

CHILD CARE PROGRAMS (Before and After School)

International School of Louisiana offers Child Care Programs (Before and After School) designed to meet the needs of working families with school-age children enrolled at ISL. **The Childcare Programs are *fee-based* as they are *not* an extension of the school day.**

What Child Care Programs are available at ISL?

- **EARLY BIRD (Before School Child Care)**
 - Hours:
 - Dixon Campus from 7:15am-7:45am
 - Westbank Campus from 7:15am-7:45am
 - Uptown Campus from 7:15am-8:15am
 - Daily Fee:
 - Family accounts are charged \$4.00 per day per child (up to \$36.00 per month).
 - Drop-In Service:
 - There is a Before School Child Care ***drop-in service available*** for students who are not registered in the Early Bird program.
 - ***Drop-in service fee*** is \$5 per student and must be made in full the same morning of service.
 - Please note: If you believe you will need occasional, unscheduled before school care, it is strongly recommended that you register your child.
 - Meals:
 - Breakfast is optional and available.
 - Breakfast is billed separately through MySchoolBucks.

About ISL Dismissal

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.

ISL Campus Dismissal Times

Dixon & Westbank Campus

M/T/Th/F- 3:30pm

Wednesdays- 2:30pm

Uptown Campus

M/T/Th/F- 4:00pm

Wednesdays- 3:00pm

Prime Time begins 15 minutes after dismissal. Prime Time will provide basic after school care with homework time, snack, and outdoor play. All Prime Time (After School) Programs operate from dismissal until 5:30 pm.

- **PRIME TIME (After School Child Care)**

- Hours:

- Dixon & Westbank Campus
 - M/T/Th/F- 3:45pm-5:30pm
 - Wednesdays- 2:45pm-5:30pm
- Uptown Campus
 - M/T/Th/F- 4:15pm-5:30pm
 - Wednesdays- 3:15pm-5:30pm

- Daily Fee/Late Fee:

- Family accounts are charged \$10.00 per day per child (up to \$150 per month).
- 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, Uptown and Westbank campus.
 - Late fees must be paid in full the same afternoon of service; repeated late pick-up will result in dismissal from the program.
- 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.
- Repeated late pick-up will result in dismissal from the program.

- Drop-In Service

- ***For unscheduled PRIME TIME (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 per day, or any portion thereof, that your child is in attendance.
- 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.

How to Register for Child Care Programs (Before and/or After School)?

1. Fill out the attached registration form
2. Pay the non-refundable annual Registration Fee of \$25 per family, made payable to the International School of Louisiana (ISL).
 - a. You may process your registration fee payment on MySchoolBucks (MSB). Simply attach the payment confirmation to your registration form.
3. Submit the registration form and payment confirmation to ISL Finance Department ***no later than Wednesday, August 7, 2019.***

AUTHORIZED PICK UP LIST

- Everyone picking up a student must be prepared to show picture identification.
- 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 through info snap.
- By State Law children under the age of 16 may not pick-up other children.

MONTHLY PAYMENTS

- Payments for Child Care Programs (Before and After school) are due in full upon receipt of invoice each month
- Payments can be made by check, money order, or debit/credit card. You may also pay monthly fees on-line at www.myschoolbucks.com.
 - Please make checks and money order 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 questions regarding fees or payments, please contact Alondra Clem at (504) 229-4378 or via e-mail aclem@isl-edu.org.

Behavioral Expectations—Parent/Guardian

- The parent/guardian identifies on the Registration forms, or on the Request to Update Information form, the names and contact information for all persons authorized to pick up their child.
- The parent, or parent's designee, should pick up their child(ren) from Prime Time promptly. 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.
- 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 pick-up list need to be completed in info snap. 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.

Behavioral Expectations—Students

- All rules of student behavior in effect on the school campus apply to the childcare program. Discipline will be handled by the program coordinator.
- The student will refrain from aggressive behavior or behavior that incites arguments.
- The student will not deface or damage any part of the bus.

Behavior Management

Children are expected to comply with all regular school rules and regulations in addition to the Behavior Management Policy. Discipline will be handled by the program coordinator, and in some cases, by the school principal or assistant principal.

The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program.

Limits are set on behavior to provide a safe and caring environment where children can plan and learn. Limited are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials or equipment; 3) to help children learn to respect themselves, other children, and adults.

A child 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. 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.

A child who is dismissed due to behavior issues will no longer be eligible to attend at any time.

Sign In/Out Procedures

- Parents must sign out with the date and time for their child/ren each day.
- A child will be released only to person(s) (minimum 16 years of age) designated by the parent/guardian on the enrollment 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. Staff will require identification from any unfamiliar person who arrives to pick up a child. A program coordinator may call the parent to verify any written or verbal authorizations to release a child to someone else.

Snacks

A nutritious snack supplied by Child Nutrition 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 Finance and Food Service Department. There are staff assigned to each group of children. The duties of the staff are supervising and interacting with the group.

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.

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 parent outreach. 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 Childcare Programs (Before/After) will operate on normal schedule. Parents may also check the ISL website at www.isl-edu.org for up-to-date scheduling decisions.

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

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If schools is closed or dismissed early because of weather conditions, the After School Prgoram will not operate that day.

CHILDCARE REGISTRATION 2019-2020 SY

Early Bird: 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)

Prime Time: Dixon & Westbank Campus **3:45 p.m. – 5:30 p.m.; 3:00 p.m. – 5:30 p.m. (Wednesday);**

Uptown Campus **4:15 p.m. – 5:30 p.m.; 3:15 p.m. – 5:30 p.m. (Wednesday)**

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

Student's Name: _____ Grade: _____ Campus: _____

Student's Name: _____ Grade: _____ Campus: _____

Student's Name: _____ Grade: _____ Campus: _____

CHILDCARE 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 their grade and campus for each student registered.

- 1. Enrollment:** Registration is required before a student may participate in EARLY BIRD and/or PRIME TIME.
- 2. Fees:** Early Bird \$4.00 and/or Prime Time \$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. 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.
- 3. Discipline:** Childcare Programs 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. Payment:** 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 for Early Bird and \$25.00 for Prime Time. This fee **must be** paid when service is provided for non-registered childcare participants.

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

Mother/Guardian Name:

Father/Guardian Name:

Cell Phone: Mother/Guardian:

Cell Phone: Father/Guardian:

Work Phone: Mother/Guardian:

Work Phone: Father/Guardian:

E-mail address:

Email address:

PERSONS AUTHORIZED TO PICK-UP 2019-2020 SY

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

Student's Name: _____ Grade: _____ Campus: _____

Student's Name: _____ Grade: _____ Campus: _____

Student's Name: _____ Grade: _____ Campus: _____

Pick up authorization:

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 (____) _____