

## **Policies and Procedures for Before- and After- School Program**

### **For Students:**

1. All school policies apply during the before- and after-school program.
2. Cell phones should not be seen or heard during the program. Cell phones will be taken and given to a parent if they are seen or heard. Students may be suspended if cell phone expectations are not met.
3. Only those students who are signed up for the program will be allowed to attend the program.
4. Students will not be allowed to go anywhere outside of the building without supervision and must be signed out by an approved adult (listed on the application).
5. Students will be doing their homework during the after-school program. Their class leader will be talking with the teachers to ensure the children are doing all of their homework. Students will have access to HPCA computers.
6. Students will be required to keep their uniforms on, except on special days, which will be announced ahead of time.

### **Fees:**

1. Before care (per month) - \$50 first child, \$40 second child, \$30 all additional children
2. After care (per month) - \$150 first child, \$125 second child, \$100 all additional children
1. Late pick-up fee - \$50 late fee if picked up between 6:01 PM and 6:30 PM. \$100 late fee if picked up between 6:31 PM and 7:00 PM.
2. Students will not be allowed to attend if there are any outstanding fees (including late pick-up fees). Students may be removed from the program for multiple late pick-ups.

### **For Parents**

1. Before-care drop off will begin at 7:00 AM. Parents will knock on the entrance door (on Cayuga, near the corner of 6th St.).
2. The after-school program will end at 6:00 PM. All students must be picked up by 6:00 PM.
3. For dismissal, parents or parent-approved adults will ring the bell at the school's main doors to pick up their children (on Cayuga St., under the white "Hunting Park Christian Academy" lettering). This is the only door that will be used. Adults must remain in the office. The office attendant will call for the child and the child will meet the adult at the office.

4. All payments can be made online or in the office, and HPCA financial statements will include the amount owed for the before- and/or after-school program.
5. As a Christian organization, we cannot receive CCIS funding, but scholarships may be available for those who qualify.
6. The following days we will **not** be having the program.
  - a. October 14th - Indigenous People's Day
  - b. November 11th - Veterans Day
  - c. November 27th - 29th - Thanksgiving
  - d. December 20th - January 3rd - Christmas Break
  - e. January 20th - Martin Luther King Jr. Day
  - f. February 14th - Professional Development
  - g. February 17th - Presidents Day
  - h. April 11th-18th - Easter Break
  - i. May 26th - Memorial Day
7. The first day of the before- and after-school program will be September 4, 2024. The final day will be June 12, 2025.
7. The after-school program will be open on most of the half-days from dismissal - 6pm. Please see the schedule for specific information, including dates that the program will not be in session.
8. Our costs will not include field trip expenses. We will try to give ample notice for any field trips that will primarily be on HPCA's half days.