

## Enrollment

In order to enroll your child in C.A.S.E., a registration form needs to be completed and returned to The Columbus Academy. The registration form can be found at:

[columbusacademy.org/parents](http://columbusacademy.org/parents)> Family Resource Page

The after school program will use the personal data you provide in the case of illness or allergies, as well as for authorization of those who will pick up your child.

If your child does not regularly attend C.A.S.E., please email Director of Special Programs, Alyssa King, on days he or she will attend: KingA@columbusacademy.org.

## Program Fees

The C.A.S.E. program fee structure is divided into four quarters as determined by the school calendar.

|             |                         |
|-------------|-------------------------|
| 1st quarter | August 21 - October 22  |
| 2nd quarter | October 23 - January 10 |
| 3rd quarter | January 11 - March 15   |
| 4th quarter | April 1 - May 30        |

Fees are assessed as follows:

|   |                      |
|---|----------------------|
| 5 days per week                             | \$870.00 per quarter |
| 4 days per week                             | \$770.00 per quarter |
| 3 days per week                             | \$600.00 per quarter |
| 2 days per week                             | \$415.00 per quarter |
| Daily drop-in rate                          | \$23.25 per day      |
| Daily drop-in rate after specified programs | \$12.25 per day      |

All four quarters and drop-in days will be billed to you through the CA Business Office.

## Contact

Lower School C.A.S.E. Room ..... 614-509-2240  
 Middle School C.A.S.E. Room ..... 614-509-2298  
 Director of Special Programs ..... 614-509-2529  
 Special Programs Assistant.....614-509-2267

## After School Activities Fall/Winter/Spring

All students registered for After School Activities (A.S.A.) programs will report to the Schoedinger Theatre Lobby directly after school. C.A.S.E. will provide a snack and students will be picked up by their instructor for their A.S.A. programs at 3:30 pm. At 4:30 pm, students may be signed out of their A.S.A. program in the theatre lobby. If students are not picked up by 4:45 pm, they will be checked into C.A.S.E. at the \$12.25 partial day drop-in rate. Parents must inform their child's classroom teacher of their A.S.A. registration to ensure the child is sent to the proper after school location.



# Columbus Academy



# C.A.S.E.

## Children's After School Experience

## 2018-2019



Columbus Academy

4300 Cherry Bottom Road  
 Gahanna, Ohio 43230  
 614-509-2529

[www.columbusacademy.org](http://www.columbusacademy.org)

## Lower and Middle School C.A.S.E.

Columbus Academy's Children's After School Experience (C.A.S.E.) is a childcare program which provides a safe, supervised environment for CA students during the transitional time between the school day and the evening at home. Any child on campus after the school day is over at 3:15 pm, who is not in a school sport or other supervised activity, must attend C.A.S.E. for safety reasons.

### Hours

C.A.S.E. is available from 3:15 pm to 6:00 pm daily. It is very important to make arrangements to have your child(ren) picked up no later than 6:00 pm. If your child remains in the C.A.S.E. program after 6:00 pm, you will be assessed a \$1.00 per minute charge for every minute thereafter.

### Dress Code

Children are not permitted to change clothing for C.A.S.E. They are expected to stay in dress code.

### Pickup Procedure

When picking your child(ren) up from C.A.S.E., parents/guardians must come into the building and sign their child(ren) out. Sign-out sheets are located at the entrances of the C.A.S.E. programs. Make sure to gather all belongings from the C.A.S.E. room. Any alternative arrangements for pickup must be put in writing and submitted to Alyssa King, Director of Special Programs, prior to that date.

### PLEASE NOTE:

If your child misses the bus, or if you are late coming to carpool, your child will be sent to C.A.S.E. at 3:30 pm and you will be charged for C.A.S.E. services (\$23.25 per day).

## Lower School C.A.S.E. (grades PK-5)

### Location

**Lower School C.A.S.E.** is divided into three groups, grades PK-K, grades 1-3, and grades 4-5. PreK-3 meet in the Lower School C.A.S.E. room, D118. Grades 4-5 meet in D225.

### Programming

**Lower School C.A.S.E** begins with a healthy snack time that then transitions into a free play period. Once snack is complete, children can explore the stations in the room as well as enjoy our outdoor play equipment. Quiet spaces are available for children to work on homework independently. There is a daily rotation of themed programming throughout the year. Our focus is on play and its role in learning.

## Middle School C.A.S.E. (grades 6-8)

### Location

**Middle School C.A.S.E.** meets in designated classroom(s) in the Middle School.

### Programming

Homework is a priority in **Middle School C.A.S.E.** There are activities available once homework has been completed. We feature an art cart, board games, and more. We specify days that will include use of our gaming systems, Karaoke machine, Jeopardy, and more. A healthy snack will be served daily when your child arrives.

### Alternative Schedule Procedures

#### Professional Development Days:

November 5, February 15, April 22

On professional development days, both Lower School C.A.S.E. and Middle School C.A.S.E. will be closed.

#### Conference Dates for Lower School:

Aug. 30 (Back to School Night), Aug. 31, Oct. 25/26, Feb. 28/Mar. 1, May 16/17

#### Conference Dates for Middle School:

Aug. 28 (Back to School Night), Oct. 25/26, Feb. 28/Mar. 1

**Thursday Conferences** - a C.A.S.E. room will be provided until 7:30pm for students and potty-trained siblings free of charge during your conference time only.

**Friday conferences** - a C.A.S.E. room will be provided from 7:00am to 4:30pm for students and potty-trained siblings free of charge during your conference time only.