

RLS Tutoring, Inc.

After School Program



After School Program:

- Our multi-aged program is a nurturing enhanced environment.
- The main areas used will be the HCCS Library, Donovan Hall, and the outdoor areas in back.
- The gym may also be used when available.
- The program will offer many opportunities for:
 - Cooperative play
 - Homework time
 - Snack time
 - Learning in the context of themes throughout the year
 - Special events
 - Community outreach
 - Confirmation service hours

Days/Times Open:

- The After School Program will be open from 3:00 – 6:00 PM on all days that school is in session. (For days with early dismissal, the program will still be open until 6:00 PM)
- **There is no After School Care on the first and last day of school**
- There is no After School Care on days when the school is closed.

Pick-up Procedure:

- Parents should use the school front doors to pick up kids from the Library and Outdoor Area/Gym. Please use the stairs from the Narthex to access Donovan Hall, if the door is locked, please use the elevator in the Narthex.

- All students must be signed out by the adult picking them up and the time must also be accurately recorded.
- There is a late pick-up fee for children picked up after 6:00 PM. The fee is \$5.00 per minute. Late pick up fees must be paid for your child to continue participating in the extended day program.

Enrollment:

The After School Programs will be open to any student who is currently enrolled at Holy Cross Catholic School.

Fee Schedule:

Families who wish to participate in the before or after school care programs must pre-register their children. There is a \$25.00 non-refundable registration fee.

After School Care:

- \$7.00/hour for one child
- \$5.00/hour for second child
- \$3.00/hour for third child
- You will be billed by the hour after school regardless of whether your child stays the entire hour or not.
- Families will be billed a late fee of \$5.00 per minute after 6:00 PM. For your child(ren) to remain in the extended day program, these fees must be paid by the due date.

Director/Supervisor/Assistants:

The director, supervisor and assistants will be hired and supervised by RLS Tutoring, Inc. and will be secured based on the number of children enrolled in the program. All supervisors and their assistants will need to adhere to the diocesan standards of background checks, Protecting God's Children, and other staffing guidelines.