

## LANCASTER ELEMENTARY SCHOOL BEFORE SCHOOL CARE PROGRAM

Lancaster Elementary School's Before School Care Program **begins Thursday August 11, 2016**. Parents may drop off their children at the front entrance by the cafeteria and gym. ***Before school care will begin at 6:45 AM. Parents must NOT drop off their children before that time, as there will be no teacher on duty to supervise students.***

**Drop-ins are NOT accepted.** This jeopardizes the safety and security of students. For full-time and part-time attendance, tuition payments are due on the first of each month on the following schedule:

<b>Monthly Before School Care Payments</b>								
	<b>Full</b>	<b>Part-time</b>		<b>Full</b>	<b>Part-time</b>		<b>Full</b>	<b>Part-time</b>
August	\$ 75.00	54.00	December	\$ 70.00	48.00	March	\$ 95.00	72.00
September	\$ 100.00	72.00	January	\$ 95.00	66.00	April	\$ 70.00	48.00
October	\$ 100.00	72.00	February	\$ 90.00	66.00	May	\$ 85.00	60.00
November	\$ 80.00	60.00						

**Full time = 5 days a week    Part-time = 3 or less days a week**

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 also a registration fee of \$10.00 for all full-time and part-time students, which is due when the child enrolls in the Before School Care Program. There are no refunds for days when children are absent from the program.

### **Daily Schedule:**

The Before School Care Program will be directed by some of our Lancaster Elementary School teachers. They will accept students promptly at 6:45AM. The Program will provide a healthy secure environment that promotes a positive self-image and fosters an atmosphere of mutual respect and cooperation.

**There will be no morning care offered on school holidays.**

### **Discipline Policy:**

The administration, faculty, and students at Lancaster Elementary School realize that effective discipline is necessary to provide a safe and positive learning environment in order to give every student the opportunity to maximize his/her potential. To this end, the students, faculty, and administrators have worked together to develop a School-Wide Positive Support and Discipline Plan. This plan is reviewed each school year to provide for the ever-changing needs of our students. When this plan is sent home at the beginning of each school year, it is the **responsibility of every parent** to see that his or her child is familiar with and understands the Discipline Plan. Likewise, it is the responsibility of all personnel and administrators to see that the Discipline Plan is consistently and fairly carried out.

The Before School Care Program is an important part of Lancaster's educational program. In order for a student to attend the Before-Care Program he/she must abide by all rules and regulations of the Discipline Plan. Parents will be notified of any discipline problems on the part of their child. If the problems continue, the student will be referred to the principal's office. **Students who consistently choose to act in an inappropriate manner at the Before-Care Program will not be allowed to attend. Severe infractions may warrant immediate removal from the program.**

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.

Fees must be paid promptly and all rules and regulations of Lancaster Elementary School's School-wide Discipline Plan must be observed by children in order to attend the Before School Care Program.

For additional information please contact the front office at (985) 792-0156.

If your child is to attend the Before School Care Program, please complete the form below. Return the form, the first month's payment and the registration fee of \$10 to the school office.

Sincerely;

Susannah Welch,  
Principal

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**Lancaster Elementary School  
Before School Care Program**

I wish to enroll my child in the Before 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 Before School Care Program.

\_\_\_\_\_ 's \$\_\_\_\_\_ fee and the registration fee of \$10.00, for a total of \$\_\_\_\_\_, is attached.  
(First month of attendance, if full-time)

Student's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

Telephone numbers where you can be reached from 6:45 to 7:35 AM.

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Emergency)