

# KITTY CATS PROGRAM

**Cypress Cove Elementary  
2017-2018  
After Care Program  
Policy and Fees**

**540 South Military Road  
Slidell, LA 70461  
985-726-9338**



**Our program provides a safe  
environment for children  
needing after school care at  
a reasonable cost.**

**Director:  
Barbara Agar, Teacher**

**Eligibility** - Kindergarten - First Grade  
Students enrolled at Cypress Cove are able to participate in the program. Parents or guardians must be willing to abide by the rules of the program, and be responsible for any damages caused by their child. Parents must sign an agreement to this effect.

**Please Note:** This program is geared towards children who do well in a group situation.

**Program Activities** - The program will begin at 3:31 p.m. in the cafeteria and end at 6:00 p.m. The students will be sent directly to the cafeteria from the classrooms. Activities will include the following: Check-in, snack, playground/gym activities, story time/games, and art.

**After Care will not be provided on half-days or holidays.**

**Enrollment** -

1. Please fill out and sign the attached enrollment form. Send the enrollment form to your child's teacher.  
Registration payment (\$15.00) plus first payment is due when you pick your child up the first day.
2. Parents/Guardians need to send signed notes to both the child's teacher and the aftercare director when After Care is no longer needed. If a child will go home by bus or car rider, instead of after care, a note must be sent to both after care and the child's teacher on Monday of the week any transportation changes are made. Please include a phone number if contact with the parent is needed. These procedures help to ensure the safety of all After Care students.

## Rules

1. Every child will respect the staff and other children.
2. Violence will not be tolerated. No child will be allowed to hit a staff member or another child.
3. Children will take care of the school equipment. If a child damages any equipment, the parent will be notified and will be responsible for covering the cost of repairing or replacing the equipment.

**Discipline Policy** - Children will be praised whenever possible. In the instance that a child misbehaves, the procedures are as follows:

1. Verbal reminder of rules
2. Short time out
3. Time out until parent arrives

\*Any extreme behavior will be discussed with the parent and may be cause for exclusion from the program. \*If a child is formally written up 3 times for discipline problems, the student will be dismissed from our program.

## Fees -

**\$15.00 non-refundable registration fee**

**\$170.00 Monthly Fee**

**Due to our students' young age and to avoid any confusion, we urge all students to attend after care every day.**

\*All aftercare fees will be collected monthly.

**Billing** - Monthly fee is due on the first school day of the calendar month. A \$10.00 per day late fee will be charged for payments received after the due date. If payment is not made by the 5<sup>th</sup>, the student will be removed from the program. If you pay your fee on-line it must be paid by midnight on the due date. If payment is not made on the due date the student will **not** be allowed to attend After Care. **IMPORTANT!** Money is non-refundable if the child leaves the program. Do not send payments to school with your child. Please pay directly to After Care at pick-up!

## Billing continued -

Checks should be made payable to Cypress Cove Elementary. **Do not** include this payment on the same check with other school payments. You can also take advantage of our **ONLINE FEE PAYMENT SYSTEM**. Log on to [www.stpsb.org](http://www.stpsb.org) and choose the **MY PAYMENTS PLUS** button to pay fees using e-check or Master Card, Visa or Discover cards.

**Late Pick Up Fees - \$10.00 per child** will be charged for **each 15 minutes** after 6:00 p.m. **Five** late pick-ups will result in dismissal from the program.

Due to staffing requirements, no credit of fees applies if child does not attend aftercare for any reason. I.E. illness, vacations, etc.

## NSF Checks and My Payments Plus returns

- Our policy is to charge \$10.00 for an NSF check and, **thereafter, all payments must be made in cash only.** School Board policy dictates that any payment for NSF checks must be made in cash only.

**Check Out Procedures** - Only those people whom you have listed on the After Care registration form as having your authorization are allowed to check out your child in the school cafeteria. Photo I.D. is required. Parents are responsible for keeping the authorization list current at all times. Please pick up your child at the cafeteria entrance to the school. Parking in the front of the school will provide the closest access to those doors. Please turn off car engines while in school for safety reasons.

Thank you for your interest in our "Kitty Care Program." Any questions, please call 985-726-9338 during After Care hours only -3:31pm - 6:00pm.

## CYPRESS COVE AFTER CARE POLICY SUMMARY

**FEES:**

- Program fees due monthly. Late-pickup fees due when child is picked up.**
- \$15.00 non-refundable registration fee
- \$170.00 monthly fee
- \$10.00 late fee per day for payment after due date or after 12 midnight online.
- \$10.00 fee for NSF check and all future payments will be accepted in cash only.
- \$10.00 each 15 minutes after 6:00 p.m. per child. If we are unable to reach a parent, the local police will be called if children are remaining after 6:30pm.

**POLICY:**

- Five late pick-ups will result in dismissal from the Program.
- Payment due in advance and due on the first school day of each month.
- \$10.00 late fee per day after the first school day.
- If payment is not made by the 5<sup>th</sup> of the month the student will be removed from the program.
- Due to staffing requirements, money is non-refundable if the child leaves the Program. No credit is applied for days student does not attend the Program. i.e. illness, vacations, etc.
- Only people listed on your After Care enrollment sheet will be allowed to check-out your child.
- No After Care on half-days or holidays
- If your child has a change of transportation, After Care has to be made aware of the change in writing by Monday of the week in which the change occurs.

I HAVE RECEIVED A COPY OF THE KITTY CARE PROGRAM POLICY AND FEES OF THE CYPRESS COVE AFTER CARE PROGRAM. I AM AWARE OF THESE FEES AND POLICIES.

Child's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**Water Days!**

My child has permission to play on the waterslide while attending After Care. He/She has permission to wear his/her uniform if a swimsuit is forgotten on water slide days. You will be informed in advance of these special days.

Parent's Signature \_\_\_\_\_ Yes / No (circle one)

**CYPRESS COVE ELEMENTARY  
"KITTY CATS"  
2017-2018 AFTER SCHOOL CARE  
ENROLLMENT FORM**

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER: \_\_\_\_\_ ENROLLMENT WILL BEGIN ON: \_\_\_\_\_

**(Dues are paid monthly on the first  
school day of each month)**

Mother's/Guardian's Name \_\_\_\_\_

Father's/Guardian's Name \_\_\_\_\_

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

Home Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Mother's Work # \_\_\_\_\_ Mother's Cell # \_\_\_\_\_

Father's Work # \_\_\_\_\_ Father's Cell # \_\_\_\_\_

**If applicable, a copy of custody papers with a judge's signature are required. Yes / No**

1. Does your child have any medical problems or allergies? Yes/No (circle one)

If Yes – please describe \_\_\_\_\_

2. Does your child take a prescription medicine? Yes/No

If Yes – please indicate drug \_\_\_\_\_

3. Does your child have a current IEP? Yes/No (circle one)

If yes, do we have permission to access the IEP? (Please initial) \_\_\_\_\_

Emergency Contact People/Authorized to Pick-Up Student other than parent(s):

#1: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

#2: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

#3: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Yes, I would like to enroll my child in the After Care Program at Cypress Cove Elementary. I have read the rules of the program and understand that if my child or I do not follow them, my child will be dropped from the program. Furthermore, I agree to pay for any damages caused by my child during the course of this program.

\_\_\_\_\_  
Parent's Signature

**The program will begin on the first day of school. (Please fill out the back.)**