

# Hollin Hall News

Morning and Afternoon SCHOOL AGE CHILD CARE

**SEPTEMBER 2019**



**Welcome to A Child's Place at Hollin Hall!** We have many new faces this school year and we are also happy to see so many of our old friends. Some of our children have spent the summer with us at our Summer Day Camp while others have returned from their summer vacations.

During the school year, as each bus arrives with the children, we immediately take attendance and give the children a snack. After this (weather permitting), we go outside to play. We love our big, spacious "backyard". Following our outside time, we come inside and spend the rest of the afternoon doing indoor activities!

Our SACC rooms are divided into interest areas and the children are free to choose their own activities. Our Center Room is Room 3. This large classroom has plenty of options including: playing with blocks, board games, puzzles, and arts and crafts. Also, we have the office (Room 4) as the "Homework Room" for those students who want to get away from the busy atmosphere and work quietly on homework or read a book.

Please remember to notify us if your child will not be attending. There are 3 ways to get in contact with us:

- 1) Call us at 703-765-8811
- 2) Email us at [acphollinh@aol.com](mailto:acphollinh@aol.com)
- 3) Write it in our daily message book located near the sign in/out sheets

If we have not heard from you and your child does not arrive on the bus, we will try to call work, cell and home numbers to notify you of your child's absence. PLEASE NOTIFY US BY 2:30 PM IF YOU KNOW THAT YOUR CHILD WILL NOT BE HERE!! Also, if someone new is picking up your child (even if they are on the pick-up list),

please let us know. The person picking up your child will have to present photo identification upon arrival. Your child will not be released unless the person has proper identification. We cannot release your child just because your child recognizes someone. Thanks for your cooperation in this matter.

## PARENT REMINDERS

We are open on all Fairfax County Teacher Workdays and school holidays. Enrolled ACP students may attend A Child's Place at Hollin Hall all day during the teacher workdays for an **additional daily fee of \$25.00**. This fee will be in addition to their typical weekly fee. We will post sign-up sheets a week before these scheduled teacher workdays. Those parents who do not need full day child care on these days will only be charged for the regular weekly fee. Special activities and events will be planned on these days. The \$25 fee also applies when Fairfax County Schools are closed for inclement weather and we are open (if you bring your child here on those days).

### TUITION

- Tuition Payments are due **no later than Wednesday at 9:30 am of each week**. A late fee of \$15 will be added to your account in the event that tuition is not received by that time. There will be no exceptions to this policy.
- Tuition is due each week in full, regardless of your child's attendance, federal holidays, winter/spring break, weather, illness, etc.
- **Please make all checks out to A Child's Place, not Hollin Hall or any other variation. Thank you!**

**SECURITY:** All parents must enter the building through the main entrance. Parents will receive the code for the front door. This security system is in place for the safety of the children and the staff. You must enter the code to open the door. In the event that you forget the code, you may ring the buzzer; however, please be patient as someone must be in the office to release the door. You may have to wait a few moments for assistance if someone has stepped out of the office. We also ask that parents do not hold the door open for people who are not familiar to them. Thank you for your cooperation in this matter.

**PARKING LOT:** We ask that parents park their vehicles in the parking lot. Parents may not park in the fire lane at the front of the building or in the handicapped spots unless authorized to do so. Parents MUST WALK their children into the building and into the classroom each day.



**SIGNING IN/OUT:** Parents must sign in their child every morning (if they come for morning care) and sign out their child every afternoon. This takes only a moment of your time and it is very important. This list is used for attendance records as well as for a head count in the event of an emergency. Please remember to do this every single day. SACC children are **not permitted** to sign themselves in or out.

**CUBBIES:** Each family has a cubby located in the SACC classroom (Room 3). Please check this cubby daily as we put important announcements and papers in there.

**LATE FEES:** The center closes promptly at 6:00pm. A late fee of \$15.00 will be charged after 6:00pm. After 6:15, an additional fee of \$5.00 for every five minutes or portion of five minutes thereafter will be charged. Please call us if you are running late.



# FALL CHARGES

- Remember that every fall your account is charged a \$150 yearly registration fee (or a \$175 family registration fee) per child. This will be charged to your account on Sept 3, 2019.
- Also, please note that you must give 2 weeks WRITTEN notice before withdrawing your child from the center.

## Events

There will be a special activity/event every single month (magic show, moon bounce, music performance, etc.) You will be alerted to this activity on the dry-erase board at the end of the hallway. All shows/activities will take place in the afternoon, between 4:30 pm and 5:15 pm. If you would like your child to see the show or participate in the monthly activity, please do not pick up before 5 pm on these days. This month, on Wednesday, September 25<sup>th</sup>, we will have Wes Iseli and Party Magic at 4:30 for the kids to enjoy!

## INTERNET AND EMAIL

Please visit our web site at [www.hollinhall.com](http://www.hollinhall.com). The website is updated regularly with upcoming events and important news.

We will also continue to email parents important information and friendly reminders. It has worked well over the last few years to use email in this manner. Please make sure that we have your correct email address. You can email us at any time at [acphollinh@aol.com](mailto:acphollinh@aol.com).

We are looking forward to a wonderful school year here at A Child's Place at Hollin Hall. If you have any questions, comments or concerns, please do not hesitate to stop in the office and see Jill Levy, Director, or Amy Venzke, Assistant Director at any time.

JILL LEVY  
Director

AMY VENZKE  
Asst. Director