

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

The Before and After School Care (BASC) program is for students who attend Lourdes Catholic School, enrolled in kindergarten up through age 12.

Students ages 12 and up may enroll in the Before and After School Club (BAS Club).

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 and Before School Club programs operate 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 an unexpected one hour or two hour late start to school, the before school care program will NOT be open. The program will also NOT be open if school is unexpectedly closed due to inclement weather or other unforeseen circumstances.

The After School Care and After School Club programs begin as soon as the school day ends. The programs close 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 and After School Club is at the front door of the school until 4:00. After 4:00, please pick-up at the Parish Activity Center (PAC) doors, which are the doors located between the school and the church. 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 and/or After School Club programs within one hour of the school closing.

On 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 and Before School Club:

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

After School Care and After School Club:

\$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.

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 After School Care/Club 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. If you need to contact the After School Care staff after 4:00pm, call the LLL Center at (563) 359-4037.

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 Beth Giese with any questions or concerns you may have. We look forward to an awesome year with your child!

Beth Giese: beth.giese@lourdes.pvt.k12.ia.us

563.359.4037 or 563.359.3466

Student Registration Sheet- Before & After School Care & Club

Name of student _____

Birthdate: _____ Grade: _____

Any food allergies? _____

Any environmental allergies? _____

May we apply topical treatments to your child?

Please initial next to each if permitted:

Sunscreen _____ Aveeno lotion _____ Bug spray _____

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

1. Name _____ relationship to child _____

Cell # _____ work/home _____

2. Name _____ relationship to child _____

Cell # _____ work/home _____

Please provide an email address for non-emergency notifications:

Please let us know anything else we need to know to best care for your child.

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