



Quest Afterschool Program Policy & Parent/Guardian Agreement

Effective Date: _____

Welcome to **Quest**, the afterschool program at Concord Christian Academy. Quest provides a safe, structured, and supervised environment for students from **Kindergarten Readiness (KR/Pre-K) through 8th grade** after the regular school day ends.

The purpose of Quest is to provide quality care while encouraging students to demonstrate responsibility, respect, good character, and appropriate behavior consistent with the values and expectations of Concord Christian Academy.

1. Eligibility

Quest is available to students entering:

- Kindergarten Readiness (KR/Pre-K)
- Kindergarten
- Elementary School
- Middle School through 8th Grade

Students must follow all Concord Christian Academy and Quest expectations while participating in the program.

2. Quest Hours and School Dismissal

Regular school dismissal takes place between **3:00 p.m. and 3:30 p.m.**

Students who remain on campus after **3:30 p.m.** will be signed into Quest and will be charged the daily Quest rate.

Quest Hours:

3:30 p.m. – 5:30 p.m.

Parents/guardians are expected to pick up their child by **5:30 p.m.**

Students who are involved in an afterschool sport, activity, club, or other school-sponsored event and still need Quest after the activity must report to the **Director on Duty immediately upon returning to Quest**. Students may not remain unsupervised or assume that Quest staff knows they have returned.

3. Daily Rate and Payment

The Quest rate is:

\$12.00 per day, per student

Families will be billed **once per month** for Quest attendance.

Parents/guardians will have **30 days from the date the balance is issued** to pay the outstanding balance.

If the balance is not paid within the 30-day payment period:

- The student's Quest account may be considered past due.
- The student will not be permitted to attend Quest until the outstanding balance has been paid in full.
- Quest attendance may resume once the account is brought current.

The school reserves the right to address unpaid balances in accordance with Concord Christian Academy's financial policies.

4. Student Behavior and Expectations

Quest students are expected to:

- Follow all instructions from Quest staff and school personnel.
- Treat staff, classmates, and school property with respect.
- Remain in designated Quest areas.
- Use appropriate language and behavior.
- Follow all school rules and Quest-specific expectations.
- Participate appropriately in activities and transitions.
- Clean up after themselves.
- Remain with their assigned group or supervising Quest staff.
- Demonstrate responsible and respectful behavior.

Quest is an extension of the school day. Students are expected to continue following the behavioral expectations of Concord Christian Academy while participating in Quest.

5. Behavioral Consequences

Students who do not follow Quest rules or school expectations may receive consequences based on the nature and severity of the incident.

Possible consequences may include:

- Verbal correction or redirection.

- A conversation with the student.
- Parent/guardian notification.
- Removal from a specific activity.
- Loss of privileges.
- Being asked not to attend Quest the following day.
- Suspension from Quest for a specified number of days.
- Additional consequences determined by the Quest Director and/or Head of School.

The length of any removal or suspension from Quest will be determined based on the circumstances and seriousness of the incident.

Serious behavior, repeated behavior concerns, unsafe conduct, disrespect, defiance, or behavior that places another student or staff member at risk may result in immediate removal from Quest and/or additional disciplinary action.

6. Technology Expectations

Middle School Students

Middle school students may use school-approved computers or personal school devices during designated Quest times for:

- Schoolwork
- Educational activities
- Approved games

The following are **not permitted during Quest**:

- Social media
- YouTube
- Inappropriate websites or content
- Any activity that violates school technology policies

Students must follow all Concord Christian Academy technology expectations while using devices.

Elementary Students

Elementary students are **not permitted to use technology during Quest**, unless specifically approved by Quest staff or school administration for a special educational or program-related purpose.

Quest staff may limit or remove technology privileges at any time if a student is not using a device appropriately.

7. Middle School Student Expectations

Middle school students are expected to remain with Quest and under Quest supervision.

Middle school students may **not wander throughout the school building** or leave the designated Quest area without permission from Quest staff.

Students must remain where they are assigned and follow all directions from the Director on Duty and Quest staff.

8. Students Participating in After-School Activities

Students participating in school-sponsored sports, clubs, activities, or other afterschool programs are responsible for following the check-in procedure if they require Quest before or after their activity.

Students who return to Quest after an activity must:

1. Report directly to the **Director or Assistant Director**.
2. Check in with Quest staff.
3. Remain with Quest unless they are released to an authorized parent/guardian or another approved activity.

Students may not wander the building or remain unsupervised between activities and Quest.

9. Pick-Up Procedures

-Parents/guardians or authorized individuals must pick up students by **5:30 p.m.**

-Parents/guardians must enter the building through the front door and sign their child out of Quest. Students cannot be dismissed straight to a car.

-Only individuals authorized by the parent/guardian and approved according to school procedures may pick up a student.

-Parents/guardians are responsible for notifying the Quest Director if there is a change to a student's authorized pick-up arrangements.

-Any new person picking up a student must present a valid Driver's License to the person/person's on duty.

10. Late Pick-Up Policy

Parents/guardians who are more than **five (5) minutes late** picking up their child may be charged a late pick-up fee.

Late fees will be determined at the discretion of the **Quest Director and Head of School**, based on the circumstances and frequency of late pick-ups.

Repeated late pick-ups may result in additional action, including a meeting with school administration and/or the loss of Quest privileges.

In the event of an emergency or unexpected delay, parents/guardians should contact Mrs. Huffman as soon as possible.

11. Health, Safety, and Emergency Procedures

Parents/guardians are responsible for ensuring that Concord Christian Academy has current emergency contact information for their child.

Parents/guardians must notify the school of any important medical, behavioral, or safety information that Quest staff should be aware of.

Quest staff will follow Concord Christian Academy's applicable emergency, safety, illness, and school procedures.

12. Program Administration

Quest is operated under the supervision of Concord Christian Academy.

The Quest Director, Jessie Huffman, Assistant Director, Karissa Lagasse, and Head of School Mr. Starner reserve the right to make reasonable decisions regarding student safety, behavior, attendance, technology use, late pick-up, and participation in the program.

Concord Christian Academy reserves the right to update this policy as necessary. Parents/guardians will be notified of significant policy changes.

Quest Parent/Guardian Agreement

I acknowledge that I have read and understand the **Concord Christian Academy Quest Afterschool Program Policy**.

I understand and agree that:

- Quest is available for students entering KR/Pre-K through 8th grade.
- The daily rate is **\$12.00 per student, per day**.
- Quest billing is issued once per month.
- Balances must be paid within **30 days**.
- My child may not attend Quest if the account is past due until the balance is paid.
- My child is expected to follow all Quest and Concord Christian Academy rules.
- My child may be asked not to attend Quest for one or more days as a consequence for inappropriate behavior.
- Middle school students may use computers for schoolwork or approved games but may not use social media or YouTube.
- Elementary students may not use technology during Quest unless specifically approved.
- Middle school students must remain with Quest and may not wander the school building.
- Students returning from afterschool sports or activities must check in with the Director immediately.
- Students remaining at school after 3:30 p.m. will be signed into Quest.
- Quest runs from **3:30 p.m. to 5:30 p.m.**
- Parents/guardians who are more than five minutes late for pickup may be charged a late fee at the discretion of the Quest Director and Head of School.
- I am responsible for keeping my child's emergency contact and authorized pickup information current.

By signing below, I acknowledge that I have read, understand, and agree to follow the policies and expectations outlined in this Quest Afterschool Program Policy.

Student Name(s):

Parent/Guardian Name:

Parent/Guardian Signature:

Date: _____

Best Contact Phone Number:

Email Address:

Emergency Contact/Authorized Pickup Information:
