

After School Program Policies and Procedures 2020-2021

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 current HLA students are eligible to enroll in the ASP. Each child must have a completed and signed registration page on file before participating in the program. All participants must fill out a new registration card each year. At the beginning of each school year, there will be a \$20 materials fee charged that will be used to purchase the individual box of materials to be used by the child.

Days and Hours of Operation

The program will operate Monday through Friday from school dismissal until 6:00 p.m. The After School Program may 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 are attendance based. Payments are due the Monday following the week of attendance. Attendance and payments will be taken through Procure Connect. Students will be signed in and out each day through the program via a tablet inside or the apps built in curbside pickup feature. Payments can be made with credit/debit card online through the app, or check/money order/cash payments can still be made in person. Checks should be made payable to Healthy Learning Academy. Please note on your check or money order your child/children's name(s) and days of attendance for which you are paying.

If your payment is not received when due, your child may no longer attend until fees are paid in full. Any check returned for insufficient funds will be charged a \$30 return check fee and all future payments must be paid in cash or through the Procure Connect app.

	Full Time*	Part Time**
First Child	\$48 per week	\$28 per week
Each Additional Sibling	\$38 per week	\$18 per week

* Full Time – Three or more days per week.

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

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.

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 352-372-2279. Notification does not relieve the parent or staff from following the 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

Each day children will receive a snack, free time to play, and 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. In addition to play and activities, we offer daily homework time to give the children a quiet environment in which they can complete work. We also offer periodic clubs where kids will learn new skills and festivals throughout the year that will create a fun and educational environment.

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.

**Healthy Learning Academy
After School Program
Registration Form**

STUDENT INFO

Name: _____ Grade: _____

Please list any allergies below:

Other information:

PARENT CONTACTS

Parent/Guardian 1: _____

Phone no. _____ Relationship: _____

Parent/Guardian 2: _____

Phone no. _____ Relationship: _____

Authorized Pickup

Name: _____

Phone no. _____ Relationship: _____

Name: _____

Phone no. _____ Relationship: _____

Name: _____

Phone no. _____ Relationship: _____

I 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.

Signature: _____ Date: _____