



August 12, 2025

Dear St. Paul's Families:

The After Care staff is looking forward to a great year with your children! If your child will be using After Care, please note that pre-payment through the FACTS system is required. (***No pre-payment is required for Baby and Toddler Saints.***) Please make your initial deposit by **August 14**, After Care services will begin for 1st – 8th grade on **Thursday, August 14**. After Care will be available for Baby Saints – 8th grade on **Monday, August 18**.

To set up your After Care account:

- Log in to your FACTS account.
- You'll see two sections: one for your Tuition Payment Plan and one labeled Pre-Pay Account.
- Make an initial deposit of \$250.00 into your Pre-Pay Account.
- As you use After Care, charges will be automatically deducted by the Business Office.
- When your account balance drops below \$50.00, you'll receive a notification to add funds. Please deposit an additional \$200.00 at that time.

At the end of the year, any remaining credit can either be carried over to the next school year or refunded upon request.

After Care Hours:

Monday – Thursday 3:30 PM - 5:30 PM
Friday 2:45 PM - 5:30 PM

After Care Cost:

\$13.00 per hour (charged in 30 minute increments)
\$15.00 late fee for every 10 minutes after closing

Please be mindful that our After Care staff is scheduled to leave promptly at 5:30 PM. Late pick-ups not only result in late fees but also affect our staff members personally. We recommend allowing yourself an extra 5–10 minutes to account for any unexpected delays. 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:

- Little Saints will dismiss from Gate 3 (Vicksburg Street at the Dunn Bldg.)
- Pre-K – 8th Grade will dismiss from the Vicksburg pedestrian gate
- On inclement weather days, Pre-K – 8th 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 Lauren ahead of time at lbrennan@stpauls-lakeview.org and call 504-453-0267. 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.

We appreciate your cooperation and look forward to a great school year!

Lauren Brennan
504-453-0267
After Care Director



Please complete and return the form below:

After Care Attendance Form

Child's Name: _____ Grade: _____
(Please Print)

Child's Name: _____ Grade: _____
(Please Print)

Child's Name: _____ Grade: _____
(Please Print)

I would like to register my child/children for After Care for the **2025-2026** 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 Signature

Parent Name (Please Print)