

## After School Care Policy

2022-2023

Holy Trinity Catholic School will provide an After School Care Program at all 3 campus locations. If you need After School Care (on a regular basis or even occasionally), please fill out the attached registration form and read over the Aftercare information and guidelines. Your child must return the completed registration form on the first day of school. **Please fill out an additional registration form if you have children attending more than one campus.**

### HTCS After School Care

For HTCS students in Pre-K3 — Grade 8

- Cost is \$4.00 an hour per student
- Begins on the first day of school, Wednesday, August 24, 2022
- Middle School: 2:17 - 5:30 PM    Elementary Campus: 2:30 — 5:30 PM
- Students must be picked up no later than 5:30. Late charges will apply after this time. Aftercare is offered on full school days only. It will not be offered on half days, early dismissals or in-service days.
- Students are permitted to bring a **prepackaged** snack and/or a drink to Aftercare as they are not provided by the school.
- Students are expected to follow the instructions and guidance of the supervising adults.
- All policies listed in the school handbook apply to the After School Care Program
- Billing for this service will be sent home in the family folders with your child on Thursdays. Payment will need to be returned in the family folder in a labeled envelope. **Please make all payments by check only— made out to Holy Trinity Catholic School. Cash will not be accepted.** Do not include other payments (lunch, tuition, etc.) in with your payment for Aftercare.
- Students are expected to work on completing their homework until 3:00 PM. Movies, outdoor play (weather permitting), and other games/activities are available for student use during Aftercare. School electronic devices will be available for student use.
- If you are in the Aftercare room after school you will be charged, waiting for sports, etc.
- Program is run by the HTCS Faculty.
- **We reserve the right to suspend services for our Aftercare Program for accounts that are 2 weeks delinquent.**
- **We reserve the right to hold your child's report card and suspend athletic participation for any delinquent or unpaid Aftercare bills.**
- Non-sufficient fund checks will be charged a \$40.00 fee.

### Afterschool Care Rates

**2022-2023**

Pick-up times: Altoona/Hollidaysburg Elementary Campus- 2:30 PM Dismissal

2:30 - 3:00 PM \_\_\_\_\_ \$2.00

3:00 - 3:30 PM \_\_\_\_\_ \$4.00

3:30 - 4:00 PM \_\_\_\_\_ \$6.00

4:00 - 4:30 PM \_\_\_\_\_ \$8.00

4:30 - 5:00 PM \_\_\_\_\_ \$10.00

5:00 - 5:30 PM \_\_\_\_\_ \$12.00

Pick-up times: Middle School -2:15 PM Dismissal

2:15 – 2:45 PM \_\_\_\_\_ \$2.00

2:45 - 3:15 PM \_\_\_\_\_ \$4.00

3:15- 3:45 PM \_\_\_\_\_ \$6.00

3:45 - 4:15 PM \_\_\_\_\_ \$8.00

4:15 — 4:45 PM \_\_\_\_\_ \$10.00

4:45 — 5:15 PM \_\_\_\_\_ \$12.00

5:15 - 5:30 PM \_\_\_\_\_ \$13.00

## **After School Care Parent Pick-Up Information**

**No one will be permitted to enter the building for Aftercare pick-up. Students will be brought to the door where they will be signed out by parents.**

**HTCS Middle School:** Use the doors that are located behind the school off Roselawn Avenue. The Aftercare room will be located in the 5<sup>th</sup> Grade classroom. There is a doorbell located next to the door.

School Phone: 942-7835

**HTCS Altoona Elementary Campus:** Use the single door that is located closest to the parking lot. Aftercare will take place in this room. There is a doorbell located next to the door.

School Phone: 381-7011

**HTCS Hollidaysburg Elementary:** The Aftercare classroom is now located downstairs. Aftercare pick up will be at the back of the school where there is a small porch. The entrance has a white walkway leading up to the door. There will be a buzzer located on the outside door.

School Phone: 695-6112

**Please note: The school's main entrance is not used for After School Care pickup. All doors are locked for the safety of the students.**

(OVER)

**Holy Trinity Catholic After School Care Registration**  
**2022-2023**

Circle the campus that your child attends:

Middle School

Altoona

Hollidaysburg

\* \*Please fill out a separate form if you have children at different campus locations.

Family Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent's Contact Information:**

**Name**

**Relationship to Child**

**Phone Number**

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(OVER)

List any other persons (beside parents) that will be responsible for pick-up or persons that can be contacted if parents cannot be reached.

**Name**

**Relationship to Child**

**Phone Number**

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List any information that may be important for us to know such as allergies or physical restrictions.

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