



August 11, 2017

Dear Parents,

We are excited to introduce our New After Care Director, Judy Fenasci. Judy has an early childhood certification, and has been an After Care Director at a local public and local private schools. She has also been a PE Teacher; Judy is very excited to take the lead in our program with your children

Now that we are into the new school year we wanted to remind everyone about After Care policies and procedures. Also, please return the form at the end of this letter to enroll your child/children in After Care.

After Care Hours:

Monday – Thursday 3:30 PM - 5:30 PM

Friday 2:45 PM - 5:30 PM

After Care Cost:

\$7.00 per hour (charged in 30 minute increments)

\$15.00 late fee for every 10 minutes after closing

Please be considerate of the staff. Late pick-ups affect our staff, and you will incur a late fee. Our staff cares for your children; however, they are scheduled to leave campus at 5:30 PM. We ask that you please allow yourself 5 – 10 minutes for any unforeseen delay. If it is determined that you have been late on several occasions over a period of time, you may be informed that After Care services are no longer available for your child.

After Care Billing (New Procedure):

The Business Office is changing the payment process for After Care. If you are planning on your child attending After Care, we ask that you pre-pay. As you use After Care, the Business Office will deduct the charge from your account, and when the account balance is low you will receive a notification to deposit additional funds. The initial deposit will be \$200.00. Please complete the attached form if your child will be attending after care at any time this school year, and return with the \$200.00 deposit. At the end of the year you are able to carry any credit balance over to the next year or request a reimbursement.

Pick Up Procedure:

The main building doors are not used once After Care begins. When you pick up your child, please use the back gate in the Vicksburg parking lot. There is a buzzer on the right side of the gate or an employee will be there to open the gate.

For Little Saints pick up, enter through the gate by the Little Saints Dunn Building. There is also a buzzer on this gate.

All gates will be locked; please do not try to force the gate open. If you have any trouble entering through the gate, please let the After Care Director know so we can resolve the problem. Please call (504)488-1319 extension 160 after 3:30 PM in order to reach an after care employee.

Please make sure you sign your child out from After Care with one of our employees. They will be at the gate or in the After Care office. If you have to send someone who is not on the authorized list who may pick up your child, please email Judy ahead of time at Jfenasci@stpauls-lakeview.org and call the After Care after hours (504)488-1319 extension 160. Let that pick-up person know that he/she must show a photo ID in order to check the child out.

We appreciate your cooperation in this matter. If you have any questions or concerns, please contact Judy Fenasci, the new After Care Director. JFenasci@stpauls-lakeview.org

Rachel Schmidt
Rachel Schmidt
Business Manager

Please complete and return the form below:

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After Care Attendance Form

Childs Name: _____

Grade Level: _____

Childs Name: _____

Grade Level: _____

Childs Name: _____

Grade Level: _____

(Please Print)

Parent/Guardian Name: _____

(Please Print)

I would like to register my child/children for After Care for the 2017-2018 school year. Please find enclosed a check for \$200.00 for the required deposit.

I understand that After Care will be pre-paid, and I have read, understand and will follow the After Care Policies and Procedures.

Parent/Guardian Signature