

Hockinson Community Education After Adventures

APPLICATION PROCESS

To keep our program running we will need a minimum of 15 committed Hockinson students signed up each week-day. New applications will be accepted throughout the school year and approved if space is available. Confirmation of your registration is required before your child may attend the program. A \$25.00 non-refundable deposit is due at the time of registration.

HOURS OF OPERATION

The After School program is open all scheduled school days. Monday, Tuesday, Thursday & Fridays from 2:15 pm - 6:00 pm. Wednesdays 1:15 pm - 6:00 pm. We will start at 11:15 am on 3 hour early release days. **If there is no school there will be no After School Program.** Students must be picked up no later than 6:00 pm. Any time after 6:00 pm that your child is not picked up a late fee of \$1.00 per minute will be charged, and is payable when picking up your child. Please be sure emergency contact names and phone numbers are up-to-date. If there are several incidents of late pickup your family will lose the privilege of being part of the After School Program.

FEES

\$5.40 per hour and \$4.70 per hour for each additional sibling attending on the same day. Charges are assessed to the half-hour after a one-hour minimum. No drop-ins will be allowed at this time.

PROGRAM DETAILS

Our After School program will be held at the Elementary Schools in gyms, commons, classrooms and outside play areas. We will offer a variety of activities, including but not limited to: homework time, game time, story time, outside activities, gym activities, arts and sciences. We will also offer a quiet place for students needing down time. Students will be given a nutritious snack each day, which is included in the fees. The program atmosphere will be structured but relaxed.

INCLEMENT WEATHER

If Hockinson schools are closed during the day due to inclement weather or another emergency, no After School Program will be held. If schools are open during the day and weather conditions worsen and children are sent home early all After School Programs are canceled for that day. Please make sure to have arrangements for the care of your child on emergency early closure days. We will leave an outgoing message on our office voicemail (360-448-6480); call for confirmation.

CHILD ABSENT FROM SCHOOL/PROGRAM

If your child is absent from school and is scheduled in the After School Program that day, please call us at 360-448-6480 and let us know. If your child will not be attending a regularly scheduled day in the After School Program you will be charged if we do not receive a call 24 hours in advance.

SAFETY

To ensure the safety of all children we are requiring the person designated to pick your child up sign your child out each time they attend the After School Program. If a person comes to pickup your child and they are not designated on your child's registration form we will not allow your child be released to that person. It is important to list any person who may pick your child up on the application. We want to make sure that all children scheduled in the program be accounted for. We will have one staff member present for every 15 students.



PAYMENT

Notices will be placed in your child's folder on the 1st and 15th of each month. If payment is not received within 5 working days of notice dates a late charge of \$10.00 will added to the bill unless prior arrangements have been made. A fee of \$25 will be charged for any returned (NSF) checks.

DISCIPLINE

Behavior expectations are the same as when students are in classrooms and the playground. We expect students to be respectful of staff, other students and school property. If we have a student that is disruptive and disrespectful parents will be notified and a conference will be arranged. We reserve the right to refuse service to children who break established guidelines and limits and to children who disregard the safety of the staff and other children in this program.

CANCELLATIONS

If your child will no longer be in the program, we require a one week cancellation notice or you will be charged for that time.

**Questions regarding the After
School Program contact:**

Janet Hawkins
Hockinson Community Education

360-448-6480
E-mail: janet.hawkins@hocksd.org

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C O M M U N I T Y
E D U C A T I O N
A F T E R S C H O O L
A D V E N T U R E S

WELCOME!



Website:
www.hock.sd.org
community/community_education



HOCKINSON COMMUNITY EDUCATION

AFTER SCHOOL ADVENTURES INFORMATION



*For Students
Kindergarten - 5 Grade*

Hockinson Community Education

17912 NE 159th Street
Brush Prairie, WA 98606

Phone: 360-448-6480

Fax: 360-448-6409

www.hocksd.org