



EXTENDED DAY PROGRAM

GROW AND GO

Enrichment Policies & Procedures

GENERAL INFORMATION

- Information and registration is on line at the Extended Day Program page on the CCS website.
- Enrichment Classes are offered in 3 sessions: Fall, Winter, and Spring.
- Enrichment Classes are offered Monday through Thursday.
- All students enrolled in WEE school (4's and TK) classes and CCS (Grades 1-8) are eligible for Enrichment Classes.
- Enrichment students are part of Young Cougars Club (4's, TK, and K) or After School (Grades 1-8) between school dismissal time and Enrichment Class time.
- It is the responsibility of parents to notify teachers (WEE school or CCS) that children are enrolled in Enrichment Classes.
- Snacks are given to students in After School before Enrichment Classes.
- Children with allergies or special dietary needs should bring their own snack with them on the day of their enrichment class.

REGISTRATION & PAYMENT

- Registration & Payment for Enrichment Classes is available on line.
- There is a minimum number for class registration. Parents will be notified if minimum number is not met and the class must be canceled. Registration will be refunded at that time.
- There will be a late fee of \$10 for registrations received after deadline.
- Registration is not complete until payment is received.
- Parents will receive confirmation of registration by email.
- Class details will be sent to parents prior to the first enrichment class.
- There is a late fee of \$10 for students who are not picked up on time. This fee is due at time of pick up.
- There is a \$10 fee for siblings who participate in After School while their siblings are in Enrichment Classes.

REFUNDS & ABSENCES

- No refunds will be issued after the first class of each session.
- There are no refunds or fee adjustments for absences on the part of the student during the session. Refunds will be issued if a class is canceled.
- There will be make-up classes offered if the class instructor or school must cancel a class for any reason during the session.

YCC ENRICHMENT CLASS PROCEDURES

- 4's & TK students will meet the YCC staff in the Gathering Space after the WEE school day.
- Kindergarten students will be picked up in carpool by the YCC staff.
- Students are part of the YCC daily activities until Enrichment Classes begin each day.
- Parents meet students at the main church entrance/welcome desk after Enrichment Classes.
- Students who are part of Young Cougars Club will return to their daily routine after Enrichment Classes.

AFTER SCHOOL ENRICHMENT CLASS PROCEDURES

- Students will be picked up in the normal carpool lines or the designated meeting place.
- Middle School students walk to the snack area after dismissal.
- Students are supervised by the Program Staff during Enrichment Classes.



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- Parents meet students at the main church entrance/welcome desk after Enrichment Classes.
- Students who are in After School will return to their daily activities.
- Siblings are allowed to stay in After School while siblings are in Enrichment Classes. Cost for this service is \$10 per day. Parents are required to sign out siblings from After School on these days.

Questions & Contact Information

If there are any questions about any part of the Extended Day Program, please do not hesitate to contact the Program Administrative Staff.