



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.

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

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 **daily** at the time of service by check or credit/debit card. No cash will be accepted.

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:

August 15th, September 3th (Labor Day), October 12th (Columbus Day), October 19th (Parent/Teacher Conferences), November 20th – 23rd (Thanksgiving Holidays), December 21st (Teacher In-Service Day), December 24th- January 4th (Christmas Holidays). February 15th and 18th (Parent Teacher Conference and President's Day), March 11-15 (Spring Break), April 17th – April 22nd (Easter Break, Including Bad Weather Days), May 27th (Memorial Day).

First and Last Day of Aftercare:

First Day of Aftercare: **August 16th**

Last Day of Aftercare: **May 30th**

Special Hours: These are special hours reserved for registered After Care students. No drop-in students accepted these days:

December 19th, & 20th (Early release due to exams) 12:00-6:00pm

May 29th & 30th 12:00-6:00pm

May 30th (Last Day of Instruction) 10:00 – 2:00pm

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 school extension 254 or cell phone.