



ST. JOSEPH CATHOLIC SCHOOL

175 N. 8th Street Ponchatoula, LA 70454
985-386-6421 FAX 985-386-0560

sjsoffice@sjscrusaders.org
Mrs. Danette Ragusa, Principal

After School Care Guidelines 2021-2022

Contact Information

Ms. Delise Savoie is the Director of our After School Care Program. If you need to contact Ms. Delise between 2:35-5:30, you may call **985-401-0034**. THE SCHOOL OFFICE IS CLOSED DURING AFTER SCHOOL CARE HOURS.

General Description

The After School Care Program is available from 2:35 until 5:30 for our students. Each full day of school, the program provides, at reasonable cost, childcare, snack, supervision, recreation, study periods, and enrichment activities. It serves working families of the school who desire after school care in a Christian environment.

Check-out Security

Parents must sign their child out in the After School Care room located in the rear of the gym before leaving with him/her. Children will only be released to parents or persons identified on the registration form or the school emergency contact form. **A picture ID will be requested from those picking up the child.**

Emergencies

In the event of an emergency, a parent will be contacted. The staff has been instructed to follow the same procedures that are used during normal school hours in the event of a fire or tornado warning.

Daily Release/Late Pick-ups

Students must be signed out with the director of the program or her designee every day by 5:30. A substantial fee of \$1.00 per minute per child will be assessed for late pick-ups.

Fees and Payments

Parents must make arrangements for their child to be in the program through a registration process. There is a non-refundable **registration fee of \$10 per student** due at the time forms are completed. Parents are to pay **\$7.00 per student per day for After School Care**. After School Care accounts can be viewed in RenWeb. After School Care accounts will be billed twice a month; 1st through 15th and 16th through 31st. You can **pay online** through ParensWeb by e-check, debit card or credit card. There is a merchant fee for this service. Some restrictions apply. In addition, you can still pay the school directly with cash or check if you prefer. Families will not be allowed to use After School Care services if balances go over 30 days past due.

RenWeb Payments

Directions for paying online:

ParentsWeb>Family>Family Home>Family Billing>After School Care>Pay Now

Program Schedule

The program is available only on full days of school. If not in session (i.e. holidays, summer, etc.), the program will not be available. The after school program is not available on half days of school.



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St. Joseph Catholic School After School Care Registration Form 2021-2022

_____ a \$10.00 registration fee must accompany this request form. Please make checks payable to St. Joseph School.

Student Name: _____ Grade: _____

Address: _____

City: _____ State: _____ Zip: _____

MOTHER'S NAME: _____

Home Phone # _____

Cell Phone # _____

Work Phone # _____

FATHER'S NAME: _____

Home Phone # _____

Cell Phone # _____

Work Phone # _____

Person to contact if parents cannot be reached:

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

ONLY the following listed adults are allowed to pick up this child from the ASC program: *(Include the parents' names below if they will be picking up the child)*

Hours are from school dismissal until 5:30. Snacks are provided. Pick-up is in the After School Care room in the rear of the gym. After School Care is not provided on half days of school.

I agree to abide by all of the policies and procedures as outlined in the After School Care Guidelines.

Parent Signature: _____ Date: _____