



THE HIGHLANDS SCHOOL

After-School Care Program Guide

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, who has 14 years of experience at THS, 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.

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

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 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.

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. Drop in charges begin when a child comes into aftercare. Drop in fees will be collected **daily** at the time of service by check, or credit/debit card. No cash will be accepted.

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 listed below.**

Late Pick-Up Fees: Charges begin at **6:00 p.m.** Parents are billed a \$10 late charge plus \$1.00 per minute.

No Aftercare Services: There will be **NO** aftercare services on the following days: August 13, 2014, September 1, October 13, October 23-24, November 25-28, December 22, 2014- January 2, 2015, January 5, February 16, March 9-13, April 1-6, May 25.

First and Last Day of Aftercare:

- The first day of Aftercare for PreK-5th grades is Thursday, August 14, 2014.
- The last day of Aftercare for PK3 and PK4 is Friday, May 22, 2015. No aftercare is available for PreK after this date.
- The last day of Aftercare for Kinder-5th grades is Friday, May 29, 2015.

Special Hours: NOTE THE FOLLOWING SPECIAL HOURS!

- Friday, December 19, 2014; Aftercare hours are 12:00 pm-4:00 pm.
- Friday, May 29, 2015; Aftercare hours are 12:00 pm-4:00 pm.

Sign Out Procedure: The safety and security of your child is paramount in the 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.

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.

Please complete the enrollment form and mail it, or drop it off in the main office. The mailing address is:

The Highlands School
Accounting Department
1451 E. Northgate Dr.
Irving, TX 75062