



IMMACULATE CONCEPTION ACADEMY

LOVE, LEARNING, LEADERSHIP

AFTERCAREPROGRAM

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 2025-2026 school year must be registered. *There is a yearly (family) non-refundable \$30.00 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



IMMACULATE CONCEPTION ACADEMY

LOVE, LEARNING, LEADERSHIP

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. As we ease into the new school year and everyone gets acclimate to new routines, we kindly ask that all families sign up for aftercare using the Signup Genius link during the first month of school.
7. **Do not change your schedule for 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).

903 Chestnut Street
Douglassville, PA 19518

610-404-8645
Fax: 610-404-4890

enroll@icaknights.org
www.icaberks.org



IMMACULATE CONCEPTION ACADEMY

LOVE, LEARNING, LEADERSHIP

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

Thank you.

Immaculate Conception Academy

903 Chestnut Street

Douglassville, PA 19518

610-404-8645

Fax: 610-404-4890

enroll@icaknights.org

www.icaberks.org