

## **2021-2022**

# **SLU Lab School Pride After-School Program Handbook**

*Welcome to SLU Lab School Pride After-School Program. The purpose of this handbook is to give you, the parent/guardian, a better understanding of our program, which includes our goals, registration procedures, rate and payment information and most importantly the safety and well-being policies for your child. Our program is available for students in grades PK-8. Should you have any further questions after reading through the handbook, please feel free to reach out to our Director of the program, Mr. Nick Stoulig.*

### **Pride After-School Program Goals**

- To help children develop to their fullest potential
- To promote the values of living an active, healthy, and nutritious life
- To continue the growth of social skills
- To promote the values of caring, honesty, respect, responsibility and hard work

### **Pride After-School Program Fees and Dates for the 2021-2022 school year**

1. A parent or guardian must complete the registration packet for each child enrolled in the program. This packet will be valid for one year.
2. There is a once an academic year non-transferable, non-refundable \$10 registration fee for enrollment into the SLU Lab School After-School program.
3. SLU Lab School After-School program has two payment options. Payments shall be made in advance.
  - a. Monthly payments: \$250  
Monthly payments are due the last business day of the month paying for the following month.
  - b. Semester payments: \$1000  
Semester payments are due August 10, 2020 and December 18, 2020
  - c. Pay for a certain number of days per month: \$15  
Payment must be made in advance. Students may not attend the program if not paid in full, for days the student will attend the following month.

***Families will not be allowed to switch between Monthly and Daily.***

4. There will be an additional late fee of \$1 per minute charged for parents picking their students up after 5:30 PM.

5. The Pride After-School program will follow the 2021-2022 Tangipahoa School System calendar. We will not have the program on holidays, half days, or staff development days

***All payments shall be made to Southeastern Louisiana University and submitted to the Controller's Office***

### **Payment Expectations**

Monthly payments are due the last business day of the month, paying for the following month. Semester payments are due August 11, 2021 and January 11, 2022.

If payments are not made by the deadline, your child will not be able to participate in the program until payments have been made in full.

Late pickup fee's will be due on the last business day of each month. If the late pickup fee is not paid, your child will not be able to participate in the program until payments have been made in full.

Payments are to be made to the Controller's Office and can be made using cash, credit card, check or money order. Checks **MUST** be written to ***Southeastern Louisiana University***. They **MUST** also include a physical address, phone number, driver's license number and date of birth of one of the parties named on the check. There is a **fee of \$15** charged for all returned checks and the privilege to write checks for future payments will be forfeited.

Failure to respond to demands for payment by Southeastern may result in such debts being transferred to the State of Louisiana Attorney General's Office or other outside collection agency, for collection. Upon transmittal for collection, the parent/guardian is responsible for collection/attorney's fees in the amount of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, and all court costs.

## **Pick Up**

A staff member will use an electronic sign-out system that will time-stamp the time you arrive to pick up your child. The parents, or an individual listed on the registration form must sign out your child and may be asked to present a picture ID, to ensure that your child departs from us in a safe manner. Your cooperation is very important and much appreciated.

## **Late Pick Up Policy**

A \$1.00 per minute fee will be assessed for parents picking up their student after 5:30 PM. All students **MUST** be picked up by 5:45 PM.

***No exceptions!!*** If students are not picked up by 5:45 pm, we will follow the Tangipahoa Parish School System policy for Child-Abandonment by contacting the police and filing a Child-Abandonment report.

***Late pick-up fees will be due the last business day of the month the student was picked up late.***

## **Pride After-School Program Expectations and Student Conduct**

- Respect yourself and the PRIDE After-School program staff and participants
- Play fair and be honest
- Applaud the efforts of others
- Avoid the use of inappropriate language
- Eat and drink in designated area
- Follow the instructions of staff members

Our policies were created to make sure that each child has a safe and fun learning experience. Failure to follow the above policies or leaving the presence of the group and/or staff member is unsafe and will not be tolerated.

Please understand and ensure that you and your child can abide by all policies and guidelines as outlined in our program handbook. Please take the time to talk to your child about the guidelines and expectations. Also, please understand that if your child causes constant disruptions during the Pride After-School program, refuses to follow directions, presents a risk of harm to themselves or the other students, or displays any type of misconduct, the staff have permission to do one or all of the following: place the child in time out, notify the parent or responsible guardian, or request the child be removed from our program without refund.

While each child is different, we ask that you register your child knowing that your student will be expected to abide by our policies. Our policy for handling offenses is:

- 1st Offense: Warning
- 2nd Offense: 5 minutes out of activity time
- 3rd Offense: 10 minutes out of activity time and a conversation with the Director of the program
- 4th Offense: Phone call to parent to discuss behaviors and create a plan to correct the behaviors
- 5th Offense: Possible removal from the program with no refund

## **Health and Safety**

If your child feels ill while in our care, we will notify the parents or guardian first. If contact cannot be made, we will go down the list of emergency contacts that you have provided to us.

The safety of the children are of the utmost importance to us. Our staff are trained on how to classify the severity of an accident resulting in injury. Staff are prepared to treat minor cuts, scrapes, bruises, etc. In the event that your child needs immediate medical attention, emergency personnel will be called. In addition, the same notification process will be engaged as well.

**SLU Lab School Pride After-School program cannot and does not provide accident insurance.**