



ALETHEIA CHRISTIAN ACADEMY

## LOWER SCHOOL AFTER SCHOOL CARE 2024-2025

Dear Parents:

In an ongoing effort to streamline and make our After School Care (ASC) program more efficient and convenient, we are updating some of our procedures. **Please keep this information for future reference this school year, and be aware of any changes that might affect your family.** Our ASC program is a ministry provided to Lower School students (K4-6<sup>th</sup> grade) whose parents work and are unable to pick up their children at dismissal. It is our desire to provide a safe, loving environment for our students.

First, I would like to introduce our new ASC staff, Nina Hamilton, grandmother of a student at ACA. We are thrilled to have her supervise our ASC program and care for your children. Make sure you see the posts on our Aletheia Christian Academy Facebook page for her biography. Mrs. Nina will be the lead caregiver, but will care primarily for the K4 thru 2<sup>nd</sup> graders. Miss Josie will care for the 3<sup>rd</sup> through 6<sup>th</sup> graders.

Here are our policies and changes for ASC:

- ASC is offered from 3:10-6:00 pm Monday through Friday. It is offered from 11:35 am to 6:00 pm on half-days. However, per Florida law, **VPK students must be picked up by 4:00 pm.**
- If you **arrive at school after 3:10 (or 11:35 on half days)**, your child will not be in the front office, **even if your child is not registered for ASC. You will need to come to the ASC area to retrieve your child.**
- There will be a \$10 registration fee per family (payable through your FACTS account). **Registration must be submitted BEFORE your child stays in ASC, or parent will be called to pick up the child with a cost of \$10 for any portion of an hour until the parent arrives.** This is for safety purposes because registration will give us important medical information and information on who is allowed to pick up your child.
- Billing is as follows:
  - Families whose children are regular attendees (same days and times per week) will pay a flat fee of \$5 per hour for each child. Any part of the first hour will be billed at \$5, and the remaining time will be billed on the quarter hour.
  - Families whose children are sporadic/occasional attendees will be billed a flat fee of \$10 per hour. Any part of the first hour will be billed at \$10 and the remaining will be billed on the quarter hour.
  - There is a single child maximum of \$200 and a family maximum of \$350 for regular attending families. There is no family maximum for occasionally attending families.
  - Billing will be performed through our FACTS management system.
  - There will be a late fee of \$25 for anyone who is picked up between 6 pm and 6:15 pm. After 6:15 PM, the charge will be \$5 per minute, and there may be a temporary suspension from ASC.



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- **Please pack a separate snack for your child for ASC.** Due to rising costs and the increasing prevalence of food allergies, it will be necessary for your child to eat a snack brought from home.
- **Electronics of any kind are not permitted.** If you need to reach your child, you will be given the number of the ASC caregivers.
- ***The ASC students will be checked in to ASC by a teacher or staff member through the PikMyKid app. When you arrive at the school, please announce your arrival through your PikMyKid app and check the note on the outside K4 glass door to see where the children are located.*** If they are in the classroom, you will enter there, and all children in the family will be called to that location. If the children are on the playground, you will be directed to the early childhood playground located on the front side of the school. If they are located anywhere else, a sign will indicate where to go.
- **On half-days, please pack your child a snack and a lunch.**
- **The schedule for ASC will be determined by the ASC caregivers depending on weather, number of children attending, etc. and may not be the same every day.** There will be playtime indoors and outdoors, time for homework, and time for a snack. However, depending on the time your child is picked up, your child may not be participating in all activities on a given day.
- *If you would like your child to watch a game that is scheduled to start within half an hour of dismissal on campus, you or a high school sibling must pick up the elementary child, and they must remain supervised while on the premises (by our Athletic Director or Mrs. Cinda Skaggs). If the game starts more than half an hour after dismissal, the student must be picked up and taken to the game by the parent/guardian.*

Please remember that ASC is offered for working parents. Please refrain from using this service for playdates or for a place for your child to be when a sibling is at practice or a game. **Children who play a sport will not be sent to ASC after practice unless your child is registered as a regular attendee the rest of the school year and you are not able to make it to school by the end of practice.**

We are looking forward to a great school year! We take this opportunity to thank Mrs. Kristie Hansen for serving as the ASC Supervisor for the past several years. She will be focusing on her Kindergarten class moving forward. We will miss Ciara who was with us last year. If you have any questions, please feel free to email me at [mbelton@acalions.org](mailto:mbelton@acalions.org)

We encourage you to fill out the registration form at your earliest convenience to help us better plan for our ASC service. Here is the link to the form: <https://forms.gle/5WnxRfgxMh7BgQfa8>

Sincerely,

Margaret Belton

Lower School Principal

MTB 7/10/2024