



EXTENDED DAY PROGRAM AFTERNOON FAMILY HANDBOOK

2026-2027

13901 Providence Road
Weddington, NC 28104
704-814-4228

"Whoever welcomes one of these little children in my name welcomes me;
and whoever welcomes me does not welcome me but the one who sent me."
Mark 9:37

NEW NAME SAME GREAT MINISTRY

The Afterschool School Program is now the Extended Day Program. Students who remain in school for the afternoon session of the Extended Day Program are held to the same H.A.W.K.S standards as during the school day. This program is designed for families who truly need these services on a daily or occasional basis due to work or other essential commitments.

The program is in session from dismissal until 6:00 pm and serves WCA students from JK to 8th grade.

High School students under the age of 16 are welcome to assist for volunteer hours. For more information on the needs of the program and how your high schooler can make a difference, please contact the afternoon Extended Day Director, Sandra Santiago, ssantiago@wcahawks.org.

IMPORTANT: Students may not attend the Extended Day Programs until a completed registration form is submitted. Registration fees are billed through the FACTS family portal.

WEDDINGTON CHRISTIAN ACADEMY (WCA'S) MISSION

WCA provides an education of highest academic excellence and Christian spiritual development in a faith community that challenges the mind, prepares the heart, and nurtures the soul; encouraging students and families to represent Christ in action and service.

VISION STATEMENT

WCA will help students develop a love for God by nurturing their souls through a daily faith walk. WCA will teach students to be lifelong learners by challenging their minds in academic subject areas. WCA will lead students and families to serve others in our local and global community by touching their hearts to develop Christ-like love and compassion.

The Extended Day Team are ambassadors of WCA. Each staff member will not only uphold the mission and vision of WCA, they will also provide a safe, nurturing, Christian environment where WCA students can grow emotionally, intellectually, physically, and socially. The team will foster each child's individual ability and interest in a respectful and kind manner.

THE EXTRAORDINARY EXTENDED DAY TEAM

Sandra Santiago – Director

Carolina Arias

Ruth Clark

Areli Hernandez

Octavia Williams

TiLisa Durham – Financial Administrator & Extended Day Program Liaison

The Extended Day Program is ONLY available for WCA students who are registered in the program.

RATES

Registration fees \$65 for the first child and \$30 for each additional sibling.

5 days per week \$285 per month

4 days per week \$260 per month

3 days per week \$235 per month

2 days per week \$215 per month

1 day per week \$150 per month

Late pick up fee is \$1/minute per child after 6:00 p.m.

Please notify TiLisa Durham or Julie Lesslie if your child's days in the Program changes or if their status is changing from monthly to drop-in.

Drop-in families must be registered in order to participate in the program and they must call or email, Julie Lesslie or TiLisa Durham no later than Monday of the week they intend to use the program to ensure there is available space. Staffing and activities for the program is based on the number of children participating in the program each day.

BILLING

Monthly accounts are billed through Facts family portal. Once billed, there is a 10 day grace period. Generally, payment is due between the fifteenth and twentieth of the month we're in. Monthly billing is based on the days chosen during registration or any changes made throughout the year.

Drop-in accounts are billed twice a month – once by the 15th and again by the end of the month 30th or 31st.

The months of August and May are the exception.

ATTENDANCE/PICKUP

Extended Day Program afternoon hours are 2:45-6:00.

Students are checked into the afternoon Extended Day Program (EDP) at 2:45 by the Extended Day Program Staff (EDPS). Students may be signed out by their parents/guardians and any person listed on the Extended Day Program registration form's authorized pick-up list. The EDPS does not have access to FACTS, so they will only release your child to the person(s) listed on the back of the EDP's registration form.

The EDPS will record the time your child is picked up, and the authorized pick-up person will initial where indicated. Please ensure that the time recorded is correct.

If your child will be picked up by a person NOT listed on the registration form or leaving the Program with another WCA family, an email or signed note must be sent to your child's teacher, Julie Lesslie or TiLisa Durham.

Emergencies happen. Please be respectful of the Staff's time. Should an emergency arise or your child will be picked up after 6:00 pm, please call the Extended Day Program after-hours phone number so the Director can plan accordingly. This number (**704-814-4228**) is the direct number to an Extended Day Program staff member.

There is a late pick-up fee of \$1 per minute after 6:00 p.m.

Pick up for lower school – grades JK-4th is from the Family Life Center gym entrance door (to the right in the breezeway between gym and youth center). Pick up for the Middle School – grades 5th-8th is generally in the Youth Center.

If students are not in the gym, youth center, or MPR, there will be signs on the doors indicating their pickup location.

If there are no signs on the door, use your key card to enter the building to pick your child up either from the multi-purpose room to your right, the youth center, or from the gym.

If you or someone on your list DOES NOT have the key card, you must call 704-814-4228 for access into the building. PLEASE store this number in your phone. Sometimes, the bell is hard to hear.

Every child MUST be signed out of the program.

KEY CARD

Each family is given **one** complementary key card AFTER a key card agreement is signed. This card allows you access into the gym Monday – Friday between 3:00-6:00 to pick child up from the program. Please let the Director know if there are issues with the key card.

If a family wants multiple key cards, there is a \$10 fee for each additional card. Lost key cards will incur a \$10 fee and replacement cards also cost \$10.

All key cards must be returned when your child leaves the program or at the end of the school year.

Failure to return the key card will result in a \$10 fee billed through Facts.

CHANGING CLOTHES

Students are permitted to change out of their school uniform **only** if they are going to another activity when leaving the afternoon program. A note of consent must come from the parent or legal guardian. **Exceptions** - if an afternoon program student is participating in a school-run event, which requires changing clothes, then written parental consent is not required. JK and/or Kindergarten students are permitted to change clothes if they have an accident. Children must be able to change their clothes independently, and they must have a change of clothes in their backpack.

STUDENT CONDUCT/CHILD DISCIPLINE

We are the H.A.W.K.S (Honorable, Accountable, Hard Worker, Knowledgeable).

WCA expects students to behave in a way that is consistent with biblical standards. Students are expected to comply with the rules and regulations of WCA with a positive attitude. When corrected by a staff member, a student must comply immediately and without argument.

Rules are age appropriate and designed to keep children safe. Some appropriate consequences to addressing unsatisfactory behaviors include: positively redirecting the student, reflection time in sight of an EDPS, or removing the student from the environment. The demerit system may be enforced if such behaviors warrant it. Parents will be informed when an inappropriate behavior is consistent, excessive, or if the previously listed consequences are ineffective.

AFTER SCHOOL ACTIVITIES

Students who participate in sports, tutoring, or club activities during program hours must check in with an extended day staff member **before leaving for their activity** if they are expected to return to the program when their activity/session is complete.

This check-in is required so that program staff are aware that the student is participating in an approved activity and is expected to return to the program once the activity has concluded. This also allows staff to maintain accurate attendance and ensure proper supervision.

If a student is expected to return to the program, staff will remain on the premises until the student returns and is checked back into the program, even if all other students have signed out.

CELLPHONE/SMART WATCH

Cellphones and smartphones are prohibited. They are a distraction. **If brought to school, it should be kept in the student's backpack at all times.** This is a WCA rule. If a student needs to contact his/her parent, they must use the telephone in the MPR room. If a parent needs to reach their student, they should call the after-hours number in this handbook.

If a child is caught with his/her phone, the staff member will take the phone away and return it to the pickup person. The staff member will explain to the parent why the phone was taken away from their student. The student will also receive a demerit as stated in the WCA family handbook.

SNACK

WCA has classrooms that are **peanut-free**. Since the Extended Day Afternoon Program is available to all WCA students, it is a peanut-free environment.

No food items may be consumed by either the children OR the Program staff members that contain peanut/peanut oil.

A peanut free snack is offered to all children registered in the extended day program. Each student is entitled to two snacks – 1 salted and 1 sweet. If a child leaves before snack is provided, they may take the snack with them.

Children with dietary restrictions may bring their own snack as long as it is peanut/peanut oil free. Snacks are not allowed to be shared with other students.

Candy and gum are not snacks. Therefore, they are not permitted for consumption during the program.

If candy and/or gum is purchased during school events, it should be stored in your child's backpack.

ACCIDENT/INJURY

A parent will be phoned after any accident that results in a lump or swelling on the head or another part of the body. A description of the accident will be provided, allowing the parent the opportunity to decide whether to pick up the injured child immediately.

If a child is bleeding excessively and it cannot be stopped, or is injured/sick and is inconsolable, a parent will be contacted.

The program staff is NOT allowed to give medication to a child without a Medication Authorization Form on file. The approved medicine must be provided by the parent.

WEATHER/OUTDOORS

There is scientific evidence that playing outside improves health, strength, coordination, balance, and cardiovascular health. Therefore, students in the afternoon program will go outside each day, weather permitting, for at least thirty minutes. If a heat advisory is in effect, children will not go outside. If it is hot but bearable and the children have gone outside during school hours, they will also go outside during the afternoon program for a limited time. If temperatures fall below 32 degrees, children will not go outside. Sending a water bottle with your child each day is advisable to prevent dehydration.

SICK POLICY

A parent will be called to pick up a sick child if any of the following illnesses are evident: fever, diarrhea, nasal secretions that are thick, yellow, or green and accompanied by a fever, vomiting, or lethargy or if a child complains of stomach discomfort or just isn't feeling well. A child who was absent from school may NOT attend the program on the day of an absence.

HOMEWORK ASSISTANCE

The Extended Day Program recognizes the importance of supporting students with their homework. Parents will be provided with a Homework Preference Survey to indicate whether they would like their child to participate in designated homework time during the program.

Students whose parents elect to have their children participate in homework will be provided with an appropriate time and space to work on their homework, with staff available to provide guidance and support as needed.

Homework assistance is intended to support students in completing their assignments; it does not guarantee that all assignments will be completed during program hours. Students are responsible for bringing their homework and necessary materials to the program. If a child refuses to do their homework, staff members will not force them. The parent will be informed of what transpired.

GENERAL INFORMATION

To contact a staff member, please call – **704-814-4228**

The group is broken up into two groups – JK-4 and 5-8.

The afterschool program is not in session on early dismissal days or days when school is closed. Please check the school's website for the calendar.

Games, toys, paints, supplies, etc. are the property of WCA and the Extended Day Program. The materials are for your child's use. Please encourage them to be good stewards of these items. All items must be returned in the condition they were received.

Any questions or concerns, please contact the Director – Sandra Santiago at ssantiago@wcahawks.org or the EDP Liaison - TiLisa Durham at tdurham@wcahawks.org

We look forward to serving your family.

In Christ!

The Extended Day Program – Afternoon Staff