

St. Charles Elementary School
1690 Highway 1
Thibodaux, Louisiana 70301
985-446-6862



Childcare Program
Handbook
2018 – 2019

Updated: 9/17/18

INTRODUCTION

The Childcare Program is a service provided program of the Lafourche Parish School System. It is a program of before and after-school childcare 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 homework 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 the school. This allows the school to purchase materials and equipment for the school.

CHILDCARE PROGRAM FEES

	<u>1ST Child</u>	<u>Additional Children</u>
Full-time weekly tuition	\$40.00	\$35.00
A.M. only weekly tuition	\$25.00	\$20.00
P.M. only weekly tuition	\$30.00	\$25.00

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

All drop-in fees will be \$15.00 per day. This fee includes, morning only, afternoon only, or for both sessions. Additional children will be the same cost. Registration is required before drop-in attendance.

*Payments must be made by the morning of the second day of the week.

*Rates are based by the week or at the drop-in rate. Students must pay for the entire week even if they are absent. (There is no fee if there is no school due to professional development days, holidays, or emergency days.)

In the event that there is a two or three day school week, the daily rate for child care will be calculated by taking the weekly rate and dividing by five. This amount would be due for each day that school is in session.

Tuition fees may be changed at the description of the principal. Parents will be notified in advance of the tuition changes.

*** Before-School Childcare hours: 6:50 – 8:00 A.M.**

*** After-School Childcare hours: 3:30 – 5:30 P.M.**

GENERAL INFORMATION

1. The morning Childcare Program begins at 6:50 A.M. and ends when the duty teacher arrives at 8:00 A.M.
2. The afternoon Childcare Program begins when the school dismissal bell rings at 3:30 P.M. and ends at 5:30 P.M. **Please be prompt! Late fee – Parents picking up their children after 5:30 P.M. will be charged the following late fees: \$1.00 for each additional minute after 5:30 P.M. THIS WILL BE ENFORCED.**
3. The Childcare Program operates Monday through Friday on regular school days.
4. The Childcare Program will not be open on holidays.
5. The Childcare Program will not be held on designated Lafourche Parish professional development days. Parents will be notified of these days on the monthly school calendar.
6. **Student tuition and fees – refer to page 1. Payments must be made by the morning of the second day of the week.**
7. Registration – A \$10.00 registration fee is required before the student starts the program. The fee must be paid for drop-in students as well. **A child must be registered in order to participate in the Childcare Program on a regular schedule or drop-in basis. No partial payment will be accepted.**
8. **All fees are non-refundable; no refunds are issued if student is absent. Payment DOES NOT carry over to the next week.**
9. All fees must be paid on the morning of the second day of the school week. If payment is not received by the deadline, your child will not receive services.
10. **A \$25.00 charge will be assessed for all NSF checks, and all future fees must be paid in cash.**
11. **No money can be accepted in the afternoon. If your child attends only after-care, please put the money in the Childcare envelope. Label the envelope with your child's name and have your child give the envelope to their homeroom teacher.**

12. Children must be dropped off and picked up by a parent/designated adult. Children must be signed out in the afternoon by the parent/designated adult. Only persons listed on the emergency form may sign out children. If an emergency arises, the Childcare staff must be notified by telephone or a signed statement listing the person given responsibility for signing out the child must be provided. If the person picking up the child is not listed on the child's emergency sheet, the Childcare 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. Breakfast and afternoon snacks –No breakfast items are to be brought to before care. Students must eat breakfast before they arrive in before-school childcare, or they may eat school breakfast after the 8:00 A.M. bell. After-school snacks will be provided at no charge to ensure that children receive the nutrition they need to learn, play, and grow.
14. Activities - A designated time will be allowed each day for the following: coloring, games, supervised homework time, and physical activities. **It is the responsibility of the student to know what homework is to be done and to have all supplies.** The supervised homework time is not a tutoring service, but questions will be answered and homework will be monitored. Parents will need to review the homework completed.
15. Parents are to submit the completed Childcare Specials Needs Form to Childcare Staff upon registration.

CONDUCT POLICY AND DISCIPLINE PROCEDURE

It shall be the policy of this Childcare Program to promote a safe, secure and orderly environment which will serve to enhance the goals of Childcare. Students will be required to be well-behaved at all times. Under no circumstances will disrespectful, violent, disruptive and/or abusive behavior 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 and safe manner at all times. School rules and expectations will be followed.

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

1. **On the first offense**, the staff will call or notify the parent by phone or in person and advise the parent of the situation. A written disciplinary report will be sent home for the parent to sign.
2. **On the second offense**, the staff will call or notify the parent by phone or in person and advise the parent of the situation. A written disciplinary report will be sent home for the parent to sign, and a possibility of suspension from childcare will be discussed.
3. **On the third offense**, the staff will call or notify the parent to immediately pick up the child from school with the understanding that the child is permanently terminated from the Childcare 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 disciplinary action.

Parents are responsible for any damages done by their child to Childcare 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 DISMISSAL 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. Our primary concern will be to insure the safety of all students. The full cooperation of all 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 the child will know what to do.
3. The news media will be notified of emergency closures. If Lafourche Parish Public Schools are closed due to an emergency, there will be no before or after-school care.

HOLIDAY SCHEDULE

August 9, 2018-----First Day for Students
September 3, 2018-----Labor Day
September 4, 2018-----PD for teachers – No School for Students
October 8, 2018----- Fall Break
October 9, 2018-----PD for teachers – No School for Students
November 19 – 23, 2018-----Thanksgiving Holidays
December 24 – Jan. 4, 2019-----Christmas/New Year’s Holidays
January 21, 2019----- Martin Luther King, Jr. Day
January 22, 2019-----PD for teachers – No School for Students
March 4-8, 2019----- Mardi Gras Holidays
April 15-22, 2019----- Easter / Spring Break
May 24, 2019-----Last Day for Students

St. Charles Elementary School Childcare Program Registration Form

This registration form must be filled out completely by the parent or guardian and returned to Childcare Staff with \$10.00 fee. * A parent may purchase student insurance or sign a refusal waiver for student insurance. The student insurance form and payment or the signed refusal insurance waiver must be completed before the student begins Childcare.

CHILD'S NAME _____

GRADE _____ TEACHER _____

ADDRESS _____ PHONE _____

FATHER'S NAME _____ WORK PHONE _____ CELL PHONE _____

MOTHER'S NAME _____ WORK PHONE _____ CELL PHONE _____

In case of an emergency, if parents cannot be reached, please contact: (Please put additional names and numbers on back of this page.)

NAME _____

PHONE _____ RELATIONSHIP _____

NAME _____

PHONE _____ RELATIONSHIP _____

Name of Doctor or Hospital to be contacted:

NAME _____ PHONE _____

HOSPITAL _____

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

Date you wish to start program _____

Child will be attending: Morning Only _____ Afternoon Only _____ Both Sessions _____

* _____ Purchased School Insurance * _____ Declined School Insurance

Parent Signature

I have read and understand these policies and will cooperate with the staff of the St. Charles Childcare Program. I understand that failure on the part of my child to behave appropriately may result in expulsion from the Childcare Program and that no refund will be made.

Parent's Signature: _____ Date: _____

Total Collected: _____ Check: _____ Cash: _____ Childcare Staff: _____

St. Charles Elementary School
1690 Highway 1
Thibodaux, Louisiana 70301

TO: Parents of St. Charles Elementary Childcare Students
FROM: Andrea Delcambre, Principal & Childcare Staff
RE: 2018-2019 Before & After School Childcare – Special Care Needs

St. Charles Elementary operates a non-educational before & after school childcare service available to all St. Charles students. This program provides an adult supervised childcare service. The operational hours are 6:45 A.M. to 8:00 A.M. for before-school childcare and 3:30 P.M. to 5:30 P.M. for after-school childcare. Parents are responsible for dropping off and picking up their child from before & after school care. Parents are responsible for providing special services to children with special care needs. Please complete the information below and return to the Childcare Staff upon registration.

Child's Name _____ Teacher _____

_____ My child will participate in the St. Charles Elementary Before & After School Childcare Program.

_____ Before-School Childcare Only

_____ After-School Childcare Only

_____ My child does not require special care needs during these hours.

_____ My child does require special care needs during these hours.

Condition: _____

The following accommodations will be provided to address the identified special care needs:

The parent will provide: _____

The school will provide: _____

Parent's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____