

COMMUNITY CHRISTIAN ACADEMY

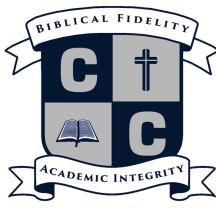
AFTER SCHOOL CARE

- The After School Care Program (ASC) is designed to care for all CCA students. At all times there will be 2 adults working in the ASC. The program provides time for age-appropriate activities, snack time, homework time, recess, and games.
- To accurately account for check-in, each student is directed to the playground by their appointed teacher. Any student left on campus when school ends must go to ASC.
- ASC begins at 3:00pm for elementary and 3:15pm for upper school.
- Charges for ASC are billed in 15-minute increments and will appear on your school statement.
- All students must be checked out by a parent or by a pre-approved person listed on the Emergency Contact Form.
- If your student is not picked up by 5:30pm, a late fee of \$1.00 per minute will be incurred. If you are habitually late, your child will no longer be able to attend ASC.

THINGS TO REMEMBER

- From 3:00-3:15pm pickup will be at the E building playground.
- From 3:15- 5:30pm pickup will be in the Cougar Den playground. (If weather is not conducive to being outside, we will be in the A building at the end of the hall.)
- Aftercare can be very HOT!! We ask that you send your student with a water bottle. We do allow them to fill up from the water fountain. It is very important that they stay hydrated.
- Students are very hungry when they get to aftercare. We ask that you provide a snack for them. The students may have access to a healthy snack machine, prices vary.
- We do allow students to use cell phones and electronics in aftercare with very close observation from our staff. All grades must remain in the Cougar Den while using phones or electronics.

We look forward to a great year in ASC. If you need to reach someone in the ASC program, please call:
Barb Russo (772) 349-5108
Ashleigh Hiler (772) 284-5917



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RENWEB / LUNCH ORDERS

How to Create RenWeb Account

1. In search bar, type: renweb.com
2. Click on: Login > Parents Web Login
3. Click on: Create New Parents ParentsWeb account
4. District Code: CCA-FL and your email. This will send a link to your email, follow the instructions to create your own log-in information.

Step By Step Instructions On How To Pre-Order/ Purchase Lunch

Login to your ParentsWeb account and follow the steps outlined below to pre-order your student's lunches.

1. Select the "Student Information" tab.
2. Select the "Lunch" option.
3. To view the monthly menu, click on the ↓ next to "week" and select "month."
4. To pre-order, select "create web order" on the far right of the screen.
5. To order lunch items, enter the quantity next to each appropriate item.

When selecting the main lunch entrée, pay special attention to the grade level.

6. Once you are finished selecting all items, scroll to the bottom of the page and select "Order Items."

PLEASE NOTE - ALL ORDERS FOR THE WEEK MUST BE PLACED BY 8 AM MONDAY OF THAT WEEK.

Step By Step Instructions On How To Deposit Funds Into Your Account

1. Select the "Family Information" tab.
2. You will see "Family Billing" on the bottom right of the screen.
3. Select the "Pay Now" option next to "Cafeteria."
4. Under the "Amount" column and next to "Cafeteria" enter the amount you would like to deposit on your student's lunch account.
5. Select "Pay Now."
6. Enter your payment information and select "Submit." **(VISA OPTION CAN ONLY BE USED AS A FORM OF PAYMENT AT CCA CENTRAL, MINIMUM OF \$50.)**
7. Verify the payment information you have entered and select "Pay."
8. Confirmation of your payment will be emailed to you.

Please contact CCA Central if you have any questions regarding setting up your account.

(772) 288-7227 ext. 2202