

## Important:

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**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.
- Children are not expected to arrive early or stay after school unless involved in a scheduled activity. Students who leave school at the regular dismissal time are not to return, except for scheduled activities at the church or school.
- School Age Care personnel can give you more information regarding SAC-sponsored opportunities, such as Homework Club.
- 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.
- Children signed into SAC will be escorted by the SAC Staff when participating in extra-curricular/co-curricular activities, or before or after school fundraisers, ex.: Donut Fridays.

## Important, Cont'd.:

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- The SAC Staff is not responsible for any lost or stolen items.
- The billing, hours, and fees portions of this pamphlet will be strictly enforced. These guidelines are put in place for the overall safety and well-being of your child, the SAC Staff, and children attending the SAC Program.
- Please call the SAC Staff as soon as you realize you might be late. Our cell phone number is on the front of this handbook: (714) 743-7272. Please program this number into your 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 deadlines, which are typically due by 9am on the Wednesday of the week of that closure day.
- All regular classroom and playground rules apply during SAC.
- Parents or their designee 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.
- Your family will be given up to 3 codes for each designee on your child's Emergency Form. There will be a fee of \$15.00 per each additional code requested.
- Children may not loiter after school—they must wait at their designated pick-up point.



## School Age Care K-8th Grade

**Hours:** 7:00am-8:15am  
2:45pm-6:00pm

**Contact Info:**

**Cell:** (714) 743-7272

**Office:** (714) 637-0887, x213

**Email:** [hephathasac@hephatha.net](mailto: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.

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, Homework Club, childcare on school closure full days and half days, and Thanksgiving and Easter Week.

Hephatha's SAC program offers a safe, fun, and Christ-centered program, centered around

### **H.L.S.:**

**H**onor

**L**ead

**S**erve through the Faith

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!

School Age Care Contact Information:

**Cell:** (714) 743-7272

**Office:** (714) 637-0887, x213

**Email:** hephathasac@hephatha.net

## Hours:

**SAC's morning hours** are from 7:00 am until 8:15 am. SAC will not bill for any time between 8:05 and 8:15 am. SAC staff will walk the students to their grade's designated pick up table at 8:05. Teachers will pick up their students at 8:15 am, and walk them to class.

Kindergarten: 2:45pm - 6:00pm (billing begins at 3:00 pm)

Grades 1st-8th: 3:00 pm - 6:00 pm (billing begins at 3:15 pm)

**A late charge of \$1/minute, per child, payable to the closing staff upon your arrival, will be required if your child is picked-up after 6:00 pm. Please be prepared to meet this obligation if you are late.**

**Payments and account credits are non-refundable and not transferrable.**

### **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 8:30am prior to the SAC Half Day or Full Day being offered.

**Full Day Rate (7 or more hours):**

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

**Short Day Rate (less than 7 hours):**

**\$25 for first child, \$20/2nd child, \$15/3rd.**



Take Charge of Your Child's Education.  
"Be Opened" to More!

**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.**

<b>Option 1:</b>	0-5 hour used/month: \$7.70/hr. 6-20 hours used/month: \$5.75/hr. 21-50 hours used/month: \$4.50 hr. 51+ hours used/month: \$3.70/hr.
	<i>Bills will be sent via email on the 1st of each month and are due by the 15th. Payments will be considered late if they are not paid by the 20th of the same month with a \$25 late fee charged to your bill. Half days and full days are a separate charge.</i>
<b>Option 2:</b>	<b>Monthly:</b> 1st child is \$150/month 2nd child is \$100 /mo. (\$250 for two) 3rd child is \$50/mo. (\$300 for three)
	<b>Yearly:</b> 1st child is \$1,500/year 2nd child is \$1,000/yr. (\$2,500 for two) 3rd child is \$500/yr. (\$3,000 for three)
	<i>A <b>monthly payment</b> can be made for no limits on attendance. Half days and full days are a separate charge. Monthly payments are due on the 15th of the month.</i>
	<i>A <b>yearly payment</b> can be made for no limits on attendance. Half days and full days are a separate charge. The yearly payment will be due on August 15th of each year.</i>
	<b>* Payments not made by the 20th of the month will be subject to a \$20 late fee, and enforcement of 'Late Payment Policies and Procedures'. A \$20 fee will be assessed for any returned checks.</b>