

Bayou Blue Elementary
1916 Bayou Blue Road
Houma, Louisiana 70364
985-879-4378
985-879-2634 Cafeteria

PARENT'S HANDBOOK
CHILD CARE PROGRAM

BECKY PLAISANCE, PRINICIPAL
GLENDIA PORCHE, CHILD CARE DIRECTOR

INTRODUCTION

The Child Care Program is a service provided program of the Lafourche Parish School System. It is a program of before and after school care for children to remain in the safe, secure, and familiar environment of their schools. Time is also set aside each day for the child to complete home work under adult supervision.

All profits, after expenses, are shared with the participating school. The sponsoring school's share of the profits is placed in the materials of instruction budget for that school. This allows the school to purchase materials and equipment for the school.

In summary, this program is designed to assist working parents through the convenience of an in house child care program while at the same time, making it possible for our school to purchase much needed materials and equipment.

CHILD CARE PROGRAM FEES

	<u>1ST CHILD</u>	<u>EACH ADDITIONAL CHILD</u>
Full Time Weekly	\$35.00	\$30.00
A.M. ONLY Weekly	\$15.00	\$10.00
P.M. ONLY Weekly	\$30.00	\$25.00

A registration fee of \$10.00 is required and shall be paid before the child is allowed to enter the child care program.

All drop in fees will be \$5.00 per day of morning or afternoon sessions or for both sessions.

**Payments must be made by the morning of the second day of the week. Students must pay for child care even if they do not attend. (There is no fee if there is no school due to holiday or emergency days)

THIS WILL BE STRICTLY ENFORCED

** Child care before school is from 7AM till Take-in bell. (if you arrive **after 7:30am** to drop off your child you must park in the front parking lot and walk your child to the cafeteria or line up in the parent drop off line to drop your child off after the take-in bell rings at 7:45am. You **cannot park** in the bus turn around after 7:30am.)

** Child care after school is from 3:15PM – 6:00PM

GENERAL INFORMATION

1. The morning child care program begins at 7:00am and ends when the duty teacher arrives at 7:45am. After 7:30am parents must park in the front parking lot and walk their child to the cafeteria. This is due to a safety concern with the bus loading area.
2. The afternoon child care program begins when the school dismissal bell rings at 3:15pm and ends at 6:00pm. **Please Be Prompt!** \$5.00 for the first 15 minutes and \$1.00 for each minute after will be charged. **NO EXCEPTIONS!!!**
3. The child care program operates Monday through Friday on regular school days.
4. The child care program will not be open on holidays.
5. The child care program will be held in the Bayou Blue Elementary cafeteria.
6. Student tuition and fees refer to page 1. **Payments must be made by the afternoon of the second day of the week.**
7. Registration – a \$10.00 registration fee is required before the student starts the program. **A child must be registered in order to participate in the child care program.**
8. **Late fee- students picked up after 6:00pm will pay the following late fees: \$5.00 after the first 15 minutes and \$1.00 each minute thereafter.**
9. All fees are non-refundable; no refunds if absent. Payment **DOES NOT** carry over to the next week.
10. All fees must be paid by the afternoon of the second day of the week. **If payment is not received within two days, your child will not receive services and a registration fee of \$10.00 will be charged.**
11. A \$25.00 charge will be assessed for ALL NSF checks and all future fees must be paid in cash.
12. Children must be dropped off and picked up by a parent / designated person. Children must be signed out in the afternoon by the parent/ designated person. Only persons listed in the registration form may sign out children. If this is impossible, the child care staff must be notified by telephone or a signed statement listing the person given responsibility for the signing out the child. If the person picking up the child is not listed on the registration form, the child care staff must make a copy of the individual's driver's license before dismissing the child. **NO ONE UNDER 18 IS ALLOWED TO PICK UP STUDENTS.**
13. Afternoon snacks- after school snacks will be provided to ensure that the children receive the nutrition they need to learn, play, and grow at no charge.

*******ALL POLICIES WILL BE STRICTLY ENFORCED*******

CONDUCT POLICY AND DISCIPLINE PROCEDURE

It shall be the policy of this day care program to promote a safe, secure, and orderly environment which will serve to enhance the goals of child care. Students will be required to be well behaved at all times. Under no circumstances will violent, disruptive and/ or abusive behavior will be tolerated. Violent behavior will be defined as anyone hitting another person, using vulgarities, throwing objects in any direction or at another person and destroying property. Students will be expected to act in an orderly safe manner at all times. Students will not be allowed to chew gum or run in the buildings.

Depending on the severity of the problem, there will be 3 steps taken to alleviate a behavior situation:

1. On the first offense, the staff will call or notify the parent by phone or when he/she picks up the child and advise him/her of the situation and send home a written disciplinary report for the parent to sign.
2. On the second offense, the staff will again notify the parent by phone or in person and advise the parents of the situation. A written disciplinary report for the parent will be sent home and a possibility of suspension from the program will be discussed.
3. On the third offense, the staff will call the child's parents to immediately pick up the child from school with the understanding that the child is permanently terminated from the child care program. **No refunds will be made.**

Any of the above procedures may be waived, depending upon the seriousness of the offense. The staff has the ultimate authority for the disciplinary action.

Parents are responsible for any damages done by their child to child care or school property. Parents will be notified of the cost of any such damages in writing and will be required to sign a notice of disciplinary action.

EMERGENCY DIMISSAL AND SCHOOL CLOSING

During the school year it may become necessary to dismiss the students early or to close the school due to an emergency situation. Our primary concern will be to insure the safety of all students. The full cooperation of all students and parents is required should an early dismissal or school closing occur.

1. Please be sure that your child has accurate and current emergency information on file and that you inform the staff whenever the information needs to be revised.
2. Please make emergency arrangements now with family so that your child will know what to do.
3. The news media will be notified of emergency closures. If the Lafourche parish schools are closed due to an emergency situation, there will be no before or after care.

**Lafourche Parish School Calendar
2017-2018**

August 09	Students 1 st day
September 1	Professional Development Day
September 7	Labor Day
October 6	Professional Development Day
October 9	Fall Break
November 20-24	Thanksgiving
December 20- Jan 2	Christmas/New Years
January 12	Professional Development Day
January 15	Martin Luther King, Jr. Day
February 12-16	Mardi Gras
March 30-April 6	Easter/Spring Break
May 24	Student's Last Day

Child Care Registration Form

Childs Name: _____ Date of birth: _____
Age: _____ Sex: _____ Grade: _____ Teacher: _____
Home address: _____
Home Phone: _____ Cell Phone: _____

Mother's Name: _____ Work Phone: _____
Father's Name: _____ Work Phone: _____

In case of Emergency, other than a parent: please contact:

Name: _____ Relationship: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____

If there are any medical problems our staff should know about, such as allergies, diabetes, handicap, etc., please indicate below:

MORNING ONLY _____
AFTERNOON ONLY _____
MORNING AND AFTERNOON _____

CHILD CARE PROGRAM FEES
AND INFORMATION

	<u>1ST CHILD</u>	<u>EACH ADDITIONAL CHILD</u>
FULL TIME WEEKLY FEES:	\$35.00	\$30.00
AM ONLY WEEKLY FEES:	\$15.00	\$10.00
PM ONLY WEEKLY FEES:	\$30.00	\$25.00

A REGISTRATION FEE OF \$10.00 SHALL BE PAID BEFORE THE CHILD IS ALLOWED TO ENTER THE CHILD CARE PROGRAM.

ALL DROP IN FEES WILL BE \$10.00 PER DAY FOR MORNING OR AFTERNOON SESSIONS OR FOR BOTH SESSIONS. ADDITIONAL CHILDREN WILL INCUR THE SAME FEES.

WEEKLY FEES MUST BE PAID BY THE AFTERNOON OF THE SECOND DAY OF THE WEEK. IF PAYMENT IS NOT RECEIVED WITHIN TWO DAYS, YOUR CHILD WILL NOT RECEIVE SERVICES AND A REGISTRATION FEE OF \$10.00 WILL BE CHARGED. THIS WILL BE STRICTLY ENFORCED. STUDENTS PAY FOR CHILD CARE EVEN IF THEY DO NOT ATTEND.

A \$25.00 CHARGE WILL BE ASSESSED FOR ALL NSF CHECKS AND ALL FUTURE FEES MUST BE PAID IN CASH.

CHILD CARE HOURS ARE 7:00AM TO TAKE-IN AND 3:15 TO 6:00PM.

CHILDS NAME

PARENTS NAME

DATE

ALL FEES ARE NON-REFUNDABLE/ NO REFUNDS IF ABSENT/ PAYMENTS DO NOT CARRY OVER TO THE NEXT WEEK.