

Healthy Learning Academy After School Program

Policies and Procedures: 2025-2026

Program Philosophy

The Healthy Learning Academy (HLA) After School Program (ASP) is a non-profit childcare service offered exclusively to students enrolled at HLA. Our program is funded entirely by parent fees and is designed to provide a safe, structured, and enriching environment that supports our students, their families, and the school community. We are committed to fostering each child's social, emotional, and physical development within a warm and caring atmosphere. This document outlines the policies and procedures that ensure a high-quality program, built on a partnership of communication, support, and cooperation between staff and families.

Registration and Enrollment

- Eligibility: Only students currently enrolled at Healthy Learning Academy are eligible for the After School Program.
- Procure Connect: Our program utilizes the Procure Connect platform for all essential functions. Daily sign-in/sign-out will be conducted via the Procure tablet on-site or through the app's curbside pickup feature. This system is also used for official attendance records and communication.

Program Schedule and Activities

- Hours of Operation: The After School Program operates from school dismissal until 6:00 PM on days when school is in session.
- School Closures: The After School Program follows the Healthy Learning Academy school calendar and is closed on all holidays, teacher workdays, and any other day the school is not in session.
- Summer Camp: HLA offers a separate Summer Camp program. Information regarding schedules, fees, and registration for summer camp will be distributed separately.
- Daily Activities: Our daily schedule is designed to provide a balance of structured activities and free time. Each day, students will receive:
 - A healthy snack.
 - Dedicated homework time in a quiet, supportive environment.
 - A diverse schedule of activities, including arts and crafts, cooking projects, sports, and creative play.

- Opportunities for free play and social interaction.
- Periodic clubs focused on learning new skills and themed festivals throughout the year.

Financial Policies

- Fee Schedule: Program fees are structured to support our non-profit model and are billed on a weekly basis.

Category	Full-Time* (4-5 days/wk)	Part-Time** (2-3 days/wk)	Daily
First Child	\$65 per week	\$45 per week	\$25 per day
Each Additional Sibling	\$55 per week	\$35 per week	\$15 per day

Full-Time enrollment is for attendance of 4 or 5 days within a single school week.

**Part-Time enrollment is for attendance of 2 or 3 days within a single school week.*

- Payment Methods: Payments can be made directly through the Procare Connect parent app using a credit/debit card. Alternatively, payments by cash, check, or money order are accepted in person.
- Checks/Money Orders: Please make all checks payable to Healthy Learning Academy. To ensure proper credit, clearly write your child's full name(s) and the attendance dates on the memo line.
- Late Pick-Up Fees: A child is considered late if they have not been picked up by 6:00 PM. A late fee of \$10 will be assessed for every 15-minute interval past 6:00 PM. For example, a pick-up between 6:01 PM and 6:15 PM will incur a \$10 fee; a pick-up between 6:16 PM and 6:30 PM will incur a \$20 fee, and so on.

Pick-Up and Personal Belongings

- Pick-Up Procedures: It is the sole responsibility of the parent, or an authorized person, to pick up the child on time.

- **Extenuating Circumstances:** Parents must notify staff of any emergency or unavoidable delay by calling the school office at 352-372-2279. Notification is crucial for the child's well-being but does not waive late pick-up fees.
- **Emergency Procedure:** If a child has not been picked up by 6:30 PM and no contact has been made, program staff are required to notify the Sheriff's Office and/or Family Services.
- **Personal Belongings:** Healthy Learning Academy is not responsible for lost or damaged personal items. To prevent distraction and loss, students are not permitted to use personal electronics, including cell phones and gaming devices, during program hours.

Conduct and Dismissal Policies

To ensure a safe and positive environment for all participants, students are expected to adhere to the same behavioral standards as during the regular school day. The program reserves the right to dismiss any child from the program. Grounds for dismissal include, but are not limited to:

- **Disruptive Behavior:** Consistently disruptive behavior that poses a safety risk to the child or others.
- **Non-Payment of Fees:** Failure to keep the account in good standing, including program and late fees.
- **Habitual Tardiness:** A pattern of three (3) or more late pick-ups.
- **Policy Non-Compliance:** Failure by parents or students to cooperate with the established policies and procedures of the After School Program.