

## EXTENDED CARE

2012 - 2013

Dear Parents,

We would like to thank all of you who participate in our extended care program, and welcome any families interested in registering. After 30 years of a very successful program, we are excited to continue the program for 2012-2013 school year. The policies necessary for a successful operation of the program follow for your reference. We thank you for being a part of our program.

THERE WILL BE A REGISTRATION FEE OF \$30.00 FOR EVERY STUDENT PARTICIPATING IN EITHER THE BEFORE OR AFTER SCHOOL PROGRAM

We **do not** have a "drop-in" policy because of the problem of predicting staff needed to provide security and adequate care for the large number of students in the program on a daily basis. Anyone who plans on using the program on a part-time basis must be registered in the program as a part-time student and pay the registration fee of \$30.00 per student.

Students not registered in the program and not picked up in the afternoon by 3:50 p.m. will be brought to the After School Program and charged the \$30.00 registration fee and \$5.00 per day.

Children who participate in extra-curricular activity during after school hours and intend on using Extended Care must be registered in the program and pay both the \$30.00 registration fee and \$5.00 per day.

Any parent who does not pick up his/her child by 5:30 p.m. will be charged \$1.00 per child for every minute the child remains. After five times, each child will be charged \$2.00 per minute.

Before and After School fees are to be paid monthly for enrolled children from AUGUST 1<sup>st</sup> - MAY 1<sup>st</sup> for a total of TEN payments. Fees are due on the 1<sup>st</sup> of each month. The first payment will be due by AUGUST 1<sup>ST</sup>. Part-time users will be sent home a statement by the 10<sup>th</sup> of the month and fees are due by the 15<sup>th</sup>. If your balance becomes delinquent, you will receive a statement for your balance plus a \$5 late fee.

**Before and After School fees should be paid with one check. Please indicate, for each child that you are paying, the child's name and grade on the check. This helps us greatly in identifying payments!**

Please understand that neither students nor parents are allowed to return to classrooms FOR ANY REASON after the final dismissal bell rings. Anyone found in a classroom after hours without permission will be asked to leave.

The after-school telephone number, (225) 241-6943, is answered from 3:30 to 5:30 p.m. only.

It is necessary for all students, even if previously enrolled, who will use the program (full-time or part-time) during the 2012-2013 school year to complete and return the attached registration form along with the registration fee of \$30.00.

Jennifer Jones, Program Director

Joan Hutson, Principal