



August 16, 2023

Dear St. Paul's Families:

The After Care staff is looking forward to a great year. If you are planning on your child attending After Care, you are required to pre-pay through the FACTS system by August 25. You will be able to start using After Care tomorrow.

Simply sign in to your FACTS account and you will see two boxes, one for your Tuition Payment Plan and one for the Pre-Pay Account. 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 \$250.00.** When your account balance gets below \$50.00, please add \$200.00 to the balance. At the end of the year you are able to carry any credit balance over to the next year or request a reimbursement.

After Care Hours:

Monday – Thursday 3:30 PM - 5:30 PM

Friday 2:45 PM - 5:30 PM

After Care Cost:

\$12.00 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.

Pick-Up Procedure:

- Pre-K and Kindergarten will dismiss from the French St. (Gate 4).
- Little Saints at Gate 3 (Vicksburg Street at the Dunn Bldg.)
- 1st-8th Grade will dismiss from the Vicksburg pedestrian gate.
- On inclement weather days, all will dismiss from O'Ferrall Hall (Gate 1).

If you have to send someone not on the authorized list to pick up your child, please email Judy ahead of time at <mailto:jfenasci@stpauls-lakeview.org> and call (504) 289-5047. Let that newly authorized pick-up person know that he/she must show a photo ID in order to check the child out. We are looking forward to a great year in After Care.

Judy Fenasci (504-289-5047)
After Care Director



Please complete and return the form below:

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After Care Attendance Form

Childs Name:

(Please Print)

Grade Level:

Childs Name:

(Please Print)

Grade Level:

Childs Name:

(Please Print)

Grade Level:

Parent/Guardian Name:

(Please Print)

I would like to register my child/children for After Care for the 2023-2024 school year. I have made my \$250.00 pre-payment deposit per child in FACTS.

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