

## **CCS Bridge Program**

2018-2019 Bridge Program

**Who:** CCS Students in grades K-2

**When:** Monday & Wednesdays 12:30 PM – 2:45 PM

**Where:** First Baptist of Tyrone in the “Cave” and various portions of the facility that are not being used by the church or CCS.

**Fee Schedule: \$350 per semester or \$125 per month.** There may be other charges for special supplies or extra curricular events.

Crossroads Christian School’s Bridge Program is inured to continue in the Charlotte Mason traditions of education and the CCS traditions of Christian character and strong leadership. The students will receive help with school work, have time to play and have fun with peers, do crafts, and enjoy other activities. Please keep in mind that this is not a tutoring program even though homework help can be given.

The CCS Bridge Program will be directed by a First Aid, CPR/AED certified adult who will be able to administer First Aid Care for anyone who is sick or hurt. The First Aid kit that is kept at CCS will be used only if that sort of assistance is needed. We will also make use of the Evacuation Plan documents that are posted in the hallways in the school.

### **1. Registration & Fees**

a. Each student participating in the Bridge Program will be required to have a copy of this document (which includes the current information and medical form) signed by a parent/guardian. The parent/guardian understands that the waiver is an official document and they agree to the fee schedule, policies and terms of the liability waiver. We will not dispense any medication or offer any medical treatment aside from bandages from the first aid kit or CPR if needed in order to deter any allergic reactions to any medications that may be needed.

b. Students are registered for an entire semester or an entire month, and will be allowed to participate in the Bridge Program on any regular program day during that semester or for the month they are participating. No refunds or credits will be given for missed days. Checks are payable to Crossroads Christian School and must be turned in to the Director of the Bridge Program by the first day of the month or semester of participation.

### **2. Sign in**

a. At the end of the school day on Mondays and Wednesdays, the Bridge Students will be escorted to the Cave by their teacher. Attendance will be taken every day that the Bridge Program is in session. We cannot assume responsibility for any student who is not marked as present. Each student who has another event, tutoring, etc. who is under the supervision of another CCS Teacher/staff member is under the care of that specific group/individual. Once each student is marked present to the Bridge program, they will be under the supervision of the professional on duty.

b. We assume that each student who is enrolled in the Bridge Program will be present every day of the school year. In the event of sickness, travel, or any other sort of absence, we ask that the parent/guardian call ahead of time and speak with the CCS Administrator to notify the Bridge Aid. If there are other extracurricular events of any sort, please notify the CCS Administrator or the Bridge Program. Strictly following this policy eliminates any anxiety of the Bridge Aid as well as any confusion about who is responsible for the student.

### 3. Sign Out.

- a. The entire School day at CCS will end at 2:45. While there is no actual sign out, the students will be paired with their older siblings for pick-up. If any special arrangements for pick up are going to be made on any day during any part of the school year (including surprise visits/pick-ups on holidays, etc...), the CCS Administration should be made aware of the change prior to pick-up time.
- b. CHILDREN MUST BE PICKED UP BY 3:00 PM or a late fee of \$5.00 will be assessed.

### 4. General Information

- a. No child may leave his/her group without permission for any reason.
- b. It is recommended that the students leave all valuable and distracting items at home so they are not misplaced or cause a problem with other students.

### 5. Disciplinary Policy

Since CCS has a high standard of Christian Character and training in good behavior, extreme discipline problems are an exception to the rule, the Bridge Program has a disciplinary procedure in place. The Bridge Program stresses respectable behavior and a code of conduct including, but not limited to the following areas.

#### Students Shall:

- a. Show respect for all Bridge Aids and other CCS Teachers and Staff. Follow directions the first time given.
- b. Show respect for all program participants. Keep hands, feet, arms etc. off of other participants. Fighting will not be tolerated.
- c. Use conduct that demonstrates appropriate and acceptable behavior. Dangerous behavior, including horseplay, which could cause harm to others is unacceptable.
- d. Show respect for other people's property
- e. Stay with your Bridge Aid during all activity. Participants shall not hang out or play in the Rest rooms or any room in the facility that is not specifically designated for the Bridge Program Aid without permission from a staff member.
- f. Not possess, display or use any object that could harm another person.
- g. Not participate in or encourage any activity that is disruptive to the general peace and welfare of First Baptist Church of Tyrone, CCS, or any related functions.
- h. Observe and obey all facility rules and procedures.

### Disciplinary Action

Positive reinforcement will be used whenever possible; however the Bridge Aid will give timeouts or take away privileges for repetitive behavior problems. There is a progressive disciplinary policy in place to manage the behavioral issues. **Severity Clause:** Certain behaviors of a serious nature which could pose a threat to the physical well-being of program participants or staff or involve property damage will result in suspension or expulsion from the program.

#### Progressive Disciplinary Policy

**1<sup>st</sup> infraction** – Aid will discuss behavior with child giving a warning or time out depending on the behavior.

**2<sup>nd</sup> infraction** – Warning, time out, or loss of privilege may be given. Parents will be notified of the behavior.

**3<sup>rd</sup> infraction** – Student will be sent to the Administrator or Headmaster for further discipline. This could result in temporary suspension from the program.

**Residual behavior issues may result in expulsion from the program.**

Please read the preceding rules and procedures with your child and make sure they understand them. Your support of this disciplinary procedure is important and will help to ensure the safety of all the students while participating in the Bridge Program.

**Liability Waiver**

I agree to waive all claims my student(s) or myself may have as a result of participating in the Bridge Program. I further agree to fully release and discharge Crossroads Christian School, its officers, employees and representatives from and against any and all losses, damage, injuries of any kind as a result of either myself or my student's participation in this program. In the event of an emergency, I authorize CCS Bridge Aid and/or CCS Administration to secure from any licensed hospital; physician and/or medical personnel any treatment deemed necessary for my minor child/ward's immediate care and agree that I will be responsible for payment of all medical service rendered. I give consent to use any photograph taken of my student during recreation activities, classes or programs for future CCS brochures and promotional material. I have received, read and fully understand CCS Bridge Program Policies and the Program Waiver and Release Form. I also understand as outlined on pages 1-2 of the Bridge Program registration/ waiver document, payment is due in full by the first of each month for which my child is registered, and that my child must be picked up no later than 3:00 PM daily or I will be assessed late payment and/or late pick-up fees.

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**Parent's Signature**

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**Date**

**Bridge Program Registration form**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Father's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Special Medical Conditions/ Food Allergies

\_\_\_\_\_  
\_\_\_\_\_  
Please list the name of anyone other than the student's Parents that are authorized for pick-up.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please let us know of any specific circumstances or situations that we should be aware of.

You may cancel or modify this contract at the end of any MONTH by notifying the After School Program Director in writing before the month ends.

By signing below, I acknowledge my understanding of and am in agreement with the terms of the Bridge Program.

\_\_\_\_\_  
**Parent's Signature** \_\_\_\_\_  
**Date**

**Please print, sign, and return this form to the Bridge Aid or School Administrator.**