



Aftercare at Ursuline Academy

Ursuline Academy is committed to providing a fun and safe aftercare program. The purpose of the program is to enhance the academic and social development of our students in a supervised environment. The aftercare program is divided into Toddler 2-Pre-K and Kindergarten-7th grade.

During our Aftercare for Toddler 2-Pre-K, students are given opportunities for both inside and outside activities. During Aftercare for Kindergarten through 7th grade, students are provided with a quiet environment for homework, as well as time to relax with their friends, enjoy self-led activities, and outdoor time.

Contact Information

Please contact Elementary Aftercare Director + Billing Coordinator Mallory Martin at aftercare@uanola.org with any questions regarding registration, billing, or Aftercare (Kindergarten-7th grade). Please refer questions about ECLC Aftercare (Toddler 2-Pre-K) to Early Childhood Director Milissa Anthony at manthony@uanola.org.

Toddler 2-Pre-K Aftercare Information

Staffing

Aftercare for Toddler 2-Pre-K is led by our Toddler 2-Pre-K teachers on a rotating schedule in addition to trained high school students.

Hours

Aftercare for Toddler 2-Pre-K is held from 3:00-5:30 p.m. Students must be picked up by 5:30 p.m.

Location

Aftercare for Toddler 2-Pre-K is held in the Early Childhood Learning Center. For the safety of our students, dismissal from aftercare is not available until after carpool finishes and all students have been checked-in.

- Toddler 2-3 pick up from aftercare will be through the Garden Suite entrance.
- Pre-K pick up will be at the Studio door.

All other entrances will be locked by 4:00 p.m. For safety reasons, no one will be allowed to enter the building. You must pick up your child from the Garden Suite or Studio door entrances.

Aftercare Snack

Snacks are provided for students enrolled in the aftercare program.

Kindergarten-7th Aftercare Information

Staffing

Aftercare for Kindergarten-7th is led by Mrs. Pam Duplessis and Mrs. Charleen Guidry- who have many years of experience working with our Ursuline girls- in addition to trained high school student helpers.

Hours

Aftercare for Kindergarten through 7th grades is held from 3:05-5:30 p.m. Students must be picked up by 5:30 p.m.

Location

Aftercare for Kindergarten-7th is held in Lion's Den. For the safety of our students, dismissal from aftercare is not available until after carpool ends at 3:30 pm and all students have been checked-in. Pick up from aftercare will be through the Ramp Door. You may enter campus through the Nashville Avenue gate and park in any available spot. Then, parents should use the Ring doorbell to alert aftercare staff and they will send your child to push out the Ramp Door to you. All other entrances will be locked by 4:00 p.m. For safety reasons, no one will not be allowed to enter the building.

Typical Schedule

Aftercare begins - 3:05 p.m.

Homework Hour - 3:15-4:15 p.m.

Outside Time - 4:15-4:45 p.m.

Indoor Activities - 4:45-5:30 p.m.

Please note: Our aftercare staff is not responsible for the homework to be completed or turned in correctly, they work to create a quiet learning environment for students to complete their work independently. Families should still review and check their child's homework, if needed.

Snack

Snacks are provided for students enrolled in the aftercare program.

Students also have the opportunity to buy a snack from Sage Dining using their *My Kids Spending Account*.

Kindergarten-3rd can purchase snacks on Friday.

4th-7th can purchase snacks daily.

- Information about MyKidsSpending: If you wish for her to do so, your daughter may purchase after-school snacks from our UA Café by charging it to her MyKidsSpending account. Parents can add funds and keep track of their daughter's expenses using the MyKidsSpending app. Please be aware because breakfast and snacks are optional offerings, our system will not allow your daughter to make a purchase if her MyKidsSpending account is negative. Please see below for policy updates on your breakfast and snack program.

- All students in grades 4th-12th are required to show their ID to purchase breakfast or after-school snacks if using their MyKidsSpending account; K-3rd grade students will be able to give their name.
- If the student tries to purchase breakfast or a snack but does not have a MyKidsSpending account or if the account does not have available funds, the student will receive a letter to notify their parent.
- If you would NOT like your daughter to have the option to purchase breakfast or after-school snacks, please email our Sage Dining Director at cmiller@sagedining.com, and your daughter's account will be suspended.

Aftercare Registration + Billing Information: Registration opens on Friday, August 1st
Registration

Aftercare registration and billing will be housed on the software platform Popsicle. Popsicle is an easy-to-use digital platform to select and control your child's after school experience. If it is your first time using the platform, you will begin by creating an account and creating a profile for your child/ren. If you have previously used Popsicle for other Ursuline activities, such as Camp U, you will log-in to your account to add aftercare.

If you're already registered in Popsicle, you do not need to pay any additional registration fees for aftercare. We strongly encourage all families to register for Popsicle, even if you are unsure you will use aftercare regularly. Creating a Popsicle account will ensure that we have the necessary information in order to adequately care for your child. Please let us know if you need any assistance creating an account for your child, we're happy to help!

[Click here to log-in or register with Popsicle.](#)

Starting September 1st, all families will be required to pay a \$25.00 registration fee per child for aftercare services.

Popsicle Registration Tutorial

Please visit the attached document for a tutorial with pictures to help you register for aftercare with Popsicle, [click here](#). If you're unsure of what schedule to choose or need help registering, please contact aftercare@uanola.org and I will be happy to help you!

Billing

We have a few different billing options for families to choose the best fit for their schedule. These are listed below:

- **Annual, Upfront**
 - If you select the Aftercare (Annual, Upfront) option, you will be billed:
 - \$1,950 annual rate (approximately \$11.50 per day) - You will be charged the entire fee upfront.
 - Families must commit to the entire school year, the annual rate is not prorated. No refunds are available once the school year begins.
 - With the Aftercare (Annual, upfront) option, your child can attend aftercare anytime.

- **Annual, Billed Monthly**
 - If you chose the Aftercare (Annual, billed monthly) option, you will be billed:
 - \$1,960 annual rate - This is billed monthly throughout the school year at **\$245.00 for 8 months**. Billing is on the 1st of the month- the final billing will be due by the end of April.
 - Families must commit to the entire school year, the annual rate is not prorated.
 - No refunds are available once the school year begins.
 - With the Aftercare (Annual, billed monthly) option, your child can attend aftercare anytime.
 - Please note: The end date reflected is for billing purposes, the final day of aftercare is listed below.

- **Fixed Schedule, Per Month**
 - Billed at \$15.00/day.
 - If you already know the dates your child will attend, you can pre-select days of the week for the entire month. You will be billed upfront. For example, you can select Monday, Wednesday, Friday for all of August- you will be billed for every Monday, Wednesday, Friday in August upfront.
 - During registration you will select the days of the week needed for that month, not the yellow “drop-in” button.
 - Please only use the fixed schedule option if you are certain of your schedule for the month, as scheduled days that are not used are not refunded.
 - No refunds are available for fixed schedule aftercare fees.

- **Drop-in, Per Month**
 - Billed at \$15.00/day.
 - Once your child is registered, you do not have to pre-select and pay for drop-in days. Drop-in days are billed at the beginning of the week- the card on file will be charged for any drop-ins from the previous week.
 - If you'd like to pre-pray for drop-ins, you will select dates within the month and will be billed upfront for drop-in days. You can add additional days at any time by selecting drop-in and choosing new dates. Do not select the days of the week, but the yellow Drop-in button for this option.
 - No refunds are available for drop-in aftercare fees.

- For the Fixed Schedule and Drop-in options, you will select these days per month. The August option is available now and subsequent months will open on the 15th before the following month.

Refund Policy

No refunds will be processed after the first day of school.

Late Fees

After hours end at 5:30 p.m. Late fees are charged at \$1.00/minute and will be invoiced through Popsicle. Parents must sign the late pick-up form each time picking up after 5:30

p.m. After three times, students will not be able to continue attending aftercare. Late fees must be paid before a child can return to aftercare.

Unpaid Balances

All unpaid balances should be paid within two weeks of receiving them. If payments are not made on time, you will be billed from the Business Office via your Blackbaud Tuition Management account. There will be a fee of \$50.00 for late payments.

Non-Registered Students

Students who have not registered for aftercare will be charged a \$20/day “drop-in” rate.

We recommend you register your child in Popsicle by August 31, if you register after that date you will need to pay the registration fee of \$25.00. If your child is not registered in Popsicle, you will be notified and will need to register, pay the registration fee, and pay for the drop-in invoice. All Popsicle payments and invoices should be paid within two weeks of receiving them. If payments are not made on time, you will be billed from the Business Office via your Blackbaud Tuition Management account. There will be a fee of \$50.00 for late payments.

If you do not register and pay after the two weeks, the above will incur, plus a \$50 administrative fee. Once registered and paid, your child will be able to drop-in with the \$15.00 “drop-in” rate.

Aftercare Dates

First Date of Aftercare: Monday, August 18th (T2-7th)

Last Date of Aftercare: Thursday, May 21st (T2-7th)

In order to help families prepare for childcare during the school year, aftercare will not be available on the following dates or time-adjusted:

September

- Monday, September 1st: No School (Labor Day Holiday)

October

- Friday, October 3rd: No T2-7th Aftercare (T2-PK Early Dismissal at 11:00 a.m.; T2-PK Parent-Teacher Conferences + K-7 Grandfriends’ Day; K-7 Early Dismissal at 11:30; K-7 Parent-Teacher Conferences)
- Monday, October 13th: No School (Fall Break Holiday)
- Friday, October 31st: No T2-7th Aftercare (Halloween)

November

- Friday, November 14th: No T2-7th Aftercare (La Fete Gala)
- Monday, November 24th-Friday, November 28th: No School (Thanksgiving Holiday)

December

- Friday, December 19th: No T2-7th Aftercare (T2-PK Early Dismissal at 11:00 a.m.; K-7th Early Dismissal at 11:30 a.m.)
- Monday, December 22nd-Monday, January 5th: No School (Christmas Holiday)

January

- Monday, January 19th: No School (MLK Holiday)

February

- Friday, February 6th: T2-7th Aftercare Early Closure at 5:00 p.m.
- Thursday, February 12th: T2-7th Aftercare Early Closure at 5:00 p.m.
- Friday, February 13th: No Aftercare (Early Dismissal; Mardi Gras Holiday)
- Monday, February 16th-Friday, March 20th: No School (Mardi Gras Holiday)

March

- Friday, March 20th No T2-7th Aftercare (T2-PK Early Dismissal at 11:00 a.m.; T2-PK Parent-Teacher Conferences + K-7 Early Dismissal at 11:30; K-7 Parent-Teacher Conferences)

April

- Thursday, April 2nd-Monday, April 6th: No School (Easter Holiday)