



509 East Union St.  
Nokomis, IL 62075

Telephone: 217-563-7445  
Fax: 217-563-7450  
Email: [school@slsk8.org](mailto:school@slsk8.org)

Dear Parents/Guardians:

We are happy to introduce a Before & After School Care Program this year. This program is available for families who need to bring their student(s) to school prior to our 7:45 am school day and/or would not be available to retrieve their student(s) from school by our 3:12 pm dismissal.

A Before School Care employee will be available to greet your student(s) at anytime between 6:30 am and 7:45 am for early drop-off. The student(s) will enter the school through the back door. The students will be provided a breakfast snack and either juice or milk. They will be able to play games, watch videos, or utilize extra homework time in a controlled setting until the before school recess begins at 7:45 am.

After School Care will start following the 3:12 pm school day until 5:30 pm. Students will be provided a snack and either juice or milk. During this time, students can work on homework, play indoors or outdoors (weather permitting), watch videos, or play games. All students must be picked up by 5:30pm.

Attached you will find a registration form which will include an emergency card specifically for this program. If interested in enrolling your student in either program, fill out the form and emergency contact information and return by August 2<sup>nd</sup>, 2021. Feel free to contact the school office with any additional questions that you may have.

The program will be available starting on the first day of school, August 16, 2021.

**PLEASE NOTE: IF SCHOOL HAS A DELAYED OPENING DUE TO INCLEMENT WEATHER, BEFORE CARE WILL NOT BE AVAILABLE. SIMILARLY, AFTER SCHOOL CARE WILL NOT BE AVAILABLE ON DAYS THAT SCHOOL IS DISMISSED EARLY DUE TO INCLEMENT WEATHER.**

Sincerely,

# *St. Louis School*

## *Before & After School Care Program 2021-2022*





Welcome to St. Louis School's Before & After School Care Program! This program is offered as a service to the parents of St. Louis School.

Guidelines are designed to acquaint families with the Before & After School Care Program offered by St. Louis School.

The Before & After School Care Program strives to construct an enjoyable atmosphere with varying activities, including play, homework time and indoor/outdoor games. This program is designed to serve children from preschool through the eighth grade beyond the school day.

The Before School Care Program will be available every morning starting at 6:30 am. Your student(s) may be dropped off and signed in anytime between 6:30 am and 7:45 am. At 7:45 am, before school recess begins. The Before School Care Program will not be available for days of delayed school openings (usually winter weather related).

The Before School Care Program will provide a breakfast snack, and either a juice or milk to students enrolled.

The After School Care Program will operate Monday through Friday from school dismissal until 5:30pm on regular days of school and on half days of school. Students attending the After School Care Program will be dismissed from their classroom at 3:12 pm and wait in the cold lunch room located in the school basement. The After School Care Program is also available on Noon dismissal days.

The After School Care Program will provide a snack, and either a juice or milk to the students enrolled.

### ***ADMISSION POLICIES***

1. Attendance is for present St. Louis School students.
2. A student who has been absent from school would not be allowed to take part in the After School Care Program that day.
3. Registration papers must all be completed prior to student attendance. All forms should be returned to St. Louis School Office Staff **BEFORE** the student(s) begins attendance in the program along with a \$25 registration fee per year. Please see Financial Policies for multi-family discount.

4. Emergency forms must be completed along with an emergency treatment statement signed by parents in the event the Before & After School Care Program staff cannot reach a parent.
5. Any medication to be administered during the hours of Before & After School Care must be provided to school office with the appropriate paperwork completed by a physician.

## **COMMUNICATION**

Communication between parents and staff of the Before & After School Care Program will be open to the needs of the parents and staff. Parents are asked that communication with staff be made by appointment because during the Before & After School Care Program hours full attention of the staff must be given to children present in their care. To set up an appointment with a member of the Before & After School Care Program staff, please send a Pass-A-Note via Sycamore or call the School Office at (217) 563-7445 and leave a message. Any additional questions regarding the program can be directed to the school principal.

## **GENERAL GUIDELINES**

1. There will be an allotted time to work on homework; however, the majority of the time for the After School Care Program will be considered “free time,” where students can play, with supervision, indoors or outdoors (weather permitting), play games, etc.
2. If a student becomes disruptive repeatedly without ability for correction, the parent will be asked to find other arrangements for before or after school care. The student will first be redirected during the program. If the problem persists, the parent or guardian will be approached with the issue. If the problem continues to persist, the student will be asked to leave the program. These decisions will be up to the program directors.
3. Behavior expectations for the student(s) will follow the behavior expectations set forth in the Student Handbook. Students who do not follow these guidelines may be subject to disciplinary actions set forth by the handbook.
4. Students are expected to help with daily clean up at the end of the After School Care session. Generally, we expect students to keep the play and work areas tidy.
5. Students are expected to follow the technology guidelines set forth by the school regarding the use of their Chromebooks and iPads. Students may utilize these devices during the Before & After School Care Program.
6. The Before & After School Care Program will have other structured activities for students. This includes board games, educational games, age appropriate movies, outdoor games, crafts, etc.

The Before & After School Care Program reserves that right to amend this handbook. Parents will be notified in writing.



ST. LOUIS SCHOOL - NOKOMIS

## Financial Policies

Payments may either be made in full prior to the year starting, or will be deducted weekly through an ACH deduction (similar to monthly tuition payments). Once the student(s) is enrolled in the program, weekly charges will continue until either the end of the school year or the student is withdrawn from the program.

- Before School Care is \$5.00 per student per day. This cost includes a breakfast snack and juice or milk.
- After School Care is \$7.00 per student per day. This cost includes a snack and juice or milk.
- If a student is enrolled in both Before and After School Care, a discount will be given to total \$10 per student per day.
- If a child needs to attend Before or After School Care and IS NOT enrolled, the cost will increase \$3 respectively to \$8 per student per day for Before School Care and \$10 per student per day for After School Care. This will be considered the “drop-in” rate.
- The amounts will be billed weekly and paid through ACH following the week of care. For example, if a student attends the After School Care Program Monday through Friday, an ACH deduction from the account information provided will be submitted the following Wednesday for \$35.00.
- A registration fee will be charged to enroll student(s) in the program. This fee will be used for start-up costs associated with the program, like food, drinks, and entertainment items. This is a one-time fee; therefore if a student is enrolled in both Before & After School Care Programs, they will only be charged once (\$25.00 total). The registration fees are as follows:
  - \$25.00 for one student
  - \$40.00 for two students in the same household
  - \$10.00 for each additional students in a household after two
- An ACH form will be attached to this registration packet. Please fill it out and return with the registration form if planning to pay weekly. Otherwise all payments must be made in full in advance of the school year.
- Before and After School Care is tax deductible for the Student and Dependent Care Credit. Contact the School Office if a summary is needed.

If you have any questions please feel free to call the school at (217) 563-7445



ST. LOUIS SCHOOL - NOKOMIS

**ST. LOUIS SCHOOL BEFORE & AFTER SCHOOL CARE PROGRAM CONTRACT**  
(Please return this contract with Registration Form and Payment.)

Parent name: \_\_\_\_\_

Student(s) name: \_\_\_\_\_

- I understand that charges and payments will be made weekly via ACH unless payment in full was made prior to the school year. All pending charges will be posted in the financial section on Sycamore. Please feel free to reach out with any questions.
- I understand that I will need to arrange for my student(s) to be picked up each day by 5:30 pm. Student(s) will need to be signed out daily; if a parent is not the one picking up a student, please let the school office know in advance.
- I understand that if I repeatedly pick up my student(s) after 5:30 pm, I may be asked to make other arrangements for After School Care.
- I understand that if I am unexplainably late three or more times for pickup, I may be asked to make other arrangements for after school care or additional fees may be assessed.
- I understand that if my student(s) is suspended from the program two times for disciplinary reasons, they will be asked to leave the program for the year.

I, \_\_\_\_\_, have read and understand the above contract as written. I agree to its terms and acknowledge my responsibilities for payment, pick up time, and all other policies as written. I understand that this is an introductory program and changes may be made throughout the year, with notice.

---

Parent's Signature

Date



## *BEFORE SCHOOL CARE PROGRAM*

### Registration/Emergency Information

Student's Name \_\_\_\_\_ Class \_\_\_\_\_

Second Student's Name \_\_\_\_\_ Class \_\_\_\_\_

Third Student's Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

#### **Parent's Information:**

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Work # \_\_\_\_\_ Work # \_\_\_\_\_

#### **Person to contact in case of emergency:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to student \_\_\_\_\_

Student's Doctor \_\_\_\_\_ Phone # \_\_\_\_\_

Allergies: \_\_\_\_\_

Yes, I give St. Louis School authorization to get medical help for my student(s) in an emergency situation when I cannot be reached.

**Parent's Signature** \_\_\_\_\_



## *AFTER SCHOOL CARE PROGRAM* Registration/Emergency Information

Student's Name \_\_\_\_\_ Class \_\_\_\_\_

Second Student's Name \_\_\_\_\_ Class \_\_\_\_\_

Third Student's Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### **Parent's Information:**

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Work # \_\_\_\_\_ Work # \_\_\_\_\_

### **Person to contact in case of emergency:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to student \_\_\_\_\_

Student's Doctor \_\_\_\_\_ Phone # \_\_\_\_\_

Allergies \_\_\_\_\_

Yes, I give St. Louis School authorization to get medical help for my student(s) in an emergency situation when I cannot be reached.

**Parent's Signature** \_\_\_\_\_