



*Holy Family Catholic Academy welcomes each child in Jesus' name, developing within its students a love for God, learning and others.*

Policy Handbook  
After-School Care Program  
2016-2017

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Holy Family Catholic Academy  
After-School Care Program  
Policies and Guidelines for Parents

**Mission:** To provide an after-school program that benefits the families and children of Holy Family Catholic Academy, through quality supervision and educational support.

### **Holy Family of Nazareth Parish Mission Statement**

"We the community of Holy Family of Nazareth Parish, are chosen as members of the Body of Christ, sent to witness His life, love and presence.

### **Holy Family Catholic Academy Mission Statement**

Holy Family Catholic Academy welcomes each child in Jesus' name, developing within its students a love for God, learning and others.

### **Our Mission Pledge**

As members of the Holy Family Catholic Academy community,  
we will -

- ✝ Love others as Jesus loves us,
- ✝ Learn so that we will become the people God created us to be, and
- ✝ Lead others to the love and family of Jesus Christ.

### **PHILOSOPHY**

Holy Family Catholic Academy endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Dallas.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Hours: The After-School Care Program runs from 3:30 until 6:00 p.m.

Fees: The fees will be published annually, and is based on the actual program costs of staff, materials, healthy snacks and facility usage. There is a registration fee and per diem cost. Families will be billed weekly. **Bills not paid within 2 weeks of issue will be considered past due, and may result in cessation of After-school Care eligibility for the family.** Cessation of services will occur for families with past due balances.

Eligibility to participate: The After-school Care Program is open to students currently enrolled in Holy Family Catholic Academy. Students must abide by the policies in place.

Registration: All families are required to fill out registration forms, including emergency contact information.

Program Structure:

Following school dismissal, students will be brought by teachers to the After-school Care classroom.

All students are signed in by the After-school Care employees.

Student picked up before 3:59 p.m. will have a reduced fee.

A nutritious snack will be provided at 4:10 p.m. (Please advise After-school Care personnel of food allergy concerns).

Following snack time, students will be provided with supervised homework time. For those students without homework, there will be a period of free play.

The last hour will allow for continued support with homework and the opportunity for structured play or educational play.

Students must be signed out by 6:00 p.m. Additional costs (at a higher rate) will be imposed for students present after 6:00 p.m.

When parents/guardians arrive, their child must begin to put away toys/games which they have been using then be transferred immediately to the supervision of their parents/guardians.

Parents are reminded that when they arrive, students are to be signed out and removed from the After-school area. Please do not engage After-school Care employees in conversations (other than those pertaining to your child's day in After-school) or distract them from their responsibility in supervising other students.

If a child is not signed out properly (e.g., the parent forgets to sign the sheet), an After-school Care employee will sign out with notation.

# Handbook Acknowledgement Form

We have read and discussed the 2016-2017 Holy Family Catholic Academy After-School Care Handbook. We understand that the policies are subject to revision, and any revisions will be issued in writing. We will support the policies of the school.

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Parent signature and date

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Student signature and date

Please print names & grade levels of children attending Holy Family:

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