LANCASTER ELEMENTARY SCHOOL

AFTER SCHOOL CARE PROGRAM

The Lancaster After-School Care Program operates as a service to parents who need a short-term, well-supervised environment for their children after the scheduled school day ends. **The program begins Monday, August 17, 2026**.

Parents are to pick up their children at the front entrance of the cafeteria and gym. After-School Care begins at 3:11pm and ends at 6:00pm sharp. Parents are to pick up their children no later than 6:00 PM. Occasionally parents have no control over traffic or emergency conditions. **On these occasions, a $10.00 late pick-up fee will be charged for each 15 minutes** (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.) **when the parent/guardian is late in picking up each of his/her children. Five incidents of picking your child up late will result in refusal of services for the remainder of the school year.**

Program Fees: The program is self-supporting from parent fees. Drop-ins are NOT accepted. This jeopardizes the safety and security of students.

Monthly After-School Care Payment Schedule for the 26 - 27 School Year		
August $154.00	**December** $182.00	**April** $266.00
September $294.00	**January** $252.00	**May** $224.00
October $266.00	**February** $210.00	***Fees for attendance are due on the first of each month listed.**
November $210.00	**March** $252.00	

***Refunds for days when children are absent from the program cannot be given. There is a one-time registration fee of $10.00 required by all students who participate. Fees must be paid promptly online. My Payments Plus is open for payments on the 1st through 10th of each month. If MPP payment is not received by the 10th, a $20 late fee is charged. If fees are not paid by the end of the month, the student may not participate in the ASC program the following month.**

Daily Operation:
The After-School Care Program is directed by several of our Lancaster Elementary School teachers. They accept students following the dismissal bell, Monday through Friday. The program offers supervised homework time each day and a variety of structured and enjoyable activities. A small snack is offered each day.

After-School Care is not offered on school holidays, teacher professional development days, or half-days. *Aftercare will close at 4:45 pm on Halloween, October 31, and the afternoons of Mandeville Mardi Gras parades. The parade dates will be given in January.*

It is necessary that the parent or guardian complete the special needs form if their child has special needs that are to be met in the child care program. Food allergies are to be included in these special needs. If the student has an IEP/504 Plan, the parent must inform the Director of a current IEP/504 Plan. In addition, **the parent or guardian must sign that they are fully aware of the fee structure and specific guidelines of the program.**

Discipline Policy:
An effective discipline program is necessary. In order for a student to attend the After-School Care Program he/she must abide by all rules and regulations of the LES School Wide Discipline Plan. Parents will be notified if any discipline problems on the part of their child occur. If problems continue, the student will be referred to the principal's office. Students who consistently choose to act in an inappropriate manner during the After-Care Program will lose the privilege of attending After-School Care. In the rare instance of severe infractions, immediate removal of the student from the program may result. There will be NO REFUNDS of After-School-Care fees issued.

For additional information, please contact our Aftercare Director, Valarie Cyprian, at valarie.cyprian@stpsb.org or the school office at (985)792-0156. The EMERGENCY ASC cell number is (985) 635-1974.

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If you would like your child to attend the LES After-School Care Program, please complete the Google Form linked to the QR code below. If you cannot access a computer, please fill out and return this paper form to the school office. Registration fee and first month's dues must be paid on My Payments Plus to complete your registration. (See schedule on the previous page.)

Scan me!

I wish to enroll my child in the After-School Care Program. I understand that the payment of fees for attendance must be paid promptly at the beginning of each month. I have read and understand the LES School-Wide Discipline Plan. I also understand that my child must abide by the Discipline Plan in order to attend the After-School Care Program.

The month of _____'s Fee ($_____) and the registration fee of $10, totaling $_____ have been paid on My Payments Plus.

Student Information

Student Name:	Birthdate:
Homeroom Teacher:	Grade:
Special medical information or other information that we should know (including food allergies):	

Parent Contact Information

(*Numbers where you can be reached during the hours of 3:00 pm-6:00 pm)

_____

Parent / Guardian Name Home Phone Work Phone

_____

Parent / Guardian Name Home Phone Work Phone

Emergency Contact Information

Name	Relation to Student	Phone Number	Pick-Up Permission: Check this box if this person is also allowed to pick-up child from the after-school care program.
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			☐
			☐
			☐

Parent/Guardian Signature:_____ Date: _____