

Holden Christian Academy

Before/After School Care for Students in Grades K-8

Your child's safety is a priority at HCA. It is therefore imperative that children are supervised at all times.

Early Drop-off Policy and Fee

7:30 a.m. drop-off is available for a fee of \$5.00 per day per student. *Please do not drop off students earlier than 7:30 as they will not be supervised.*

Early students must proceed directly to the gym with their belongings and sign-in with the adult on duty with our staff children. Students who do not sign-in will not be supervised; if they are found to be in the building before 8:00 a.m. they will be brought to the office to call a parent and a fee will be charged.

Schedule for After School Care, Monday through Friday

2:45- Students report to 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. A healthy snack will be provided during the After School program each day; the price increase from last year reflects cost for snack.

Students may be dismissed at any time *before 5:30*; please sign your student out with the staff member on duty. If 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 5:30pm fee will be charged. For each child who leaves after school care past 5:30pm, a charge will be assessed of \$1 per minute late.

Programs/Forms/Fees

Program Registration Form/Fee

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

Before School Care Fee: \$5 per day.

After School Care Fee: As of Feb. 25, 2019, the following per day fees will be charged:

	1 Child	2 Siblings	3 Siblings
3:00-4:30 or earlier:	\$13	\$17	\$21
3:00-5:30:	\$18	\$22	\$26

Weekly Reservation Forms must be received in the office by Thursday of week prior to assure proper staffing. If you have not made a reservation and need non-planned before/after school care, please call the office by 3:00 p.m. on the day before (for Before Care), or by noon on the day needed (for After Care).

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 for the following week until delinquent fees are paid.