



Holy Apostles

CATHOLIC PARISH AND SCHOOL

2024-2025 Extended Care Programs

Before School Care

Kids Connection (After School Care)

3K Lunch Fun/Wrap Around Care

extendedcare@hanb.org

Extended Care Phone # (7am-8am/3pm-6pm):

262-786-4086

Mission:

Holy Apostles Catholic School embraces our mission by creating a compassionate atmosphere which promotes faith, knowledge and service. We recognize that our Extended Care is meant to continue to serve our parents and children within a Christian setting, thus, giving our school community the experience of a safe, productive, and responsible child-care program.

Our Extended Care Services:

Before School Care: (7:00 a.m. – 8:05 a.m.)

Before school care will provide “quiet time” for the children to study, read, eat breakfast, or quietly chat with friends. An educational video or quiet music will be played. Running or wild playing will not be permitted. Children can bring their breakfast. We ask that ALL items are nut-free and easy for your child to eat. BSC is a “drop-in” service, once registered/annual fee is paid. No schedule is necessary.

Fees: No registration fee. Annual fee of \$175/child for unlimited use, drop-in fee is \$5/child per day. Upon receiving the registration form, an invoice will be entered in your Brightwheel account for you to pay via credit card or bank account. If you do not have a Brightwheel account, one will be opened for you and you will receive an invitation via email. If you prefer to pay via check, please attach payment to the registration (payable to Holy Apostles School). If the per-child annual fee is a hardship, please contact the principal to set us a payment plan.

Registration form must be received by June 4th to be eligible for services for the next school year. We understand that schedules change, therefore we do permit late registrations if space is available. Forms are available online <http://www.hanbschool.org/> under Parent Resources.

Scheduling: For Before School Care no schedules are required as it is a drop-in service. If an emergency arises and you need to use the Before School Care service, a \$5/per child drop-in fee will be charged.

Kids Connection (also known as After School Care): (3:15-6:00 p.m.)

Kids Connection exists for all registered children at the close of the school day. All students will be provided a snack and will have time for outside or inside play. Our younger students will be offered additional structured activities while students in grades 3-8 are offered a supervised silent study time. This study time is a choice made with student, parents, and staff. We acknowledge each child has their own needs. Extended Care Staff are not responsible if homework is not completed. This is the responsibility of the student.

Registration Fees for Kids Connection:

One child \$25.00 per year

Two children \$40.00 per year

Three or more children \$50.00 per year

Registration form must be received by June 4th to be eligible for services for the next school year. Upon receiving the registration form, an invoice will be entered in your Brightwheel account for you to pay via credit card or bank account. If you do not have a Brightwheel account, one will be opened for you and you will receive an invitation via email. If you prefer to pay via check, please attach payment to the registration form (payable to Holy Apostles School). We understand that schedules change, therefore we do permit late registrations if space is available. Registration forms are available online at <http://www.hanbschool.org/> under Parent Resources.

Usage Fees:

- \$7 per hour (3:15-6 p.m.). Hourly fees are based on actual time used. Any portion of an hour is counted as $\frac{1}{4}$ hour.
- Late Pick Up - \$1 per every minute after 6:00 p.m.

The Kids Connection Program will provide a snack for all students. If your child tends to get hungry or is staying late, please send additional snacks.

We ask that ALL snacks are nut-free and easy for your child to eat.

Scheduling: All Wrap Around Care and After School Care schedules are due by 12:00 pm on the Thursday before the week of services to be received. In the case of shortened weeks, the schedule is due by 12:00 pm on the second to last day of school in the week prior. If your schedule is received late, your child may not be able to receive care for that week.

3K Lunch Fun: (11:15 a.m.-12:15 p.m.)

3K Lunch Fun is offered from the end of class until 12:15 p.m. Lunch Fun is unlimited after registered and annual fee is paid. Students will eat their lunches in the 3K classroom. Each child is asked to bring a cold lunch/drink. We ask that you send food that is easy for your child to eat.

Fees: No registration fee. Annual fee for **3 Day program of \$150/child** for unlimited use. Annual fee for **5 Day program of \$175/child** for unlimited use. Upon receiving the registration form, an invoice will be entered in your Brightwheel account for you to pay via credit card or bank account. If you do not have a Brightwheel account, one will be opened for you and you will receive an invitation via email. If you prefer to pay via check, please attach payment to this form (payable to Holy Apostles School).

Registration form should be completed by June 4th. We understand that 3K families may be new to the Holy Apostles School Family, therefore we do allow registrations at the beginning of the school year. Forms are available online <http://www.hanbschool.org/> under Parent Resources.

Scheduling: 3K Lunch Fun is scheduled in advance with the teacher. A set schedule is preferred, but staff can accommodate changes by sending a note from home/email.

3K Wrap Around Care (12:15 p.m.- 3:15 p.m.)

Wrap Care begins at 12:15 p.m. At 3:15 p.m., children are parent pick up or may transition to our After School Care program. Wrap Care is a flat daily fee for usage. Weekly scheduling is required.

Fees: No registration fee. Flat Fee - \$21 per day (12:15-3:15 p.m.)

Registration form should be completed by June 4th. We understand that 3K families may be new to the Holy Apostles School Family, therefore we do allow registrations at the beginning of the school year. Forms are available online <http://www.hanbschool.org/> under Parent Resources.

Scheduling: All Wrap Around Care and After School Care schedules are due by 12:00 pm on the Thursday before the week of services to be received. In the case of shortened weeks, the schedule is due by 12:00 pm on the second to last day of school in the week prior. If your schedule is received late, your child may not be able to receive care for that week.

Policies:

- All children enrolled at Holy Apostles School are eligible for the services provided by our Extended Care programs-Before School and After School. All children enrolled in our 3K classes are eligible for the services provided by our Lunch Fun/Wrap Around Care program.
- As an extension of the school, all policies and expectations outlined in the Parent and Student Handbook will be upheld by all Extended Care Teams.
- The Extended Care Teams will not permit access to the building for parents or students to gather forgotten homework, supplies or personal items. Please do not ask them for access.
- When picking up a child from After School Care, please make face time with one of the team members in addition to following check out procedures.
- The Extended Care Programs are under the direction of the school principal. The programs will be operated by persons employed by Holy Apostles Parish and under the direct supervision of the school principal.
- Administration reserves the right to amend any policies, guidelines, or pricing.

Kids Connection/3K Wrap Care Scheduling Tools:

Helpful scheduling tools are found under Parent Resources at <http://www.hanbschool.org/>. Schedules can be submitted using these tools or in written format. They should be sent to extendedcare@hanb.org or a hard copy sent to the office. Please remember the 12:00pm Thursday deadline.

Scheduling is done yearly, monthly, or weekly. The schedule holds your child's space in 3K Wrap Around Care and/or After School Care each week. This allows flexibility to serve all families should the need arise. If the schedule is not received on time, the team will determine that no care is needed. Unscheduled space cannot be guaranteed.

Billing:

Wrap Around Care and Kids Connection billing is done through Brightwheel. The monthly invoices are divided into 2-week periods per child and per service. The invoice will be emailed (from Brightwheel) the first week of the month. Payments can be made electronically, or you can set up automatic payments for your convenience. If paying by check (payable to Holy Apostles School) or cash, please turn into the main school office. If paying by check, please only include Extended Care invoices. **Do not include any other payments on this check.**

Before School care and 3K Lunch Fun are unlimited and annual billing is done through Brightwheel. The invoice will be emailed (from Brightwheel) after their registration form is received. Payments can be made electronically, or you can set up automatic payments for your convenience. If paying by check (payable to Holy Apostles School) or cash, please turn into the main school office. If paying by check, please only include Extended Care invoices.

No monthly billing required. If the per-child annual fee is a hardship, please contact the principal to set us a payment plan.

Vacation/Absences:

If your child becomes ill during their time in any Extended Care Programs, parents will be notified as is standard protocol with the school. If you have kept your child home, please make sure to contact the After School Care team in addition to the school office. If a child is home sick from school, they may not be dropped off for our After School Care program later in the day.

If you find yourself sending an email to your child's teacher and the school office regarding vacation or absence, please copy extendedcare@hanb.org.

Changes in Schedule:

If a change needs to be made to your planned Kids Connection schedule, please contact the Kids Connection team as soon as possible. If your child will not be in Kids Connection or will be arriving late due to other extracurricular activities, please alert the team via note or email as to when they will join in.

This is for your child's safety.

Contact Us:

Extended Care Teams

3875 S. 159th St.

New Berlin, WI 53151

School Phone: 262-786-7331

Extended Care Phone # (7am-8am/3pm-6pm): 262-786-4086

Email: extendedcare@hanb.org

Website: <http://www.hanbschool.org/>