



the program but remain at the school after carpool is finished (around 3:30) will be signed in to Aviat Care.

**Unregistered families will be charged a \$3.00 walk-in fee and after 15 minutes are charged the unregistered hourly rate.**

### **Sign-out Procedures**

Until our staff is familiar with you or with your designated driver, we will require a valid driver's license or picture ID. We cannot release your child to anyone not listed on your registration form unless we receive this change in writing and that person produces a picture ID. If you must make a change after the school day has begun, you may fax the note to 540-286-1625.

### **Billing**

Statements will be sent to all families monthly through the ProCare App. Billing is paperless and invoices will be sent to the email that is on file in the office. Payment is due following receipt of the statement by the 15<sup>th</sup> of the month. A \$10 late fee will be added to any bill that is 60 days past due. A \$25 fee will be added monthly to any bill that is in excess of 90 days.

*Always retain your bi-weekly statements as we do not send out year-end statements since our program is not based on the calendar year.*

### **Medication**

Holy Cross Academy has a nurse on staff from 8:30AM to 3PM. If your child needs any medications, please arrange that they are taken while the nurse is on duty. If this will not work, please contact the director.

### **Injuries and Illnesses**

If your child becomes sick or is injured, we will contact you immediately and will ask that you pick up your child as soon as possible.

### **Unscheduled Early Dismissals**

In the case of serious inclement weather or any other unscheduled early dismissal from school, we ask that you pick up your child as soon as possible, within an hour of the early dismissal. It may be necessary to have a local emergency contact if you will not be able to come to the school immediately.

### **After-School Activities**

Students who are participating in athletics or other school activities may remain in Aviat Care until the activity begins. Parents will have to arrange with the coach or activity supervisor to sign their child in and out of Aviat Care. Students may not be unsupervised at any time.

### **Contacting Us**

If you have any questions or concerns, please email our director, Mr. Michael Klupenger, or call and leave a message on our Aviat Care phone line, 540-216-4294. When the program is not in session, the voicemail will be on.

*We are looking forward to another wonderful school year and a great Aviat Care program!*