

La Salle Catholic School

2020-21 Before and After School Care Program Details

Upon arrival, parents are responsible for bringing their children into the school. Before and after school students will be located in the cafeteria and families are asked to enter through the north gym entrance. **Parents are never to drop a child off and allow him/her to come into the school unattended.** Likewise, at the end of the day, parents should personally accompany their child out of the school. The parking area and driveway is a busy place and could be dangerous for your child. It is during arrival and departure times that parents will record their child(ren's) times and initial in the line provided.

Attendance

Your attendance is based on the schedule form you fill out and return to school weekly. Staffing is dependent on these schedules, so it is imperative that you fill these out as accurately as possible.

When your child is absent from school or leaves early due to illness, you will not be charged for Before and After School Care for that day.

If your child does not attend their scheduled hours, and parent/school contact has not been made by 2:00 p.m., you will be charged for the hours scheduled.

If parent/school contact has been made by 2:00 p.m., you will not be charged.

Breakfast/Snack

Breakfast is available and served by the La Salle Catholic School Lunch Program. The cost, \$1.00, is deducted from your child(ren)'s lunch account.

Snacks will be served at 4:00 pm. A fee of \$1.00 will be charged each time your child has snack as indicated on your schedule sheet. **Note:** Children scheduled until 5:00 pm or later are encouraged to have snack.

Change of Information

Please notify the Before and After School Care Program when there is a change of address, phone number, employment, authorized pickup, emergency contacts. This information must be kept up to date, particularly in the event of an emergency. Please use the provided Extended Care envelope when sending any Extended Care information to school.

Departure/Pick-up information

Children will only be discharged to a parent, or person authorized by parent, to pick up the child. In cases of legal separation or divorce, the parents must provide the school with a copy of the temporary or final judgment of custody, indicating who is the custodial parent, and visitations. We cannot deny a parent access to their own child without documentation from the court stating that they do not have custody.

Early Arrival/Late Pick-Up

The Before and After School Care Program opens at 6:30 am and closes at 6:00 pm. If your child will not be attending or if you will be late, please call 563-870-2405 as soon as possible to notify the staff and we will let your child know so they do not become anxious.

Child Protective Services will be called in the event that a child has been left at the school 30 minutes past closing and the parents or emergency contacts cannot be reached. The child can be handed over to the Department of Human Services at that time. There is a \$5.00 penalty for every arrival before 6:30 am and a \$5.00 penalty per every 15 minutes past 6:00 pm that a child is at the school.

Enrollment Guidelines

To enroll a child, the following forms must be completed one week prior to admission: Enrollment Form, Iowa School-Age-Care Health Status Form, Weekly Schedule Form, Parental Emergency Medical Consent Form, and Authorized Pick Up Form.

Before and After School Care Activities

The Before and After School Care Program will provide a combination of recreational and educational activities for a well-balanced before or after school experience. Each day your child will be involved in physical activities, homework/quiet time, and hands-on activities that allow them to develop their interests and skills.

Hours

The La Salle Catholic School Before and After School Care Program is open from 6:30 am – 7:30 am and 3:30 pm - 6:00 pm Monday thru Friday. The Extended Care Program will only be in operation on school contact days following the La Salle Catholic School Calendar.

Late Start/Cancellations/Early Dismissals

If school is delayed the Before and After School Care Program **will** be open. However, if school is cancelled during that delay, parents will be contacted and need to have their child picked up within 1 hour of being contacted.

On scheduled Early Dismissal Days, the Before and After School Care Program **will** be open until 6:00 p.m.

If school is dismissing early due to bad weather the Extended Care Program **will** be open until 6:00 p.m.

If school is cancelled the Extended Care Program **will not** be open.

Parent Concerns

We make every attempt to create an environment that is warm, nurturing, safe, and developmentally appropriate. If a concern or problem arises, we want to know about it and try to resolve it as quickly as possible. Please use the following procedure if a problem or concern arises.

1. Take the problem to the staff member on duty.
2. If the concern is not satisfactorily resolved, bring it to the attention of the Before and After School Care staff.
3. If there is still no resolution, we ask that you put in writing a full account of the complaint, sign it, and it will be taken to the principal who will determine what shall be done about the incident.

We feel that it is much easier to deal with a concern, than it is to try and mediate a crisis. Please keep us informed.

Payment Policy

Parents are responsible for all payments for the Before and After School Care Fees. To be sure the billing is accurate; parents must sign their child in/out of the program daily. There is a one-hour minimum charge per child/per morning and afternoon of attendance. The school secretary/bookkeeper will tabulate extended care expenses weekly and send out bills every Monday. Payments are due every Thursday for the previous week's care. Parents risk their child's enrollment in our program if their extended care account is past due. All payments should be mailed or sent to school in the provided Before and After School Care envelope. An extra fee of \$5.00 per 15 minutes will be charged if your child is in attendance before or after our program hours.

The billing will be done weekly and statements will be sent home with your child only when there is a balance due. You may advance pay on your account to avoid weekly payments. If your account reflects a balance due, you are asked to pay this by no later than Thursday of the current week. If the balance past due has not been received by the next billing date, your statement will be marked "PAST DUE". If the balance has not been paid after two weeks, a collection letter is sent home with your bill and extended care services will be immediately terminated. At the end of the thirty-day period, if the balance due has not been paid, your account will be turned over for collection. To reinstate your children, you must contact La Salle Catholic School and make arrangements with the Principal.

Rates

Billing is done by the hour. You will be billed a minimum of one hour per morning and one hour per afternoon as indicated on your schedule sheet. The rates are:

- \$3.00 per hour 1st enrolled child
- \$2.50 per hour 2nd enrolled child
- \$2.15 per hour 3rd enrolled child
- \$3.40 per hour drop-in student
- Breakfast (morning) – lunch program rate
- Snack (afternoon) - \$1.00 each

Schedules

Schedule sheets **must** be filled out for each child and turned in by 6:00 p.m. Thursday for the following week's hours. Please return schedules in the provided Before and After School Care envelope. If no new schedule is turned in, we will use the previous weeks schedule. All hours that are scheduled will be billed for (see Attendance Section). Also, on this sheet you will need to indicate if your child will be having breakfast and/or snack.

Withdrawal

If parents wish to withdraw their child from the before and after school care program we ask them to write a short letter stating when their last day will be and the reason. If the family is moving, we also ask that you list your new address so that your statement may be sent to you. We appreciate at least two weeks' notice of a withdrawal so that we may alert other families on our waiting lists that they may attend.

Occasionally, we may find that our before and after school care program does not meet the needs of a child. All the staff will work with the parents to make our before and after school care program the best possible experience for your child, but every program does not work for every child. If either the parent or the staff has concerns about the appropriateness of a child's placement, we will meet to discuss the situation. If challenges cannot be resolved or there is a safety concern involved, we do reserve the right to ask a child to leave our program.

The following policies will be in accordance with the La Salle Catholic School handbook: Admission Policy/Notice of Non-Discrimination, Catholic Dimension/Uniqueness, Discipline Code, and Health/Safety Issues.