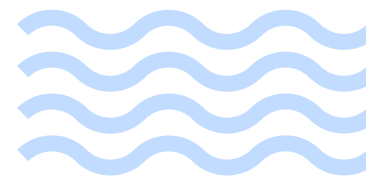




Young Charger ENRICHMENT PROGRAM



What is YCEP?

The mission of the Young Chargers Enrichment Program is to lead young people to become good examples in speech, in life, in love, in faith, and in purity through character education and recreational activities. YCEP provides a service to parents by supplying safe, quality, and loving, Christian-based care for students in our school and community ages 5 years through 8th grade. We will adhere to a maximum 12:1 student-teacher ratio per classroom. Activities include art, music, reading, Bible, crafts, computer skills, sports, games, free play, field trips, water play, pizza/ice cream parties and more!

Drop Off/Pick Up

When dropping off your child, please escort him/her to the elementary library which is located just inside the north portico (playground side of the building.) You will need to check your child in with the front desk each day using your Brightwheel code. When picking up your child, the same procedure will apply. For the safety of your child, there will be a \$5.00 fine for not signing in or out. Please be prepared to show identification when picking up your child in the case our staff member on duty is not familiar with you. Students will not be released to anyone not listed on the pick up list. Each person on the pick up list will have their own personal code. Please understand, this is for safety reasons.

Brightwheel

YCEP uses the Brightwheel App for our Check in and Out procedures as well as for Parent Communication and Billing. Please be sure to download the app!

Late Pick-Up Policy

Students who remain after 6:30PM will be charged \$5 per minute until checked out. Late pick-up charges are billed immediately through Brightwheel.

Hours of Operation

Monday through Friday 7:30 AM - 6:30 PM
Unless otherwise posted.

Payments and Fees

A NON-REFUNDABLE \$80.00 Registration Fee is charged once per school year, starting with Summer Camp. This registration fee covers Summer Camp and all School Break Camps held throughout the next school year. You will receive a registration code to use for each registration for that year so that you will only be charged once for registration in that year. A new registration fee and code is given each year.

There is a NON-REFUNDABLE \$50.00 deposit required for each week of camp that you register for. This deposit will hold your spot and be applied to your weekly tuition balance.

Weekly balance is due 7 days in advance. Tuition not received 7 days in advance will revert to late enrollment pricing.

Cancellation Policy: You must cancel at least 1 week in advance to avoid being responsible to pay fees for the week/schedule in question. A signed change/withdrawal form is required at least 1 week in advance to alter billing. WEEKLY BALANCE FEES ARE NON-REFUNDABLE WITHIN 7 DAYS OF THE WEEK SCHEDULED. This will be strictly enforced. Schedules are finalized at that time.





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Discipline

In the case of a discipline problem, a Behavior Incident Report will be completed by a YCEP staff member. It will then be given to the parent upon arrival. Parent will sign the report and it will remain in the student's file. ELCA has the right to dismiss any student who habitually exhibits unacceptable behavior, without refund of fees.

Accidents/Injuries

All parents must sign a medical and liability waiver upon registration and before the student attends YCEP. Forms are available at www.elcaonline.org/ycep or from the director. In the event of an accident/injury, an Accident Report will be completed by a YCEP staff member. Parent will be notified immediately of any injury other than that of a minor nature.

Field Trips and Special Events

Special events and trips will be communicated to you in advance via newsletter and Brightwheel messages. Please be sure to have Brightwheel installed on your phone and the notifications turned on. Also, each parent must have a current email address for you that you will check. All special events (field trips, ice cream, etc.) are at no additional cost to you with the exception of optional lunches, etc.

Dress Code

Please dress your child in comfortable, weather-appropriate attire and sports shoes (please pack in backpack if wearing sandals.) Shorts must be no shorter than 4 inches above the knee. Students will not be allowed to remain on campus while in violation of these rules.

Lunches, etc.

Lunches and afternoon snack (if desired) are to be brought from home each day unless there is lunch offered during a field trip or you have purchased a special lunch that is offered through the program. Please do not send items that require heating or preparation. Make sure your child has all necessary utensils. Please do not send lunch via Door Dash, Uber Eats, or other delivery services. This invites unknown persons onto our campus with the children and poses a security risk. During Summer Camp, there may be special lunches offered for an additional cost. Please see the weekly newsletter for more information.

Contact

678-818-1033 (YCEP desk number)
asep@eagleslanding.org