

AfterCare

Packet 2023-2024





IMMACULATE CONCEPTION ACADEMY

LOVE, LEARNING, LEADERSHIP

AFTERCARE PROGRAM

Immaculate Conception Academy Aftercare Program serves students in grades Pre-K through 8th grade. This program offers after school childcare on the school premises.

Any student remaining in school after dismissal will be checked in to the Aftercare program and charged the emergency drop in rate (listed on the aftercare billing paper).

Time: Regular School Day - 3:00 P.M. – 6:00 P.M.
Early Dismissal Day - 12:00 P.M – 6:00 P.M.

Fees and Payment Policy

Registration: All students utilizing Aftercare for the 2023-2024 school year must be registered. There is a yearly (family) non-refundable \$25.00 fee. Registration must be completed every year. Only registered students may use the aftercare program on a regular basis. On-line registration can be found on our school website <https://icaberks.org/>

Rates

Cost: See separate sheet.

Billing/Payment: Billing invoices will be sent home every two weeks. All payments are due upon receipt of the invoice. Please make checks out to ICC. If invoices are not paid by the last day of every month, your child(ren) may be restricted from Aftercare services.

903 Chestnut Street

Douglassville, PA 19518

610-404-8645

Fax: 610-404-4890

enroll@icaknights.org

www.icaberks.org



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Signup (Sign-up Genius): To sign up your child(ren) for “Aftercare” services go to:

1. School webpage: icaberks.org

2. Click on the tab (Admissions, Registration, Uniforms)

3. Scroll down to Aftercare scheduling (This is password protected).

4. Enter the password (Password will be given to you).

5. Choose what week(s) you would like to sign up for. (You can go back and add or delete any day should your schedule change.

6. Students who will need aftercare everyday or a regular schedule of days each week may be placed on the “regular recurring aftercare list” and do not require signing up each week. This must be put in writing and sent into the school office.

7. Do not change your schedule the day of service but rather email the school office so we can make sure we know of the last minute change.

Aftercare Dates: Please see separate paper.

Daily Schedule:

3:00 - Students arrive / prayer / bathroom / snack (provided)

3:45 - Recess

4:15 - Activity / Homework

4:45 - Games / Computer Time / Finish Homework

6:00 - All students must be picked up by this time.

Pick-Up Policy:

1. A parent or authorized adult must ring the bell when picking up the child(ren). At that time you will wait outside the door and a staff member will bring you your child(ren).

2. A parent or authorized adult will sign the child(ren) out each day.

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3. Please be advised in the case of divorce or separation, it is our legal obligation to release a child(ren) to either parent except in the case of a court order stating otherwise.

4. The school office phone number is 610-404-8645.

5. Homework (Grades 1-8): The aftercare staff will encourage students to complete homework but it is the responsibility of the student to acknowledge his/her assignments and to complete the work. Our staff will do their best to help students with their homework. The staff cannot take the responsibility of knowing what work has been assigned to each student. Please do not assume that your child has completed all of his/her homework during aftercare hours.

Rules: Our program adheres to the philosophy and rules adopted by our school and they are in effect during aftercare. The following rules exist for the safety and well-being of all students.

1. Listen and obey the instructions of the staff.
2. Be responsible for all belongings and be respectful of the belongings of others.
3. Do not disturb others doing homework or completing activities.
4. Obey the general rules of the school in regard to behavior.
5. Be signed out by parent or a designee of parent.

If a child becomes disorderly and behavior problems occur, contact with the parents either in person or via a note will take place. If the problem persists, the child may be removed from the program.

Sincerely,

Immaculate Conception

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Aftercare dates for service 2023-2024

August: 28, 29, 30 & 31

September: 5,6,7,8,11,12,13,14,15,18
19,20,21,22,25,26,27,28,29

October: 10,11,12,13,16,17,18,19,20
23,24,25,26,27,30,31

November: 6,7,8,9,10,13,14,15,16,17,20, 28

December: 4,5,6,7,8,11,12,13,14,15,18,19,20,21

January: 3,4,5,8,9,10,11,12,16,17,18,19,22,23,24,25,26,29,30,31

February: 1,5,6,7,8,9,13,14,15,16,20,21,22,23,26,27,28,29

March: 4,5,6,7,8,11,12,13,14,15,18,19,20,21,22,25,26,27

April: 2,3,4,6,8,9,10,11,12,15,16,17,18,22,23,24,25,26,29,30

May: 1,2,3,6,7,8,9,10,13,14,15,16,17,20,21,22,23,24,28,29,30,31

June: 3,4
5th,6th - No aftercare

½ days - **PACKED LUNCH REQUIRED**

October: 6th
November: 3rd
December: 1st
February: 2nd
March: 1st
April: 19

NO AFTERCARE SERVICES

November: 21st
December 22nd
June 5th & 6th

DATES ARE SUBJECT TO CHANGE



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**After Care Billing 2023-2024 -
The After Care Program is held after school from 3:00pm - 6:00pm.**

Daily Fee:

Time	1 Child	2 Children	3 plus Children
3:00-4:00	\$6.50	\$10.50	\$12.50
4:01-4:30	\$9.00	\$14.00	\$16.50
4:31-5:00	\$11.50	\$17.50	\$20.50
5:01-5:30	\$14.00	\$21.00	\$24.50
5:31-6:00	\$16.50	\$24.50	\$28.50

Daily Fee: Early Dismissal

Time	1 Child	2 Children	3 plus Children
12:00-1:00	\$6.50	\$10.50	\$12.50
1:01-1:30	\$9.00	\$14.00	\$16.50
1:31-2:00	\$11.50	\$17.50	\$20.50
2:01-2:30	\$14.00	\$21.00	\$24.50
2:31-3:00	\$16.50	\$24.50	\$28.50
3:01-3:30	\$19.00	\$28.00	\$32.50
3:31-4:00	\$21.50	\$31.50	\$36.50
4:01-4:30	\$24.00	\$35.00	\$40.50
4:31-5:00	\$26.50	\$38.50	\$44.50
5:01-5:30	\$29.00	\$42.00	\$48.50
5:31-6:00	\$31.50	\$45.50	\$52.50

- The program will end at 6:00 pm and all children are to be picked up by that time. There will be a charge of \$1.00 for EACH child for EACH minute that exceeds 6:00 pm.
- Each year there is a \$25.00 registration fee per family which is due with the return of the registration form.
- To have your child registered for the beginning of the next school year, all money owed for services rendered must be paid in full.
- **Emergency Drop in rate \$6.50 up to 4:00.**