



**Parent Handbook & School Policies
(The HIVE After School Program)**

2023-2024

**9400 Neenah Avenue
Austin, TX 78717
512-921-3643**



Mission Statement

Our philosophy is to develop the whole child by promoting social acceptance, emotional health, intellectual ability, and physical health. These needs are met through a fun and innovative program which provides children with opportunities regarding individual choice, group participation, skill development and recreational activities all within a safe, fun and Christian based environment.

Operating Hours/Late pick-up

Early drop off begins at 7:00am and care for afterschool school begins at 3:15pm. We currently service the children of Holy Family Catholic School and will pick up grades PreK through 8th.

We will also make pick up with regard to extra-curricular activities held after school on the Holy Family campus.

Dismissal is promptly at 6:00 p.m. Please be prompt in picking up your child. ***Parents who consistently arrive late (2 to three times or more a month) will be required to pay a \$15.00 late fee per incident up to 15 minutes, and each minute thereafter is charged \$1.00 per minute.*** However, we will make every effort to accommodate emergency situations (ie car accident, medical emergencies, etc.).

If someone else will be picking up your child, staff must be given proper ***written*** notice in advance. Please give 24 hour emailed notice if adding a person to your child's pick up list. We must include these persons on your child's registration form on file. ***All children must be checked out each day by the parent or guardian who is picking up and proper ID will be required for pick up.***

The HIVE After School Program follows the Holy Family Catholic School calendar for holidays and bad weather closings. We also follow the Holy Family calendar for staff development days as well as half-days. Half days are included with full time attendance. We may offer care, at an extra charge, for those needing it on staff development or conference days. *Based on demand for this service*

2023-2024 Holy Family Holiday Calendar

August 2023

14 First day of classes

September 2023

4 Student & Staff Holiday – Labor Day

15 Parent Teacher Conference NO SCHOOL

October 2023

9 In-service (no students)

20 Early Release

November 2023

20-24 Student & Staff Holiday (Thanksgiving)

December 2023

18-31 Student & Staff Holiday

January 2024

2 In-service (no students)

3 Beginning of third quarter

15 Student & Staff Holiday

February 2024

19 Student & Staff Holiday

March 2024

11-15 Student & Staff Holiday (Spring Break)

22 Early Release Parent Teacher conference

28 Early Release Holy Thursday

29 Easter Holiday

April 2024

1 Easter Holiday

19 Teacher In Service

May 2024

24 Last day of classes

Enrollment

The HIVE After School Program has daily limited enrollment:

This limit is to assure an appropriate child-staff ratio and licensing limits.
We do not practice discrimination in regard to race, color, sex, or religion.

Tuition/Fees/Enrollment/Withdrawals

A non-refundable registration fee is due each year at the time of registration. The fee is \$125.00 per child or \$175.00 per family. Tuition is due at the first class day of each month. **Vacation, holidays, or absences due to illness are not deductible from the tuition.**

Online payments are accepted via VENMO @fred-pirotina or your financial institution. The address for online payment via your bank is The HIVE After School Program PO Box 2876 Cedar Park TX 78630.

2023-2024 The HIVE After School Program Rates

Full Time Rate: \$300.00 per month per child

Full Time Rate after August registration: \$310.00 per child

Full Time Rate 2 or more children: 295.00 per month per child

Daily drop in rate: \$35.00 per day per child

Two or more days a week: \$30.00 per day per child

Half day drop in rate: \$50.00 per child

Early drop in rate: \$10 per day.

Registration fee: \$125 Individual

\$175 Family

Late Tuition and Withdrawal Procedure

Monthly Tuition is due the first class day of each month. A \$25.00 late fee will be added to your account if not received by the 10th day of the month. At the time of registration students are considered enrolled until the end of the session. **If enrollment is terminated, written notification is required 30 days prior and final month tuition is due.**

Illness

If your child becomes ill at after school care, parents will be notified to pick up their child. At that time your child will be separated from the other children. The following guidelines are set to protect your child and others from contagious illnesses. It is requested that children who demonstrate the following symptoms not be brought to school or after school:

- Evidence of a fresh cold
- Temperature of 99 degrees or higher. ***"Temperature below 99 degrees without fever reducing medication for 24 hours."***
- Sore or discharging eyes
- Discolored nasal discharge
- Upset stomach, vomiting, or diarrhea within the past 24 hours
- Rash or skin irritations of unknown origin

Since we are only at after school care for a short time, medications may not need to be administered to your child. If you do require your child to have a medication administered please see the Director for specific instructions and documentation of this procedure.

Who to call or email in special situations

If your child is ill or will not be attending the After School Program please **email** or **text** Mr. Fred at:

kdodirector@gmail.com / 512-921-3643

If you are running late to pick up or have an emergency situation please call Mr. Fred at 512-921-3643. ***TEXTS are also an option just make sure to identify yourself and your child. Ms. Alyson is also available as a secondary option at 512-921-0644***

Clothing

All children will be attending from Holy Family Catholic School and should remain in their school uniforms while attending after school care at BEE. If your child is going back to school for a sports activity and they need to change prior to returning to campus then they will be allowed to do so.

Snack time

Each day your child will be offered a healthy, pre-packaged snack option. ***PLEASE INFORM The HIVE After School Program IF YOUR CHILD HAS A FOOD ALLERGY OR SPECIAL DIETARY NEEDS.*** You are also welcome to send an “extra” snack along with your child to school that can be served at after care.

Daily Activities/Schedule

The HIVE After School Program will be following a daily schedule. We will help students with various homework assignments, spelling words, math facts, reading, etc. Our time after school will be structured somewhat as this:

- Upon Arrival at The HIVE place belongings in afterschool area in classroom
- Use the bathroom and wash hands
- Pray, eat snack, clean up
- Homework time (older classes) /academic review (younger children)
- Reading time 20 minutes daily (younger children reading activities/story)
- Free choice “table time” games, play dough, puzzles, etc.
- Outside time bases on weather conditions
- Craft time (art time, optional and varying weekly)

Toys/Personal Items

Toys and personal items should be kept in each child’s back pack while at after school care. During “free choice” time these items may be used. If a child has personal electronics for “homework” time those may be used during that time only. The HIVE After School Program is not responsible for lost, or broken personal items. Children should have all of their items labeled each day when coming to after school care.

Discipline

Teachers will explain the classroom rules and provide reminders as needed. Disciplinary action will be appropriate to the age of the child and misbehavior involved. *The HIVE After School Program will never use any type of corporal punishment.* Likewise, children will not be allowed to hurt each other. This includes actions such as; pushing, hitting, biting, kicking, etc. If a child continues to engage in this type of behavior he/she will be removed from the classroom. Discipline will involve direct eye contact from the teacher, verbal reprimands, time-out/cool down period and problem solving with the child and/or parent. A separate discipline guide will be distributed to each family regarding The HIVE After School Program discipline procedures.

Feedback/Suggestions

We welcome all comments, concerns, or suggestions from parents. Feel free to discuss these with the teachers or Director at anytime. Our doors are always open to parents. You are welcome to visit whenever you like. Thank you for sharing your child with us, we look forward to a fun-filled year, and we are so excited to offer this service to the families at Holy Family Catholic School.