

AFTER CARE at Little Flower School

After Care is open to LFS students in Grades K-8. Students must be pre-registered and drop-in care is not available.

The program operates from 3:00-6:00 PM on days classes are in full session. There is no care on days with early dismissal. This year, the fee for the After Care program is \$12.00 per day and we have a capacity of 25 children per day. Children must be pre-registered – drop-in students cannot be accepted. Please be aware that days often fill quickly so we encourage prompt registration at the beginning of the year. When you reserve a day of the week, we will hold that spot for the year unless you notify us otherwise. Billing is done on a monthly basis whether your child attends on his/her scheduled day(s) or not. For example, if your child is reserved for Wednesdays and Fridays, you will be billed for all Wednesdays and Fridays during that month whether your child attends or not. Any changes to your scheduled days are dependant on space availability for the requested day.

After-Care will begin on Monday of the first full week of school and will be in session every day that we have a full school day. **Please make alternate arrangements for the days we have early dismissal.** In the event of early school closing, due to severe weather conditions, there will be no After Care. We ask that you pick up your children promptly as our staff will need to get safely home as well.

We are required to account for all children who are registered with us each day. A daily attendance sheet is given to the After Care staff each day. **You must send a written note, fax or email the School Office prior to 12 noon if your child will not be attending After Care on the day(s) for which he/she is registered.** We are required to have this **written** documentation kept on file so your cooperation with this policy is appreciated.

All children attending After-Care will be dismissed with "Car Riders" and gather in the quadrangle area where they will be met by the After Care Supervisor. If your child will not come directly to After Care at 2:50 PM (for example if they have an after school activity) please make certain an adult escorts them to the After Care Room so the staff there can check the child in on the register.

When arriving to pick up your child/ren, please pull up directly into the quadrangle area of the school. The Math Room near the far right-hand doors is where you will generally find your child. Staff will leave a sign on the door if they have moved elsewhere in the building (ie. the gym or field)

Our schedule for the After Care includes a time for active play, a snack time, and quiet time for homework and/or reading. The following is an approximate schedule of activities for the After Care Program:

2:50 – 3:00 p.m.	Students supervised on Quadrangle
3:00 – 3:10 p.m.	Attendance, put away belongings
3:10 – 4:00 p.m.	Outdoors, gym time or computer lab
4:00 – 4:20 p.m.	Snack (provided)
4:20 – 5:00 p.m.	Quiet time, study time (may be extended for older students)
5:00 – 6:00 p.m.	Activities – games

Please remember that you may pick up your child at your convenience, **but no later than 6:00 p.m.** You must come in and sign your child out each day. A late fee of **\$10.00** will be assessed if you arrive between 6:05 p.m. and 6:15 p.m. and **\$20.00** if you arrive between 6:15 p.m. and 6:30 p.m.

Finally, we expect appropriate behavior from the children after school. This includes respect and cooperation at all times. We want this time to be relaxing and enjoyable. However, you will be contacted if your child's behavior is inappropriate. If conduct does not improve, a child may not continue in the program. We follow the code of conduct and discipline as found in the School Handbook.