

# Holden Christian Academy

## After School Care for Students in Grades PK-8

Updated August 2020

**Students must be registered as regularly scheduled After School students. No “day-of” registrations will be accepted.**

**Early Drop-off** is not available at this time.

**Schedule for After School Care, Monday through Friday, on scheduled school days. No After School Care is provided on vacation days or Staff Development Days.**

Early Ed. After School staff will dismiss students signed up for the After School Program from their classrooms and bring them to the Early Ed. After School classroom. Early Ed. After School program for students in PK, Kindergarten, and Grade 1. These grades are subject to change due to registrations, and may combine with our Grade 2 - 8 program due to staffing.

3:00- Students in Grades 2 - 8 signed up for the After School program report to the designated After School Program area. If a student is signed up for the After School program but is also participating in an after school help session or lesson with a teacher, they should check in with the After School staff before that session or lesson, so proper attendance can be taken.

For all grades, HCA is not able to provide snacks, or to store food at this time. Please plan to send a healthy snack for your student each day.

Students may be dismissed to their parent/guardian (or assigned pick-up alternate) at any time *before* 6:00. Parents must sign out their child on the Kinderlime/Procure app or sign-out sheet with the staff member on duty. If sign-out sheets are used and you do not sign out with time indicated, you will be charged for the later time/fee.

**Late Policy** Parents will be charged for after school care based on actual pick-up time. If a child leaves after school care past 4:30pm, the 6:00pm fee will be charged. For each child who leaves after school care past 6:00pm, a charge will be assessed of \$1 per minute late.

**Program Registration Fee** The Program Registration form must be received with first reservation. Families will be charged a \$15 registration fee each year with the first billing period; this fee is per family, non-refundable.

**After School Care Fee:** the following per day fees will be charged:

	<u>1 Child</u>	<u>2 Siblings</u>	<u>3 Siblings</u>
Pick up by 4:30 p.m.	\$15	\$20	\$25
Pick up by 6:00 p.m.	\$20	\$25	\$30
6:01 or later	\$1 per minute per child		

**Reservations** for After School are made online through SignUpGenius. The link will be posted on our website at [www.holdenchristianacademy.org/after-school](http://www.holdenchristianacademy.org/after-school).

<https://www.signupgenius.com/go/30e0848acac2caafd0-after2>

**Payment Policies** Records will be kept in the office and all charges will be added monthly to your FACTS account. Any families who do not submit this payment through FACTS will not be allowed to make a reservation until delinquent fees are paid.