

**After School Care Program Information & Registration**  
**\*\*Access to the After School Care Program Requires a Parent's Signature\*\***

**Mission:** The purpose of the program is to provide a safe place for students who must stay on the school premises after school from 3:20 - 5:30. Our goal is to provide positive and safe oversight and care for the students of parents that need to pick up their child/children from the school after the regularly scheduled dismissal time.

**Enrollment:** DHCA's After School Care program is open to all DHCA students in grades K-6th. It is available only on days that school is in session. The After School Care program is not available on days of scheduled or unscheduled early dismissal.

**Agreement Statement:** A parent/guardian signature on this document is necessary for participation in the After School Care program. It serves as an important affirmation of understanding and willingness to cooperate with the policies, procedures, and expectations contained in this document. Signed documents should be returned to the front office. Of course, drop-ins are welcome, but this registration form will need to be completed and submitted within 24 hours of the student's first 'drop-in' attendance. DHCA is glad to provide this program as a service for families. However, please understand that failure to comply with the school's rules and expectations may result in suspension or termination of a child's enrollment in the After School Care program.

**Payment:** Except for a pre-paid yearly plan, payment is required the following month of when services were rendered.

1. The default method of payment is an automatic monthly draft from FACTS Incidental Billing. Families will receive their monthly bills via FACTS and the amount will automatically be deducted on the 15th of every month. (Please know you have the ability to turn off automatic deductions and choose to go into FACTS on your own to pay by the designated date.)
2. For those wishing to opt out of utilizing FACTS, the alternative form of payment is via cash or check sent into the office. (Venmo is not accepted.) This form of payment is to be sent in no later than the 15th of every month.
3. Failure to pay on time will result in an additional late fee of \$35. If payment is more than a month late, access to the After School Care program will not be available until the balance and late fee are paid in full.

**Record-keeping:** The After School Care program supervisor will keep a daily log of all students receiving services. Families will be sent an invoice for the previous month's service via email and/or given an invoice personally no later than the first Friday of the new month. Fees are based upon the number of days per month the After School Care program is utilized. Rates are below.

**Hours of Operation:** 3:20 PM - 5:30 PM.

<b>After School Care Program Rates</b>	
<b>Daily Rates:</b> The rates become less with greater usage of the program; the scaled rate system seeks to mitigate some of the overall cost of care for families requiring more frequent after school care for their child(ren).  <b>Yearly Rate:</b> The pre-paid yearly rate offer is available only until the first day of school. Families will receive a \$10/day refund for non-usage (limited to a maximum of 15 days).	<b>Part-Time Rate</b> <b>\$14.00/day</b> <b>(1-14 days/month)</b>
	<b>Full-Time Rate</b> <b>\$12.50/day</b> <b>(14+ days/month)</b>
	<b>Yearly Pre-paid Rate</b> <b>\$1,860.00/year</b>  <small>A student not picked up by 5:30 PM will accrue an additional late-charge of \$1.00 per minute per family.</small>

\*\*For tax purposes, the Extended Day Program's Tax ID Number is 63-1139260

**Student Safety & Release:**

- Only authorized parents or persons designated by the parent may sign the child out.
- A personal hand-off of the child from DHCA personnel to the authorized pick-up person is required. Students will not be released to meet someone in the car or parking lot.
- If the person picking up the child is not on the registration form, a note of authorization from the parent must be provided to an After School Care program staff member.

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- Staff members may ask to see a driver's license if they are unsure of the identity of the person requesting the child's release.

**Emergency Contact:** Please notify the DHCA office of any change in work numbers, cell phone numbers, authorized contacts, etc. We will not allow students to leave with any persons not on the approved pick-up sheet. Please keep this info up to date, and notify the After School Director if there is a change.

**Illness/Accidents:** In the event of an accident or illness, a member of the staff will call the parent. In the case of a medical emergency, a staff member will call the person(s) indicated on the registration form. It is the parent's responsibility to directly inform the After School Care personnel of any allergies or health restrictions. While this information may be found in the school's database, a direct conversation of these matters ensures that the information for After School care is up to date and accurate. Please note that students who have any sort of communicable disease may not be permitted to attend the program until the condition is resolved. *\*\*No medication will be administered by the After School Care personnel. If you believe an exception is necessary, please discuss this with the After School Care personnel.*

**Severe Weather/School Emergency:** In the case of severe weather or school emergency, the DHCA emergency plan of the school will be followed.

**Daily Schedule:** Below is an example of our daily routine.

- ❖ 3:20 - 3:45 Sign in - Bathroom Break - Snack
- ❖ 3:45 - 4:15 Homework/Study Hall
- ❖ 4:30 - 5:20 Recreations and Activities
- ❖ 5:20 - 5:30 Clean up for Dismissal

*Snacks:* Realizing that extra hours of school time are extremely long for children, the program will provide a snack and a drink each day.

*Homework/Study Hall:* There will be a study hall/ homework period during After School program. We will have independent reading or quiet activities during this time. After School staff are there to monitor the students and keep the volume down. They do not check homework for completion or correctness.

**After School Rules :** It is very important that the program rules be understood and followed so that we can ensure a safe and enjoyable time together. Since the After School Care program is considered an extension of the school day, the same rules and discipline procedures will be used for both programs and will be administered by the After School Care program director. Parental cooperation is both helpful and expected when a student's misbehavior is communicated to them. The Principal will be made aware of any major or repeated offenses. Ongoing behavioral challenges can lead to removal from the After School Care Program.

**Communication :** Important telephone messages for children or caregivers should be directed to the school office, 256-351-4275, during regular school office hours (7:15 AM - 3:30 PM). In the event your child needs to attend After School Care for the day, please call the school office during the regular office hours. We will notify your child's teacher and the After School Care Director. After 3:30pm during the school year you may also reach the after-care staff directly at 256-260-3314. If there are matters that require a lengthy conversation, please set up a time other than during After School Care to have them. It is difficult for staff members to have a conference with a parent when children are present and require supervision.

A Parent/Guardian signature on this document is a prerequisite to participation in the After School Care program and also serves as an affirmation to abide by and cooperate with the policies, procedures, and processes contained in this document. Whether it is prior to using the After Care Program or on the day first used, **all parents utilizing this program will be required to sign this document.** Again, please note the special yearly rate can only be given to those signing up prior to the first day of school.

**Questions?** Please call the school office at 256-351-4275.

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*I have read and understand the policies, procedures, and expectations of the After School Care program for 2025-2026 as outlined in this document.*

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Name of Student/Grade (please print)

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Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student/Grade (please print)

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Parent/Guardian Signature

\_\_\_\_\_  
Date

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Name of Student/Grade (please print)