



# **Marigny Elementary School**

## **Before and After Care Handbook**

### **2021-22**

#### INTRODUCTION

Welcome to the Before and After School Care Program at Marigny Elementary School. Our childcare program has been organized to provide supervision for Pre-Kindergarten (4 year olds) through 3<sup>rd</sup> grade students. The parent handbook is a vital part of the enrollment agreement between our program and the caregivers of the students who are enrolled in this program.

#### GOALS

The program will provide quality childcare which caregivers can rely upon throughout the school year. The program will offer a variety of activities which can include outdoor play and activities, inside games, reading, art projects, time to work on homework, and free play time.

#### POLICIES AND EXPECTATIONS

Parents/Children can expect:

- A safe, supportive and consistent environment
- Fair, respectful treatment
- Nurturing care from staff members
- School expectations and discipline procedures that are fair and consistent
- Equitable access to program equipment, materials, facilities

The program expects that parents will:

- Pay fees on time according to our established schedule
- Keep the child's emergency information up-to-date
- Pick up child on time each day
- Pay attention to any communication from the school regarding child's progress or behavior in an effort to bring about improvement, if necessary

The program expects that students will:

- Be responsible for their actions
- Respect the school expectations that guide them during the day and while in attendance of the program
- Remain with the group and childcare staff at all times
- Take care of materials and equipment properly and return them to their place when finished

## BEHAVIORAL EXPECTATIONS

In order to assure the safety of all children, every participant in this program is expected to follow all Marigny's expectations, rules, and regulations. All must adhere to these rules and expectations in order to continue to participate in the program.

## ENROLLMENT

The parent must complete a registration form and submit it to the program director via the school.

A child may be enrolled in the program at any time during the school year. Children must attend Pre-Kindergarten (4 year olds) through 3<sup>rd</sup> grade to be eligible for enrollment. Forms can be obtained through the front office and online through our school website. A student must be in attendance during the school day in order to attend before or after care.

## HOURS OF OPERATION

Marigny Elementary School's Before and After Care Program will follow the same school calendar as the St. Tammany Parish Schools. Aftercare services are not provided on half days of school.

### Morning Care

- 7:00 AM – 8:15 AM in Marigny's gym
- Parent or an adult must drop off the child at the gym door and sign him/her in with the morning care staff. This is for your child's safety.

### After Care

- 3:51 PM – 6:00 PM– We will begin in Marigny's gym. We will move to the cafeteria for a snack and then to the playground for recreation. (Occasionally aftercare will be held in another designated area with signs posted.)
- You or your authorized designee must inform a staff member when arriving to take a student home. Identification and authorization will be required to sign out and release students.
- "Homework Time" is offered to students attending aftercare. The aftercare staff will work cooperatively with students to offer help on homework.

**After school care is not offered on school holidays, teacher development day or half days.**

## FEES AND PAYMENT

The program's salaries, supplies, and administrative expenses are supported entirely by our fees. The fees are as follows:

Registration Fee	\$10 one-time fee
Before Care	
Regular Attendees	\$75 per month for each child
Drop-In (Daily)	\$6 per day for each child and the one-time registration fee
After Care	
Regular Attendees	\$145 per month for each child
Drop-In (Daily)	\$12 per day for each child and the one-time registration fee

Please make all monthly payments by the 1<sup>st</sup> of each month. Drop-in fees are due on the day of attendance. All fees should be paid in a timely fashion. Payment can be made by a check written to Marigny Elementary School, cash or online through MyPaymentsPlus. Please retain your receipt. Timely payment of fees is necessary for continued enrollment in the program for your child.

### Late Fees

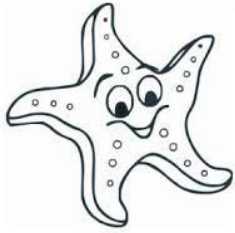
Child care closes promptly at 6:00 PM. A late fee of \$10.00 will be charged for each 15 minutes (1 minute up to 15 minutes will be \$10; 16 – 30 minutes will be \$20 and so on).

## HEALTH AND SAFETY

If your child has a known medical condition, please be sure to notify the school and the program's staff. This information should be included on the student's registration form. If a child has any of the following conditions, the parent will be notified to pick up the child: contagious disease, fever over 100 F, vomiting, or diarrhea. In case of an accident or illness, parents of the child will be called immediately. In serious cases, 911 will be called and the child transported to the hospital.

For additional information, please contact Patty Cerise (985)674-3011 or [patricia.cerise@stpsb.org](mailto:patricia.cerise@stpsb.org).

If you would like your child to attend Before and/or After Care Program, please complete the attached forms. Please return the forms, the first month's fee, and the registration fee of \$10 to the school office.



**Marigny Elementary School  
Before and After School Care  
Registration Form**



Student's Name: \_\_\_\_\_

School Student Attends: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

My child will attend Before Care:

\_\_\_\_\_ every morning or \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F

My child will attend After Care:

\_\_\_\_\_ every afternoon or \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F

Please check all that apply.

Home Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Mother's cell# \_\_\_\_\_ Father's cell# \_\_\_\_\_

Mother's work# \_\_\_\_\_ Father's work# \_\_\_\_\_

Emergency Contacts/Persons approved to pick up child

Name: \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Name: \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Name: \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Name: \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Allergies: \_\_\_\_\_

**Having read and agreed to the conditions listed in the Before Care and After Care Handbook, I would like to enroll my child/children in the Marigny Elementary Child Care Program.**

**Parent/Guardian Signature:** \_\_\_\_\_

**Office Use Only:**

**Registration Fee Received:** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Check** \_\_\_\_\_