

# INTERNATIONAL SCHOOL OF LOUISIANA

## BEFORE AND AFTER SCHOOL PROGRAMS

The International School of Louisiana offers a Before and After School Program. **There is an annual non-refundable Childcare Registration Fee of \$25 per family, made payable to the International School of Louisiana (ISL).** The fee must be submitted with the completed 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 care) – The Early Bird program operates from 7:15 - 7:45 a.m.; Uptown Campus 7:15 - 8:15 a.m. Family accounts are charged a daily rate of \$4.00 per day per child up to \$36.00 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 care) – The Prime Time program operates from 3:30 - 5:30 p.m. and Wednesday from 2:30 – 5:30 p.m.; Uptown operates from 4:00 p.m. - 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 is due for any child not picked-up by end of the program; 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 your Campus Family Liaison by Friday, August 18, 2017.*

**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 school dismissal and who are not registered in the after school program will automatically be checked into drop-in and charged \$25. 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 \$35.00 NSF fee for each returned check. Students will be dismissed from the childcare program if their family account is delinquent.

If you have any question regarding childcare fees or payments, please call Alondra Clem, Accounts Receivable at (504) 229-4378 or via e-mail [aclem@isl-edu.org](mailto:aclem@isl-edu.org).

# 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**

Dixon and West bank Campus: Monday, Tuesday, Thursday, and Friday – 3:30 pm  
Wednesday - 2:30 pm

Uptown Campus: Monday, Tuesday, Thursday, and Friday – 4:00 pm  
Wednesday - 3:30 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, Uptown Campus 6:00 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. Repeated late pick-up will result in dismissal from the 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**

**INTERNATIONAL SCHOOL OF LOUISIANA  
CHILDCARE REGISTRATION 2017-18 SY**

<p><b>Early Bird Hours</b> Dixon &amp; Westbank: 7:15 - 7:45 a.m.; Uptown: 7:15 – 8:15 a.m.</p>	<p><b>Prime Time Hours</b> Dixon &amp; Westbank: 3:30 - 5:30 p.m.; Uptown: 4:00 - 6:00 p.m.</p> <p><b>Wednesday Only:</b> Dixon &amp; Westbank: 2:30 - 5:30 p.m.; Uptown: 3:00 - 6:00 p.m.</p>
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Please select program(s) you are registering your child in:     Early Bird     Prime Time

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

**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 childcare registration fee of \$25.00. Each student must be registered separately.

1. **Enrollment:** Registration is required before a student may participate.
2. **Fees:**
  - Early Bird: \$4 per day for each day, or any part thereof that your child attends up to \$36.00 monthly. Payments are due by the 5th day of the month following Early Bird attendance.
  - Prime Time: \$10 per day for each *day, or any part thereof* that your child attends up to \$150.00 monthly. Payments are due by the 5<sup>th</sup> of the month following Prime Time attendance.

Payments may be made in cash, check, money order or debit/credit card. There is a **\$35 NSF Fee** for each returned check. Students will be dismissed from the program if their family account is delinquent.

3. **Student Pick-up:** Students must be picked up daily by 5:30 p.m.; Uptown 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. **If a parent is late three times, the child will be dismissed from the PRIME TIME program.**
4. **Discipline:** Early Bird and 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 PROGRAM AGREEMENT.

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

**PRIME TIME PICK-UP AUTHORIZATION FORM  
2017-18 SY**

**Program Hours:** 3:30 p.m. – 5:30 p.m.; Uptown: 4:00 p.m. – 6:00 p.m.

**Wednesday Only:** 2:30 p.m.; Uptown: 3:00 p.m.

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

Mother/Guarding Name:	Father/Guardian Name:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:

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

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

Relationship: \_\_\_\_\_ Cell phone number \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Cell phone number \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Cell phone number \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Cell phone number \_\_\_\_\_