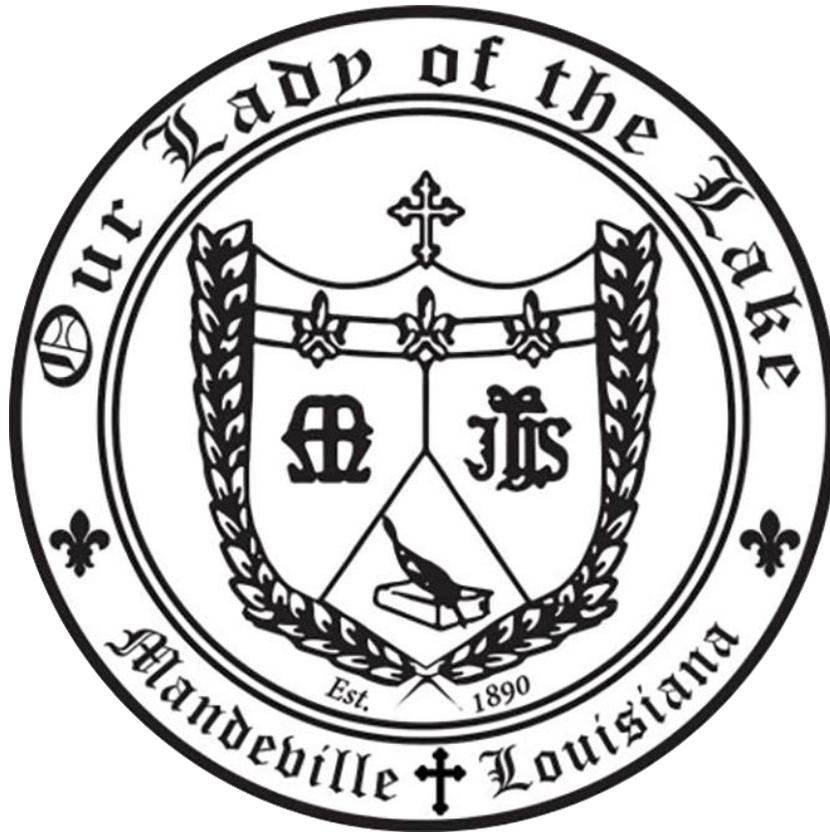


Our Lady of the Lake Roman Catholic School

Three-Time National Blue Ribbon School of Excellence



After-School Care Handbook 2025-2026



After-School Care Handbook 2025-2026

Aftercare is a service made available to families for whom carline pickup or bus drop off is not feasible. Students should only be sent to Aftercare if carline or bus transportation is not possible.

This service is available from dismissal to 6:00 p.m. Additional Aftercare information may be obtained from the school office.

This handbook includes important information regarding the policies, regulations, student guidelines, and activities scheduled for the Our Lady of the Lake Aftercare Program which have been established to ensure a safe, happy, enjoyable program for your child.

Please read carefully and retain for future reference.

If you need any assistance or questions answered, please call:

Little Cardinals Aftercare

Aftercare Hours: 2:15 PM – 6:00 PM
Phone Number: (985) 626-5678 ext. 4177
Location: Main PreK Building
2115 Jefferson Street, Mandeville, LA 70448

Kindergarten – Seventh Grade Aftercare

Aftercare Hours: 2:15 PM – 6:00 PM
Phone Number: (985) 674-1935
Location: Front Lobby of the Jan Strader Building
Carroll Street, Mandeville, Louisiana

Aftercare Director

Cindy Fecke
(985) 626-5678
cfecke@ourladyofthelakeschool.org

This handbook may be amended at any time during the school year. Notification of any changes will be sent to families.

AFTERCARE FEES

Registration Fee: \$12.00 per student

Aftercare registration fee may be paid via invoice or check.

- Part-time After Care Rates: \$18.00 per student per day

- Monthly After Care Rates:
 - August & May:
\$140.00 for one student
\$195.00* for two students
\$255.00* for three or more students

 - September—April:
\$190.00 for one student
\$295.00* for two students
\$375.00* for three or more students

There is no special rate offered when a family has children in both Little Cardinals Aftercare and K-7th Aftercare.

Full-time and part-time status cannot be changed during the school year.

PAYMENT PLANS

Full-time fees

Full-time fees will be invoiced on the first of every month.

Part-time fees

Part-time fees are payable when a child is picked up from aftercare. Alternatively, accumulated fees will be invoiced at the end of the month.

Checks should be sent to the school office marked “Attn: Finance.” All checks should be made payable to “Our Lady of the Lake School Aftercare.” Please write the child’s name and grade level on the check.

Late fees

All fee payments (including those for aftercare) are due to be received by the specified due date for each individual activity or service. Payments received after the stipulated date may be subject to a late fee of \$25.

- After Care ends at 6:00 PM. A late fee of \$1.00 per minute will be automatically charged. No exceptions will be made.

Consistent delinquency on fee payments may result in a student being unable to attend Aftercare.

RULES OF CONDUCT FOR STUDENTS IN THE AFTERCARE PROGRAM

Parents are asked to please read the following rules of conduct and discuss them with their children. Inability to adhere to these rules of conduct may result in a student being unable to attend Aftercare. Please note, Administration has the authority to remove any student from Aftercare during the year.

1. All policies in the Student/Parent Handbook will apply to Aftercare.
2. Students should report immediately to the designated Aftercare area when class is dismissed and should not stop on the way.
3. Students should remain seated until after snack.
4. Students must ask permission to go to the restroom.
5. Students should take advantage of the time allotted to complete homework and study. Some assignments may have to be completed at home.
 - a. Parents/guardians should note that homework will not be checked during this period and that students are responsible for completing assignments independently. Parents/guardians should ensure that all preparation for assessments is completed at home.
6. Students must remain seated and quiet during allotted homework and study time.
7. Once homework is completed, students should read a book until dismissed by a teacher.
8. When the whistle blows, students must stop and listen.
9. Students may play only in designated areas where teachers are supervising.
10. Students are responsible for their own personal belongings.
11. Students are not allowed to go back to their homerooms for any reason.

Parents will be notified of a student's failure to adhere to any Aftercare rules or policies. When necessary, a student may be required to take a time out for a designated period. At the discretion of school administration, students may be placed on Aftercare probation or expelled from Aftercare due to a single infraction, the accumulation of several infractions, or a trend of negative behaviors.

HEALTH AND MEDICAL POLICIES

Parents/guardians should refer to the Student/Parent Handbook for health and medical policies. All such policies also apply to students attending Aftercare.

EMERGENCY CONTACTS

Parents/guardians should include the emergency contact information of all individuals authorized to pick up their child from Aftercare when they complete their beginning-of-year forms on PowerSchool. Emergency contact information must be kept current. Please notify the school office of any changes.

A student will be released only to those persons listed in his/her PowerSchool emergency contacts.

NOTES AND SIGN-OUT PROCEDURE

Notes indicating changes

Parents/guardians must inform the school office, homeroom teacher, and Aftercare director if their child is not attending Aftercare. This notice should be a handwritten or printed note with signature.

If your child is participating in an on-campus, afterschool activity (sport, club, etc.) that will result in late arrival to Aftercare, parents/guardians must inform the school office, homeroom teacher, and Aftercare. This notice should be a handwritten or printed note with signature.

Sign-out procedure

A student must be signed out of Aftercare each day that he/she attends.

Please note that once a student has been signed out of Aftercare, he/she may not re-enter on that day.

AFTER CARE CLOSINGS

Aftercare will begin on Monday, August 11th. The last day of Aftercare will be on the last full day of school.

Please note:

- Aftercare will not be offered on Early Dismissal Days.
- Aftercare will close at 5:00 p.m. on the following days:
 - Halloween – Friday, October 31st
 - Eve Parade (and any other Mandeville parades) – Friday, February 6th (dates to be determined)
 - 7th Grade Closing Ceremony – Thursday, May 7th (tentative)

**SIGNATURE PAGE – OUR LADY OF THE LAKE ROMAN CATHOLIC
SCHOOL AFTERCARE HANDBOOK**

I hereby acknowledge that I have read this handbook and discussed its contents with my child(ren), and that we agree to abide by the rules and regulations contained therein. I am aware that policies and procedures may change due to government and/or Archdiocesan regulations or school-specific situations. Parents will be notified of updates.

Print Student Name Homeroom

Student Signature Date

Print Parent/Guardian Name

Parent/Guardian Signature Date

**THE 2025-2026 AFTERCARE HANDBOOK
MAY BE DOWNLOADED FROM THE
OLL SCHOOL WEBSITE:**

www.ourladyofthelakeschool.org

Parent's Permission for PG Movies

This is to inform parents that Our Lady of the Lake's Aftercare Program may show G or PG rated movies. In order for your child to view a PG movie, we must have your permission. Please indicate your preference below.

_____ My child has my permission to view PG rated movies.

_____ My child should not view PG rated movies.

Print Parent/Guardian Name

Parent/Guardian Signature Date