

LANCASTER ELEMENTARY SCHOOL AFTER SCHOOL CARE PROGRAM

The Lancaster After-School Care Program operates as a service to parents who need a short-term, well-supervised environment for their children after the scheduled school day ends. The program is self-supporting from parent fees.

Lancaster Elementary School's After-School Care Program **begins Monday August 14, 2017**. Parents are to pick up their children at the front entrance of the cafeteria and gym. After-School Care begins at 3:11 and ends at 6:00 sharp. Parents are to pick up their children no later than 6:00 PM. Occasionally parents have no control over traffic or emergency conditions. On these occasions, **there is a late fee charge of \$1.00 for each minute your child remains in the After-School Care Program beyond 6:00 PM.** Aftercare will close at 5 pm on Halloween, October 31, and the afternoons of Mandeville Mardi Gras parades. The parade dates will be given in January.

Five incidents of picking your child up late will result in refusal of services for the remainder of the school year.

Drop-ins are NOT accepted. This jeopardizes the safety and security of students. Fees for full-time and part time attendance are due on the first of each month as listed below.

Monthly After-School Care Payments

	Full	Part-time		Full	Part-time		Full	Part-time
August	140.00	108.00	December	130.00	96.00	March	200.00	156.00
September	200.00	144.00	January	200.00	156.00	April	160.00	108.00
October	200.00	156.00	February	150.00	108.00	May	160.00	132.00
November	170.00	132.00						

Full Time = 5 days a week

Part Time = 3 or less days a week

Refunds for days when children are absent from the program cannot be given. Fees must be paid promptly. If the student is not scheduled to attend all five days of the weekly program, the parent is responsible for submitting the child's weekly schedule to the Child Care Director on Monday of the week. There is a one-time registration fee of \$10.00 required by all students who participate on a full-time or part-time basis.

Daily Operation:

The After-School Care Program is directed by several of our Lancaster Elementary School teachers. They accept students following the dismissal bell, Monday through Friday. The program offers supervised homework time each day and a variety of structured and enjoyable activities. A small snack is offered each day.

After-School Care is not offered on school holidays, teacher professional development days, or half-days.

It is necessary that the parent or guardian complete the special needs form if their child has special needs that are to be met in the child care program. Food allergies are to be included in these special needs. If the student has an IEP/504 Plan, the parent must inform the Director of a current IEP/504 Plan. In addition, the parent or guardian must sign that they are fully aware of the fee structure and specific guidelines of the program.

Discipline Policy:

An effective discipline program is necessary. In order for a student to attend the After-School Care Program he/she must abide by all rules and regulations of the LES School Wide Discipline Plan. Parents will be notified if any discipline problems on the part of their child occur. If problems continue, the student will be referred to the principal's office.

Students who consistently choose to act in an inappropriate manner during the After-Care Program will lose the privilege of attending After-School Care. In the rare instance of severe infractions, immediate removal of the student from the program may result. There will be NO REFUNDS of After-School-Care fees issued.

For additional information, please contact the office at (985)792-0156 **EMERGENCY CELL (985)635-1974**

If you would like your child to attend the After-School Care Program, please complete the attached form. Please return the form, the first month's fee, and the **registration fee of \$10 to the school office.** (See schedule above.) Make check payable to **LES After-School Care.**

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I wish to enroll my child in the After-School Care Program. I understand that the payment of fees for attendance must be paid promptly at the beginning of each month. I have read and understand the LES School-Wide Discipline Plan. I also understand that my child must abide by the Discipline Plan in order to attend the After-School Care Program.

The _____ Fee \$ _____ and the registration fee of \$10, totaling \$ _____, is attached. (First month of enrollment – if full time)

Student Name

Birth Date

Homeroom Teacher's Name

Grade

(Telephone numbers where you can be reached from 3:11 PM to 6:00 PM)

Parent / Guardian Name Home Phone Work Phone

Parent / Guardian Name Home Phone Work Phone

Emergency contacts Other than Parents:

Emergency Contact Name Home Phone Work Phone

Emergency Contact Name Home Phone Work Phone

Persons authorized to pick up your child from after-school care:

Name Home Phone Work Phone

Name Home Phone Work Phone

Special information or medical information that is important for us to know: _____

Food Allergies: _____

Parent or Guardian Signature

Date