

HARMONY STUDENT CARE



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Parent Policies & Procedures

The HARMONY STUDENT CARE (HSC) Program is happy to welcome you and your child/children to another exciting year of after school activities. The HSC is a student care service operating from 2:30 p.m. until 6:00 p.m. on regular school days. Please be sure to look over this handbook thoroughly.

We are pleased to have your child/children in HSC Program for another school year. The goal of our staff is to provide a safe, nurturing, learning environment for those students. Your child's well being, happiness, and safety are priorities to us at HSC. We look forward to a wonderful year!

Sincerely,
Patrick Roddey
Pastor of Harmony Baptist Church
pastorprod@gmail.com

Program Director: Kendra Anthony
After School Email: Harmonystudentcare@gmail.com
Telephone: 803-370-1488
Office Hours: 2:00 p.m. - 6:00 p.m.



Telephone number: 803-370-1488

(Answering machine will pick up any messages left outside of office hours)

Email address: Harmonystudentcare@gmail.com

(Be sure to include your child's name on the subject line of the email)

Contacting The Harmony Student Care Program

Email (preferred): Email messages will be checked daily.

Phone: Please note that our answering machine will pick up any messages left outside of office hours. Messages will be checked daily. Please only leave messages pertaining to HSC.

If alternative arrangements must be made for who picks up your child, HSC must be notified in writing prior to the pick up.

In person: When you come to pick up your child, you are welcome to speak to the Aftercare office staff in regards to a change in your attendance or pick-up.

Days of Operation

HSC will operate every school day beginning the first day of school. For further information as to school holidays and breaks, please refer to The Chester County School District calendar available on the school website. Summer camp start days may vary, please contact Kendra Anthony for dates.

Registration

Registration for the school year is now available. A place in HSC is guaranteed to the first forty (50) children to be registered.

To register please fill out an application in person at Harmony Baptist Church or online at www.harmony.church

Payment & Fee Schedule

After School care will be billed weekly.

The charges are per week charges with a reduction in the rate for each additional child.

Please contact Kendra Anthony for price at
Harmonystudentcare@gmail.com or via text is 803-370-1488.

Please return forms to the front desk or e-mail the forms to:

THERE WILL BE A \$25 LATE FEE ASSESSED TO ALL LATE PAYMENTS. A payment is considered late if received after the due date, which is every Friday.

There will be a \$35 fee assessed for every returned check.

Supervision and Student Pick Up

All children will be carefully supervised. Children will be released only to adults listed as “authorized to pick up” on the registration form. This includes parents. Authorized persons will sign the child out each day in the HSC office. **Please wait at the office door for your child to be dismissed. Do not enter building. Please have Identification ready.** We appreciate your patience while waiting for your child. If other arrangements for pick up are necessary, we require written notification. **For safety reasons, messages left on the voicemail will not be acceptable as notification regarding alternative arrangements. PLEASE KEEP YOUR REGISTRATION FORM UPDATED AT ALL TIMES!**

***Please note that we are unable to accommodate parents calling the office in advance of their arrival to pick up children.**

Please remember that your child must be signed out of the HSC office by a person authorized for pick up. No child will be allowed to leave without being signed out by a designated adult (age 18 or older).

Late Pick Up

Please call the aftercare office if you will be late picking up your child/children. A late fee will be charged to those parents whose child/children are not picked up by 6:00 p.m.

For every 15 minutes, there is a \$5.00 fee per child for first and second late pick up.

Discipline Procedures and Policies

The HSC staff is committed to providing a safe, positive, and structured environment for all children in the program. Although Harmony is a different setting than the regular school day, appropriate student behavior is still expected. Please review the following rules and consequences that will guide the after school program.

Rules:

1. Show respect at all times.
2. Move appropriately throughout campus during HSC hours.
3. Follow instructions set forth by school facilitators.
4. Refrain from damaging any church property.
5. Refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
6. Comply with any and all other regulations set forth by the HSC director.

Consequences:

First Offense – Warning

Second Offense – Visit with director and letter home to parents

Third Offense – Temporary suspension from HSC

Fourth Offense – Permanent dismissal from HSC

(Please note that the program workers are granted the authority to exercise good judgment and apply a greater or lesser consequence than those listed above.)

****We ask that you discuss the information listed above with your child. We appreciate your efforts and thank you for continued support in making appropriate behavior a priority for all children.**

