



Covenant Christian Academy offers after-school child care through our Cougar Club program which is part of the Extended Educational Programs. We follow all State of Texas rules and recommendations for after-school programs as well as the ACCS Recommendations for Classical Schools. We offer our services to students in Pre-K 3 year-olds through 6<sup>th</sup> grade.

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

Cougar Club daily activities include:

- Homework time with support as needed
- Organized activities and recreation
- Coordination with our School of the Arts program

**Hours of Operation:** 3:15 – 5:30pm

**Annual Contract:** The contract option gives families planned childcare every week and is available in 1-day, 2-day, 3-day, 4-day, or 5-day options. If paid in full, a 2% discount will be applied.

- 1 day - \$ 92.70/month, \$ 927/year
- 2 day - \$185.40/month, \$1,854/year
- 3 day - \$278.10/month, \$2,781/year
- 4 day - \$370.80/month, \$3,708/year
- 5 day - \$463.50/month, \$4,635/year

**Single-Day Reservations:** We understand there can be unexpected occurrences where a family needs last-minute childcare. For these times, a single-day reservation can be made for \$36/day if registration occurs by 2 pm on the day childcare is needed.

**Drop-In Reservation:** Any student not registered by an annual contract or a single-day reservation by 2 pm on the day care is needed, will be charged \$60/day regardless of the amount of time the student is in after-school care. This includes any student that remains after car line dismissal has been completed and no childcare reservation has been made.

**Late fee:** A \$3/minute charge will be applied for the late pick-up of any students in after-school care. Late charges begin at 5:30pm.

*If there are 3 late occurrences in a semester, the rate will increase to \$10/minute. If there are 5 late occurrences in a semester, the after-school contract could be revoked.*

We understand that emergencies happen. If extenuating circumstances will cause you to be late, please call to let us know.

Cougar Club is open on official full school days only. Holidays, breaks, and early dismissal days do not apply. Cougar Club is closed on Professional Development days and Parent Teacher Conference days.

## **Policies & Procedures**

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

**Billing** – All families will be invoiced at the beginning of the month through FACTS and payment is due on the 15<sup>th</sup> of the month. If the payment is not posted by the 15<sup>th</sup>, a \$10 late charge will be applied.

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

**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 Early Childhood door (South door of Jireh facing the baseball field/weight room).

**Activities** – Playground time, storytelling, organized games, homework help/time, and movies.

**Homework** – Quiet homework time is provided for 2<sup>nd</sup>-6<sup>th</sup> grades.

**Snack** – Students are required to bring a snack each day. Snacks are not provided.

For any questions regarding Cougar Club, please contact [cougarclub@covenantchristian.net](mailto:cougarclub@covenantchristian.net).  
For questions regarding billing, please contact [Cindy.Richardson@covenantchristian.net](mailto:Cindy.Richardson@covenantchristian.net)