After School Care Program
2023-2024

**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:** With the exception of 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. Families that have tuition automatically drafted through FACTS will also have After School monthly fees automatically drafted.
2. This draft will occur on the 10th of every month.
3. For those not registered in FACTS to pay monthly tuition, the alternative form of payment can be cash or check **only** (no Venmo) given to the After School Care personnel.
4. This must be paid no later than the 10th of every month.
5. 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.

### After School Care Program Rates

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
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<tbody>
<tr>
<td><strong>After School Care:</strong> Supervision by After School Care personnel begins at 3:20.</td>
<td><strong>Drop-in Daily Rate</strong> (Less than 8 days/month) $16.00</td>
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<td><strong>Daily Rates:</strong> 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 frequent after school care for their child(ren).</td>
<td><strong>Part-Time Rate</strong> (8-15 days/month) $13.00</td>
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<td><strong>Yearly Rate:</strong> The pre-paid yearly rate is based upon a less expensive daily rate of $10 per day. Families will be refunded at year's end only up to a total of 20 days of non-usage for the school year. There are 171 days in a school year.</td>
<td><strong>Full-Time Rate</strong> (15+ days/month) $11.50</td>
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<td><em>Any student not picked up by 5:30 PM will accrue a charge of $1.00 per minute per family.</em></td>
<td><strong>Yearly Pre-paid Rate</strong> $1,710.00</td>
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**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.
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

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. Please discuss with your child all the pertinent information found in this document and return the signed copy to the main school office no later than August 15, 2023.

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

I have read and understand the policies, procedures, and expectations of the After School Care program for 2023-2024 as outlined in this document.

Parent/Guardian Signature                Date

Parent/Guardian Signature                Date