

NWHSC Students After School (SAS) Program

Parent Handbook



Program: With an emphasis on personal relationships and individualized learning, SAS will provide homework and/or enrichment help (20-30 minutes Monday-Thursday), hands-on activities, games, free play time and connections with the learning that is occurring during the school day.

Program Hours and Location:

School Year - 6:30 AM - 7:45 AM (PreK - 5th grade) in both locations

2:30 PM - 6:00 PM (PreK - 6th grade) in both locations

6th grade PM only

Summer Camp - 6:30 AM - 6:00 PM at Pittsboro Primary School

Days of Operation: SAS is open on all regular school days and early release days. If school is delayed, SAS will open two hours later. If school is closed early due to inclement weather or emergency, SAS will close. SAS is also closed on the same holidays as the NWHSC school calendar. NWHSC SAS will only operate during the school year and summer break. Care will not be provided during any other scheduled breaks.

Plan Options:

<u>SCHOOL YEAR FEES</u>	AM & PM	AM Only	PM Only
Full Time (4-5 days/week)	\$83.00	\$43.00	\$68.00
Part Time (1-3 days/week)	\$68.00	\$38.00	\$53.00

<u>SUMMER FEES</u>	
Weekly Rate	\$195
Part Time Rate	\$165

Registration: Children must be enrolled each school year in order to maintain their spot in the program. Children attending summer camp will need to be enrolled for each session separately. Students who attend NWHSC are eligible for the summer program including incoming Kindergarten students upon registration for Kindergarten within NWHSC and students up to incoming sixth grade at TWMS.

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Registration requirements:

1. Completed enrollment form including signed terms of agreement.
2. Registration fee of \$25 per child.
3. Custody agreements, Individualized Education Plans (IEP), Health Plan of Care, if applicable.

Registration Fee:

School Year: Each child registering for SAS will pay a \$25 registration fee.

Summer: Children enrolling in SAS summer camp will be charged a \$25 registration fee. This fee will help cover the cost of weekly field trips.

Payments: Payments must be made by Friday for the upcoming week regardless of your child's attendance. Parents have the option to pay for more than one week at a time. Payments can be made by check, money order, or through our online vendor. Any returned checks will result in a \$25 NSF charge and another form of payment will be required to pay outstanding fees.

Outstanding Tuition Balances: Account balances must be at zero at the end of each semester. If an account has a balance due at the end of a semester, the account must be paid in full before the student may return to SAS before and after school programs. In addition, SAS Summer Camp accounts must be paid in full for a child to attend SAS before and after school programs for the upcoming school year.

Holiday Week Fees: When SAS operates for a partial week due to holidays, breaks, or inclement weather, tuition rates remain the same. SAS does not prorate fees due to breaks or illnesses.

Summer Camp Weekly Tuition: Payment will be due for **ALL** weeks that you register for SAS Summer Camp. May 15 will be the last day you are able to make changes to the weeks that your child will attend SAS Summer Camp. After this date, you will be responsible for the tuition for the weeks indicated on the SAS Summer Camp Registration Form regardless of attendance.

Change of SAS Services: Within the school year, families may change their enrollment plan one time. One week notice of any changes is required. If families require any additional changes to their enrollment plan, there will be a \$50.00 change of plan fee.

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Late Payments: Weekly payments are due on the Friday prior to the upcoming week. Any payment received after this day is considered late and will result in a \$10 fee for every week it is late. Accounts not paid for two weeks will result in exclusion from the program. Once excluded from the program, a parent must pay all previously owed fees and the current weekly fee before returning to the program.

NWHSC Staff Fee: NWHSC employees will pay a weekly fee of \$7.00 (4-5 days) for full time and \$4.00 (1-3 days) for part time per child to help cover the cost of snacks and consumables for the school year program. NWHSC employees are exempt from the school year registration fee for each child attending the program. All summer fees apply if NWHSC employee children participate in the summer program.

Financial Assistance: Families in need of assistance must e-mail Mr. Hobaugh at hobaughd@hendricks.k12.in.us. Assistance will be based on free and reduced lunch status.

Late Pick-Up Fee: SAS closes at 6:00 PM each day. Anyone picking-up after 6:00 PM (per the SAS clock) will be charged a late pick-up fee. The first five minutes is an automatic flat fee of \$10. Every minute beyond the initial five minutes is an additional \$1 per minute.

Emergency Contacts and authorized pick-up: Emergency contacts and persons authorized for pick up must be at least 18 years old. You may change, add, or delete contacts by submitting a request in writing to the SAS director.

Medical or Health Plan: All children are required to have a completed medical form on file. Health plans for chronic illness, such as asthma, must be completed and on file. Children needing prescription medication must have the medication in its original prescription bottle with the child's name, dosage, prescribing doctor, written instructions, and expiration information.

Special Needs: SAS is an inclusive program and will work to meet the needs of all children. The SAS staff will work with parents, classroom teachers, special education teachers, and school administration to understand and provide needed accommodations based on Individual Education Plans (IEP). Parents are encouraged to meet with SAS directors and instructors to provide ongoing communication for their child's needs. A copy of the IEP should be provided to the SAS staff.

Illness Policy: SAS will follow the same procedures as written in the student handbook concerning return to school following an illness. Students must be fever free for 24 hours as well as vomit and diarrhea free.

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Daily Routines: NWHSC SAS program strives to provide a positive experience that supports the academic initiatives of the school. Daily activities will change based on the needs of the children and the greater school community.

- **Snacks:** Children will be served an AM snack and PM snack. Snack Schedules will be posted.
- **Homework:** Children will have daily homework time. Children will be supervised and provided help during this work time.
- **Physical Activity:** Children's daily schedules will include physical activity. It is important that children are dressed appropriately for the weather for outdoor playtime. During inclement weather, physical activities will be scheduled for the school gymnasium.
- **Code of Conduct:** The SAS program is meant to be fun, supportive and a positive learning environment for all children. To ensure a positive environment, all children will be expected to follow a code of conduct. Children making poor behavior choices will receive appropriate consequences. A pattern of disregard for the behavior expectations can result in exclusion from the SAS program.
- **Summer Camp Lunch:** The school cafeteria will not be operating during summer months so all students will bring lunch daily. Refrigeration is not available.

Morning Drop-off and Evening Pick-up: Each child dropped off in the morning must be signed into Procure by a parent or authorized adult with their individual pin number.. The child may not be dropped off at school to sign themselves into the program. Each child picked up in the evening must be signed out by a parent or authorized adult with their individual pin number. . Children will not be released to an unauthorized adult without prior communication from the parent or guardian.

Safe Supervision Conditions: Children are supervised by a SAS staff member at all times. SAS staff members are required to pass an extensive background check, CPR certification, and other training in accordance with safety and security procedures for North West Hendricks Schools.

Accidents, Injuries, and Medical Emergencies: Even under close supervision, occasional injuries do occur. SAS staff will provide care for minor injuries requiring ice packs and band-aids. In the event that a child has a more extensive medical emergency, parents will be contacted and, if deemed necessary, emergency services will be called.

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Weekly Regular Rates for 2025-2026 School Year

<u>SCHOOL YEAR FEES</u>	AM & PM	AM Only	PM Only
Full Time (4-5 days/week)	\$83.00	\$43.00	\$68.00
Part Time (1-3 days/week)	\$68.00	\$38.00	\$53.00

Weekly Free Lunch Tuition Rates for 2025-2026 School Year

60% Discount	AM & PM	AM Only	PM Only
Full Time (4-5 days/week)	\$33.20	\$17.20	\$27.20
Part Time (1-3 days/week)	\$27.20	\$15.20	\$21.20

Weekly Reduced Lunch Tuition Rates for 2025-2026 School Year

30% Discount	AM & PM	AM Only	PM Only
Full Time (4-5 days/week)	\$58.10	\$30.10	\$47.60
Part Time (1-3 days/week)	\$47.60	\$26.60	\$37.10

Weekly Military Discount Tuition Rates for 2025-2026 School Year

15% Discount	AM & PM	AM Only	PM Only
Full Time (4-5 days/week)	\$70.50	\$36.50	\$57.80
Part Time (1-3 days/week)	\$57.80	\$32.30	\$45.00

Weekly 3 or More Children Tuition Rates for 2025-2026 School Year

10% Discount	AM & PM	AM Only	PM Only
Full Time (4-5 days/week)	\$74.70	\$36.50	\$61.20
Part Time (1-3 days/week)	\$61.20	\$34.20	\$47.70

Daily Rates for 2025-2026 School Year

Daily Rates	AM & PM	AM Only	PM Only
Daily	\$48.00	\$23.00	\$33.00

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Summer Camp Weekly Tuition Rates

	Weekly Rate (per child)	Weekly Rate Free Lunch (per child)	Weekly Rate Reduced Lunch (per child)	Weekly Rate Military Discount (per child)	Weekly Rate 3+ Children (per child)
Full Time	\$195	\$78	\$136	\$165	\$175
Part Time (3 days or less)	\$165	\$66	\$115	\$140	\$148

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