

HCA 2024 Information Sheet



- **Daily School Schedule:**
 - **PreK-1st grade** begins at **7:45 a.m.** and dismisses at **2:00 p.m.**
 - **2nd-3rd grade** begins at **7:45 a.m.** and dismisses at **2:15 p.m.**
 - **4th grade** begins at **8:00 a.m.** and dismisses at **2:15 p.m.**
 - **5th-6th grade** begins at **8:00 a.m.** and dismisses at **2:45 p.m.**
 - **7th-12th grade** begins at **8:10 a.m.** and dismisses at **3:10 p.m.**
- **Early Morning Care:** Students may arrive starting at 7:15 a.m. PreK-3rd grade students proceed directly to their classrooms. 4th-12th grade may wait in the Cafeteria.
 - PreK-3rd grade classrooms open at 7:30 a.m.
 - 4th-6th grade classrooms open at 7:40 a.m.
 - 7th-12th grade classrooms open at 8:00 a.m.
- **Afternoon Carline Schedule:**
 - **PreK-1st grade (Early Learning Center Carline):** 2:00-2:30 p.m.
 - **2nd-4th grade (Upper Carline):** 2:15-2:45 p.m.
 - **5th-6th grade (Upper Carline):** 2:45-3:15 p.m.
 - **7th-12th grade (Upper Carline):** 3:15-3:45 p.m.
- **Extended Care:** Available from after carline to 5:30 p.m. Students will be checked into Extended Care when dismissal time ends for their grade level. The Extended Care policy and the ID codes to pick up your child will be emailed to all parents. Applications for Extended Care will soon be available in the School Office.
- **Extra-Curricular Activities:** Tutoring will be available for this year. Sign-ups will be shared in September. We will be offering the After School Enrichment Programs (ASEP) and Intramural Sports (HISL) this year. Information on sign-ups will be available soon.
- **Campus Safety:** All visitors to classrooms or the cafeteria must first check in at the School Office.
- **Lunch Breaks/Recess:** 1st-12th grade classes will eat in the cafeteria and outside seating (when available). PreK-K5 will eat in their homeroom class.
- **ID/Charge Cards** (which also functions as library cards) will be distributed the first week of school. Returning students will have their picture from last year.
 - If a parent does not want their child to charge items, he/she should notify the School Office.
 - If a student forgets his card, there is a \$.50 charge each time he uses a charge slip at the cafeteria. The replacement fee for a charge card is **\$5.00**.
 - New Students will be called to have the picture taken during the first week of school.
- **Immunizations** must be up to date before the first day of school for returning students. New and transfer students must present current PPD records.
- **Parent Student Handbook:** Each family will receive an updated copy of the handbook via e-mail. Please read the handbook, sign, and return the agreement form by **Friday, August 30** (one signature per family).
- **Family Portal:** FACTS will be available on **Friday, August 9**. You may log on at www.factsmgt.com; the district code is HCA-GUAM, and your e-mail is your username. If you need assistance, please contact the School Office during business hours at (671) 477-6341.