

PARENTS' HOMEWORK AND HEALTH MANUAL

2026-27

Arlington Classics Academy

Achieving our
potential.....

2026-27

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Mission Statement

Homework and Health seeks to help every student develop skills to become independent in the areas of homework completion, studying, leadership, and evolving into healthy individuals. Activities are designed to facilitate the development of each student, enabling them to achieve their highest potential.

I. Homework and Health

Introduction

Homework and Health is an after-school program specially designed for ACA students. It is a program that exists as an extension of Arlington Classics Academy to serve families in need of a quality after-school program. Arlington Classics Academy services students in kindergarten through 8th grade. Some activities are listed below:

- 📖 Homework assistance
- 📖 Games/Sports
- 📖 Technology
- 📖 Fitness Training
- 📖 Nutrition Classes

II. Program Parent Handbook Policies and Procedures

Services

Homework and Health is an after school program for full time ACA students that operates most school days until 6:00 p.m.

Student Enrollment

All participants must be enrolled, and all paperwork filled out before starting the program. For the 2026-27 school year we will use an **Online Registration and an Online Payment System** at

<https://www.acaedu.net/families/homework-health-after-school>

The optimal staff-ratio is the number of staff divided by the group size. While our goal is for optimal student to teacher ratios, exceptions can be made for emergencies or during certain activities. The optimal goal ratio for students is:

✦ Kinder-3rd Grade **1:10 FT**

✦ 4th-8th Grade **1:15 FT**

Availability

Homework and Health will be available from 4:00-6:00 pm every day that a full day of school is in session, with the following exceptions: **Early Release Days, Field days, Picnics, Last Day of School, weather-related emergencies or other forced school closings, etc.** Parents should be aware that ACA's approach to billing is based on expected days of service, annualized over the school year, and no refunds can be issued for unexpected closures due to emergency situations.

Attendance

Classes begin and end promptly at the scheduled time. To ensure safety, students should remain inside the building or under H&H employee supervision, until a parent arrives. Please notify the Campus Teacher Coordinator of any changes in your transportation arrangements.

Primary Campus Teacher Coordinator: hh.primary@acaedu.net / 817-274-2008

Intermediate Campus Teacher Coordinator: hh.intermediate@acaedu.net / 817-303-1553

Middle School Campus Teacher Coordinator: hh.middle@acaedu.net / 817-987-1909

Curriculum

Homework and Health begins daily with a snack and attendance, then quickly transitions into Mandatory Homework Time. All students will work quietly for a minimum of 30 minutes. After 30 minutes, H&H staff will evaluate student needs and determine if there are students who have completed their work and are able to move on to activities. H&H employees must rely on information provided by the student or teacher on homework; therefore, it is possible that some homework may be incomplete. Parents are encouraged to work with H&H staff to build self-advocacy and responsibility with the student as appropriate for grade level. H&H offers both structured and unstructured activities, which include academic, social, and physical skills for a wide range of learning experiences. Daily activities can include Media, Technology, Workouts, and Fun Friday. On Fun Friday, students can choose an activity or game to play with friends. When outside, students may have access to various sports equipment and are given the opportunity to choose an activity to stay active. H & H encompasses quality and success and strives to help our students become responsible and independent workers. There will be a pizza party every nine weeks to celebrate the students' job well done.

Parental Support

Parents play an integral role in their students' success. Homework & Health is committed to helping your child become an **advocate for themselves and teaching them to be academically successful**. Your enthusiasm and support will help to build a positive attitude and assist us in accomplishing this goal.

Behavior Management

Our goal is to establish and maintain a behavior management system that will reinforce the following positive behaviors and maintain safety for all students:

- ☞ Respect Others
- ☞ Respect Property
- ☞ Be Prepared
- ☞ Be Responsible

If your student's behavior seriously violates their safety or the safety of any other student or staff member, he/she may be temporarily excluded from the program. In these circumstances, the parent or authorized adult will need to pick up their student within 30 minutes of notification.

Discipline

H & H staff expect participants to follow ACA school rules while participating in the after-school program. Failure to follow school rules may lead to dismissal from the program. The consequences are as follows:

1. Should inappropriate behavior occur, the concern will be discussed with the student, and a written warning will be given.
2. Should inappropriate behavior continue, a second written warning will be given, and parents will be notified.
3. Should inappropriate behavior continue, a third written warning will be given, and the student will be suspended for three days from H&H attendance and participation.
4. Continued behavior problems and violations of the student code of conduct, or any single egregious violation, may result in permanent dismissal, to be determined by the Campus Teacher Coordinator. **(Refunds will not be given.)** Parents may set up a meeting with the Campus Teacher Coordinator to discuss individual needs and concerns. We use a consistent, positive approach,

including redirection and always promoting self-discipline. Parents will be notified if there is a consistent behavior problem.

Student Pick-up and Drop-off

Students must check in daily with a staff member. Parents are required to come into the building to pick up their students. ***Note: All individuals authorized by the parent to pick up from the campus will also be authorized to pick up from H&H. Any updates or changes to who is authorized to pick up your student must be made through your parent portal account. In an urgent one-time situation, a guardian must communicate with the Campus Teacher Coordinator.** Staff will ask for and scan into the visitor management system, the picture ID of anyone who is not already in the visitor management system. **Persons not listed as authorized to pick up will not be allowed to check out a student.** All active Homework and Health students present for the program will be checked out through the visitor **management system** daily.

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Illness

It is in the best interest of your student and the other students if you keep your child at home when he or she is ill. Students with fever, diarrhea, or vomiting will not be admitted to the program. If a student becomes ill while in the program, the parent will be called immediately to pick them up. Parents will be notified regarding contagious illness. Students must be fever and symptom-free or on antibiotics for 24 hours before they will be readmitted to the program.

Medication/Medical Diagnosis/Allergies

In accordance with the state law, we will not dispense any medication to any student without advance written consent from the parent/guardian. Prescription medication may be given only to the student for whom it is prescribed. Over-the-counter medication must have the student's name clearly printed on the container. The parent must complete a Parent Permission to Administer Medication form. Please **see the school nurse** for this form. All medication must be in its original container. If these steps are not completed, medication will not be administered. If your student has a medical diagnosis or allergies, especially food allergies that require daily or emergent medical

care, parents must notify the Campus Teacher Coordinator of these diagnoses/allergies and procedures regarding treatment and care (epi-pen, insulin pump, medication, etc). We provide snacks daily as well as pizza parties to celebrate the end of the 9 weeks and the Campus Teacher Coordinator must be made aware if your student requires a special snack/meal.

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III. Tuition & Fees

Tuition

Tuition provides for a set number of classes per year, annualized over 10 payments, and cannot be adjusted for excused or unexcused absences. ***Make-up times will not be permitted. Payment is due prior to the first instructional hour of each month.*** Your student will not be allowed to attend the program starting the 1st day of the new month if your account has not been paid in full by the due date (last day of the previous month).

For full-time students, tuition is annualized based on nine equal payments for September through May (and 1 partial payment for August). These partial payments do not represent the number of days of service in that particular month, but rather the number of days of expected service over the full year (or remainder of year if late enrollment) divided by the total number of payments. Therefore, there is no expectation of pro-ration or discounts for days the service is not used. Please note that ACA strives to provide this service to parents at the lowest cost possible. Comparing weekly costs with area organizations, ACA's weekly cost (number of days service divided by 5 is about 34 weeks) remains well under the average weekly cost for area organizations that provide after-school care.

Full-Time Tuition: \$280 per student/per month due the last day of the month for the following month's tuition (sibling discounts available).

(fee chart at end of manual; Prompt payment of all tuition and fees is necessary for your student to remain enrolled in H&H)

****Exceptions***

Prorated Tuition: Students who enroll full-time, after the fifth H&H day of the month, will be offered a prorated invoice for their first month based on days of service provided. Note: this is for their first month of enrollment only (\$15 per day).

Payment

Invoices will be sent by the 15th of each month and will be due on the last day of each month for the following month's tuition. All payments must be ***made online with MX Merchant Solutions through the link on your monthly emailed invoice.*** Only credit cards will be accepted for Online Payments. Most families opt to pay monthly, however, semester or annual payments are possible if preferred. All payments are due online by the last day of the month. The payment is for the NEXT Month of services. (i.e. September payment is due by August 31st) Payment not received by the due date will incur a \$20 late fee, and your student(s) will not be allowed to attend until payment has been made. ***The only exception would be if payment arrangements are made with the Business Operations Support.***

Note on AutoPay: Parents can opt for autopay; however, in order to ensure the payment is drafted each month, parents must contact ***Business Operations Support*** to activate the autopay feature. MerchantSolutions provides an option on the parent view, but the autopay feature is not fully activated until ***Business Operations Support.*** is contacted and autopay is confirmed.

Business Operations Support: homeworkandhealth@acaedu.net / 817-987-1819

Late Pickup Fees

Children MUST be picked up promptly by 6:00 pm. Failure to comply could result in the termination of services. A Late Pickup Fee of \$10.00/child will be charged if a child is picked up during the first five minutes after closing time and another \$1.00/child for each additional minute after that (i.e. Child is picked up at 6:12, the charge would be \$17). An invoice will be emailed to the parent the following business day. That invoice must be paid prior to your student returning to the program. If payment is not made, parents MUST make alternative arrangements for their student's after-school care and the student will be immediately suspended from services. The Campus Teacher Coordinator will have the parent sign the late pickup doc and forward it to Business Operations Support.

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Business Operations Support: homeworkandhealth@acaedu.net / 817-987-1819

If more than 3 late pick-ups occur, your student's enrollment in the program may be terminated. In severe situations where late pickups go longer than 15 minutes, the family will forfeit their seat in the H&H program. We empathize with all of our ACA families and recognize that our staff must be able to depend on leaving at their designated time so that they can get ready for the regular school day the following day. Thank you for understanding.

Suspension/Termination of Services

If full tuition and late payment fees are not received by the end of the month for the following month's tuition, and payment arrangements are not made with Homework & Health Business Operations Support, a violation will be written and issued, and the student will be suspended from the program until tuition has been paid. After the third payment violation, your student's Homework & Health services will be suspended permanently.

Monthly Fees for 2026-2027

Full-time Students

Invoiced on the 15th of each month by email and due by the last day of each month via the provided link.

 **\$280 for one full-time student per month**

 **\$240 for each additional student**

***Additional discounts can be added for families with 4 or more students. Please contact Business Operations Support if you are enrolling 4 or more students.**

Late Monthly Payments Fees

See *Payment* section above

■ **\$20 per month**

Late Pick Up Fees

See *Late Pickup Fees* section above

■ **\$10.00/child will be charged if a child is picked up during the first five minutes after closing time and another \$1.00/child for each additional minute after the first five minutes.**