

I.C. AFTER-SCHOOL CARE PROGRAM—2023-2024

GOAL

The goal of the Immaculate Conception After-School Care Program is to provide a supervised, safe, and fun environment to students during after school hours. Children are given the opportunity to explore, experiment, and use their imagination and creativity during both free play and structured activities. Both indoor and outdoor activities are provided. Children receive encouragement and positive reinforcement. The ASC program is consistent with the mission of Immaculate Conception School so students may experience continuity in care throughout the day.

HOURS OF OPERATION

- The ASC Program is open from 3:25 p.m. to 5:30 p.m. on normal school days. (When the 5:30 church bells ring, a \$5 late fee is charged.)
- On scheduled early dismissal days ASC starts at the time of dismissal and remains open until 5:30 p.m. unless you are otherwise informed.
- If school dismisses early (due to inclement weather, etc.), ASC is not open.
- If school is closed (due to inclement weather, holidays etc.), ASC is not open.

RATES (may be subject to change)

- The current fee is \$80 a month for full time ASC students.
- There is a discount for multiple children in a family-\$80 for the first child and \$75 for the second child.
- These fees are subject to change if needed.
- Part time students who attend on a regular basis are assessed accordingly based on the situation.
- The months of August and May are paid together at the beginning of the year as one month. May's payment is non-refundable.
- For parents who find themselves in occasional need of ASC, the current fee is \$5 for a regular day and \$8 for an early dismissal day. Payment is due on the day care is provided. Please give school 24 hours notice if possible.

PAYMENTS

- Make checks payable to "Immaculate Conception ASC."
- Payment is due in advance of care on the first day of the month. Allow several days for any paper work (receipts, cafeteria plan etc.) to be completed.
- A two-week notice is expected if your child will no longer attend ASC.

DISCIPLINE

- School rules apply to After-School Care. See Immaculate Conception Student/Parent Handbook.

RELEASE OF A CHILD

If someone other than a parent or authorized person is picking up your child, please notify school.

ILLNESS OR INJURY POLICY

- If your child is involved in a minor accident, first aid is administered on the premises. Parents are notified with a note sent home with the child.
- In cases which appear serious, the director notifies the parent or emergency contact person immediately and arranges for medical care.
- In case of an emergency where a child’s condition demands immediate medical attention, the principal, director, and/or teacher will call for emergency medical help.
- If your child becomes ill during ASC, you will be notified and asked to arrange for your child to be picked up as soon as possible.

REGISTRATION POLICY

Enrollment may be limited and will be on a first come, first serve basis.

MISCELLANEOUS POLICIES

- If you need to leave a message regarding ASC, call the school office. You may also call or email ashley.isenberg@icloosecreek.org .
- Please send a healthy snack with your child each day attending.
- Children must attend Immaculate Conception School in order to attend after school care.

I have read and understand the policies and procedures for the 2022-2023 After-School Care program.

If your child (ren) plans to attend ASC during the 2022-2023 school year, return the form below to school in an envelope addressed to the After-School Care Director.

CHILD(REN)’S NAME: _____ AGE _____
 _____ AGE _____
 _____ AGE _____

FULL TIME _____

PART TIME _____

Parent/Guardian Signature _____