

Before School Care (BSC) & After School Care (ASC) (2013-2014)

The BSC and ASC programs are services provided to parents who need assistance with their children due to **employment conflicts**. **Only** students who meet this criteria may utilize this assistance. BSC and ASC are independent of each other and managed by different staff members.

BSC (6:30 A.M. – 8:00 A.M.)

Emergency Phone Number: 845-3559

Students must enter through the main entrance (concrete driveway). Children are not allowed to eat breakfast during this time. Students are instructed to sit quietly, read, or study. A movie is available for viewing. Students may not do written homework assignments. BSC is offered on the first day of school at no charge to assist with the traffic flow. BSC is not offered on the last day of school, as we gather for our closing ceremony at another location.

Charges: \$ 1.25 for each 30-minute segment

6:30 A.M. – 7:00 A.M.	\$ 1.25	7:30 A.M. – 8:00 A.M.	\$ 1.25
7:00 A.M. – 7:30 A.M.	\$ 1.25	7:45 A.M. – 8:00 A.M.	No Charge

ASC (3:10 P.M. – 6:00 P.M.)

Emergency Phone Number: 845-3559

Students remain in their homerooms until the 3:10 P.M. bell rings at which time they are dismissed to the ASC classrooms. If students are not picked up by 3:20 P.M. in the carpool line, they will be assigned to an ASC room. The ASC program will begin on the first day of school; however, there is no ASC on the last day of school or after the closing ceremony.

Charges: Pick-up between:

3:10 P.M. & 4:00 P.M.	\$3.00	5:01 P.M. & 5:30 P.M.	\$6.00
4:01 P.M. & 4:30 P.M.	\$4.00	5:31 P.M. & 6:00 P.M.	\$7.00
4:31 P.M. & 5:00 P.M.	\$5.00		

After 6:00 P.M., the charge will be an additional \$1.00/minute to be paid immediately to the ASC staff.

Snacks: Snacks and drinks will be available for students to purchase during ASC at a cost of \$0.50 each payable at the time the children purchase the items. Parents may also pack a snack and drink for their children to consume at this time.

Schedule: (This is an approximate time frame.)

PK & K:	Go outside from 3:10 P.M. to 4:30 P.M.
1 st & 2 nd :	Homework is done until 3:40 P.M.; go outside until 4:45 P.M.
3 rd & 4 th :	Homework is done until 3:50 P.M.; go outside until 5:00 P.M.
5 th -8 th :	Homework is done until 4:00 P.M.; go outside until 5:10 P.M.

Extra-Curricular Activities

Any students not picked up at the conclusion of an extra-curricular activity will be checked into ASC. Charges will begin at that time.

Payment of fees: In order to use the After and/or Before School programs, a deposit of **\$100.00** per family must be made into your account. This deposit will be used to cover \$100 of usage in either program. An invoice will be issued with each **progress report** and **report card** showing charges incurred. Balances are due within 5 days of receipt of invoice. Failure to make payment on your account will result in the termination of your enrollment in the program. Mrs. Golemi will handle all accounts until payments are past due. All past due accounts will be turned over to Mr. Butera for collection.

In the memo section of your check, please indicate “ASC or BSC” and your account number, so that your payment may be credited properly.

Note: In an emergency, any family can utilize these programs. However, if your children do not have an account, you will be required to pay for the services rendered **immediately** upon use via check made payable to Lake Castle Private School. Please call Nancy Golemi if you have any questions concerning your account.