



Little Oak Middle School

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Kim Vanderklis, Principal
Amie Guttuso, Asst. Principal / Allison Bolin, Asst. Principal

Little Oak Middle School After-Care Child Program Ms. Danielle Warfield, Program Director

Mission Statement: The mission of our After-School Child Care Program is to provide students with:

- An inclusive program that is safe and nurturing in a comfortable environment.
- A cultural, enriching program that promotes the physical, intellectual, emotional and social development of each child.
- A program that meets the highest quality of child care standards.

Eligibility: The After School Child Care Program is a service provided to Little Oak students only.

About our Program: The After-School Child Care Program will be provided on regular school day, beginning after school until 6:00 PM. After-care is **NOT** an extension of the students' school day. It is a Community Education Program that is supported by the attendants. In middle school, **our teacher-student ratio will be 1 to 16**, with no additional attendants. The program will not operate when school is closed, including holidays and $\frac{1}{2}$ days of school. The program's phone number is 985-502-0457.

Registration: Students must have the enrollment form turned in to the main office prior to the first day of service. See attached form. The registration fee is \$15 for the first child and \$10 for each additional child. Fees must be paid at time of enrollment. Payment of registration fee only does not enroll the student. Payments are due Monday of each week, **all after-care must be prepaid**. Bills are sent out on Wednesdays.

Program Fees: The daily rate is \$10 per day or \$50 per week. Drop in attendants are required to pay \$10 upon pickup. Non-payment of fees will result in student not being allowed to attend the after-care program. As per school policy, students who owe lunch money, fines, or fees (including after-care) will not be permitted to attend extra-curricular activities such as Friday Fun Night, field trips, or field days. Rates are subject to increase during the school year if operating costs of the program increases.

Payments: Payments must be **made in advance** for the days your child will be attending. An envelope clearly marked "After-care" can be handed in at the beginning of after-care or parents can turn payment in at pick-up time. You can also go to <http://littleoakmiddle.stpsb.org> to make an online payment. Click on the online fee MyPaymentsPlus icon. Then click on Little Oak Middle.

Overdue Payments: If an account goes beyond 2 days, your child will not be allowed to attend after-care until full payment is made.

Daily Schedule:

2:46-3:00 - Roll Call

3:00-4:00 - Homework Time

4:00-6:00 - Activity Time

Note: Homework is done on the honor system. Children are expected to have all assignments. Students without homework or who finish early may read for enjoyment or study for upcoming tests. Assistance from a Child Care Worker is available.

Late Pick-Up Fee: A \$10 late fee will be charged for each additional 15 minutes (1-15 minutes; 16-30 minutes; 31-45 minutes) when the parent/guardian is late in picking up each of his/her children. Children who are consistently picked up late will no longer be allowed to attend after-care. If parent contact has not been successful, authorities will be called for assistance with any student remaining after 7:00 PM.

Discipline: All students are expected to follow the same rules and procedures as during regular school hours. Inappropriate student behavior will be handled according to the STPSB Parent/Student Handbook. Students who receive disciplinary consequences will also receive a probationary warning. If behaviors continue, the student will no longer be allowed to attend after-care. After-care should always be a safe environment for all. Students who injure others, **purposely or accidentally**, may be removed from after-care immediately. Administration will determine if/when the student will be allowed to return to after-care. Students who are verbally abusive or use inappropriate language will also be removed.

Checkout Procedures: Only adults who are listed on the enrollment form will be allowed to sign out the child from after-care. A photo ID will be required. Please keep your authorization list up to date at all times.