



## AFTER SCHOOL CARE PROGRAM

Welcome to Carencro Catholic School After School Care Program. This handbook is presented as an addition to the regular Parent/Student Handbook. All rules, regulations, and policies in the regular Parent/Student Handbook will apply to the After School Care Program.

The After School Care Program provides professional care, supervision, and recreation and enrichment activities. It serves working families of children enrolled at Carencro Catholic School who desire childcare in a Christian environment.

We have included valuable information for your child's safety and the basic operation of the program. We welcome your ideas and suggestions to assist us in making this program as beneficial as possible for both your child(ren) and your family.

Sincerely,

***Sonya C. Louviere, Ed.D.***

Principal

[slouviere@carencrocatholic.org](mailto:slouviere@carencrocatholic.org)

337-501-9011

***Andrea Miler***

After School Director

337-886-5282

(direct contact during after school hours)

## **BILLING INFORMATION**

Invoices are sent and payments for ALL CSC fees are collected via FACTS Incidental Billing.

Our pick-up time is 6:00 p.m. A late pick-up fee of \$1.00 per minute, per child, after 6:00 p.m. will be billed to you as staff members are employed only until **6:00 p.m.** Please respect our time of closure. Please note that upon the 2nd time a child is picked up late and every time after that, a \$10 flat fee per student will be billed in addition to the \$1/minute/child late pick-up fee.

## **PAYMENT SCHEDULE**

ALL payments are DUE by the 15th of each month. Failure to pay by the due date will result in a \$25.00 non-refundable late fee billed to your account after the due date has passed.

We require ALL PAYMENTS to be made via FACTS. Once the invoice is received, parents may process payment by logging into their FACTS account. If enrolled in Auto Pay for Incidental Billing, FACTS will automatically collect the payment from your account on the due date of the invoice.

Please Note: If payment becomes delinquent, your child may not be allowed to return to ASC until the balance is paid.

## **PROGRAM HOURS**

The After School Program will operate from school dismissal time until 6:00 p.m. on regular school days beginning the first day of school. Your child must leave with you when you come to pick them up. Aftercare is not intended to be extra playtime for students.

There is NO aftercare on early dismissal days.

## **“DROP-IN” AFTER CARE FEES**

After School Care offers a Drop-in option for a fee of \$12.00 per day/child. If parents need drop in care, please call the office and Mrs. Sandy will let Mrs. Andrea know to expect your child.

## **ENROLLED FEE SCHEDULE**

Below is the fee schedule for the 2024-2025 school year:

- 1-2 days a week is \$11 a day
- 3-5 days a week is \$7 a day
- Drop-ins is \$13 a day

\*\*\*\*\* **DISCIPLINE POLICY** \*\*\*\*\*

*Revised 6/9/2026*

To maintain a safe environment for our students and staff members, we remind all parents and students that the discipline policy in the Parent/Student Handbook also applies to After Care. In addition, the following is a list of behaviors that will not be tolerated:

- Cell phone usage (cell phones are NOT allowed)
- Being disrespectful to anyone
- Chewing gum, bringing toys, and using phones (devices) without permission
- Pushing, punching, or shoving others or any aggressive behavior towards other children or staff members
- Throwing rocks, dirt, mulch, etc.
- Playing in the bathrooms
- Not returning notes of concern (if issued)
- Other behaviors that are disrespectful of other students and staff members

Any child caught participating in the above behaviors will be issued a Note of Concern (like what is sent home from the Discipline Department). Parents will be required to sign the Note and return it to Mrs. Andrea the following day.

After a child receives (3) Notes of Concern, they will not be allowed to return to After Care for up to (1) week (1-5 days depending on the severity of the violation).

## **BEHAVIOR**

As members of the Christian community, children are to respect the staff, each other, and the materials and environment provided. Children may never leave the building or grounds without permission from a staff member. We will notify any parent of a child that repeatedly disrupts the program.

## **SNACKS**

Snacks will be served daily. After School Care currently participates in the FREE snack program offered by the Diocese of Lafayette. The snack will consist of 100% juice and a bread snack equal to 1 oz. portion, according to the USDA standards for healthy snacks. Snacks are permitted from home. Candy is not allowed.

## **HOMEWORK**

Each day after snack time, students have an option to complete homework with the assistance of a staff member. Please be reminded that it is the child's responsibility to know his/her assignment and bring the needed materials. Please advise After School Care if you wish for your child to complete his/her homework.

## **SAFETY**

*Revised 6/9/2026*

How and with whom your child leaves the After School Care premises is of most importance to us.

Parents or guardians are required to sign the check-out sheet in the cafeteria or on the playground by the cafeteria on a daily basis before taking the child from the premises. Anyone other than the parent or guardian will not be allowed to take the child unless written permission has been granted by the parent. A person other than a parent will be asked to provide photo identification.

Parents will be expected to take sick children home.

In the event the contact number for the student can't be reached, the ASC Manager or Assistant in charge will take the necessary measures to provide the best care for the ill/injured child.

### **ILLNESS OR ACCIDENT**

In the event of a minor accident, simple first-aid will be administered. In the case of a more serious accident, we will follow the instructions as stated in the Parent/Student Handbook and the parent will be informed immediately.

**\*PLEASE LABEL ALL CLOTHES AND BELONGINGS\***

## AFTER SCHOOL CARE ACKNOWLEDGMENT

I have read and understand the policies regarding the After School Care Program. I also understand the payment plan and I am aware of the fees and late charges. I agree to abide by all policies of the handbook.

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Child's Name/Grade

\_\_\_\_\_  
Child's Name/Grade

\_\_\_\_\_  
Child's Name/Grade

\_\_\_\_\_  
Child's Name/Grade

**Please sign and return to Mrs. Andrea by August 31st OR the first day that your child(ren) attends After School Care.**