

Holden Christian Academy

After School Care

Updated July 2013

Schedule for After School Care, Monday through Friday

2:45-3:00 Snack (brought from home; nut-free)

3:00 Supervised homework time or activity; free time in gym or playground.

Students may be dismissed at any time *before* 4:30; please sign your student out with the staff member on duty.

Programs/Forms/Fees

Registration Form/Fee

This form must be received with \$15 registration fee; This fee is per family, non-refundable.

This is a yearly fee.

After School Care Fee Send in a check for *\$10 per day* with your Reservation Form for the following week, or indicate that you would like this to be billed to your FACTS account.

***After School Care* Reservation Forms** must be received in office by Thursday of week prior to care.

Emergency Care If you have not made a reservation and need “emergency” after school care, please call the office by 9 a.m. on the day needed.

Late Fees:

Pick up is by 4:30, Monday through Friday; \$1 per minute will be charged after 4:30 p.m. unless previous arrangements have been made.

Payment Policies:

Records will be kept in the office and all charges will be added monthly to your FACTS account if you choose not send in a check with your reservation form. If you have already paid in full, you will be billed weekly by the office.

Any billed families who do not submit this payment by check or money order by the following week will not be allowed to make a reservation for the following week until fees are paid

Holden Christian Academy Before/After School Care

Updated May 2013

Your child's safety is a priority at HCA. It is therefore imperative that children are supervised at all times. Our staff has group devotions from 7:45-8:00 a.m.; our doors open at 8:00 a.m.

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.*

Please remind early students to enter through office entrance, quietly proceed 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.

Fee Payment

Records will be kept in the office and all charges will be added monthly to your FACTS account. If you have already paid in full, you will be billed weekly by the office. Any billed families who do not submit this payment by check or money order by the following week will be charged a late fee.

**Holden Christian Academy
After School Care Program
Registration Form**

Parent Name: _____

HCA's Emergency/Permission Forms completed at the beginning of the school year will be used for emergency information. Please make sure your information is up to date. Copies will be provided upon request.

I would like my children to attend the HCA After School Care Program

Student(s) _____ Grade(s): _____

Please check each line, and sign below.

_____ I understand the program and fee structure and agree to make timely payments.

_____ I have enclosed the \$15 registration fee.

Parent Signature: _____