GRACE COVENANT COMMUNITY MINISTRIES
AFTERSCHOOL PROGRAM
PARENT HANDBOOK
POLICIES AND PROCEDURES

Welcome to the 2010/2011 GCCM Afterschool Program. We have many fun activities planned – we know your child(ren) will have a great time here! We hope this handbook will answer any questions you may have.

Dates	Beginning Tuesday, September 7, 2010 Ending Thursday, June 16, 2011 (See GCCSM for additional dates)
Days and Hours	Monday – Friday; Schools end to 5:30
½ Day Holidays	We will be open on ½ day holidays. Children will bring lunch with drink on these days.

FEES:

The weekly fee for the Afterschool Program will be $55. All payments are due on Monday. A $10 per week late fee will be charged for payments not made on Monday. If payment (including late fees) are not made by Friday, your child(ren) will not be allowed to return the following Monday. We will offer a 10% discount if fee is paid for the month on the first day of each month.

Non-refundable Registration fee of $25 per family is due at registration.

There will be a $30 return check fee. (In case of a returned check all remaining payments must be made by money order.

Rate Changes: If a rate change is deemed necessary by the Board of Directors you will be advised in writing at least 30 days in advance of any change.