



# THE HIGHLANDS SCHOOL

## AFTER-SCHOOL CARE PROGRAM

The After-School Care Program at The Highlands School provides a safe, organized and enriching environment for your child and is affiliated with the National After-School Association. Our On-Site Director, Debra Carrera, has 15 years of experience at THS and oversees the program. The staff also includes university student assistants who are background checked and trained yearly in Safe Environment practices through the Catholic Diocese of Dallas.

<b>Rates</b>				
# of children	Full Year Rate	Annual Pay 5% Discount	Semester Pay 2% Discount	Facts Monthly Plan
		<b>1 payment of</b>	<b>2 payments of</b>	<b>10 payments of</b>
<b>1</b>	<b>2,200.00</b>	<b>2,090.00</b>	<b>1,078.00</b>	<b>220.00</b>
<b>2</b>	<b>3,960.00</b>	<b>3,762.00</b>	<b>1,940.40</b>	<b>396.00</b>
<b>3</b>	<b>4,950.00</b>	<b>4,702.50</b>	<b>2,425.00</b>	<b>495.00</b>
<b>4 plus (each)</b>	<b>550.00</b>	<b>522.50</b>	<b>269.50</b>	<b>55.00</b>
<b>Drop-in Rate</b>				
<b>1</b>	<b>\$15.00/hour</b>			
<b>2</b>	<b>\$25.00/hour</b>			
<b>Late Charge (after 6:00 pm)</b>		<b>\$10.00 plus \$1.00 per minute</b>		

### OUR DAY

A calendar of activities is posted at the beginning of every month and the afternoons are organized as follows:

- 3:00-3:30      Snack time, begin homework and silent reading
- 3:30-3:45      Prayers and prayer intentions
- 3:45-4:30      Continue homework and/or outdoor recess (weather permitting)
- 4:30-5:45      Activity centers, games, arts and crafts and once a week movie
- 5:45-6:00      Clean up and prepare to go home

**Aftercare Hours:** 3:00-6:00 p.m. Monday through Friday for registered students. We also provide care on a "Drop-In" basis for all other students not picked up in carpool. These students are brought directly to Aftercare at 3:30. The charge for drop-ins is \$15.00 per hour for one student, \$25.00 for two students. Drop in charges begin when a child comes into after care. Drop in fees will be collected through FACTS account.

### DAYS OF AVAILABLE CARE

**Early Dismissal Days:** We provide care for early dismissal days during semester exams in December and May from 1:00-6:00 p.m. for registered students only. No Drop-In services will be provided on exam days. Review the special dates and hours below.

**Late Pick-Up Fees:** Charges begin at 6:00 p.m. Parents are billed a \$10.00 late charge plus \$1.00 per minute.

**No Aftercare Services:** There will be NO after care services on the following days:

First day After School Care is available is August 14th.

After School Care will be available on all school days except **August 13th, September 2nd, October 11th, November 26th, December 20th-January 3rd (Christmas Break), February 17th, April 8th-13th, March 16th-20th (Spring Break), May 25th, and May 28th.** On December 19th, after School Care will be available for registered students only from 11:30- 6:00. Other than these specifically mentioned days After School Care will be available daily from 3:00 to 6:00.

**First and Last Day of Aftercare:**

First Day of Aftercare: **August 14th**

Last Day of Aftercare: **May 28<sup>th</sup>**

## **PROCEDURES AND POLICIES**

**Sign-Out Procedure:** The safety and security of your child is paramount in THS Aftercare program. Attendance is taken daily and every parent must sign out in the designated centralized location. Persons not listed on your Pick-up/Emergency form will not be released without written authorization. **No phone calls are accepted for student release!** Persons must be 18 years of age and present a valid picture I.D.

**Homework Assistance Policy:** Homework begins in Kindergarten and is completed in a group setting under the supervision of Mrs. Carrera from 3:45-4:30. Older students who can work independently and may request extra time. Please note that we cannot work with your child on a one on one basis. All homework should be checked by parents on a daily basis.

**Medications:** No medications will be administered, except epi-pens with a doctor's order. No over the counter drugs, ointments, sunscreens or insect repellents will be administered.

**Fever or Vomiting:** Your child will be made comfortable in the Aftercare office, away from other children. The parent or guardian called will be called immediately to pick-up.

**Soiling:** We follow Safe Environment rules and cannot clean your child after a bathroom accident. We will give him/her baby wipes to cleanse themselves and if there is not a change of clothing in their bag, we will provide a change for them. The parent or guardian will be called and immediate pick-up may be required.

## **CONTACT US**

Parents are welcome to come by and visit our Aftercare program at any time during normal hours of operation. If you have any questions, Mrs. Carrera is always accessible via school email:

[dcarrera@thehighlandsschool.org](mailto:dcarrera@thehighlandsschool.org) school extension 254 or cell phone.