



Healthy Learning Academy

A Tuition-Free, Elementary Charter School

13505 Newberry Road, Newberry, FL 32669

www.healthylearningacademy.com

352-372-2279

After School Program Policies and Procedures 2014 - 2015

Attention All Parents: If children are currently enrolled in the HLA after school program, registration fees will not be required; however, a new registration form for each child is required.

Healthy Learning Academy is pleased to offer our After School Program (ASP). The program is a non-profit after-school childcare program for children who are enrolled at Healthy Learning Academy (HLA) and is supported solely by parent fees.

The goal of the After School Program is to provide a safe and enriching program, which supports the family, school, and community. It provides opportunities for children to develop socially, emotionally, and physically, within a warm and caring atmosphere. Our staff participates as partners with you in providing a quality program. Communication, support, and cooperation are essential ingredients in this partnership.

Registration

Only children currently enrolled are eligible to enroll in the ASP. Each child must have a completed and signed registration page and deposit on file before participating in the program. **You must register by completing the last page of this enrollment packet and prepaying the non-refundable deposit/registration fee of \$35 per child. The registration/deposit fee of \$35 per child must be kept on account at all times.** All ASP expenses must be pre-paid each week. All participants must fill out a registration card each year.

Days and Hours of Operation

The program will operate Monday through Friday from school dismissal until 6:00 p.m. A late fee of \$10 for each 15 minutes will be billed to your account if you are late.

The After School Program will offer all day care over certain holidays with different rates and hours. More information will be distributed during the school year.

Attendance/Payments

All program fees must be pre-paid. Payments are due no later than the Friday prior to the week of attendance. Payments should be made payable to Healthy Learning Academy After School Program. Please note on your check or money order your child/children's name(s) and days of attendance for which you are paying.

Mission Statement: To provide excellence in education with a focus on lifelong health, nutrition, and fitness for the creative mind and healthy body.



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Tuition:

Your tuition payment is due in advance. If your payment is not received when due, there will be a late payment charge of \$5.00 and your child may no longer attend until fees are paid in full. Fees are not pro-rated due to holidays or absences. Any check returned for insufficient funds will be charged a \$30 return check fee and all future payments must be paid in cash.

	Full Time*	Part Time**
First Child	\$45 per week	\$25 per week
Each Additional Sibling	\$35 per week	\$15 per week

*Full Time – Three or more days per week.

** Part Time – Two or less days per week.

Please inform school of part time attendance days a week in advance in order to facilitate program planning.

Late-Pick-Up Fees

Beginning at 6:00 pm late pick-up fees will be charged. **The rate is \$10 per child for every 15 minutes** you are late picking your child up. These fees are due no later than the following day.

Habitual tardiness (3 times) in picking up your children may result in dismissal from the program. If a child or children have not been picked up by 6:30 pm, the sheriff's office/Family services will be notified. Parents must call to notify staff of any extenuating circumstances by calling the school office at 352-327-2279. Notification does not relieve the parent or staff from following above late pickup policy. It is the sole responsibility of the parent, or an authorized person available to pick up the child if they are not available to do so.

Activities

In addition to homework/study/tutoring and snack time, we provide a diverse schedule of planned activities that are designed to excite and enrich your child. Cooking, arts and crafts, sports, and creative play will give the children an opportunity to explore their interests. We would also like to offer several clubs (book, chess, Scrabble, golf, Lego's, crafts etc.) depending on the children's interests.

Discipline Policy/Dismissal

Failure to cooperate with established policies and procedures is just cause for dismissal from the program. We reserve the right to dismiss any child from the program for disruptive behavior.

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Healthy Learning Academy After School Program Registration Form

Child's Full Name _____

Child's Full Name _____

Child's Full Name _____

I authorize _____ to pick up my child(ren).
PRINT NAME AND PHONE

I authorize _____ to pick up my child(ren).
PRINT NAME AND PHONE

PARENT CONTACTS:

PRINT PARENT NAME Phone no. _____

Additional phone number(s) (specify) _____

PRINT PARENT NAME Phone no. _____

Additional phone Number(s) (specify) _____

I, _____, and _____
PRINT PARENT NAME PRINT PARENT NAME

have read and agree to adhere to the above Healthy Learning Academy ASP policies and procedures. I am also aware that it is my/our responsibility to contact an authorized person to pick up my child in the event I cannot. I am aware that if my child(ren) has/have not been picked up by 6:30 p.m., the sheriff's office/ Family Services will be contacted.

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