

Lourdes Catholic School **Before and After School Care**

The Before and After School Care programs are for students who attend Lourdes Catholic School, kindergarten up through age 12.

The program is not open on religious, national, or school holidays. The program begins on the first day of school and ends on the last day of school for the year. A summer program has been established that will begin the day after the school year ends.

Hours of Operation

The Before School Care program operates from 7:00-8:00 AM. Breakfast is not served, but if your child would like to bring something manageable to eat, they are welcome to do so. This breakfast food must be consumed before 8:00 AM.

You will drop your child off at the Parish Activity Center (PAC) doors, between the school and the church.

If there is a one hour or two hour late start to school, (weather related or otherwise) the before school care program will NOT be open. The program will also NOT be open if school is closed due to inclement weather or other unforeseen circumstances.

The After School Care program begins as soon as the school day ends. The program closes promptly at 5:30. If your child is not picked up by 5:30, you will be charged an additional fee of \$1/minute.

Pick-up for after school care is at the front door of the school until 4:00. After 4:00, please pick-up at the "junior high" door, which is the door located just off the parking lot and to the left. Please ring the doorbell, and a staff member will let you in. Please check the playground area first to see if we are outside enjoying some fresh air!

If the school closes early due to inclement weather, your child must be picked up from the after school care program within one hour of the school closing.

If the school day ends early due to inservice or other scheduled early release days, the after school care program will begin when school ends.

The following page details fees, payments, safety, and emergencies.....

Fees and Payments

A \$25 registration fee per family is required.

The fees for the before and after school care programs is as follows:

Before School Care:

\$5 per morning (for drop off anytime at or after 7 AM and before 8 AM)

After School Care:

\$5 per hour -

- If the child is picked up by 4:30, the fee will be \$5.
- If the child is picked up after 4:30 and no later than 5:30, the fee is \$10.

* There will be an additional late charge of \$1/minute if your child is picked up after 5:30.

For our after school care program at the school (Kindergarten - age 12), you will only be charged for the days your child attends the program. If there is a credit in your account at the end of the month, it will be carried over to the following month.

Emergencies/Safety

Parents should never take their child without notifying a staff member. Parents should not send anyone else to pick up their child if they have not notified the afterschool care staff of a change in their child's ride home. The school office can be contacted by calling (563) 359-3466 before 4:00 pm. The cell phone number for the afterschool care program is (563) 271-7100.

Expectations for Behavior

As members of a caring, Christian community, children will be expected to respect the staff, each other, and the materials and environment provided.

If behavior expectations are not followed, the staff will meet with the child's parents to alert the parents of the problem. During this meeting, possible methods of correcting the behavior will be discussed, and the parents will be notified that before and after school care services will be discontinued if the behavior is not corrected.

Medications and Accidents

In cases of minor nature, First Aid will be administered on the premises. Medication will not be administered unless both a written statement from the physician detailing method, amount, and time AND a written statement from the parent authorizing the staff to assist a child in taking the medication are on file. In case of emergency, the staff will refer to the emergency forms on file to reach a contact person.

Please feel free to contact Jill Trannel with any questions or concerns you may have. We look forward to an awesome year with your child!

Jill Trannel: jill.trannel@lourdes.pvt.k12.ia.us

(563)359-3466 x197

**BEFORE & AFTER SCHOOL CARE
STUDENT REGISTRATION FORM**

Name of student _____

Birthday: _____ Grade: _____

Any food allergies? _____

Any environmental allergies? _____

Please list two emergency contacts that can be reached during the day:

1. Name/Relationship to Student _____

Cell # _____ Work/Home# _____

2. Name/Relationship to Student _____

Cell # _____ Work/Home# _____

Please provide an email address for non-emergency notifications:

Please provide us with the names of the person(s) who **may** pick up your child from After School Care:

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Is there anyone who **may not** pick up your child from After School Care? Please provide the name(s):

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Is there anything else we would need to know to best care for your child:
