



## Late Leavers Information

The Late Leavers program is available to students in **PreK 3 - 8<sup>th</sup> grade**, who need a daily program after school. The program will begin on Monday, August 14, 2017.

- **PreK 3 - 4<sup>th</sup> grade:** a supervised extended-day experience that includes activities, outdoor recreation, and an opportunity to do homework.
- **5<sup>th</sup> and 8<sup>th</sup> grade:** supervised study for students who need to remain at school.

Late Leavers is open on regular school days, Monday - Friday, 3:00 - 5:15 pm.

In the event that Schools of the Sacred Heart should need to close for an emergency situation (weather, power outage, etc.), Late Leavers will not be in operation.

The program will not operate on early dismissal days prior to major holidays.

The program will also provide service to students who fall into the following categories:

- Car riders who cannot be picked up at dismissal.
- Students waiting for a lesson, a sports practice, or parent pickup.
- Emergency situations when a parent is unable to pick up a student at the appointed time.

### Location

Academy Late Leavers will be located in the Academy primary school assembly room.

Berchmans Late Leavers will be located on the Berchmans campus.

Academy/Berchmans Grades 5-8<sup>th</sup> will be located in the Dining Hall.

After arriving at Late Leavers, no student will be allowed to return to classrooms. Snacks will be provided to all students in the program.

## FEES AND POLICIES

### Registration

To register your child for Late Leavers, please complete and submit the appropriate registration form.

Registration will guarantee a student a spot in the program at any time in the school year. No child in the Elementary School is allowed to remain at school unsupervised after school hours. Children not picked up at dismissal will be sent to Late Leavers, and their parents will be billed accordingly.

**Cost:** \$10.00 per day per child for registered students

An additional \$1.00 per minute per child will be assessed for any student picked up after 5:15 p.m.

### **Payment Schedule**

The business office will issue a statement each month for the number of days your child utilized Late Leavers for the previous month. **Payments are due upon receipt of invoice.** A delinquent charge of \$25.00 will be assessed to any account in arrears over 30 days.

### **(Emergency Only) Use of Late Leavers**

Parents wishing to utilize the program on an **emergency-only** basis should so indicate on the registration form. Parents should notify the school as soon as possible that their child will be using the program.

### **Dismissal from Late Leavers**

All students who leave the Late Leavers program before 5:00 p.m. will be dismissed from the Late Leavers location. No student will be allowed to leave the area unless the adult designated to pick her/him up comes to the Late Leavers location. At 5:00 p.m., Monday through Thursday, all late bus riders will be escorted to the bus loading area to board the "late bus." The late bus does not run on Fridays. Therefore, all students will only be dismissed from the Late Leavers location on Fridays. If there is an exceptional situation, parents must notify the Division Head, the appropriate Dean, or the appropriate Elementary School Secretary as early as possible. **Please be sure to speak to someone so that the message may actually reach the staff members who need the information. Do not leave a voice message.**

### **Contact numbers for Late Leavers**

337-351-1904 Theresa Moten (Academy)

337-322-8226 Brenda Roberts (Berchmans)