

**2011 ~ 2012**  
**After Care Information**  
**Phone Number: 400-7465**

Director: Charlotte Landry  
Times: Monday ~ Friday 3:00 p.m. ~ 6:00 p.m.

**Location**

PreK-3, PreK-4 and kindergarten after care students will use the Pre K-3 and Pre K-4 rooms in Padre Hall II. All parents must report to the after care office (C-19) to check out their child each day.

**Registration Form & Fee**

This is separate from school registration and fees. Each family must register **yearly** if they intend to use the after care services at any time during the school year. The \$20.00 registration fee can be paid at the school supply sale on August 8, 9, & 10.

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. If you used after care last year, you can continue to use the same codes. If all the information from last year is still accurate, you do not need to fill out another registration form. A registration form can be down loaded from the school's web site. Any family that did not use the after care service last year must fill out a form.

**Rates and Daily Sign Out**

The rates are:

Yearly Registration Fee	\$20.00 (per family)
1 Child	\$3.25 per hour
2 Children	\$4.75 per hour
3 Children	\$5.75 per hour

All students (Pre K-3 through 8<sup>th</sup>) will need to be signed out each day in the after care office in C-19. This is the portable trailer located on the back field.

**Payment**

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 must 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.