

Great Hearts Monte Vista North
After-School Policies, Procedures, and Programs
2023-2024

Great Hearts Monte Vista North is committed to the safety and security of every person who visits our campus. Our after-school policies, procedures, and programs comprise a vital component of ensuring the security of our students, parents, and patrons. The following policies and procedures detail the after-school programs for the 2023-24 school year, and we ask parents to read the document with care.

■ **No-Loitering Policy**

To ensure the safety of all our students and to preserve the condition of Trinity Baptist property and of our leased space, Great Hearts Monte Vista North has adopted a no-loitering policy after school. Students will not be allowed to be on school property unsupervised after 4:05 PM on regular school days or after 1:50 PM on early-release days. Students whose parents have not picked them up by 4:05 PM on a regular school day or by 1:50 PM on an early-release day will be escorted into Homework Club by Great Hearts faculty and/or staff, and parents will be charged a single-day rate of \$20 for Homework Club. Parents can avoid the \$20 rate by purchasing a Homework Club Flexcard or pass in advance (see below).

■ **Homework Club**

Homework Club is open on official school days beginning Monday, August 14, 2023 and ending on Wednesday, May 29th, 2024. Please note that there will be no Homework Club on the last day of the school year, Thursday, May 30, 2024. Homework Club runs from 4:05 to 5:30 PM on regular school days. On early release days, Homework Club runs from 1:50 to 5:30 PM.

Payment Options and Fees

The pricing structure for Homework Club is designed to provide parents with flexibility and choice. Parents may select from a series of Flex package options or passes that are valid throughout the 2023-2024 academic year. Unused passes from prior years will not be honored in the 2023–2024

school year. The 2023–2024 payment options are described in the sections below. Families who qualify for federal assistance in the National School Lunch Program are encouraged to contact the Director of Campus Operations, Amanda Lopez, at 210-888-9485, ext. 500 to discuss an alternate rate structure.

FLEXCARDS

Flexcards provide students with access to Homework Club for a fixed number of days to be used at any time throughout the school year. Five options are available: 1-Day, 5-Day, 10-Day, 15-Day, and 20-Day. Students bring their Flexcard to Homework Club, where the Homework Club Monitor will stamp the card one time for each day the student attends Homework Club. Once a student has used all applicable days on his or her Flexcard, parents simply purchase another Flexcard to allow continued access to Homework Club. No refunds are issued on Flexcards, and all unused Flexcard days expire on the last operating day of Homework Club for the current school year. Flexcard prices are shown in Table 1 below, along with their corresponding average price per day.

	Scope	Purchase Price	Cost per Day
1-Day Flexcard	Provides access to Homework Club for any 1 school day	\$20	= \$20/day
5-Day Flexcard	Provides access to Homework Club for any 5 school days	\$80	= \$16/day
10-Day Flexcard	Provides access to Homework Club for any 10 school days	\$120	= \$12/day
15-Day Flexcard	Provides access to Homework Club for any 15 school days	\$150	= \$10/day
20-Day Flexcard	Provides access to Homework Club for any 20 school days	\$175	= \$8.75/day

*No refunds are issued on Flexcards. Flexcards should be treated like cash, and lost or stolen cards will not be replaced.

Table 1. Flexcard Options

SEMESTER AND ANNUAL PASSES

Semester Passes provide students with access to Homework Club for an entire semester, while an Annual Pass provides access for the entire school year. Semester and Annual Pass prices are shown in Table 2 below, along with their corresponding average price per day. Passes may be purchased using various payment options detailed below. When parents purchase a Semester Pass or an Annual Pass, their student will be placed on the official Homework Club roster. Parents may purchase a pass in a single installment (for the lowest price) or over multiple installments (for a slightly higher rate). Parents may request a refund of any unused portion of a Semester or Annual Pass. All refund requests will be determined on a prorated basis, and a processing fee of \$100 will be assessed.

	Scope	Purchase Price	Cost per Day
Semester 1 Pass	Provides access to Homework Club from Aug 16 – Jan 18 (87 days)	\$750 (5 installments of \$150) OR \$700 (1-time payment)	= \$8.62/day OR = \$8.05/day
Semester 2 Pass	Provides access to Homework Club from Jan 25 – June 5 (85 days)	\$735 (5 installments of \$147) OR \$685 (1-time payment)	= \$8.65/day OR = \$8.05/day
Annual Pass	Provides access to Homework Club for an entire year, from Aug 16 – June 5	\$1385 (10 installments of \$138.5) OR \$1335 (5 installments of \$267) OR \$1285 (1-time payment)	= \$8.05/day OR = \$7.76/day OR = \$7.47/day

*Passes may not be transferred to other students. A fee of \$100 will apply to all refunds on Semester and Annual Passes.

Table 2. Semester and Annual Passes

Purchasing Process

To purchase a Flexcard or Pass, parents must register online at greatheartsmontevista.configio.com. Once registered, click on the “Choose a Category” box to the left of the screen, then select “After-school Programs.” Select “Homework Club (Grades 6–12)” and choose your relevant product. Parents must agree to the terms in the online Disclaimer before finalizing their purchase. To pick up a Flexcard, please **print** your online receipt and take it to the Director of Campus Operations, Amanda Lopez, who will provide you with the Flexcard. When parents purchase a Semester Pass or an Annual Pass, their student will be placed on the official Homework Club roster, and there is no need to visit the Office Manager.

LATE FEES

Parents who arrive late and pick up their student from Homework Club after 5:30 PM will be charged a fee of \$1/minute late for each student. Parents will need to make payment by credit card or check within 10 days, as described in the Day-Use and Overage Form for Homework Club attached at the end of this document. Parents who refuse to sign the Day-Use and Overage Form will nevertheless have the fee assessed on their school account.

Procedures for Picking Up Students from Homework Club

Students may only be signed out of Homework Club by a parent or adult guardian registered with Homework Club. Students will not be released from Homework Club under the authority of a sibling. Parents are pre-registered to pick up their children. If a parent would like to register another individual as a qualified adult guardian, please contact the Homework Club Director, Amanda Lopez. Any additional questions about pick-up procedures should also be directed to Mr. Michael Mathie.



Great Hearts Monte Vista North Home Game Day Release Waiver



Dear Parent or Guardian,

Throughout the various athletic seasons, Great Hearts Monte Vista North has occasion to host home games. On home game days, the school closes at 4:05 PM and officially reopens to the public thirty minutes before the game begins. Between the hours of 4:05 PM and the official reopening of the school for the home game, campus remains closed to the public and the school's no-loitering policy remains in effect. Students wishing to watch a home game have two options for after school. They may leave campus at 4:05 PM and return for the game no earlier than thirty minutes prior to the game, when the school reopens to the public. Alternatively, students may pay to attend Homework Club (using a Flexcard or Pass) until the school reopens to the public. **In order for a student to be released from Homework Club to attend a home game, parents must sign this Game-Day Release Waiver and submit it to the Homework Club monitor**, who will place it in the Homework Club binder. Without a Game-Day Release Waiver on file, Homework Club monitors are not authorized to release a student from Homework Club to go to the game, and a parent or guardian will need to sign them out of Homework Club in person.

Sincerely,

Mr. Michael Mathie

My child, _____, has my permission to be released from Homework Club on days when Great Hearts Monte Vista North hosts home games, in order to attend the game. To be released officially from Homework Club, my student will sign himself or herself out of Homework Club no earlier than thirty minutes prior to the start of the game, when the school reopens to the public. Once released, I/We agree to hold Great Hearts Monte Vista North Homework Club harmless in the event of any injury to my child while he or she is walking to the gym or while watching the game. I also acknowledge that if my student has not purchased a Flexcard or Pass, I consent for the school to charge me the day use fee of \$20 for my student to attend Homework Club on home game days.

Parent Name: _____

Phone: _____

Signature: _____

Date: _____

Day-Use and Overage Form for Homework Club

Student Name: _____

Student utilized Homework Club without a Flexcard, Semester Pass, or Annual Pass and will be charged the single-day rate of **\$20.00**.

Student was picked up late at _____ P.M. and will be charged a late fee of **\$1.00 per minute** after 5:30 P.M.

Total Amount Owed: _____

Your credit card on file will be charged the amount owed, unless you select below to pay by check. Checks should be delivered to the Office Manager no later than 1 week from the day the fee is incurred. Failure to deliver the check authorizes Great Hearts to charge the credit card on file.

I elect to pay by check.

Printed Name of Parent/Authorized Pick-up Person

Signature of Parent/Authorized Pick-up Person

Signature of Homework Club Monitor

Date