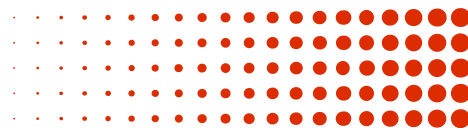




HOLLY AREA SCHOOLS
BEFORE & AFTER CARE
REGISTRATION
GUIDE

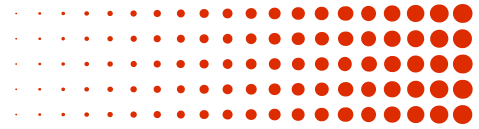
2025-2026

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Welcome Note



Dear Families,

We're so glad you're considering the Holly Area Schools Latchkey Program for your before- and after-school care needs! Whether you're exploring our program for the first time or are a returning family, this guide will walk you through the key details to help you get started for the 2025–2026 school year.

Our Latchkey program provides a safe, caring, and engaging environment where children can begin and end their day with enriching activities and supportive staff. Payment is expected in advance of care to ensure we can maintain appropriate staffing levels and meet state licensing requirements. This allows us to plan accordingly and provide the high-quality, consistent care your child deserves.

Eligibility

Latchkey is available to children **ages 3–12** who are enrolled in Holly Area Schools and attend one of the following elementary buildings:

- Holly Elementary
- Patterson Elementary
- Davisburg Elementary
- Rose Pioneer Elementary

Program Hours

Before School Care: 6:00 AM until school start

Families may drop off at their convenience after 6:00 AM.

After School Care: School dismissal until 6:00 PM

Families may pick up any time before 6:00 PM.

We kindly ask all families to respect these hours, as staff members have additional work commitments and family obligations outside of program time.

How to Register



To register your child, click here: **Register**

A non-refundable \$50 per-family registration fee is due at the time of registration to secure your child's spot in the program.

For help with registration, please contact:
Candice Davies, Early Childhood Principal
Email: candice.davies@hask12.org

Scheduling & Attendance Options

Families may register for consistent weekly care with a minimum of **2 days per week**. You may choose the specific days that work best for your family, but the schedule must remain the same each week.

- Morning care only, afternoon care only, or both

The Latchkey calendar follows the Holly Area Schools district calendar. Care is provided Monday through Friday on regular school days.

Drop-Off & Pick-Up Procedures

To ensure student safety:

- A Procure PIN code is required to sign your child in and out daily.
- Parents/guardians must enter the building to drop off or pick up their child.
- Please do not share PIN codes with students or siblings. These are for authorized adults only.
- PIN codes are updated every 90 days, and notifications are sent via Procure.

Billings & Payments

- *Billing is divided into nine 4-week sessions and must be paid in advance of attendance
 - Invoices are sent through Procure, and payment can be made with a credit or debit card.
 - A \$10 late fee applies to payments not received by the 15th of each month.
 - After three late payments, families may be dismissed from the program.
- If you have questions about billing or payment, contact: **candice.davies@hask12.org**

Session Pricing

Friendly Reminder: You are responsible for payment for all the days your child is scheduled to attend. This includes days your child is absent due to illness, family vacations, or weather-related closures (like snow days)

AM OR PM Latchkey

6:00 AM / Dismissal – 6:00 PM

***4-week flat rate pricing**

2 days per week – **\$80**

3 days per week – **\$120**

4 days per week – **\$160**

5 days per week – **\$200**

BOTH AM AND PM Latchkey

***4-week flat rate pricing**

2 days per week – **\$160**

3 days per week – **\$240**

4 days per week – **\$320**

5 days per week – **\$400**

If you have questions about billing or payment, contact: candice.davies@hask12.org

Session Overview & Payment Information

Session Dates	Tuition Due Date
Session 1: 8/25-9/26	August 15
Session 2: 9/29-10/24	September 15
Session 3: 10/27-11/21	October 15
Session 4: 11/24-12/19	November 15
Session 5: 1/5-1/30	December 15
Session 6: 2/2-2/27	January 15
Session 7: 3/2-3/27	February 15
Session 8: 4/6-5/1	March 15
Session 9: 5/4-6/5	April 15

Latchkey Important Dates

AUGUST							SEPTEMBER						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													
OCTOBER							NOVEMBER						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						
DECEMBER							JANUARY						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31
FEBRUARY							MARCH						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
							29	30	31				
APRIL							MAY						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4					1	2	
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						
JUNE							JULY						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30		

DRAFT CALENDAR FOR 2025-2026

8/15: Session One Tuition Due Date

8/29-9/1: No School – Labor Day Break

9/15: Session Two Tuition Due Date

10/15: Session Three Tuition Due Date

11/15: Session Four Tuition Due Date

11/26-11/28: No School – Thanksgiving Break

12/15: Session Five Tuition Due Date

12/22-1/2: No School – Winter Break

1/15: Session Six Tuition Due Date

1/19: No School – MLK Day

2/13-2/17: No School – Mid-Winter Break

2/15: Session Seven Tuition Due Date

3/15: Session Eight Tuition Due Date

4/3: No School – Good Friday

4/15: Session Nine Tuition Due Date

5/25: No School – Memorial Day

*Updated calendar information will be provided as information becomes available

Snack Information

A daily snack menu is posted at each Latchkey site. If your child does not enjoy the provided snack, families are welcome to pack an alternative from home.