

## CCBA Afterschool Program Policies and Procedures 2024-2025

- **Paperwork:** All CCBA After School Program paperwork must be completed online by the start of the school year for your child to attend the program. An up-to-date copy of your child's physical is also required.
- **Attendance:** When your child will be absent from the CCBA After School Program or you need to pick your child up early, please text the After School Program cell phone at 603-359-4470, to let the instructor know.
- **Transportation:** Parents are responsible for making bus arrangements with their child's school. The Hanover Street School and Mount Lebanon School busses drop off in front of the Carter Community Building. The Middle School bus drops off on Bank St.
- **Communication:** Please take into consideration that instructors are busy, especially at pick up times. The best way to relay a message to your child's instructor is to text the CCBA After School Program cell phone at 603-359-4470. Questions or concerns, please email [Vicki.mcalister@joinccba.org](mailto:Vicki.mcalister@joinccba.org). Please note, instructors have limited access to email during program hours.
- **Pick Up:** A parent must notify the instructor in writing if anyone, other than those who are listed as authorized to pick up your child. Please bring your ID to pick up the children.
- **Your Child's Health:** If your child shows any NEW or unexplained symptoms (runny nose, cough, stomachache, fever, body aches, vomiting, diarrhea, etc.), please do not send them to the After School Program. Children must be symptom free for 24 hours before returning. If your child comes into the After School Program with these symptoms, we will contact you to pick them up early.
- **Fire Drills and Emergency Drills:** We conduct one (1) fire drill per month. The day and time of the drill vary to help the staff and children prepare to evacuate the building quickly and safely. We conduct a minimum of 4 emergency operation drills per year.
- **Field Trips** – A field trip permission form is included in the online CCBA Afterschool Program paperwork packet for your child to attend walking field trips within a 1-mile radius of the CCBA Campus.
- **Supplies and Snacks:** All items (for example, backpacks, lunchboxes, coats, and boots) should be marked with the child's name. Children should bring a healthy snack each day and a water bottle. Please make sure you list all allergies on the "Childcare Registration and Emergency Information Form."
- **Parking:** Parking at the Carter Community Building is very limited. If there are no spaces next to the building, park at the CCBA's Witherell Recreation Center and walk over, using the designated crosswalks. Please do *not* park in the lots across the street that are reserved for the dentist's office and the senior center.
- **Late Policy:** The CCBA After School Program ends promptly at 6:00 pm. Please plan accordingly to pick your child up on time. The CCBA After School Program Late Policy comes into effect when there is repeated tardiness. A fine will be charged and payment is expected. In these cases, please text the After School Program cell phone at 603-359-4470.
  - **1st late offense:** A warning will be issued as a reminder.
  - **2nd late offense:** A \$10 fee will be charged for every 5 minutes late. We will charge your credit card on file.
- **Weather Policy:** When the Lebanon School District cancels school or has early release due to inclement weather, the CCBA After School Program is also cancelled. If there is a school delay, the After School Program will still be open after school.

- **Payments:** A \$50.00 non-refundable deposit and completed online Enrollment Contract are required to secure your child's placement in the CCBA After School Program. Payments are due on the 1<sup>st</sup> of each month starting August 1<sup>st</sup> and will be billed to the credit card on file. Billing is split evenly over 10 months. A 20\$ late fee will be charged for payments that cannot be processed. Please make sure your credit card information on file is up to date.
- **Discipline Policy:** We maintain a positive discipline policy, which focuses on prevention, redirection, consistency, boundaries, and limits. Instructors discuss proper behavior expectations throughout the year and children are frequently reminded to follow the rules and treat their peers with respect. We will work with your child to correct any disruptive behavior. However, if a child's behavior compromises the positive experience and/or safety of the group, they will be withdrawn from the CCBA After School Program. If this occurs, any unused tuition will be refunded.
- **Withdrawal Agreement:**  
*During the Program Year:* The After School Program is a school-year commitment. Should your circumstances change, you will be billed for one month after your child leaves the program. We do not refund for absences. If a child is withdrawn upon the recommendation of the CCBA After School Program staff, parents will only be responsible for the days the child was enrolled.
- **Reservation of Right to Terminate:**  
The CCBA shall retain the right to terminate enrollment of any child in any CCBA programs, should the CCBA, in its sole discretion, determine that such termination is in the best interest of the Program and/or child. Any child whose enrollment is terminated pursuant to this section shall be relieved of any further obligation under this Enrollment Agreement, including future tuition payments.

*The CCBA reserves the right to update policies as needed.*

*I have read the above policies and procedures of CCBA After School Program Policies and procedures and agree to abide by all terms and conditions.*

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

We hope you and your child enjoys the program.  
Please feel free to bring feedback or concerns to our attention.  
Vicki McAlister - Site Director – [Vicki.mcalister@joyncbba.org](mailto:Vicki.mcalister@joyncbba.org)  
CCBA, P.O. Box 386, Lebanon, NH, 03766, 603-448-6477