

2008 ~ 2009
After Care Information
Phone Number: 400-7465

Director: Charlotte Landry
Times: Monday ~ Friday 3:30 p.m. ~ 6:00 p.m.
Early Dismissal Days 2:00 p.m. ~ 6:00 p.m.

Location

PreK-3 after care is housed at the PreK-3 facility. PreK-3 parents must check their child out at that site. The PreK-4 and kindergarten after care students will use the PreK-4 classrooms. All PreK-4 – 8th parents should report to the after care office (C-6) to check out their child.

Registration Form & Fee

This is separate from school registration and fees. Each family must pre-register **yearly** if they intend to use the after care services at any time during the school year. Anyone using the after care service must be registered even if it is just used occasionally on a drop in basis. Please fill out the registration form and return it to school with the \$20.00 registration fee by July 30, 2008. This will enable us to input all the information before the first day of school.

On the registration form, you can list up to four individuals who can check your child out from after care. Each individual will need a **different** four-digit ID code to check a child out using the computerized system. It is recommended that everyone use the last four digits of either their social security number or telephone number. **A new registration form must be filled out yearly for each family.** If you used the after care services last year, you can continue to use the same codes but you need to fill out a new form with updated information.

Rates, Sign Out & Accounting

The rates are:

Yearly Registration Fee	\$20.00 (per family)
1 Child	\$3.00 per hour
2 Children	\$4.50 per hour
3 Children	\$5.50 per hour

All students (Pre K-4 through 8th) will need to be signed out each day in the aftercare office in C-6. This is the classroom nearest the back field and Barataria Blvd. It would be more convenient for you to park on the Barataria Blvd. side of the campus.

A computerized system is used to sign out children from after care. This system automatically calculates your weekly charges and allows you to view your balance each day as you are checking your child out. You can pre-pay by putting money into your after care account and charges will be deducted from your balance. Bills are sent home each Friday and **weekly** payments should be made that day or on Monday of the following week. A \$5.00 late fee will be automatically assessed if you do not pay weekly. Unfortunately you will not be allowed to use the after care services if your account is delinquent for a two-week period.

Please be mindful of our **6:00 p.m.** closing time. We would appreciate you being punctual when picking up your child since our staff is ready to go home to their families. **As in the past, a \$1.00 per minute fee will be assessed if your child is not picked up by 6:00 p.m.** Students who are absent are not allowed to use after care services for the dates of absences.

We are happy to offer this service to our parents, and we continue to provide a safe environment for the children.