



ALETHEIA CHRISTIAN ACADEMY

ELEMENTARY SCHOOL AFTER SCHOOL CARE 2026-2027

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 Elementary School students (VPK-6th 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. If you are unable to pick up your middle school student, he/she may stay in after school care as a last resort. Please call the office for information on other families who live in your zip code, who may be willing to carpool with you as an alternative. If your middle school student **MUST** stay in after school care, please use the link at the bottom of this letter to register them.

Our After School staff is led by Nina Hamilton, grandmother of a student at ACA, and Ms. Maddigan Staples. We are thrilled to have them supervise our ASC program and care for your children.

Here are our policies and 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 have been sent to the after school care program, **even if your child is not registered for ASC. You will need to come to the ASC area to sign your child out and retrieve your child.**
- There will be a \$10 annual 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 \$300 per month for regular-attending families. There is no family maximum for occasionally-attending families.
 - Billing will be performed through our FACTS management system.



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- There will be a late fee of \$25 for any child 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.
- **Please pack a separate snack for your child for ASC.** For half days, please send in a snack and a lunch 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. Students will be located ROOMS 204 AND 206 in the middle school building, or on the playground.*** If they are in the classroom, you will enter the middle school building, and all children in the family will be called to you. If the children are on the playground, you can go directly to the elementary playground located on the side of the school. If they are located anywhere else, a sign will indicate where to go.
- **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.
- **Rules for ASC are the same as rules during the school day.** Students must be obedient and respectful, not sit on the top of desks or at teacher desks, keep their shoes on, be kind to other students, no physical hitting or shoving, etc. Students may receive discipline from the school for unacceptable behavior during after school care.
- *If you would like your child to watch a game that is taking place on campus, he/she must be picked up and taken to the game by the parent/guardian.*

Please remember that ASC is offered for working parents only. 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! If you have any questions, please feel free to email me at mwiggins@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://docs.google.com/forms/d/1oisJ2AkIE4-CIJyondVqUQQW16VF_HIQIQhBtpnR3Rc/edit

Sincerely,

Melanie Wiggins

Assistant Administrator