



Covenant Christian Academy offers before and after school child care through our Cougar Club program as part of the Extended Educational Programs. We follow all State of Texas rules and recommendations for before and after school programs as well as the ACCS Recommendations for Classical Schools. We offer our services to students in Pre-K through 6th grade.

Cougar Club is designed to provide childcare to our **working** families who desire a safe, comfortable, Christ-centered and stimulating environment before and after school.

Cougar Club daily activities include:

- Homework & Quiet Time with support as needed
- Organized activities and recreation
- Coordination with our School of the Arts Program

Hours of Operation

Before Care: 7:00 am – 7:45 am

After Care: 3:15 – 6:00 pm

Before Care

Before Care gives our **working** families the opportunity to drop off students before the school day begins. This service is a flat rate of **\$7.00** per day.

After Care

Contract

For our **working** families, our contract option gives families the planned childcare needed on a weekly basis. Families register online with a specified number of days needed through the week and are charged a flat rate of **\$15** per day.

Single Day Reservations

There are unexpected occurrences in our daily lives. Our single day or same day reservations option gives our families the peace of mind for last minute childcare. This service is a flat rate of **\$20.00** a day. Parents **must** register online by 2:00 pm.

Drop – In

Any student that is not registered in a contract or in a same day reservations and childcare is needed, there is a **\$30.00** flat rate fee. This includes any student that remains after car line dismissal has been completed and no childcare reservations has been made.

Late Fee

A **\$1** per minute charge will be applied for the late pick up of any students. Late charges begin at 6:00 pm.

Cougar Club Calendar

A calendar of operating and closure dates for Cougar Club during Covenant Christian Academy's holidays, early dismissals and breaks is available.

Holidays & Early Dismissal Days

Cougar Club is **closed** on the following Holidays & Early Dismissal Days:

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|---------------------------------|--|
| September 2, 2019 | Labor Day |
| October 11, 2019 | State Fair Day |
| November 22 – November 29, 2019 | Thanksgiving Break |
| December 19, 2019 | Early Dismissal Day |
| December 19 – January 7, 2020 | Christmas Break |
| January 20, 2020 | Martin Luther King Jr. Day |
| March 6 - March 13, 2020 | Spring Break |
| February 17, 2020 | President's Day |
| April 10, 2020 | Good Friday |
| April 13, 2020 | Easter Monday |
| May 13, 2020 | Early Dismissal Day & Last Day of School |

Professional Development Days

Cougar Club is **closed** on professional development days.

Parent Teacher Conference Days

Cougar Club will be **open** on the following Parent Teacher Conference Days:

October 14, 2019

October 15, 2019

January 7, 2020 – **Cougar Club will be open for 1st – 6th grade during before & after care hours only.**

Policies & Procedures

Registration & Enrollment - Registration forms must be completed for a student to be enrolled. Please notify us immediately by email of any changes of phone numbers or emergency contact information.

Billing – All families will be invoiced at the beginning of the month through Ren Web and payment is due on the 15th of the month. If the payment is not posted by the 15th a \$10.00 late charge is applied.

Student Release - All children must be signed out daily by a parent or other authorized person. If someone is not listed on your registration form needs to pick up your child, we must have written notification by email.

Morning Drop Off - We begin accepting students at 7:00 am. Please drop off your child at the North door (next to the pond) and ring the doorbell. A Cougar Club Worker will open the door and receive your student.

Afternoon Pick Up - All students will be picked up by one of our Cougar Club Workers from car line. When you arrive to pick up your child, please go to the Front Office of Jireh Hall.

Late Fee - A \$1 per minute charge will be applied for the late pick up of any student. Late charges begin at 6:00 pm.

Activities - Playground time, storytelling, organized games, movie day and videos.

Homework – Quiet homework time is provided for 1st – 6th grade.

Snack – Students are required to bring a snack each day. Snacks are not provided in Cougar Club.

Lunch - All students who will be attending during lunch time on early dismissal and parent teacher conference days must bring their own sack lunch.

For any questions regarding Cougar Club, please contact Jada Wright-Greene, Director of Extended Educational Programs at jada.wright-greene@covenantchristian.net