



**Holy Family Regional School
2300 Beasley Avenue NW
Huntsville AL 35816
(256) 539-5221**

After Care Program Parent Handbook

Welcome!

This handbook outlines the procedures of the After Care Program. Please read this handbook carefully. Then sign and return the form on the back page so we will know that you fully understand our procedures. Keep this handbook for future reference.



Purpose of Program

The purpose of the After Care Program is:

- 1) To provide economical and quality care for students in a fun and safe environment.
- 2) To provide optimum use of school facilities.
- 3) To provide the proper environment for homework completion and supervised recreation.

Activities

A typical afternoon in After Care will include a healthy snack, homework assistance, and supervised play.

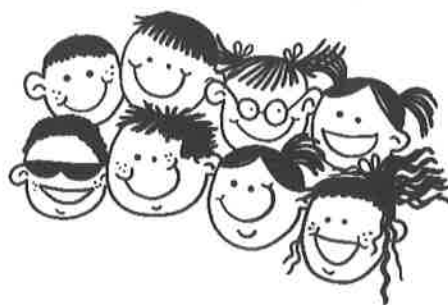
Calendar of Operation

After Care will operate from 3:15 pm until 6:00 pm on regular school days. The program will be closed on recognized school holidays. In case of severe weather the After Care Program will follow the same schedule as Holy Family School.

Admission Requirements

Registration requirements must be met before your child can be admitted to the After Care Program. The requirements are:

- 1) Students must be enrolled in Holy Family School, grades PreK – 8.
- 2) Registration form must be completed.
- 3) Yearly registration fee of \$10 per child must be paid.
- 4) Medical information and forms must be updated.
- 5) Students must be able to use the restroom without assistance.
- 6) Students must be able to behave and participate in large and small group activities.
- 7) Any outstanding After Care Program fees must be paid before the child can be re-admitted.



Fees

There will be a **yearly registration fee of \$10 per child** for After Care. The **weekly fee will be \$30 per week per child and \$10 for each additional child** in the family. If your child participates in the **federal lunch program or Title I tutoring a sliding scale payment of \$10 per week per child** will be charged.

Payment is due on the first day of the week the child attends After Care. Money cannot be refunded for absences as the program is self-supporting and workers are paid and activities planned regardless of your child's attendance. Days missed will not carry over into another week.

Payments can be made through FACTS or may be made to your child's teacher. When paying the teacher, please send a sealed envelope with check(preferred) or money inside and your child's name and the name of your child's teacher on the outside.

There will be a \$25.00 fee for all returned checks. A \$5.00 late fee will be added for late payments. After the third notice to pay late fees, your child will be dropped from the program and a new registration will be required to reenter the program.

Illness

You will be called and/or informed if your child becomes ill or is injured during program hours. **No medication will be administered during program hours.**

Discipline

Discipline will follow the same rules of conduct established for the regular school day. Disruptive or abusive behavior which becomes a habitual problem will result in a parent meeting and may result in your child being removed from the program. Consistent with school policy, children are not allowed to bring cell phones or other communication devices to After Care.

Pick Up and Sign Out

For safety purposes, please come into the cafeteria each evening to sign your child out of After Care. Children will not be allowed to sign themselves out. One of the workers will locate your child and call them to you. No one except you or the persons listed on your Authorized Pick-up List will be allowed to pick up your child. Please make sure to list the names of all persons who may at any time be picking up your child. Please send a note or call the school office if your child will not be attending the After Care program.

After Care will close promptly at 6:00 pm. It is vital that all children be picked up by this time. **Because two workers will have to remain with children, there will be a late charge of \$1.00 per child for each minute that your child remains after 6:00 pm.** If you are habitually late to pick up your child, he or she will be removed from the program.

