



HCCA After School Care

HCCA After School Care is a fun, comfortable, and safe place for your child. Students using these services will have the same behavioral expectations as they do during the school day (please refer to the Parent-Student Handbook). All students may use After School Care. Drop-in services are also available.

Schedule

HCCA After School Care will begin on the first day of school. On early dismissal days, extended hours will be available. After School Care hours will be Monday - Thursday: 3:00-5:30 p.m., and Fridays: 12:00-3:00 p.m. After School Care services will not be provided on school holidays or breaks.

Activities

Your child/children will enjoy a variety of activities including:

- A healthy snack (Please list any food allergies alongside your child's information.)
- Supervised indoor and outdoor play
- Organized group games and activities
- Structured reading time
- Movie day on Fridays
- Homework (for older students)

Drop-In

Students are welcome to "drop-in" to HCCA After School Care on occasions when parents find it necessary to use the service: emergencies, running late, special plans, etc. Please call the office and let us know. The Drop-In Rate is \$15.00 per day.

Fees

- Weekly Rate: \$60.00 per week, Monday-Friday
 - Daily Rate (also pertains to short holiday weeks): \$15.00 per day •
- Multi-Child Discount: 25% off the weekly rate for each child registered after the first (oldest) child. Does not apply to daily or drop-in services. • Late Pick-Up Fee: HCCA offers a 5-minute grace period. Students remaining after 5:35 p.m. (M-Th) or 3:05 p.m. (Fri) will be charged a fee rate of \$2.00 a minute until pick-up.

Payment Policies

After School Care services will be invoiced weekly and payment is due upon receipt. If a family falls more than two weeks behind in their payments, services will be suspended until payment is made.

*Enroll your child in HCCA After School Care by contacting the school office for this service. **After School Care will not be offered on days when school is not in session.**

**All students must be under supervision and will be required to be in after school care after 3:00 p.m. unless participating in a supervised, extra-curricular activity. We understand that the pick-up line takes time, so children remaining after the pick-up line is complete will be sent to the After School Care and charges will apply.

Date _____

If you know, approximately how much you will use HCCA After School Care (Weekly, Daily, Drop-In)? This helps us plan, but does not obligate you.

Pre-registration

I will be using After School Care more than 10 days during the 2023-2024 school year or I plan on a regular schedule of use which I have described above. I understand that I will be billed \$60.00 per week or \$15.00 per day on short holiday weeks.

Signed, Parent or Guardian

Drop-In

My child “dropped in” to HCCA After School Care today! I have read this notice and understand that I will be billed \$15.00 per day, per child.

Signed, Parent or Guardian

Late Pick Up

My child was escorted to the After School Care today because they were left late! I understand that after 3:25 p.m., After School Care is the only supervision option available at HCCA. In the interest of student safety, and in accordance with State and Federal law, HCCA is not permitted to leave unsupervised children on the premises. I have read this notice and understand that I will be billed \$15.00 per day, per child, for the use of After School Care when they are picked up late.

Signed, Parent or Guardian

Expected persons to pick up my child(ren):

List the full name, phone number, and relation of regular pick-up persons (if someone *outside of those listed here* will be picking up your student(s), please provide a note to let the office or After School Care staff know of the **name & phone number** of the alternate pick-up person and expected pick-up time):

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

Child's Full Name _____

Goes by _____ Grade _____

Known Allergies, Health Concerns & Important Medication (EpiPens, insulin, etc.):

Child's Full Name _____

Goes by _____ Grade _____

Known Allergies, Health Concerns & Important Medication (EpiPens, insulin, etc.):

Child's Full Name _____

Goes by _____ Grade _____

Known Allergies, Health Concerns & Important Medication (EpiPens, insulin, etc.):

Child's Full Name _____

Goes by _____ Grade _____

Known Allergies, Health Concerns & Important Medication (EpiPens, insulin, etc.):
