Honey Island Elementary School
Child Care Program

Before School ~ After School
985-641-8911

Our program provides a safe environment for children needing care before or after school.

Eligibility

Students must be enrolled at Honey Island to participate in the child care program.

Program Hours

Before School Care – 6:45am-8:00am
After School Care – school dismissal – 6:00pm

Program Components

In the Before School Care session, students may read/study or do an independent activity. Please send something that your child can do independently while sitting at a desk, such as coloring book, colors, reading books, crossword puzzles, etc. No technology can be brought to before or aftercare. Breakfast for before care students will be offered at 8:00. Food will not be allowed in the before care room, but students are welcome to bring bottled water to drink.

In the After Care session, the program offers a variety of activities to include snack, homework completion, outside play, and indoor play.

Attendance

To ensure the safety of all students, parents/guardians are responsible to notify program staff, if their child will be absent from the After School program, after having attended school during the day.

Sign-In/Sign-Out

The parent/guardian must sign in the child prior to leaving them in the morning program each day. The parent/guardian must sign out the child prior to picking them up from the afternoon program each day.

Discipline

Appropriate student behavior is expected during all Child Care Programs. Students are expected to follow the same expectations as they have during regular school hours. The child care program is merely an extension of the school day. If behavior issues occur, parents will be notified. If behavior issues continue to occur, your child may not be allowed to continue in the before care / aftercare program.

Role and Responsibility of Parent/Guardian

- Picking up their child(ren) by 6:00pm. The local police will be called if children are remaining after 6:30pm.
- Adhering to the guidelines of the STPSB and HIE Student Handbook and any policy and/or procedure of the School System.
- Conforming to the payment schedule for the program. This is a pay in advance service. You must pay on Monday morning or earlier via My Payments Plus.
- Notifying the Child Care Staff, if:
    1. Any data on the Registration Form changes (telephone numbers, addresses, etc.)
    2. Their child is in attendance at school but, though registered to attend, will not be attending After School Care on any given day. Notify via note to the child's teacher.
    3. There is a change in the daily departure routine.
    4. Their child is withdrawing from the program.
    5. Their child's participation is limited due to health or other impairments.
    6. Their child has any special concerns/needs the Program Director and Principal should be aware of, for the child to be successful in the program.

Program Fees

Before School Care

Weekly Fee - $30.00 (Must be paid by every Monday morning.)
Drop-In Fee - $8 per day - (Must be paid the day you are dropping in.)

After School Care

Weekly Fee - $45.00 (Must be paid by Monday.)
Drop-In Fee - $10 per day (Must be paid on the day when the student drops in.)

Late Pick-Up Fee - $1.00 per minute

Our program closes at exactly 6:00pm. Our clocks are set by cellular phone time. Please make every attempt to notify the Program Director if you are going to be late. The phone number is 985-641-8911. The local police will be called if children are remaining after 6:30 pm.

Payment is due in advance on the first school day of the week. ALL PAYMENTS MUST BE MADE THROUGH MY PAYMENTS PLUS. PLEASE PRINT AND/OR HAVE YOUR CONFIRMATION NUMBER AND AMOUNT PAID TO SHOW ON THE FIRST DAY OF BEFORE/AFTER CARE TO SHOW THAT YOU HAVE PAID FOR THE DAY, WEEK, OR THE MONTH.

START DATE _____

Honey Island Elementary School Child Care Program
REGISTRATION FORM

Child's Name	Grade	Teacher's Name

_____Before School Care _____ After School Care

Home Address _____

Guardian 1 Name _____
Home Phone (____)_____
Cell Phone (____)_____

Guardian 2 Name _____
Home Phone (____)_____
Cell Phone (____)_____

AUTHORIZED PERSONS for PICK-UP other than PARENTS

Must be at least 18 years of age, have picture identification, and come in to sign-out student. Any changes made to the list must be done in person or in a note from the parent. Please list as many people possible for emergency contact.

Name	Home Phone	Cell Phone

I have read and understand the procedures of the program. If my child(ren) or I do not adhere to the expectations of the program, the student will be removed from the program.

Parent/Guardian Signature _____