



# INTERNATIONAL SCHOOL OF LOUISIANA

## Child Care Program Handbook

### Eligibility

International School of Louisiana (hereinafter referred to as “ISL”) offers Before School Child Care and After School Child care. This Child Care Program is designed to meet the needs of working families with school-age children enrolled at ISL. ***ISL’s Child Care program is not an extension of the school day and is fee-based.***

### Description

This document is intended to outline the policies and procedures designed to provide a safe and caring environment where students can play and learn.

ISL provides daily this program to all eligible students in Kindergarten through 8th grade through the following offerings:

- Early Bird (before school child care)
- Prime Time (after school child care)

### **EARLY BIRD**

- TIME: The Early Bird program operates from 7:15 a.m. – 7:45 a.m. at Dixon and Westbank Campus; 7:15 a.m. - 8:15 a.m. at Uptown Campus.
- DAILY RATE: Family accounts are charged a rate of \$4.00 per day/per child, up to \$36.00 monthly.
- DROP-IN: Morning Care drop-in service is available for students who are not registered in the Early Bird program. This fee is \$5 and must be made in full the same morning of service. If you believe you will need occasional, unscheduled before school child care, it is strongly recommended that you register your child for Early Bird.
- MEALS: Breakfast is optional and available. Breakfast is billed separately through MySchoolBucks.

### **PRIME TIME**

- TIME: The Prime Time program operates from 3:45 p.m. – 5:30 p.m. and Wednesday from 2:45 p.m. – 5:30 p.m. at Dixon and Westbank Campus; 4:15 p.m. – 6:00 p.m. and Wednesday from 3:15 p.m. – 6:00 p.m. at Uptown Campus.
- DAILY RATE: 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.
- LATE PICK UP: 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.

### **DROP IN (unscheduled after school child care)**

A drop-in service is available for students who are not registered in an after school program. Drop in fees are \$25.00 per day (or any portion thereof, that your child is in attendance).

School 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. ***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.***

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.

### **Behavioral Expectations—Parents**

- The parent identifies names and contact information for all persons authorized to pick up their child(ren) on the Contact Info/Authorized Pick Up on ISL online student information portal. If you cannot access your portal account, please contact our Data and Admissions Department at [admissions@isl-edu.org](mailto:admissions@isl-edu.org).
- The parent, or parent's designee, should pick up their child(ren) from Prime Time promptly. Parents and those picking up students from Prime Time are asked to be very sensitive to the extra burden placed on the program staff when students need to be supervised after the pick-up time.
- 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 Prime Time and charged \$25.00 per day. Payment is due when the child(ren) is picked up by parent/guardian. .
- 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 authorized pick-up list need to be completed via your account on the ISL online student information portal or by speaking with your Family Liaison. (A family can only use the portal once per year). 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.***
- Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on school property. Adults are expected to model the desired behavior that is expected of the children. Profanity, threats, or disruptive behavior will not be tolerated.
- Parents are responsible for paying their child(ren) child care fees upon receipt of an invoice. Students with delinquent accounts will be dismissed from the program.

## **Behavioral Expectations—Students**

- All rules of student behavior in effect on the school campus apply to the child care program. Discipline will be handled by the program coordinator, and in some cases, by the school principal or designee.
- The student will refrain from aggressive behavior or behavior that incites arguments with other students and/or after school program staff.
- A student may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well being of others in the program.
- A child who is dismissed due to behavior issues will no longer be eligible to attend child care program at any time.

## **Sign In/Out Procedures**

Parents must sign in/out with the date and time for their child/ren each day.

A child will be released only to person(s) designated by the parent/guardian on the Authorized Pick Up Form. Once a child is signed out by a parent/guardian the After School Program is no longer responsible for that child.

Failure to properly sign in or out could result in incorrect fees being charged, and repeated failure to properly sign in and out may result in dismissal.

If a child is to be released to someone not listed on the application, the program coordinator must be notified.

## **Weather/Emergency Closing**

The decision to close schools will be made by ISL personnel no later than 3:30 p.m. and will be communicated through ISL website [www.isl-edu.org](http://www.isl-edu.org), the official communication portal. If possible, the decision will be made the evening before the closing. If no announcement is made, parents may assume that schools will operate on a normal schedule and the Child Care Programs (Before/After) will operate on normal schedule.

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal is necessary, ISL personnel will communicate this information to parents via ISL website. If school is closed or dismissed early because of weather conditions, the After School Program will not operate that day.

## **Year-End Tax Statements/Reimbursement Requests**

As a courtesy to our parents, year-end tax statements will be produced by January 31 for all families with accounts in good standing. The statement will be in the name of the person who enrolls the child/ren. Statements for active families will be sent to the current site. Statements for inactive families will be available at the campus the child attended **unless the family has a**

**past due balance.** If there is a past due balance on the account, the year-end tax statement may be picked up from the Finance Office after payment of the past due balance.

### **Snacks**

A nutritious snack supplied by the Food & Nutrition Service is available each afternoon. If your child has a food allergy please advise the program coordinator of that fact in writing.

### **Staff**

There is a program coordinator at each location. The duties of the program coordinator includes managing the site, enrolling new children, purchasing supplies, collecting fees, and preparing bookkeeping information for the Finance Department. There are staff assigned to supervise and interact with groups of children.

### **Late Pick-Up**

**All after school programs operate from school dismissal to 5:30 pm, or 6:00 pm at the Uptown Campus only.** 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. Payment is due when the child is picked-up. 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 authorized pick-up list need to be completed via your account on the ISL online student information portal or by speaking with your Family Liaison. (A family can only use the portal once per year). 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.

### **Fees and Payments**

- Early Bird - \$4.00 per day; \$36.00 per month; Drop-in\* \$5.00 per day
- Prime Time - \$10.00 per day; \$150.00 per month; Drop-in\* \$25.00 per day
- Late Fee - \$5.00 first minute and then \$1.00 for every minute thereafter

*\*students who are not registered and paid the \$25.00 non-refundable fee*

**Payments for before/after school programs are due in full upon receipt of invoice each month** and may be paid by check, money order, or debit/credit card. You may also pay monthly fees online 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. I understand that Child care is not an extension of the school day and is fee based.
2. Registration is required before my child(ren) can participate in EARLY BIRD.
3. **Fees:** \$4.00 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. Students with delinquent family accounts will be dismissed from the program.

4. **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
5. **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 CHILD CARE 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 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 child care program include the name, and campus each child attends. Each student must be registered separately.

1. I understand that Child care is not an extension of the school day and is fee based.
2. Registration is required before my child(ren) can participate in PRIME TIME.
3. **Fees:** \$10.00 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. Students with delinquent family accounts will be dismissed from the 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.**

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:** \_\_\_\_\_

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

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