

# KITTY CATS PROGRAM

**Cypress Cove Elementary  
2018-2019  
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.**

**Directors:**

**Coach Bunny Agar, Teacher  
Stacey Lovitt, Teacher**

**Eligibility** - PreKN, KN and First Grade Students enrolled at Cypress Cove are able to participate in the program, as well as siblings coming from H.I.E. 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, 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**

**\$9.00 per day full time students**

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

**Any other attendance will be considered a drop-in and will be charged \$15.00 per day.**

**\*Sibling discount will be applied for each additional sibling who is enrolled on a full time basis.**

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

**\*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 5<sup>th</sup>, the student will be removed from the program.

**All payments must be made by 6 pm on the 1<sup>st</sup> school day 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, 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.