

# INTERNATIONAL SCHOOL OF LOUISIANA

## BEFORE AND AFTER SCHOOL CARE PROGRAMS

The International School of Louisiana offers a Before and After School Program. **There is an annual Registration Fee of \$25 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 – 7:45 a.m. at Dixon and West bank Campus; 7:15 am until 8:15 am at Uptown Campus. 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 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 3:45 – 5:30 p.m. and Wednesday from 2:45 – 5:30 p.m. at Dixon and West bank Campus; 4:15 – 6:00 p.m. and Wednesday from 3:15 – 6:00 p.m. at Uptown Campus. 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 5:30pm at Dixon and West bank Campus or 6:00 p.m. at Uptown Campus. Late fee must be paid in full the same afternoon of service; 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, attach the registration fee payment, and submit to ISL by August 18, 2017. If you are paying registration fee on MySchoolBucks (MSB) attach payment confirmation.***

**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 3:30 pm on Monday, Tuesday, Thursday & Friday for Dixon and West bank and 2:30pm on Wednesday. Dismissal is at 4:00 pm Monday, Tuesday, Thursday & Friday for Uptown Campus and 3:00 pm 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 \$35.00 NSF fee for each returned check. Students with delinquent accounts will be dismissed from the program.

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

## EARLY BIRD REGISTRATION 2018-19 SY

**Hours:** Dixon & Westbank Campus 7:15 a.m. to 7:45 a.m.; Uptown: 7:15 a.m. – 8:15 a.m.

**Daily Fee:** \$4.00 (up to \$36.00 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. Please list each sibling that is enrolled in the child care program include the name, and campus each child attends. 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. Payment is due in full upon receipt of monthly invoice.

Payments may be made in cash, check, money order or debit/credit card. There is a **\$35 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 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 or copy of MSB confirmation of payment 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 EARLY BIRD PROGRAM AGREEMENT.**

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

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

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

E-mail address: \_\_\_\_\_ Email address: \_\_\_\_\_

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

**PRIME TIME CHILDCARE REGISTRATION 2018-19 SY**

**Hours:** 3:45 - 5:30 p.m. Dixon and Westbank Campus; 4:15 - 6:00 p.m. Uptown Campus  
**Wednesday Only:** 2:30 - 5:30 p.m. Dixon and Westbank Campus; 3:15 -6:00 p.m. Uptown Campus  
**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 the Non-refundable family registration fee of \$25.00. Please list each sibling that is enrolled in the childcare program include the name, and campus each child attends. Each student must be registered separately.

- 1. Enrollment:** Registration is required before a student may participate.
- 2. Fees:** \$10 per day for each day, or any part thereof that your child attends. Payment is due in full upon receipt of monthly invoice.

Payments may be made in cash, check, money order, or debit/credit card. There is a \$35 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 at Dixon and West bank Campuses by 5:30 p.m.; 6:00 p.m. at Uptown Campus. 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. Late fee must be paid in full the same afternoon of service. **If a parent is late three times, the child will be dismissed from the PRIME TIME program.**
- 4. Discipline:** PRIME TIME 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 or copy of MSB confirmation of payment 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.**

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

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

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

E-mail address: \_\_\_\_\_ Email address: \_\_\_\_\_

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

## 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, & Friday: 3:30 pm Dixon & West bank Campus; 4:00 pm Uptown Campus  
Wednesday-2:30 pm Dixon and West bank Campus; 3:00 pm Uptown Campus.***

**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. Payment is due when the child(ren) is picked up by parent/guardian. 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(ren) not picked-up from any program, including drop-in care, by 5:30 pm Dixon and West bank Campus, 6:00 pm Uptown Campus; 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 2018-19 SY**

**Hours:** 3:45 p.m. – 5:30 p.m. Dixon and West bank Campus; 4:15 p.m. – 6:00 p.m. Uptown Campus  
**Wednesday Only:** 2:45 p.m. - 5:30 p.m. Dixon and West bank Campus; 3:15 - 6:00 p.m. Uptown Campus

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

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

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

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

**Pick up permissions**

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

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

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

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

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

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

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

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

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