

HLCC AFTER-CARE PROGRAM

Available to enrolled Pre-K and PM Preschool students until 5 p.m. - on school days only.

Cost

- \$6.00 per hour, billed in full hour increments only.
- \$15.00 per day

Billing

- Students registered for regular after-care will have their full year of fees calculated, divided according to the number of tuition payments remaining, and added to each tuition invoice as a separate line item.
- Standard HLCC payment and withdrawal (30-day notice) policies will apply. Sibling and pay in full discounts are available for after-care services. Church activity rebate is not available for after-care services at this time.
- If school is cancelled, after-care is also cancelled. Credit for days closed will be applied to the oldest open invoice, or held on account for the next issued invoice.

Pickup & Late Pickup Fees

- Doors will be open at 2:45 (during PM preschool pick up) to 3:05 p.m., 3:55 p.m. to 4:05 p.m., and 4:55 p.m. for final pickup time. Doors will close/lock at five minutes after the hour.
- After the five-minute grace period at 3 p.m. and 4 p.m., the family will be charged for the next hour of care at \$6 per hour (no discount rate).
- If a parent arrives after the door is locked, they must wait for staff to become available to unlock the door. This is for safety of the students and to maintain proper staff/student ratios in accordance with ODJFS policies.
- **Late pickups after 5 p.m. follow standard HLCC late pick up policy.**

Daily Schedule

- 2 p.m. Pre-K Student Arrival & Attendance, Bathroom Break
- 2:15 p.m. Small Group & Table Activities
- 2:30 p.m. STEM Activities
- 3 p.m. Preschool Student Arrival & Attendance, Bathroom Break
- 3:15 p.m. Snack Time
- 3:30 p.m. Large Motor Activities
- 4 p.m. Small Group & Table Activities
- 4:30 p.m. Quiet Time (Reading, etc.)
- 4:45 p.m. Clean Up and Prepare for Final Pickups

Ideas for Next Year

- **Drop In:**
 - \$12.00 per hour, flat rate.
 - Must request/schedule at least **THREE OPEN, SCHOOL** days before, space available. This does not count weekends, holidays, or other days that school is not in session. The director will need three full school/work days lead time to determine staff/student ratios for after-care and request a sub, if needed.
- **Emergency Drop In:**
 - \$24.00 per hour, flat rate.
 - May request less than **THREE OPEN, SCHOOL** days before needed **UP TO NOON** same day. Space available. Standard policy and late pickup fees apply when drop-in space is not available.