



**INTRODUCTION**  
**To**  
**IMMACULATE CONCEPTION SCHOOL'S**  
**AFTER SCHOOL PROGRAM**

The After School Program provided by Immaculate Conception School is for students who need supervision from dismissal to 5 p.m. Immaculate Conception School is committed to providing a safe environment for your child.

**STAFFING**

Individuals who have experience in child care staff the program.

**FEEES**

The cost of After Care is moving to TWO plans – weekly and drop-in. Rates are NOT hourly as in the past.

**Weekly Plan – Regular Attendance**

- 1 student \$35 a week flat rate
- 2 students \$45 a week flat rate
- 3 students \$55 a week flat rate

**Drop- in Plan – As Needed**

- 1 student \$8 a day flat rate
- 2 students \$10 a day flat rate
- 3 students \$12 a day flat rate

**PAYMENT OF FEES**

Fees are calculated twice a month. Fees are due within one week of receiving a statement in the school's courier folder. Checks made out to Immaculate Conception School may be sent to the school office by mail or courier folder. Immaculate Conception School reserves the right to dismiss any child from the program for parent/guardian failure to pay fees. If there is a hardship case, please contact the principal. If a question arises concerning your bill, please contact the school office.

**LATE FEES**

After School ends at 5 p.m. After 5 p.m. families will be charged a late fee of \$5. If you are going to be late, please call the director using the telephone number provided at the beginning of the school year.

### **DROP-OFF PROCEDURES**

After School care for elementary and middle school students begins at dismissal time. Students will be transitioned to the After School supervising teacher when the 3 p.m. bell rings.

After School is open until 5 p.m. After School is offered only on days when school is in session. Be sure to secure a school calendar and regularly read the weekly newsletter for any last minute changes. Care is not available when school is canceled due to inclement weather. In addition, there is no After School care on days proceeding the following holidays - Thanksgiving, Christmas, Easter, and Spring Break.

Parents who are on campus because of meetings or volunteer work are invited to use the After School Program. You will be expected to adhere to all procedures and guidelines. You also will be billed accordingly.

### **PICK-UP PROCEDURES**

Students are to be picked up using the front door of the kindergarten building located on Archer Street.

All students must be signed out and picked up by an adult. Your child will be dismissed only to persons authorized on your dismissal authorization form. Please inform us in writing of any changes or additions to the authorization form.

If parents are divorced or separated, the school presumes that both parents have access to the children unless one parent can provide evidence of sole rights. A copy of the document providing such evidence must be kept on file in the school office.

### **RECORDS**

A signed registration form will be kept on file for every child enrolled in Immaculate Conception School. This form contains current name and phone numbers. In the event you are an occasional user of the program or an emergency requires your child attend the After School Program the necessary information will be available to the director. It is the responsibility of the parents to keep this information current.

### **HEALTH**

Your child's health and safety is of major importance. Should your child become ill, you will be notified. The After School Program does not distribute medication. Notify the school as soon as possible if your child develops a communicable disease.

### **CONFERENCES**

If you have any concerns or questions regarding the After School Program, please call or make an appointment with the school principal.

## **PARENTAL INVOLVEMENT**

Involvement of the parents in the After School Program is essential. Your thoughts, ideas, and suggestions are always welcome, and we encourage you to share them with the program director. Parents are invited to visit at any time. The volunteering of your time or talent would also be appreciated.

## **TOYS FROM HOME**

No toys, cards, or electronic devices from home may be brought to the After School Program. Games will be supplied. Students are encouraged to do their homework in After School.

## **SNACK**

A nutritional snack is provided daily at After Care. Snacks usually consist of fruit, a grain and milk.

## **DISCIPLINE**

If a problem arises with your child, the After School Director will talk with your child about his/her behavior. If this does not work, the next step will be a "time out." Should the need arise; the program director will schedule a parent conference to discuss the student's behavior. Depending upon the severity of the situation, the child may be referred to the school principal. All students are expected to follow the discipline policy of Immaculate Conception School. Should it become necessary, a parent/guardian may have to be contacted and asked to come pick up their child prior to the close of the After School program.

## **TERMINATION**

The principal of Immaculate Conception School reserves the right to dismiss any child from the program if the child is unable to satisfactorily participate in group care, if fees are not paid, or for failing to adhere to established procedures.

