



# Highland Information:

School take in: 7:45 - 8:15 am ----- Dismissal: PK3 - K: 3:00 pm and 1st - 12th: 3:15

PK3-6th grade: tardy/absent is per day -- 7th-12th grade: tardy/absent is per class

View the [Student Handbook](http://www.hbcsni.org) for detailed information on our website: [www.hbcsni.org](http://www.hbcsni.org)

Swap Shop	<ul style="list-style-type: none"> <li>• Located in the School Office.</li> <li>• Items for sale: We have used uniforms as well as New Spirit Shirts and Hoodies.</li> <li>• Used Uniform items may be swapped for other used uniform items</li> </ul>
<p>Before/After Care</p> <p>Only for PK3 - 6th grade</p>	<ul style="list-style-type: none"> <li>• School rules apply during Before Care and After Care.</li> <li>• You do not have to sign up for "care". You may utilize it on an as needed basis. <b>Location: Elem. Bldg. Room# 104</b>  <b>Before Care Supervisor: Taylor Touchet</b>      <b>After Care Supervisor: Charlotte Castrillon</b></li> </ul> <p><b>Before Care</b> 7:15am – start of school 2.00 per day <b>Payment options: Pay that morning OR FACTS</b></p> <ul style="list-style-type: none"> <li>❖ Any child brought to school before 7:45 am will be sent to Before Care and charged accordingly</li> <li>❖ Students must be escorted by a parent/guardian to Before Care and must be signed in</li> <li>❖ Payment may be made at the time student attends or billing will occur through FACTS at the beginning of the following month.</li> </ul> <p><b>After Care</b> Dismissal-5:30 pm \$5.00 per day <b>Payment options: FACTS</b>  <i>After 5:30 pm, a late fee of \$5 is assessed for the first 10 minutes w/ \$1 per minute thereafter.</i></p> <ul style="list-style-type: none"> <li>❖ If After Care is only needed periodically, a note from the parent should be sent to the teacher.</li> <li>❖ Students not picked up by 3:30 will be brought to AfterCare and charged accordingly.</li> <li>❖ Only an authorized adult as noted on ParentsWeb may sign out After Care students.</li> <li>❖ Snack, playtime, and supervision for homework will be provided. G- rated movies from home are welcome.</li> </ul>
Carline	<ul style="list-style-type: none"> <li>• <b>Drop Off:</b> All students may be dropped off in front of the office...especially PK3 - 3rd grade</li> <li>• "Older" Elementary and MHS students may be dropped off by the Gym (awning area) as well.</li> <li>• <b>Pick Up:</b> PK3-3rd are picked up by the Office. 4th-12th are to be picked up by the Gym</li> <li>• Siblings? - oldest must go to the youngest carline</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• Calendar menu emailed or on hbcsni.org a month prior</li> <li>• Return forms to Mr. Brent in Fellowship Hall or send with student to teacher</li> <li>• Meals are optional, only pay for meals you select</li> <li>• Students may pack a lunch to bring along with utensil ----- Microwaves are available</li> </ul>
Milk	<ul style="list-style-type: none"> <li>• Optional: pay by the year OR bring a drink daily</li> <li>• Milk is purchased on a yearly non-refundable basis at \$80 for the year.</li> <li>• Milk Money is due by August 10th Payment must be sent per child not per family.</li> <li>• If your child gets milk, without us receiving payment your account will be billed</li> </ul>
Volunteer	<p>On our website there is a volunteer form you can fill out to help with: Student Picture Day, Scholastic Book Fair, Grandparents Day, Spelling Bee, Staff Meeting, Auction, and etc.</p>

**Welcome Email:** When you register or at the beginning of June an email will be sent to you that includes the following forms: Orientation & Holiday Schedule, Supply List, Uniform List, Support Our School Information, Before/After Care, Milk and Lunch (make note of the due date), Tuition & FACTS. Also, any other information that may come you should need. All forms will also be available on our website closer to the end of the current school year.

**Summer Reading:** entering 2nd -12th grade ... This information is available on our website in June.

**ParentsWeb/Renweb:** This Website is utilized to view School/Student Information:financial/FACTS, grades, homework, calendar grades/homework/calendar/personal info.) There is a link on the hbcsni.org website. District Code: HBCS-LA Username/Password is given at the time of registration.

**Supply List:** If your child needs a **chair bag** (usually K-3rd grade). We may have a few in our Swap Shop for about \$14. Apple Core and Amazon usually have them as well. It is a standard bag that fits on the back of the child's chair. It holds notebooks, colors and etc. Some people have their child's name monogrammed or written on them. They can reuse each year needed.

If the students supply list asks for **Microwaveable meal** ... Spaghetti O's, Chef Boy R Dee, Mac & Cheese, and/or any non-perishable item to be used if lunch is forgotten and a parent can not be reached.