



**01** of 15 |

## Attendance

Co-op is a year-long commitment where attendance is important. While we do not enforce penalties for student tardiness or excessive absenteeism, we kindly request that families arrive on time and provide written or verbal notice for both expected and unexpected absences. Tuition is not refunded, pro-rated, or reimbursed due to tardiness or absences.

**02** of 15 |

## Late Pick-up Fee

Kindly pick-up and sign-out your children promptly at the end of the school day. A late fee of \$35.00 per incident will be charged via PayPal for any child not picked up by 2:15 PM.

**03** of 15 |

## Prepaid Lunch

At the start of the school year, parents can opt into our boxed lunch program, which offers students a prepared boxed lunch from AppleSpice® or other local catering partners for approximately \$14/per meal. [Click here](#) for more details on the lunch menu and contents.

**04** of 15 |

## Lunch Card

Students can purchase \$25.00 pizza cards to enjoy a hot lunch, which includes a slice of pizza, a side item (e.g., applesauce or potato chips), and a beverage. No child will be turned away at lunchtime. However, if a child is served without a valid pizza card, a new \$25.00 card will be issued, and the charge will be billed to the family via PayPal.

**05** of 15 |

## Cell Phones

While students are permitted to bring cell phones to campus, the devices must be kept in the student's backpack. Cell phones should not be visible or used during class unless otherwise instructed by the teacher. Students are allowed to use their phones only during lunch and recess, but we request that they refrain from using apps like TikTok and YouTube. Other electronic devices, such as personal laptops and tablets, are welcome in the classroom when used for educational purposes.



06 of 15 |

## Parent Volunteerism

HCHC follows a traditional co-op model for parent volunteerism. During volunteer hours, parents are expected to remain attentive and actively contribute to ensuring our children's safety, while fulfilling assigned duties such as greeting families at sign-in, assisting with lunch service, supporting teachers as needed, and helping with end-of-day cleanup. Parents who complete 20 hours of volunteer service receive a \$300 tuition credit.

07 of 15 |

## Opt-Out

If you're unable to volunteer in any capacity—including chaperoning field trips, assisting with fundraising, or serving on a planning committee—please [click here](#) to opt out. A \$97 fee will be charged twice per year, once during the fall semester and again in the spring.

08 of 15 |

## Dress Code

Students are required to wear the school uniform, a [school polo](#) paired with khaki or navy bottoms. Female students are encouraged to wear pleated khaki or navy skirts with tights. For field trips and excursions, all participants must wear the designated [orange t-shirt](#). This policy is designed to enhance safety, promote unity, and foster a sense of belonging.

09 of 15 |

## Student Discipline

ACTION		CONSEQUENCE	
1	Yelling and/or screaming inside the building	1	Recess privilege may be shortened or revoked.
2	Running and/or chasing inside the building	2	Recess privilege may be shortened or revoked.
3	Rough housing and "horse play" with other students	3	Recess privilege may be shortened or revoked
4	Inappropriate language and gestures	4	Email correspondence will be sent to parents.
5	Using cell phone during class hours	5	Email sent to parents. The phone will be confiscated.
6	Acting "boy/girl crazy" towards another student	6	Email correspondence will be sent to parents.
7	Gossiping and/or maliciously excluding others	7	Treated like an act of bullying. SEE: 10 Bullying Policy
8	Kicking, hitting, spitting, biting, pushing, etc.	8	Treated like an act of bullying. SEE: 10 Bullying Policy
9	Yelling derogatory names or slurs at a student	9	Treated like an act of bullying. SEE: 10 Bullying Policy



10	Getting into a physical fight with another student.	10	Immediate suspension from the program.
11	Lying to, being violent, or disrespectful towards staff	11	Immediate suspension from the program.
12	Leaving campus without supervision/permission	12	Immediate suspension from the program.
13	Possessing illegal or harmful items on campus	13	Immediate expulsion from the program.
14	Inappropriate physical contact with another student	14	Immediate expulsion from the program.
15	Criminal activity (e.g., vandalizing property, theft)	15	Immediate expulsion from the program.

**10** of 15 |

## Bullying & Harassment

HCHC upholds a strict zero-tolerance policy against all forms of bullying, including physical, verbal, and cyberbullying. Unless the severity of the incident requires immediate action, the first offense will result in a mandatory meeting with the administrative staff and parents. A second offense will lead to an automatic suspension of 2–4 weeks. Any further infractions will result in immediate expulsion from the program. Tuition will not be refunded, prorated, or reimbursed in cases of suspension or expulsion. All students are required to sign and uphold the [Anti-Bullying Pledge](#).

**11** of 15 |

## Physical Altercation

While conflicts among students are expected, they should never become physical. Students involved in any physical altercation will be suspended and/or expelled from the program and required to leave the premises immediately. Please note that tuition is not refunded, pro-rated, or reimbursed in cases of expulsion. Physical attacks include, but are not limited to, kicking, punching, scratching, spitting, biting, slapping, pushing, and hair pulling.

**12** of 15 |

## Search & Seizure

While we respect each student's right to privacy, HCHC reserves the right to search a student's backpack and other personal effects if there is probable cause to believe the student is in possession of illegal or harmful items, such as illicit drugs, firearms, matches, or pornography. If a student is found in possession of any such items, they will be expelled from the program. Please note that tuition is not refunded, pro-rated, or reimbursed in cases of expulsion.



**13** of 15 |

## Health & Sickness

When attending co-op, please ensure that your child does not have a yellow or green mucus-filled runny nose, acute cough, or high fever. To help reduce the spread of contagious viruses, we ask that you err on the side of caution and keep your child at home until they are fully recovered. Staff may request that students who are sneezing or coughing wear masks indoors.

**14** of 15 |

## Withdrawal Process

Withdrawals due to military relocation or for medical reasons will be honored and families will be released from their contractual obligation upon the request, completion, and submission of an official Withdrawal Request Form. All other withdrawal requests will be considered a breach of contract and families will be charged a ***\$450.00 termination fee***.

**15** of 15 |

## Outstanding Balance

As a nonprofit organization, we rely heavily on student tuition to sustain our operations and effectively serve our student body. Tuition payments directly support essential costs, ensuring the smooth functioning of our program. Failure to receive expected payments can impact our ability to provide quality services. Families with outstanding balances will have the opportunity to resolve them through a secondary payment platform, such as PayPal and/or Partial.ly. However, if a balance remains unpaid for more than six months without resolution, the account will be forwarded to a collection agency, and future enrollments will be denied.