

Before and After School Program

2025/2026

Before and After Care (BAC) at HCS is a fun, comfortable and safe place for your child. Students using BAC will have the same behavioral expectations as they do during the school day. The After School Program will be staffed at a ratio of no more than 1:12. Students **PreK-8th** may use the BAC. **Spot Service** (come whenever needed), is also available.

Schedule

BAC services begin on the first day of school and only on days when school is in session. On early dismissal days, extended hours will be available.

Before School Care: 6:30 a.m. - 8:05 a.m. (K-8)

6:30 a.m. - 8:30 a.m. (Pre-K)

After School Care: 3:10 p.m. - 6:00 p.m. (K-8)

3:00 p.m. - 6:00 p.m. (Pre-K)

Activities

Your children will enjoy a variety of activities including: supervised recess outside or in the gym and a variety of other games. Students may choose to complete homework, but BAC staff will not provide tutoring. Snacks and water will be provided. Please list any food allergies alongside your child's information.

Pre-Registration

Families who intend to use BAC on a regular schedule or for more than 10 hours per year must complete a registration form and turn it in by the first week of school. There is a registration fee of \$30.00 per family.

Spot Service

Students are welcome to "drop in" to BAC on occasions when parents find it necessary to use the service. Emergencies, running late, special plans, etc. Please call the office and let us know! **Spot Service** students accumulating in excess of 10 hours in BAC will be billed the \$30.00 per family registration fee.

Early Drop OFF and Late Pick UP

Students arriving before 8:05 a.m. and remaining after 3:25 p.m. will be sent to BAC. Parents will be charged for childcare in ¼ hr. increments whether or not we have been notified. Students accumulating in excess of 10 hours of BAC time will be billed the \$30.00 per family registration fee.

Student Conduct

Students using BAC will have the same behavioral expectations as they do during the school day. Any incidents that occur in BAC will be reported to the Dean of Students and will follow the outlined consequences found under "Behavior Policies" in the HCS Parent-Student Handbook. Any incident that occurs in BAC will be communicated to the parent/guardian upon pick-up. Students with repeated offenses will no longer be allowed in BAC if deemed necessary by an HCS administrator.

Attendance

Children enrolled in grades PreK-8th are welcome. Children in PreK-5th grade must be signed in and out by a parent or guardian. Students in grades 6-8 may sign in and out on their own, however they will not be released without establishing eye contact with parents or guardians. After 6:00 p.m. the supervision fee will be \$1.00 per minute. Preschool children will need to bring an extra set of clothes (pants, shirt, socks, and underwear) in a zipper bag labeled with their name. These will be returned at the end of the year.

Technology

Students in grades 6-8th are allowed to use their school issued laptops during morning or afternoon BAC for homework purposes only. All other electronic devices should remain in a student’s backpack until they are picked up by their parent/guardian. Students inappropriately using technology while in BAC will be directed to put their device(s) away in their backpack until they are picked up and their parent/guardian will be notified of the inappropriate use.

Payment Policies

Payment must be made by the 25th of the month. A \$5.00 late fee will be assessed for schedules/payments made after this date. If a family falls more than one month behind in their payments, services will be suspended until payment is made.

Fees

The hourly rate for the 2025/26 school year is \$7.00. Charges will be assessed on the quarter hour.

For more information, please contact the HCS office. (219) 838-0356.

If you know, approximately how much will you use BAC? (this helps us plan but does not obligate you)

Pre-registration

I will be using BAC more than 10 hours during the 2025-2026 school year OR I plan on a regular schedule of use which I have described above. I understand that I will be billed \$7.00 per hour, per child (in ¼ hour increments) and that I will be billed a one-time per year, \$30 registration fee.

Signed, Parent or Guardian

Spot Service

Your child “dropped in” to BAC today! I have read this notice and understand that I will be billed \$7.00 per hour, per child (in ¼ hour increments) for the use of BAC. I understand that if our family exceeds 10 billable hours in BAC, we will be billed a \$30 registration fee.

Signed, Parent or Guardian

Early Drop off OR Late Pick up

Your child was escorted to BAC today because they were dropped off early or left late! Before 8:15 a.m. and after 3:25 p.m., BAC is the only supervision option available at HCS. In the interest of student safety, and in accordance with State and Federal law, we are not permitted to leave unsupervised children on the premises. I have read this notice and understand that I will be billed \$7.00 per hour, per child (in ¼ hour increments) for the use of BAC when they are dropped off early or picked up late. I understand that when our family exceeds 10 billable hours in BAC, we will be billed a \$30 registration fee.

Signed, Parent or Guardian

Child(ren)'s Information

Child's Full Name _____
Goes By _____ Grade _____
Known Allergies, Health Concerns & Important Medication (EpiPens, insulin,
etc): _____

Are they involved in any extracurricular activities?

Child's Full Name _____
Goes By _____ Grade _____
Known Allergies, Health Concerns & Important Medication (EpiPens, insulin,
etc): _____

Are they involved in any extracurricular activities?

Child's Full Name _____
Goes By _____ Grade _____
Known Allergies, Health Concerns & Important Medication (EpiPens, insulin,
etc): _____

Are they involved in any extracurricular activities?

Child's Full Name _____
Goes By _____ Grade _____
Known Allergies, Health Concerns & Important Medication (EpiPens, insulin,
etc): _____

Are they involved in any extracurricular activities?

BAC Emergency Contact

Parent Name: _____

Home Address _____

Telephone _____ **Secondary Number** _____

Who is Authorized to pick up your child(ren)?

Name	Relationship	Best Contact Phone Number
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____

Full name and relation of those authorized to pick-up (if someone outside of those listed here will be picking up your Child(ren) please provide a note to let the office or BAC staff know ahead of time). BAC will not authorize any rideshare services (uber, lift, etc.) to pick up children. In any case, children will not be released to anyone other than authorized pickup, parent, or listed contact.

Name	Relationship
Emergency Contact #1 _____ / _____	
Work _____ Cell _____ Home _____	
Emergency Contact #2 _____ / _____	
Work _____ Cell _____ Home _____	
Emergency Contact #3 _____ / _____	
Work _____ Cell _____ Home _____	