



# School Age Care K-8th Grade

## HOURS:

BEFORE SCHOOL: 7:00 AM-8:10 AM & AFTER SCHOOL: 2:45 PM-6:00 PM

## PHONE:

714-637-0887 ext. 210

## EMAIL:

hephathasac@hephatha.net

## ABOUT OUR PROGRAM:

School Age Care (SAC) is offered as a service to the families of students enrolled in grades Kindergarten through Eight at Hephatha Lutheran Church and School. Hephatha's SAC program offers a safe, fun, and Christ-centered program. All students are automatically enrolled in the SAC program upon enrollment at our school; this can be extremely helpful if you are held up in traffic, or during those days that school is closed, and you need childcare. We offer before and after school care, childcare on school closure full days and half days, and Thanksgiving and Easter Week. In order to protect students from the potential hazards of unsupervised play on school or church grounds, any child arriving early or remaining after school must participate in the SAC program. Mutual cooperation and consideration is vital to SAC's continued success in keeping our students safe, so please read this pamphlet in its entirety.

SAC thanks you for the privilege and opportunity of serving your family!

**ALL STUDENTS ATTENDING HEPHATHA ARE AUTOMATICALLY ENROLLED IN THE SAC PROGRAM; THERE IS NO SEPARATE REGISTRATION FEE. CHARGES ARE CALCULATED ACCORDING TO HOURS USED IN A MONTH, USING THE FORMULA BELOW, AND BY COMBINING HOURS USED BY SIBLINGS TO GIVE THE FAMILY THE LOWEST FEE POSSIBLE.**

### OPTION 1:

0-5 hour used/month: \$8.16/hr.

6-20 hours used/month: \$6.10/hr.

21-50 hours used/month: \$4.77/hr.

51+ hours used/month: \$3.92/hr.

SAC will be billed via FACTS on the 1st of each month and are due by the 10th.

Half days and full days are a separate charge.

### OPTION 2:

Monthly:

1st child is \$160/month

2nd child is \$106 /mo. (\$266 for two)

3rd child is \$60/mo. (\$326 for three)

A **monthly payment** can be made for no limits on attendance.

Half days and full days are a separate charge. Monthly payments are due on the 10th of the month.

## ADDITIONAL FULL DAY AND HALF DAY FEES:

In addition to regular SAC fees, the following are pre-paid reservation rates, required to reserve a spot in SAC for days when school is not in session. Reservations are due **no later than** Wednesday at 9:00 am prior to the SAC Half Day or Full Day being offered. These days are included in the Monthly payment options (unless otherwise specified). Monthly pre-pay not applicable to the months of August, December, March, June or July.

**THANKSGIVING WEEK SAC, SPRING BREAK SAC & SUMMER SAC ARE NOT INCLUDED W/ MONTHLY PRE PAY PAYMENT PLAN.**

### Full Day Rate:

**\$45** for first child, **\$40/2nd**, **\$35/3rd.**

### Short Day Rate:

**\$35** for first child, **\$30/2nd child**, **\$25/3rd.**

**ADDITIONAL DAYS WILL BE BILLED TO YOUR FACTS ACCOUNT AT THE BEGINNING OF THE FOLLOWING MONTH. PAYMENTS ARE NON-REFUNDABLE AND NOT TRANSFERABLE.**

The following procedures are set in place to ensure that Half-day & Full-day SAC is appropriately staffed for the safety of our students & staff.

- A sign-up form is required to be turned in for students to be registered for all half-days or full-days of SAC. Sign-up forms are available in the administration office, the School-Age Care room, in the Hephatha's Happenings, and on the Hephatha website.
- Pre-pay families are required to turn in a Half-day/Full-day sign-up form.
- It's not permitted for students to be dropped off without pre-registering on Full-day SAC.
- Students who are not signed-up for Half-day SAC will be walked to the office to call parents.

**IMPORTANT:**

**The following guidelines and your mutual cooperation and consideration are vital to SAC's continued success in keeping our kids safe. Please read these guidelines in their entirety:**

- Children are expected to sign-in to daycare if they are here anytime before 8:00 am, and anytime after 3:15. Any unsupervised children will be signed-in to SAC.
  - Email the Director for more information regarding SAC.
- A snack will be provided each day at 4:00 pm for your child, if they are signed-in to the SAC Program. *Please make sure that the School Office and SAC Staff are aware of any food allergies your child might have!*
- If your child chooses to bring items from home to the SAC Program, they will be responsible for keeping their items safe. It is important to remember that the SAC staff is not responsible for any lost or stolen items.
  - The SAC Staff is not responsible for any lost or stolen items.
- Afternoon SAC (2:45 pm—6:00 pm (Kinder) & 3:00—6:00 pm (1st—8th): If you do not sign your child out, you will be billed the full time between 2:45/3:00 pm and 6:00 pm.
- Students in 5th thru 8th grades are afforded the responsibility of signing themselves, and their younger siblings, in and out in morning and afternoon SAC.
- Please call the SAC staff as soon as you realize you might be late. Our cell phone number is (714) 743-7272. Please program this number into you cell phone.
- Please follow the SAC Program's Calendar on the website, so that you will be adequately prepared for SAC closure days, and SAC Full Day and Half Day sign-up dead-lines, which are typically due by 9 am on the Wednesday of the week of that closure day.
- A designee, other than parents or guardian, must come to the SAC program staff in the SAC room to sign their child in and out of the program. Staff may ask for identification, or take other reasonable precautions to protect your child.
  - All regular classroom and playground rules apply during SAC

