

KITTY CATS PROGRAM

Cypress Cove Elementary After Care Program Policy and Fees 2020-2021

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.

Directors:

Barbara Agar, Teacher
Stacey Lovitt, Teacher

Eligibility - PreKN, KN and First Grade Students enrolled at Cypress Cove are able to participate in the program (see attached) 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 dismissal 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, art, and fun centers in cafeteria.

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
SEE ATTACHED

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

DROP-IN FORMS IN FRONT OFFICE.

*All aftercare fees are prepaid on a monthly basis. **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 5th, the student will be removed from the program.** All payments must be made by 6 pm on the 1st of the month. **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. **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, grandparents visiting, etc.

NSF Checks 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 ELEMENTARY
"KITTY CATS"
2020-2021 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 when the child is picked up!)

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 # _____

#4: 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.)

**CYPRESS COVE AFTER CARE
POLICY SUMMARY
2020-2021**

FEES:

Program fees are prepaid monthly. Late-pickup fees due when child is picked up.

\$15.00 non-refundable registration fee

\$9.00 per day full time students

\$10.00 per day for MWF or Tu-Th students

\$10.00 late fee per day for payment after due date

\$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 5th of the month the student will be removed from the program.
- DROP-IN FORMS ARE IN THE FRONT OFFICE.
- 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, grandparents visiting, 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 POLICIES AND FEES.

Child's Name _____

Parent's Signature _____ Print Name _____

**CYPRESS COVE ELEMENTARY
EARLY BIRDS PROGRAM
2020-2021**

**OUR PROGRAM PROVIDES A SAFE ENVIRONMENT FOR
CHILDREN NEEDING BEFORE SCHOOL CARE AT A
REASONABLE COST.**

**DIRECTORS: ANITA VAZQUEZ, TEACHER
ANDEE FEE, SECRETARY**

ELIBIGILITY - Students must be enrolled at Cypress Cove 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.

PROGRAM ACTIVITIES - This program will begin at 6:30 a.m. in the gym and end at 7:50 a.m. Students eating breakfast will go to the cafeteria at 7:50 a.m. Other students will get into class lines in the gym. The students will be allowed to watch videos, participate in gym activities, read, play board games or arts and crafts.

RULES -

Every child will respect the staff and other children.

Violence will not be tolerated.

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

In the instance that a child misbehaves, the procedures are as follows:

Verbal reminder of rules

Short time* Any extreme behavior will be discussed with the parent and may be cause for exclusion from the program.

FEES - The rate for students enrolled on a regular basis will be as follows:

Registration Fee - \$15.00

Weekly Fee - \$30.00

Part-Time - \$8.00

Drop-In Rate - \$10.00

BILLING - Checks should be made payable to Cypress Cove Elementary. Do Not include this payment on the same check with other school payments. All before care fees are prepaid on a monthly basis. 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 5th, the student will be removed from the program.

IMPORTANT! Money is non-refundable if the child leaves the program. Do not send payments to school with your child. Please pay directly to Before Care at drop-off!

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

DROP-IN PROCEDURE

1. You must register your child in the before care program.
2. You must pay when you bring your child.

STAFF POLICY - There will be 10-12 children to each staff member. All staff members must be fingerprinted and have a criminal background check by the St. Tammany Parish School Board.

**THANK YOU FOR YOUR INTEREST IN OUR
"EARLY BIRD PROGRAM."
ANY QUESTIONS PLEASE CALL 985-605-5587.**

**CYPRESS COVE ELEMENTARY
"EARLY BIRDS"
2020-2021 BEFORE SCHOOL CARE
ENROLLMENT FORM**

CHILD'S NAME: _____ GRADE: _____

TEACHER: _____ ENROLLMENT WILL BEGIN ON: _____

Monday Tuesday Wednesday Thursday Friday OR Varies

Parent's/Guardian's
Name(s) _____

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)

2. Does your child take a prescription medicine? Yes/No (circle one)

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 Contacts:

#1: Name _____ Relationship _____ Phone # _____

#2: Name _____ Relationship _____ Phone # _____

#3: Name _____ Relationship _____ Phone # _____

Yes, I would like to enroll my child in the before 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 _____

NOTE: THE PROGRAM WILL BEGIN ON THE FIRST DAY OF SCHOOL.