

ALPHA & OMEGA CHILD CARE

Before and After School Care

(248) 904-9469

Center Hours: 7:00 AM -6:00 PM

ALPHA & OMEGA Childcare Hours for students Jr. Kindergarten through 8th grade:

7:00 am- 6:00 pm

ALPHA & OMEGA Childcare charges for students by the hour:

\$7.50 per child per hour. Billing will be processed in 15 minute increments.

The childcare program will provide the following:

- An opportunity for children to participate in a variety of fun, developmentally appropriate activities that allow for continued social, physical, and intellectual stimulation.
- A place to work on homework or school projects.
- A safe and inviting environment supervised by a competent and caring Christian staff.
- A pleasant Christian atmosphere that enriches the child's learning before and after school hours.

All students attending before and after school care, or the Jr. Kindergarten program must have a "Child Information Form" on record prior to attending the program.

Registration & Payment for Alpha/Omega

Childcare before and after school in the Alpha/Omega program is open to all students in Jr.

Kindergarten-8th grade as needed on a daily basis. To register your child for Alpha/Omega child care you must turn in a Child Information Form and sign a "Parent Agreement Form". Families will be billed for the hours their child attends the program through their FACTS account at a rate of \$7.50 per hour. Billing will be processed in 15 minute increments.

Signing In and Out- Alpha/Omega Childcare

Students participating in the before and after school program must be signed out by a parent or approved pick up person by checking out with the OMEGA staff.

Students arriving between 7:00-7:30 am will be signed into the morning club located in the MP gym and will be charged according to their attendance. Students being dropped off between 7:30-8:00 am may use the curbside drop off or walk their child into the building for drop off.

All students remaining in the school building at 3:30pm will be checked into OMEGA Afterschool Childcare and will be billed according to the hourly tuition rate. Students being picked up between 3:30-6:00 pm must be picked up by an approved pick up person that will walk into the building and sign the child out in person. Any child picked up after 6:00 pm will be charged \$1 per minute they are late.

Child Information Record

All students must have a Child Information Record on file before attending the Alpha or Omega programs. This form can be found on our school website or by request at the front desk.

Fees and Payment Policy

The cost for before and after school childcare is \$7.50 per hour per child. Pricing can be found on our website under “Current Families.” and “Omega Afterschool Care.” Families will be billed monthly.

Location and Hours of Operation

The Omega students will be divided by grade into classrooms. Elementary students will be divided between the Junior Kindergarten and Art Room. Middle school students will be grouped with the upper elementary students in the Art room. The center will be open Monday- Friday, beginning the first day of school. The center will be closed on scheduled or unscheduled days off (in-service, holidays, snow days, etc.). The school will be open for student access at 7:00 AM. Omega care begins each day after school and operates until 6:00 PM. Please be prompt in picking up your child(ren.) Late fees will be \$5.00 per minute after 6:00 PM. The supervisor will call emergency numbers and, if deemed necessary, the Oakland County Sheriff if students are not picked up by 6:00 PM.

Snack

Elementary and Secondary students are encouraged to bring a snack or purchase one for a small fee ranging from 50 cents to one dollar. Children are usually very hungry at the end of the school day. Students may pay for snacks daily with cash, or parents may prepay for the child’s snack with a check or cash.

All Junior Kindergarten students staying for the afternoon program (12-3 PM) will be provided an afternoon nutritious NUT FREE snack and drink. If your child has a documented food allergy, the school will make every effort to accommodate with a possible substitution. Parents may also provide their child with snacks that meet their dietary needs.

Items From Home

Toys, electronics, or other personal items are not permitted in the before/ after school programs or the Jr. Kindergarten program. Any personal items that are brought to school will be required to stay in the student’s backpack unless otherwise directed by the teacher. Any items from home are the responsibility of the student. Childcare staff are not responsible for lost or damaged personal items brought to the school.

Health and Safety

The Alpha and Omega program will follow the Health and Safety guidelines of the Early Education Center. Outside play is planned every day, weather permitting. Please dress your child according to the weather; this includes hats, gloves, coats, and boots in the winter.

Before and After School Care Conduct

Parent, please review the following expectations with your child:

- Children must remain in the Before and After School area with the designated staff.
- Children are to respect the rights and property of others.

Early Dismissal and Inclement Weather Days

The Alpha and Omega program will follow school closing guidelines as outlined in the Parent Handbook.

Student Conduct

- Children are to act courteously and appropriately, be cooperative, and follow instructions.
- School building rules apply along with Childcare rules.
- Appropriate and acceptable language is expected.
- Children are expected to be responsible for their actions.
- Materials and equipment are to be treated properly and returned to their places.

Discipline

- If a problem occurs, the members of our staff use positive methods of discipline that encourage self-control, self-direction, and cooperation.
- Most disruptive behavior will be handled with a “removal from the activity,” which gives the child time to regain self-control and time to think about his/her actions.
- Inappropriate behavior will be brought to the attention of the parent who picks up the child and to the director of the program and/or the principal. We will follow the published discipline plan located in the Elementary Handbook. Please review those policies.
- Chronic disruptive behavior will not be tolerated. An incident report will be given to the parent or guardian to read, and then a meeting with the director/ principal will be arranged.

Dismissal from Program

The following circumstances may result in a child being dismissed from the Alpha/Omega before and after school program:

- Failure to pay for services in a timely manner
- Chronic disregard for the 6:00 PM closing time
- Any child intentionally harming another child, himself or herself, or a staff member
- A child who does not adjust to behavioral recommendations as found in or out of the program
- Parents chronically not signing a child in or out of the Alpha/Omega program.