseen circumstances, families will be notified as soon as reasonably possible. Make-up lessons, when applicable, will be determined by the lesson facilitator.

Supervision and Staffing

Lessons may be taught by qualified Christ's Church Academy employees or approved independent contractors.

Instructors are responsible for maintaining appropriate supervision of participating students throughout each lesson and remaining with students until they have been picked up by an authorized adult or transitioned to the Extended Day Program.

Student Conduct

Students participating in After School Lessons are expected to follow all behavioral expectations established in the Christ's Church Academy Parent Student Handbook.

Repeated disruptive behavior, failure to comply with instructor expectations, or conduct that compromises the safety or learning environment of others may result in removal from the lesson program at the discretion of school administration.

Pick-Up Procedures

Lesson locations vary by program and will be communicated to families before the beginning of each session.

Students must be picked up promptly at the designated dismissal location unless they are enrolled in the Extended Day Program, in which case they will transition directly to Extended Day following their lesson.

Students will only be released to individuals authorized by the student's parent or guardian.

Late Pick-Up

If a student has not been picked up within a reasonable period following the conclusion of a lesson, the student may be transitioned to the Extended Day Program when available.

Parents will be notified, and the applicable Extended Day drop-in fee may be assessed based on the amount of time the student remains in Extended Day.