

Lowcountry Preparatory School

Aftercare Program

Grades K-5

2:45pm-5:00pm

Enrollment Procedures

Parents are required to fill out an application for each child being enrolled in the Aftercare Program, even those selecting Drop-In services. At the time of enrollment, parents will sign a Discipline and Behavior Management Policy. There is a one-time \$25.00 administrative fee for use of this program.

Enrollment Options:

- 1) Annual Option (discounted rate: \$11.00 per day): \$1,850.00 annually
 - Cost: \$1,850.00 per academic year per child
 - Billed in 10 monthly installments of \$185.00, August through May, through FACTS
 - Can attend aftercare for each full day of school.
 - **Changes can be made. However, if making a change from Annual to another option, the billing will be recalculated at the monthly option rate and the balance will be billed.**

- 2) Monthly Option: Enroll by the Month (\$13.00 per day)
 - Cost: varies by month; rate is per child
 - Payments will be charged through FACTS at the beginning of each month selected.
 - Can attend aftercare for each full day of school in the month(s) selected.
 - **Changes permitted but the account will be billed in entirety for the month when change is requested.**

a. August (14 days)	\$182.00
b. September (20 days)	\$260.00
c. October (20 days)	\$260.00
d. November (17 days)	\$221.00
e. December (8 days)	\$104.00
f. January (21 days)	\$273.00
g. February (19 days)	\$247.00
h. March (18 days)	\$234.00
i. April (17 days)	\$221.00
j. May (14 days)	\$182.00

- 3) Weekly Option: Enroll by the Week (\$14.00 per day) \$70.00 per week
 - Cost: \$70.00 per week per child
 - Select this option if you believe you may require this service at any time this year.
 - Payments will be charged to the FACTS account.
 - Selection must be made the Friday (by noon) before the start of the week you require services.
 - **No changes permitted once enrolled for the week.**

- 4) Daily Option: Enroll by the Day \$16.00 per day
 - Cost: \$16.00 per day per child
 - Must enroll in advance by providing at least 3 days' notice to main office.
 - Payments will be charged to your FACTS account following the date of notification.
 - **No changes permitted once enrolled for daily option.**

- 5) Drop Ins: Typically for emergencies or unexpected events \$18.00 per day
 - Cost: \$18.00 per day per child
 - Charged at drop-in rate if school is provided less than 3 days' notice.
 - Payments will be charged to your FACTS account.
 - **No changes permitted.**

Fees and Payments Process

There is a one-time aftercare administrative fee of \$25.00 per child payable at time of registration. This will be billed through FACTS.

The cost of each enrollment option is listed above. Selections must be made in advance (see details below). Payments of aftercare fees may be charged in advance. **Our program runs from 2:45PM till 5:00PM.** Late fees may apply if picking up after 5:00pm.

Payments will be charged through the FACTS accounts based on criteria stated above. Cash or checks are not accepted.

Days and Hours of Operation

The Aftercare Program at LPS is open on all full days of school. Aftercare is not provided on ½ days or days when the school is closed to students. Hours of operation: 2:45pm – 5:00pm.

Student Pickup

Pickup: Parents should come to the Lower School building and ring the bell for entry. If the aftercare group is outside of the building, a note will be posted to the front door of the Lower School entrance letting parents know where to go or what number to call.

A child will only be released to the parent, or the person assigned to get them, which will be noted on the child's enrollment application. The parents must notify the front office if there is a change in who will be picking up a child. Parents and other adults picking up children must sign them out and be prepared to show identification if requested.

Supervision and Discipline

Our goal is to make our Aftercare Program a fun and safe learning environment for everyone. We strive to teach our children self-discipline and self-respect. If circumstances do occur privileges will be limited or taken away until the child can participate appropriately, and a written explanation will be sent home.

Snacks

Students should bring an afternoon snack and their water bottle each day they attend aftercare. Snacks are not shared between students and are not provided by the aftercare staff.

Health Policies

Children attending the program should have private coverage. If a child becomes ill, they will be isolated from the group and parents will be notified immediately and must pick up the child as soon as possible. If the child needs emergency care and the parents cannot be located; 911 will be called. In case of a serious accident requiring emergency treatment, 911 will be called immediately.

Inclement Weather

The after-school program is closed when schools are closed for inclement weather. The program will not operate when school closes at the end of the regular day because of hazardous weather. If weather conditions are to become hazardous between 2:45pm and 5:00pm on a regular school day, parents should pick up their children as soon as possible.

LPS AFTERCARE REGISTRATION FORM 2023-24

Date: _____

1st Student's name _____

DOB _____ Age _____ Grade _____ Teacher: _____

2nd Student's name _____

DOB _____ Age _____ Grade _____ Teacher: _____

3rd Student's name _____

DOB _____ Age _____ Grade _____ Teacher: _____

Mother's Name: _____

Father's Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Home: _____

Mom Cell: _____ Mom Work: _____

Dad Cell: _____ Dad Work: _____

Email 1: _____

Email 2: _____

INFORMATION ABOUT YOUR CHILD(REN)

Does your child have any known allergies (such as dust, drugs, plants, food, etc.?) If yes, please be specific, what are they? _____

I agree that the aftercare personnel have the authorization to obtain emergency care for my child if I cannot be contacted immediately.

Parent/Guardian Signature _____ **Date:** _____

If your child is to be picked up by anyone other than the person(s) listed below, you must send a written note. Otherwise, the child will not be permitted to leave.

1. Name: _____ Relationship: _____

2. Name: _____ Relationship: _____

3. Name: _____ Relationship: _____

4. Name: _____ Relationship: _____

Enrollment Selection: select the option(s) you may use during the academic year.

1. ____ Annual Options (initial this option if you are requiring services for the entire year)

- Cost: \$1,850.00 per academic year per child
- Billed in 10 monthly installments of \$185.00, August through May, through FACTS
- Can attend aftercare for each full day of school.
- **Changes can be made. However, if making a change from Annual to another option, the billing will be recalculated at the monthly option rate and the balance will be billed.**

2. ____ Monthly Option (initial the months you require services)

- Cost: varies by month; rate is per child
- Payments will be charged through FACTS at the beginning of each month selected.
- Can attend aftercare for each full day of school in the month(s) selected.
- **Changes permitted but the account will be billed in entirety for the month when change is requested.**

Select the months you require aftercare services.

___ August	Cost: \$182.00	Number of children: ____
___ September	Cost: \$260.00	Number of children: ____
___ October	Cost: \$260.00	Number of children: ____
___ November	Cost: \$221.00	Number of children: ____
___ December	Cost: \$104.00	Number of children: ____
___ January	Cost: \$273.00	Number of children: ____
___ February	Cost: \$247.00	Number of children: ____
___ March	Cost: \$234.00	Number of children: ____
___ April	Cost: \$221.00	Number of children: ____
___ May	Cost: \$182.00	Number of children: ____

3. ____ Weekly Option

- Cost: \$70.00 per week per child
- Select this option if you believe you may require this service at any time this year.
- Payments will be charged to the FACTS account.
- Selection must be made the Friday (by noon) before the start of the week you require services. Email your notification to jgalloway@lowcountryprep.org or send a note to school.
- **No changes permitted once enrolled for the week.**

4. ____ Daily Option

- Cost: \$16.00 per day per child
- Select this option if you believe you may require this service at any time this year.
- Must enroll in advance by providing at least 3 days' notice to main office. Email your notification to jgalloway@lowcountryprep.org or send a note to school.
- Payments will be charged to the FACTS.
- **No changes permitted once enrolled for daily option.**

5. ____ Drop In Option: Typically for emergencies or unexpected events

- Cost: \$18.00 per day per child
- Select this option if you believe you may require this service at any time this year.
- Charged at drop-in rate if school is provided less than 3 days' notice.
- Payments will be charged to the FACTS.
- **No changes permitted.**

By signing below, you are authorizing Lowcountry Preparatory School to bill student account for any applicable charges based on enrollment selection, including a one-time \$25.00 administrative fee. The administrative fee of \$25.00 will be charged during the month when service begins. **Refunds are not provided if an option is selected, and your child does not attend.**

Parent Signature

Date