

**CHRISTIAN ACADEMY SCHOOL SYSTEM**  
**English Station K-8 After-School Care Program**  
**2024-2025 POLICY**

The English Station After-School Care Program (ASC) is available for students in Kindergarten through 8<sup>th</sup> grade. **Advance registration is required to participate in this program. We reserve the right to limit availability in ASC based on the recommended student to staff ratios.**

**PROGRAM INFORMATION:**

- ASC ends at 6:00 PM. A late pick-up fee of \$2.00/minute/student is assessed and will be invoiced and paid through FACTS Tuition Management.
- ASC includes a snack for students. (**For Elementary Students Only**)

**PROGRAM RATES:**

- Daily Service (4-5 days/week)                      \$250/month, invoiced and paid through FACTS monthly, September through May
- Occasional Service                                      \$20/day, invoiced and paid through FACTS at the end of each month
- Emergencies Only                                        \$20/day, invoiced and paid through FACTS at the end of each month

**PROGRAM POLICIES:**

- To change options for use, contact the Business Office.
- No care will be provided for holidays, early dismissals, or unscheduled closures. Rates are calculated on an annual basis; therefore, **no adjustments will be made for missed days, holidays, early dismissals, or unscheduled closures.**
- ASC is closed during Christmas Break and Spring Break.
- Payment for **Daily Service** is invoiced through FACTS Tuition Management and is due the first of each month. **A late charge of \$10 will be added to your fee if payment is not received as scheduled.**
- Payment for **Occasional Service and Emergencies Only** is invoiced through FACTS Tuition Management at the end of each month and due upon receipt of invoice. **A late charge of \$10 will be added to your fee if payment is not received within 10 days.**
- **ASC enrollment may be suspended for any student whose account becomes two months past due.**

**Contact Information:**

Financial Questions—Contact the Business Office, 502-244-3225.