



## BEFORE AND AFTER SCHOOL PROGRAMS

The International School of Louisiana offers a Before and After School Program. **There is a non-refundable Registration Fee of \$25.00 per family, made payable to the International School of Louisiana (ISL).** The fee must be submitted with the registration form prior to participation in any before/after school care program. This fee covers the costs of the games, activities, and materials the program offers.

**EARLY BIRD** (before school care) – The Early Bird program operates from 7:15 am until 7:45 am; Mid-City Campus 7:00 – 8:00 a.m. Family accounts are charged a daily rate of \$4.00 per day per child up to \$35.00 monthly. There is a Morning Care drop-in service fee of \$5 for students who are not registered in the Early Bird (before care) program, a payment of \$5 must be paid in full the same morning of service. If you believe you will need occasional, unscheduled before school care, it is strongly recommended that you register your child for Early Bird.

**PRIME TIME** (after school care) – The Prime Time program operates from 3:30 pm until 5:30 pm and Wednesday from 2:30 p.m. until 5:30 p.m.; Mid-City operates from 4:00 p.m. until 6:00 p.m. and Wednesday from 3:00 p.m. until 6:00 p.m. Family accounts are charged a daily rate of \$10.00 per day per child up to \$150.00 monthly. Prime Time will provide basic after school care with homework time, snack, and outdoor play. A late fee of \$5 for the first minute and \$1 per minute thereafter will be charged for any child not picked-up by 5:30pm; repeated late pick-up will result in dismissal from the program.

*If you wish to enroll your child(ren) in Early Bird and/or Prime Time, complete the attached registration form(s). Return the completed form(s) and the registration fee payment to ISL by August 19th.*

**For unscheduled after school care,** a drop-in service is available for students who are not registered in an after school program. Drop-in fees are \$25/day, or any portion thereof, that your child is in attendance. *Students who remain on campus more than 15 minutes after dismissal and who are not registered in the after school program will automatically be checked into drop-in and charged \$25. Dismissal is at 3:30pm on Monday, Tuesday, Thursday & Friday and 2:30pm on Wednesday.* Pre-registration is not required for drop-in care, however, if you believe you will need drop-in service more than twice yearly, it is strongly recommended that you register your child for Prime Time.

**Payment for before/after school programs are due in full each month** and may be made by check, money order, or debit/credit card. You may also pay monthly fees on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com). **Please make checks payable to ISL.** There is a \$32.00 NSF fee for each returned check. All delinquent accounts will be charged a monthly \$25 late fee or 5% of the outstanding balance or whichever is greater and dismissal from the program. *Your family's school account must be current in order for your child to be eligible for non-academic programs, including after school care.*

If you have any questions regarding fees or payments, please call the finance office at 504-229-4378.



**EARLY BIRD REGISTRATION 2016-17 SY**

**Hours:** 7:15 a.m. to 7:45 a.m.; Mid-City: 7:00 a.m. – 8:00 a.m.

**Daily Fee:** \$4.00 (up to \$35.00 per month)

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**EARLY BIRD PROGRAM AGREEMENT**

Please read the following information carefully. Your student's registration is not complete until this program agreement is signed by the parent/guardian and returned to ISL with the non-refundable family registration fee of \$25.00. Each student must be registered separately.

1. **Enrollment:** Registration is required before a student may participate in EARLY BIRD.
2. **Fees:** \$4 per day for each day, or any part thereof that your child attends. Payments are due by the 10<sup>th</sup> day of the month following Early Bird attendance.  
 Payments may be made in cash, check, money order, or debit/credit card. There is a **\$32 NSF Fee** for each returned check. Delinquent accounts will be charged monthly a \$25 late fee OR 5% of the outstanding balance, whichever is greater. Students with delinquent family accounts are not eligible for non-academic programs, including PRIME TIME.
3. **Discipline:** EARLY BIRD is an extension of the school day. ISL will follow the same discipline policy as the school. Disruptive or disrespectful behavior towards other students or staff will not be permitted and will be cause for dismissal from the program.
4. **My check/cash for the \$25 registration fee, made payable to ISL, is attached.**

There is a Drop-in Service Fee of \$5.00. This fee **must be** paid before service is provided for non-registered Early Bird participants.

**YOUR SIGNATURE VERIFIES THAT YOU HAVE CAREFULLY READ THE ABOVE INFORMATION AND AGREE TO ABIDE BY ALL CONDITIONS OF THE PRIME TIME PROGRAM AGREEMENT.**

**Mother/Guardian Name:** \_\_\_\_\_ **Father/Guardian Name:** \_\_\_\_\_

**Work Phone: Mother/Guardian:** \_\_\_\_\_ **Work Phone: Father/Guardian:** \_\_\_\_\_

**Cell Phone: Mother/Guardian:** \_\_\_\_\_ **Cell Phone: Father/Guardian:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_



## **LATE PICK-UP POLICY**

*Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time.*

### School Dismissal – All Students

Monday, Tuesday, Thursday, and Friday - 3:30 pm  
Wednesday - 2:30 pm

**Students who remain on campus more than 15 minutes after dismissal and who are not registered for any after school program will automatically be checked into drop-in care and charged \$25 per day.** If you believe you will need drop-in service more than twice yearly, it is strongly recommended that you register your child for Prime Time.

**All after school programs operate from dismissal to 5:30 pm.** A late fee of \$5 for the first minute and \$1 per minute thereafter will be charged for any child not picked-up from any program, including drop-in care, by 5:30pm; repeated late pick-up will result in dismissal from a program.

Anyone picking up a child who is not on the child's pick-up authorization list will need to be approved through written authorization or a direct phone call from the parent/ guardian before the child may leave school grounds. Permanent changes to the pick-up list need to be done in writing and submitted to ISL's data department. By State Law children under the age of 16 may not pick-up other children.

**Everyone picking up a student must be prepared to show picture identification.**

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***PLEASE KEEP THIS COPY FOR YOUR RECORDS.***



### PRIME TIME REGISTRATION 2016-17 SY

**Hours:** 3:30 p.m. – 5:30 p.m.; Mid-City: 4:00 p.m. – 6:00 p.m.

**Wednesday Only:** 2:30 p.m. – 5:30 p.m.; Mid-City: 3:00 p.m. – 6:00 p.m.

**Daily Fee:** \$10.00 (up to \$150.00 per month)

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

### PRIME TIME PROGRAM AGREEMENT

Please read the following information carefully. Your student's registration is not complete until this program agreement is signed by the parent/guardian and returned to ISL with payment. Each student must be registered separately.

- 1. Enrollment:** Registration is required before a student may participate in PRIME TIME.
- 2. Fees:** \$10 per day for each day, or any part thereof that your child attends. Payments are due by the 10<sup>th</sup> day of the month following Prime Time attendance.  
  
Payments may be made in cash, check, money order, or debit/credit card. There is a **\$32 NSF Fee** for each returned check. Delinquent accounts will be charged monthly a \$25 late fee OR 5% of the outstanding balance, whichever is greater. Students with delinquent family accounts are not eligible for non-academic programs, including PRIME TIME.
- 3. Student Pick-up:** Students must be picked up daily by 5:30 p.m; Mid-City 6:00 p.m. *Parents who are late picking up their child will be charged \$5 for the first minute and \$1 per minute thereafter for every minute after 5:30 p.m. or 6:00 p.m.* **If a parent is late three times, the child will be dropped from the PRIME TIME program.**
- 4. Discipline:** PRIME TIME is an extension of the school day. ISL will follow the same discipline policy as the school. Disruptive or disrespectful behavior towards other students or staff will not be permitted and will be cause for dismissal from the program.
- 5. My check/cash for the \$25 registration fee, made payable to ISL, is attached.**

**YOUR SIGNATURE VERIFIES THAT YOU HAVE CAREFULLY READ THE ABOVE INFORMATION AND AGREE TO ABIDE BY ALL CONDITIONS OF THE PRIME TIME PROGRAM AGREEMENT.**

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_  
Please Print



**PRIME TIME REGISTRATION 2016-17 SY**

**Hours:** 3:30 p.m. – 5:30 p.m.; Mid-City: 4:00 p.m. – 6:00 p.m.  
**Wednesday Only:** 2:30 p.m. – 5:30 p.m.; Mid-City: 3:00 p.m. – 6:00 p.m.

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_ Father/Guardian Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please check expected days needed:

\_\_\_\_\_Monday \_\_\_\_\_Tuesday \_\_\_\_\_Wednesday \_\_\_\_\_Thursday \_\_\_\_\_Friday

\_\_\_\_\_ My child will occasionally need, unscheduled after school care.

**Pick up permissions**

My child will be picked up by a parent or one of the following:

Name: \_\_\_\_\_

Relationship to \_\_\_\_\_ Cell phone number (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to \_\_\_\_\_ Cell phone number (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child \_\_\_\_\_ Cell phone number (\_\_\_\_) \_\_\_\_\_