

# CITADEL CHRISTIAN SCHOOL

## AFTER SCHOOL CARE

### “The Keep”

#### **Who is eligible for the Citadel Christian School after school program?**

The Keep is available for children between the ages of four and twelve. Children enrolled at Citadel Christian School (CCS) will be given priority, but children from other schools (and homeschoolers) are welcome.

#### **What is planned for my child to do while in The Keep?**

An activity director and/or assistant will care for your child in a loving and protective environment on the campus of CCS. There will be recreation time, study time, snack time and planned activities.

#### **When is the program available?**

The Keep is available every afternoon that CCS is in **full-day** session. It begins on the first day of school for students and follows our school calendar. The program consists of two one-hour sessions. The first session is 3:30 to 4:30. The second session is 4:30 to 5:30.

#### **Where on the campus does the program take place?**

The activities will begin each day in the Fine Arts classroom. Recreation time will be held outside, weather permitting. A snack will be provided during the first session.

**NOTE:** Students in grades PK-5th who are not picked up from school by 3:30 will be escorted to The Keep to wait for the arrival of their parent. Older students will also be required to go to The Keep if they are not picked up from school by 3:45. The students will be considered enrolled in The Keep for that day, and parents will be charged the applicable fees (see following paragraph).

#### **How much will it cost?**

To participate in The Keep, an initial fee of \$40.00 per child must accompany the enrollment form. The supervision fee is \$5.00 per child per hour. Any child not picked up by 4:30 will be charged for the entire second hour. A late fee of \$1.00 per minute will be assessed for children who leave after 5:30 p.m. CCS parents will receive an invoice through F.A.C.T.S. at the beginning of each month for the previous month's charges. Payment is due on the 10th of the month.

All fees must be current for a child to continue to participate in The Keep. There will be a fee of \$25 assessed for late payments. Also, school records will not be released if any fees are in arrears.

#### **What is the process to enroll a student in The Keep?**

A simple application form needs to be completed and returned to the school office along with the \$40.00 processing/application fee. This will secure a place for your child in our program.

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The Keep

## ENROLLMENT APPLICATION

2022-2023 School Year

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

### CHILD RELEASE

Child will be released **only** to the parents and others listed on this form below.\*

\* Subject to court decree in the case of legal separation

NAME

RELATIONSHIP

PHONE

NAME	RELATIONSHIP	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any medical concerns and/or food allergies – use other side if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**A \$40.00 REGISTRATION FEE MUST ACCOMPANY THIS APPLICATION.  
BILLING FOR THE KEEP WILL BE DONE ON THE FIRST DAY OF EACH MONTH AND LATE FEES WILL BE  
ASSESSED FOR PAYMENTS RECEIVED AFTER THE 10<sup>th</sup> DAY OF EACH MONTH.**