



PARENT HANDBOOK

-After School-

Mission

Through nature inspired experiences, impactful teachers, and the opportunity to try new things, Haverty Hollow creates an opportunity for each child to discover the world around them and their place in it while promoting curiosity, creativity, and community.

AFTERSCHOOL SUMMARY

We are excited to kick off another year with PreK-5th graders! The program is open August 1, 2024 - May 29, 2025, from 2:30-6:00pm each day. We offer Full Time, and Part Time and Drop In options. **We offer transportation from Morris Brandon, Warren T Jackson, E. Rivers and Buckhead Prep.**

We offer Snack, Plenty of outside time, Homework help and activity choices. Our activities range from Sports, Science and Drama to Nature, Dance and community service!

Our After School will have a home like feel as we keep the program to 45 kiddos allowing us to really get to know our families and kiddos. With a hands-on Director and 1 teacher to 15 children ratio, we can individualize the experience your kiddo will have.

ENROLLMENT

We have continuous enrollment throughout the year based on first come first serve.

Children must be in grades PreK -3rd grades and attend Morris Brandon, Jackson, E. Rivers or Buckhead prep to be picked up by us. If you attend a different school but can drive your child to Haverty Hollow please reach out to make arrangements.

To apply, simply fill out the Online Application for Enrollment and we will be in touch within one business day to discuss next steps.

Once we have spoken with you and confirmed we have space for your kiddo for the requested schedule we send you an email invite where you will be invited to fill out the registration form and select start date.

Call or Text: 404.233.1691 | Email: havertyhollow@gmail.com

ANNUAL SCHEDULE & BEAK CAMP

We operate using the Atlanta Public School Calendar.
For SY 24/25 Our first day to pick up is August 1. Last Day is May 29.

Tuition for After School does not include care during Break Camp Days, **even if your child's school is open during breaks**. You sign up for those online separately.

When School is out, we Offer Break Camps for PK-5th Grades!

*Please note these are not included in Afterschool Tuition and must be signed up for separately.

Labor Day | Sept 2 | Closed
Fall Break | Oct 14-18 | OPEN
Election Day | Nov 5 | OPEN
Thanksgiving Break | Nov 25-27 | OPEN
Thanksgiving Day/Friday | Nov 28-29 | Closed
Holiday Break | Dec 23-27 and Dec 30-Jan 3 | OPEN
Half Days (8-2:30) | Dec 24 & Dec 31 | OPEN
Holiday Break | Dec 25 | Closed
New Years Day | Jan 1 | Closed
Teacher Planning Day | Jan 2 | OPEN
MLK DAY | Jan 20 | OPEN
Winter Break | Feb 17-21 | OPEN
Teacher Planning Day | Mar 17 | OPEN
Spring Break | April 7-11 | OPEN
Memorial Day Break | May 27-30 | OPEN
Memorial Day | May 26 | Closed
Frog Hollow 2025 | June 2-July 25 | OPEN

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A-Z Policies & Procedures

Absent Student Notification Policy:

Please notify the Director as soon as possible if your child will be absent – due to illness or any other reason.

Appropriate Behavior:

The safety and interests of your children is our primary concern. Teachers will use positive reinforcement and guidance techniques for desired behaviors. If any student has frequented behavior problems that are deemed unsafe or inappropriate the Director will communicate this with the parents. If these behaviors continue the child will be dismissed from the program. Haverty Hollow reserves the right to dismiss without prior incident if other children or staff are put at risk.

Attendance Policy:

All students must be registered with Haverty Hollow. Paperwork, including immunizations, must be completed and fees paid. Registered students are eligible to attend any day school is open. Sick children may not remain in the program and must be picked up promptly.

Cancellation Policy:

After school - please notify via email or in person if you need to cancel your child's consistent schedule for the after school program at least **10 days before the new month**.

Camps - There are **no refunds** or make up days for days missed during camps. If you need to cancel, please do so two weeks before the start date.

Cell Phone Policy:

NO CELL PHONE USE WHEN PICKING UP YOUR CHILD. Thank you in advance for your cooperation.

Child Abuse Policy:

Haverty Hollow's **primary** concern is the safety and well-being of the children. See Law Below:

Childcare and day care personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.

Conflict Resolution:

Students enrolled in Haverty Hollow will experience situations with other students. Anytime there is a conflict physical, verbal or otherwise we will take steps to rectify the situation as best we can. Every situation is different, and we will use redirection, peer resolution, discussion, removal of privileges at Haverty Hollow and parent meetings to work on resolving things that come up.

Date & Times – After School:

After school is open from 2:30pm-6:00pm from August 1, 2023- May 24, 2024. Haverty Hollow follows the Atlanta Public Schools calendar and weather closures.

A-Z Policies & Procedures

Dress Code/Clothes:

Your child should be sent to school wearing clothes that can get messy. Additionally keep in mind the weather each day as we spend so much time outside it is important to dress appropriately for outdoors in every season. All items should be labeled with your child's names.

Electronics:

There are no Electronics allowed. Any toys or electronics brought to Haverty Hollow are not the responsibility of Haverty Hollow's.

Emails:

We limit our emails, but you will receive them for quarterly updates, emergency situations, and invoices. Parents are responsible for opening and knowing the information in the emails.

Emergency Plans:

We have well thought out Emergency Plans and they are available for viewing at the daycare. This includes Fire, Weather, Bomb, Intruder etc.

Enrollment:

We welcome all children from grades PreK- 5th to join us in our mixed age program.

Illness and Communicable disease:

Attendance of an ill child with communicable diseases such as conjunctivitis (pink eye), head lice, scabies, ring worm, chicken pox, diarrhea, fever, vomiting, Strep Throat, COVID 19, Pin worms, Green runny noses etc. will not be permitted. Parents will receive written notification when a communicable disease has been introduced into the program.

It is the parents' responsibility to notify Haverty Hollow of any communicable disease their child has and may have brought to our program otherwise we are required to report any suspected case of notifiable Communicable disease to the local county Health Department.

Immunization:

We are required by law to have a copy of a childcare immunization certificate or a exemption affidavit within 30 days of your child enrolling.

Late Pick Up Policy

Students must be picked up no later than 6:15. Late fee is \$5+ \$1/minute any time post 6:15pm.

Meals:

We serve prepackaged afternoon snack.

A-Z Policies & Procedures

Medical Policy:

You must authorize Haverty Hollow employees to administer first aid and CPR to your child. If you cannot be reached, you authorize Haverty Hollow and its employees to authorize transportation of your child to Children's Healthcare Emergency Room. You must grant consent for the hospital and its medical staff to provide your child with emergency medical treatment when a physician deems necessary. **You must agree to accept financial responsibility for all medical expenses incurred.**

MEDICATION:

We do not administer medications without prescription. If you have a prescription, you must fill out a medicine Authorization form and provide prescription document.

Notices and important Information:

There will always be a posted copy of the Haverty Hollow license, a copy of the rules, the monthly Calendar, and all other important information on a bulletin board by the main entrance.

Parents Behavior:

We ask parents to follow rules. This includes being respectful to teachers, families, and other children. All policies must be followed. Haverty Hollow maintains the right to discontinue care to a student based on parent or authorized pick-up behavior.

Parent Communication:

We primarily communicate with parents via email and phone. We keep parents up to date with any upcoming break camps, pertinent announcements or emergencies, and any other updates about our programming. We will always give daily report at pick up and make sure parents know our schedule each day. We encourage parents to reach out at any time!

Parents Welcome:

Parents are welcomed to observe and interact as well as join us in any area that is utilized by children. We would also like to invite parents to feel welcomed to participate and volunteer in any activities or special events we take part in. We always welcome any questions or concerns as well as feedback from our parents and would be happy to provide parents with progress reports for their children.

PHOTO/VIDEO POLICY:

Periodically, Haverty Hollow produces brochures, newsletters and web pages in which we like to include photos of the students who attend Haverty Hollow and Frog Hollow. Upon enrollment, we will need your preference of consent or no consent to use photos of your child in our publishing.

A-Z Policies & Procedures

Pick-up and Escort Policy:

An authorized adult **MUST** sign out your child(ren) by 6:15pm. Once your children are signed out, they must remain with the adult until escorted out of the building.

Refusal of Care:

Haverty Hollow reserves the right to discontinue care to any student enrolled in the program at any time for any reason in any of its employment practices, educational programs, services, or activities, other than based on race, color, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation.

Transportation: We provide routine transportation pick up from local elementary schools. All parents must sign agreement and provide emergency medical information in order to utilize this service.

Updated Information Policy:

Parents are responsible for updating Haverty Hollow on any significant changes as they occur in the enrollment information. (I.e. Phone numbers, address, emergency contacts, pickup list etc.).

Weather Policy:

On days when Atlanta public school is closed due to inclement weather such as tornados, snow etc. Haverty Hollow will be closed. It is the guardian's responsibility to be aware of early dismissal and school closings. No reimbursement will be issued for these days. In the case of an emergency or severe weather during Haverty Hollow, we will follow procedure and get to a safe place in the building.

Tuition

Application Fee: There is \$40 per child nonrefundable application fee for all new families.

Tuition

Full Time Tuition:

1st Child: \$2520 per semester | **Additional Siblings** \$2270

We offer a 5-month Fixed rate of \$504/month for the 1st child, \$454 for additional siblings

Part Time (Set Specific Days) | Four Days/Week:

1st Child: \$2225 per semester | **Additional Siblings** \$2000

We offer a 5-month Fixed rate of \$445/month for the 1st child, \$400 for additional siblings

Part Time (Set Specific Days) | Three Days/Week:

1st Child: \$1675 per semester | **Additional Siblings** \$1500

We offer a 5-month Fixed rate of \$335/month for the 1st child, \$300 for additional siblings

Part Time (Set Specific Days) | Two Days/Week:

1st Child: \$1125 per semester | **Additional Siblings** \$1000

We offer a 5-month Fixed rate of \$225/month for the 1st child, \$200 for additional siblings

Part Time (Set Specific Days) | 1 Day/Week:

1st Child: \$575 per semester | **Additional Siblings** \$500

We offer a 5-month Fixed rate of \$115/month for the 1st child, \$100 for additional siblings

Drop-In | Use as Needed:

1st Child: \$31/Day | **Additional Siblings** \$28/Day

ALL Tuition is paid online using Eleyo. You must keep a working card on file for Auto pay. We take Visa, AMEX, Discover or MasterCard. For your convenience once you register with Haverty Hollow, you will be set up for Auto Billing on the 1st of each month.

If for any reason you need pay early or request extension simply send an email to havertyhollow.com 2 business days prior to the Auto billing. If you have a financial hardship or situation in ADVANCE of the payment due date. We understand life can happen and we want to work with you so in ADVANCE of the Due Date.

If you are late without notice more than 3 times you may be unenrolled from the afterschool. Additionally, if you are not caught up by end of the month, you will be unenrolled until balance is paid.

FULL TIME CANCELLATION POLICY

If your schedule changes and you no longer need Afterschool Full Time, we require 3 weeks' notice EMAILED to havertyhollow@gmail.com.

This allows us to maintain a high-quality program so we can schedule teachers and activities according to enrollment.

TRANSPORTATION AGREEMENT

I give Haverty Hollow Permission to transport my child, _____,

from _____ at **2:45pm** to **Haverty Hollow** at **3pm**.
(Elementary School Attending)

Haverty Hollow is approximately **2.5 to 4 miles** from the elementary school my child attends.

My child will be transported on the following days (*Parent initial required next to each day attending*)

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Employees of Haverty Hollow are authorized to receive my child. In the event Haverty Hollow is not present to receive my child from the elementary school, the following procedures are to be followed:

In the event my child is not to be transported as outlined above, I will notify **Haverty Hollow** with as much notice as possible.

Child's Name _____

Child's Home Room Teacher _____

Parent Name: _____

Parent Signature: _____ Date: _____

VEHICLE - EMERGENCY MEDICAL AUTHORIZATION

Child's Name _____

Date of Birth _____

Child's Home Address _____

Guardian 1 Name _____ Relationship: _____

Home Phone _____ Work Phone _____

Guardian 2 Name _____ Relationship: _____

Home Phone _____ Work Phone _____

Person to notify in an emergency if above gaurdians cannot be reached:

Name _____ Phone _____

Child's Doctor _____ Phone _____

Child's Allergies _____

Current prescribed medication _____

Child's special needs and conditions _____

In the event of an emergency involving my child, and if Haverty Hollow and its employees cannot get in touch with me, I hereby authorize any needed emergency medical care. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.

Guardian Name: _____

Guardian Signature: _____ Date _____