

Before and After Care 2020-2021

This year we will be providing Before Care and After Care programs for children enrolled at Heartland Christian Academy in grades PreK-4th grade. This service is available for parents who are unable to drop off or pick up within the school operational hours. There is a maximum of 10 students in each Before Care and After Care. Program Staff will supervise students doing individual activities, homework, playing outside, coloring, or whatever the time and weather allows.

The Program times will be:

- 7:15 a.m. – 8:35 a.m. for Before Care
- 3:00 p.m. – 5:30 p.m. for After Care

The Fees per student, per day:

- \$4.00 for Before Care; \$5.00 for After Care
- \$8.00 per day, per child, max charge for Contracted Students that are pre-registered

Contracted Students will have a spot reserved for them for the entire year for the dates and times pre-registered for. The fees will be nonrefundable for contracted students due to an absence. We do request that parents notify the office if a student will be absent from the program on a certain day. This allows for families who use the program casually to have a spot if available.

Casual Students will be permitted as space allows on a first come basis. Please contact the office the at least a day prior to use this service. Last minute casual students will be permitted if there is room.

Please pack a breakfast or a snack for your child for during Before or After Care. This will help your kids be at their best as it's a long day for them. No food will be provided, but Milk will be available for purchase.

All Students and parents are to use Door A1. Our school remains locked for security purposes. To gain entrance, use the intercom system at the right of the door to buzz the staff person. They will have you identify yourself and then they will unlock the door for you to enter. Please sign your student in with the staff person for Before Care, and sign your student out with the staff person for After Care. For children being picked up from After Care, they must be picked up by a parent/guardian or a person designated on the Authorized for Student Pick Up form. If there is a change, please contact the office in advance to direct the staff that someone else will be picking the student up.

All children **MUST** be picked up by 5:30 PM. If a child is not picked up by 5:30 PM after three times, the family may lose the opportunity to use this service.