



Parent Handbook & Policies

2025-2026

Forcey 360 Policies

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This document outlines the policies that are followed at Forcey 360, a before and after care program that specifically caters to students of Forcey Christian School. This document was created to serve as a recourse, and in conjunction with Forcey Christian School's Parent/Student Handbook (available in the school office and upon request electronically). Students that attend Forcey 360 are held to the same standards that are set forth during the school day.

Forcey 360 is a ministry of Forcey Bible Church, and as such, is governed by a separate entity than the school. This entity has given permission to the current Director, Garrett Bradley, to lead the program as he sees fit with the input from the committee. Any issues specifically regarding Forcey 360 must be brought up to the director OR you may contact the chair of the committee, Pastor Mike Maslin. Forcey Christian School and Forcey 360 have a working relationship, and honor decisions made by the other party.

There are policies that are not covered in this document due to the nature of the program, but participants of the program are still expected to adhere to all policies listed in the "Parent/Student Handbook". An example of a policy that is not addressed but is still expected to be followed is the dress code as well as the Health Information portion of the "Parent/Student Handbook". There may also be policies and procedures that occur naturally throughout the program hours that are not specifically listed in the handbook.

The following information pertains specifically to the program hours of Forcey 360 and follows along with the standards that are set forth in Forcey Christian School's "Parent/Student Handbook". These policies can change throughout the year depending on the needs of the program and as the program is ever changing and adapting to better serve the needs of both the parents and the students involved in the program. Should any changes occur, an appendix will be added, and parents will be notified.

Discipline

Forcey 360 will follow the discipline and behavior guidelines set forth in the school's "Parent/Student Handbook". When behaviors occur repeatedly, parents will be made aware, and a discussion may need to take place with the director. It is up to the parents to discuss any behavior issues that are occurring during the school day with the director so that modifications may be made if needed. The director has the right to suspend any student at any given time based on their discretion should a behavior occur that would result in immediate suspension during the school day.

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Forcey 360 has a zero-tolerance policy on hitting, as well as bullying. Students that are seen purposely hitting and confirmed cases of bullying will have their parents contacted and suspension may occur. Any questions about the behaviors that are expected may be answered by looking at the "Parent/Student Handbook" as well as speaking to the director.

Demerits are not given during Forcey 360 hours, nor do demerits transfer to Forcey 360. Instead, Forcey 360 uses a discipline system (greens, yellows, and reds) where students in each age group can earn rewards, and individuals are dealt with as individuals. Students may lose time to play, need to write apology notes, be spoken with, and each time the student will be corrected using a biblical manner, ensuring that the student understands why they are receiving a consequence. Greens represent good behavior. When a student receives a green, he or she will get to choose either a piece of candy or a small toy as a reward. A yellow is given when a student has done something that is against the normal guidelines set by staff, for example, running in the hallway. When a yellow is given, that can often come with time off from play or another consequence given by the staff to correct that behavior. When a yellow is given, the staff should make the director aware. Red's are given to students when there has either been consistent rebellion of the staff's directions given to the child or something severe happens resulting in an immediate red, for example a hitting or bullying case. Red's will often, if not always, come with a suspension of some kind given by the director. The number of days suspended is given to the directors' discretion and will be made depending on the circumstances of the situation, input from the committee and prayer.

Homework

Homework is to be completed during the designated time period in the daily schedule. Forcey 360 is not a tutoring service, nor is Forcey 360 a solely academic program. Students are expected to be able to complete their homework themselves. Staff will help students when asked, however they are not going to give the students the answers. Students with homework packets will not be forced to go ahead in the packet nor will they be required by Forcey 360 to complete anything other than what is written on the current date in the packet. Students with planners are expected to complete the assigned homework for the current date.

During homework time, students will complete their homework independently. This means that students are not allowed to share answers with one another during homework time. If a student has forgotten their homework in their classroom, Forcey 360 can send the student up to retrieve their homework if a staff member attends with them. If a student did not write down their homework, the student may not ask a fellow student during homework time about it. They may ask a staff member about their homework, and if the staff member sees fit, they may mediate talking between two fellow students in order to get the information necessary.

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If there is a group project, it must be completed outside of school and on the parents own time. A parent may work with a teacher to set up a time with a fellow student, but this participation may not happen while a student is at homework time with Forcey 360.

Staff will not force a student to complete homework that is not assigned by the teacher. If a student has completed their homework for the day, and a staff member has checked it, the student will be given the choice of reading a book (either one they brought themselves or a book provided by the program) or doing something like a word search puzzle.

If a parent does not want their child to do their homework at Forcey 360, please notify the Director so that the appropriate staff can be made aware.

Exceptions to the way homework is done will be considered by the Director, who retains the right to decline the exception on a case by case basis. If you are interested in having your child tutored, please contact your child's teacher or the school office, as Forcey 360 does not offer tutoring, nor do we have staff available to tutor.

Homework time is done at a whisper level so that kids can concentrate. It is up to the lead staff to decide if homework will be done completely silent due to different variables.

Electronics

For middle school, Electronics usage is given to the staff discretion. This includes iPads, iPods, Tablets, Computers/laptop, Handheld Gaming Devices, phones, headphones/AirPods. If a child does bring an electronic device to Forcey 360, it must remain put away unless permission is granted. If an electronic device is seen being used without permission, the staff have the right to take the device away, place it in a bin and give it back after a certain amount of time has passed or when the student is picked up. The device will not be turned on, checked, or looked at in any way by the staff member, it will simply be taken to the bin and placed inside. Laptops are to be used for homework if needed but the screen must be visible for staff to see. If permitted by a staff member, students may also play education games.

Elementary students may not use their phones at any point during 360. If a parent needs to get in touch with a student, they may call the office or the security desk. If a phone is seen out during 360, it will be taken from the student and placed in a bin in the office and given back at dismissal.

Forcey 360 is not responsible for damage, loss, or theft of any electronic devices that are brought to Forcey 360.

Special Openings: Kids are allowed to bring electronic devices for half and full 360 days. There are select times that the kids are allowed to be on their devices according to that day's schedule.

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Toys

Non electronic toys that are brought from home are allowed to be played with during the correct times. The staff at any time may ask the students to put away their toys. If failed to adhere to the staff's direction of putting the toy away, the toy may be confiscated and given back at pick up. Forcey 360 is not responsible for damage, loss, or theft of any toys that are brought to Forcey 360.

Snack

A small snack is provided by Forcey 360 in the afternoon. Each student shall only receive one snack. If a child wants more than the single snack provided, the parent may send in an extra snack in the child's lunch. Students that do not want the snack provided will **not** be provided with an alternative snack unless the child is allergic. Food will only be consumed during snack time, unless the child attends a club before coming to Forcey 360.

It is the responsibility of the parent to inform the director of any allergies that a child may have. If a child has severe allergies that limit what can be consumed by a large population, that parent may be asked to bring in snacks or send in snacks specifically for their child. Students may not eat their lunch during Forcey 360.

Snacks that are made available by Forcey 360 are not available for students to buy more. Elementary students are not allowed to use vending machines during Forcey 360 hours. If a student does bring money, they may only spend the money in the presence of their parent at the first-floor vending machine. Middle schoolers are allowed to buy soda from the first floor vending machine with the permission of a staff member.

Bathroom

Students are allowed to use the bathroom during any of the program hours if they ask a staff member to go. This ensures that the staff are aware of where all students are. Elementary students may only use the bathrooms by the kindergarten rooms unless otherwise instructed (students need to be able to use bathrooms with automatic flushing systems). The bathrooms by the music room are for middle schoolers.

If your child has any bathroom problems that could impact their ability to participate in the regular Forcey 360 program, please alert the Director so that adjustments can be made.

For PreK, there is a small bathroom inside the room.

Health & Safety

Students are expected to be able to participate in regular activities. It is up to the parent to let the director know if there are any medical issues or allergies that the program needs to be made aware of. Allergies must be documented with the school nurse along with Forcey 360 being made aware. If a student needs

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medication during the hours that Forcey 360 is in session it is up to the parent to bring in the medication to the school nurse along with giving the director a copy of the medical form from the doctor.

Students are not allowed to use the elevator unless they have a pass given to them by the school or given special permission from the parent to the director for their kid to use the elevator, everyone else must take the stairs.

Forcey 360 follows basic first aid procedure for all injuries. If a student has an injury, it will be documented in the medical log. Parents will be alerted for injuries that have the potential to bruise or are larger. Band aids are sometimes handed out to take care of imaginary cuts on arms/legs/fingers. These will be documented. Any instance of head injury, no matter how it occurred, will be documented, treated with ice, and a call will be given to the parents if needed. If parents cannot be reached via phone call, an email will be sent.

The students' safety is our number one concern.

Half Days / Closed Days / Special Openings

If Forcey Christian School (FCS) has a half-day, Forcey 360 is open at 11:30am until 6:00pm with an extra charge for the day. Extended care fees still apply. (Example. 6:30-8:30*Extended care, 11:30-3:00*Extra charge, 3:00-6:00*Extended care). If your child attends a half day, lunch must be provided for them by the parents. (*Note: Hot lunch service is not available.*)

When FCS is closed for a federal holiday, Thanksgiving, Christmas, or Easter break, Forcey 360 is also closed.

Forcey 360 is open on Professional Days for Teachers when the school is closed. There is an extra fee for the day. Extended care fees still apply. (Example. 6:30-8:30*Extended care, 8:30-3:00*Extra charge, 3:00-6:00*Extended care). (*Note: Hot lunch service is not available.*)

See the "[Forcey 360 Calendar](#)" for the complete list of special openings.

Inclement Weather Policy

Forcey 360 will strictly follow FCS on inclement weather and emergency closings:

- If FCS is cancelled, Forcey 360 will also be cancelled.
- If FCS has a two-hour delay, morning Forcey 360 is CANCELLED.
- If FCS has an emergency early closing, Forcey 360 will not open, and students will be expected to be picked up at the school closing time.
- If Montgomery County cancels after-school activities, Forcey 360 will be closed.
- If Montgomery County cancels evening-school activities, Forcey 360 will close at 5:00 PM. Check the school website for updates when it's snowing.

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- In the case of inclement weather on a professional day, Forcey 360 will follow Montgomery County Public Schools. In the event MCPS is closed, Forcey 360 will follow Howard County Public Schools.

Special Drop-In Rate

For enrolled students of Forcey 360 (those who have paid the registration fee) a special anytime drop-in rate of \$35 per day is offered for after-school, \$25 for entire before-school program (6:30am-8:25am).

Late Fees

Forcey 360 closes promptly at 6:00pm each day. When arriving to pick up after 6:00pm, the penalty is \$1/minute per child. This amount will be added to what you owe from the current month and will be sent out within the first seven business days of the upcoming month.

Billing Information

Monthly payments are due on the 7th of the month. If a payment is late, an email will be sent out, if the parent fails to pay by the end of the month, the family is subject to a late fee of \$10.

The director reserves the right to deny a child's access to Forcey 360 if there is an outstanding balance.

If a receipt is needed, it is the job of the parent/legal guardian to request this information. If a parent/legal guardian is not listed on the child's registration form, this information cannot and will not be released.

Payments may be made in the form of cash, check, money order, or credit card. Credit cards can be paid online or through the office. There is a fee to use credit cards as a form of payment.

Payments that are neglected will remain due until they are paid in full. If the balance is not paid in full upon the beginning of the following school year, the child may not attend Forcey 360 until the payment is paid in full.

Signing In

Students will be signed into Forcey 360 starting at 3pm. If PreK and elementary students are not picked up by a guardian by 3:10pm, they will be brought inside by their teacher. Forcey 360 then has a 5-minute grace period to which if not picked up by 3:15pm will be signed into 360. Forcey 360 starts charging starting at 3:15pm. For middle school, students must be picked up by a guardian by 3:30pm. If a student is not picked up by 3:30pm, the student must be signed into 360. *For the morning Forcey 360 time, if students are dropped off too early for school (before 7:45am), the student must be signed into Forcey 360 *These policies follow guidelines set forth in the school's "Parent/Student Handbook" **

A parent/guardian needs to bring the child inside for morning drop-off.

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