



Before & After Care Program
Parent Handbook
2018-2019

Mr. Tale Lockett, Principal
Clovis Jay Benoit, Assistant Principal
Carolyn Coleman, Assistant Principal
Ms. Kimberle Corsey, Before & After Care
Director

Vision

Lafayette Renaissance Charter Academy is committed to 100 percent academic excellence.

Philosophy/Mission

The philosophy of the Before & After Care (BAC) Program is to provide an extension of the academic excellence provided at Lafayette Renaissance Charter Academy. This program is designed to cater to the social, physical, and academic development of each participant in a caring environment.

Goals

- 1) To provide a safe, nurturing and fun learning environment for students before and after regular school hours;
- 2) To promote a positive development of self in each child;
- 3) To promote a quiet and supervised academic session;
- 4) To provide supervised free-choice and themed activities.

Registration

All parents must enroll their child/children in the Before and After Care Program prior to the child/children attending the program. There is a \$25.00 per family, **non-refundable** registration fee necessary for participation in the Before & After Care Program. This fee is due at the time of registration. You may register for Before Care only, After Care only, or Before and After Care.

Tuition is NON-REFUNDABLE

Tuition Payments and Procedures

Parents are required to pay tuition on their tuition payment schedule. Tuition is due on the 1st school day of the month. Payments will be considered late after the 5th day of each month.

Please note that credit and refunds for days that the student does not attend will not be granted. Tuition payments must be made in the form of **money order, cash, or online only**. If you are **PAYING WITH CASH PLEASE HAVE THE CORRECT CHANGE**.

If your child is enrolled in the Before and Aftercare Program full tuition must be paid regardless of the number of days your child attends. A \$25.00 late payment fee will be assessed for any payment not received by the due date (**No Exceptions**). Recurrent late payments or payments two weeks past due will result in termination of enrollment in the BAC Program.

Any family who is in arrears will not be permitted to register for the Before and After Care Program for the next school year until the account's balance is paid in full.

Hours of Operation

During regular school days, the Before Care Program begins at 6:30a.m. and After Care Program operates from 3:30 p.m. until 6:00 p.m. Parents are required to sign in their child/children each morning and afternoon. The Before and After Care Program follows the Lafayette Renaissance Charter Academy academic school calendar and is therefore closed during holidays and teacher planning days.

Before Care Program Arrival Procedures

Parents/Guardians must:

- Accompany their child/children into the building through the designated multi-purpose room door
- Complete the BAC arrival form indicating time of arrival and signature; If procedures are not followed; this could result in a possible suspension or dismissal from the program
- Release child to the BAC Staff

After Care Program Departure Procedures

Parents and/or authorized designees must:

- Enter the front office room doors
- Present driver's License/ Placard;
- Name must be on the pick-up list
- Must be 18 years old
- Complete the BAC sign-out form noting time of pick-up, print name, and signature (for each child.

Note: LAFAYETTE RENAISSANCE CHARTER ACADEMY WILL NO LONGER OFFER A "DROP-IN" PROGRAM. ALL PARENTS ARE REQUIRED TO REGISTER THEIR CHILD(REN) AS A BEFORE OR AFTER CARE STUDENT. SPECIAL PRIVILEGES MAY BE PRE APPROVED FOR EMERGENCY SITUATION ONLY. UPON THE PICK UP OF YOUR CHILD A \$25.00 REGISTRATION FEE AND A \$15 LATE FEE WILL BE CHARGE AT THE TIME OF PICK-UP! IF YOUR CHILD(REN) IS LEFT IN AFTERCARE AFTER 3:30 P.M. THE PROPER AUTHORITIES WILL BE CONTACTED IF RULES OR NOT FOLLOWED!

Children will be released only to those listed on the registration form. Our program ends promptly at 6:00 pm. A \$3.00 per minute/ per child will be charged for any child/children picked up from 6:01 p.m. or later **New Regulations Mandate We Collect the Late Fee** The late fee must be paid before your child/children can return to the BAC program. Parents that are late picking up their child/children more than three (3) times during one month will be terminated from the program.

NOTE: PLEASE PLAN ACCORDINGLY FOR TRAFFIC AND INCLEMENT WEATHER AS NO EXCEPTIONS WILL BE MADE FOR THIS POLICY.

After Care Curriculum

Students will be provided with 45-minutes of quiet time for homework; however, **THE AFTER CARE STAFF IS NOT RESPONSIBLE FOR THE COMPLETION OF HOMEWORK ASSIGNMENT(S)**. For homework not finished during BAC, parents must ensure that the assignment is completed at home. Those students who do not have homework or who choose not to complete their homework, will be assigned quiet time for reading. Please ensure that your child has a book **DAILY** that is compliant with LRCA's policy.

Each child must arrive at BAC prepared with the necessary supplies: homework, paper, pencils, book, etc. Students that are enrolled in After Care program are provided one snack and one juice/milk on a daily basis. All grades will have minimum of 30 minutes of recess time (weather permitting). Students who fail to follow the rules and expectations **WILL** have their recess time and/or special activity revoked.

Daily Schedule will include:

- *Healthy snack and drink* 15 minutes
- Homework/quiet time 45 minutes
- Outdoor activities 30 minutes
- Indoor enrichment activities 30 minutes

Discipline Policy

Students are expected to be respectful and responsible at all times. LRCA's Aftercare has a "hands to yourself" policy. Students are not to put their hands on another student even in play. Behavior deemed disrespectful or hurtful to others will **NOT** be tolerated. A parent conference will be scheduled to help all parties resolve any behavioral issues. Any student that injures another person will be suspended from the program, after an investigation has shown that such injury was willful nature. Such behavior is of a serious concern and will result in prompt, remedial attention.

The following behaviors should never be exhibited during Before and After Care:

- A. Any type of fighting
- B. Intimidating, harassing, or threatening others
- C. Use of profane language, gestures or behaviors
- D. Damaging and/or destroying belongings to the school or others
- E. Leaving the assigned BAC area without permission from BAC Staff
- F. Theft of any kind
- G. Disrespect to adult authority figures
- H. Electronic devices present in Aftercare

Consequences:

- First Offense: Director - Student Conference
- Second Offense: Director–Parent–Student Conference
- Third Offense: One-week suspension from BAC Program
- Final Offense: Termination from the BAC Program

Please note that some types of behavior may warrant immediate suspension or termination

Withdrawals and Change of BAC Services:

To withdraw from the BAC program parents are required to give a 30-day notice; please complete and submit a notice of withdrawal/change to the BAC Director only.

BAC services will be “LIMITED” to two changes each school year, providing a 30-day notification.

Volunteer Hours

If you would like to donate art supplies, games, or outdoor activities to the Before and After Care Program, for every \$10.00 spent one volunteer hour will be given. Parent Volunteers are welcome to donate their time to our program. If you wish to volunteer to the After Care Program, please contact the Director, Kimberle Corsey.

Contact Information

Parents may contact the main office between 8am-6pm to address any issues or concerns. To address any questions or concerns, parents may contact the BAC Director, Ms. Kimberle Corsey, between 10a.m.-6p.m. at 337-706-0066 or at kcorsey@lafayettecharter.org

I am looking forward to our returning students and parents and welcoming our new students and parents to the program. It is my goal to make the 2018-2019 Before and After Care Program a successful, educational, safe and fun environment.

Kimberle Corsey

Director

Before and After Care Program