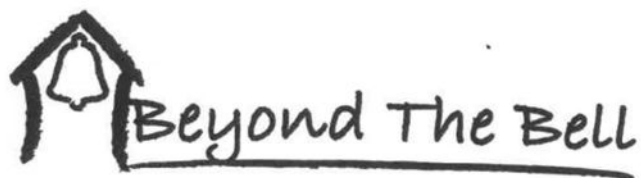


IMMACULATE CONCEPTION SCHOOL

Immaculate Conception School embraces the mission of Jesus Christ to form faith, service and leadership in our school, church and community.



PARENT GUIDELINES / INFORMATION

Beyond The Bell is the before and after school program provided by Immaculate Conception School. The purpose is to provide a safe, affordable, and nurturing environment for ICS students that need care beyond normal school hours. The children will be provided academic, enrichment, and recreational activities designed to enhance student success and provides a fun and secure environment.

BEFORE CARE PROGRAM HOURS

Children may arrive at the Immaculate Conception Church basement at 7:20 AM. It is imperative for the vitality of the program that you DO NOT arrive before 7:20 AM. All ICS students that arrive before 7:50 AM will need to be dropped off at cafeteria unless you see students outside in the pea gravel area.

AFTER CARE PROGRAM HOURS

Children will report to school library after 3:30 P.M. dismissal bell. Any student who remains at school after 3:40 PM will be charged for the use of the aftercare program. Parents may pick up their children before 5:30 PM. Any student who remains at after care later than 5:30 PM will be charged a late fee.

Please note that on Wednesdays we will be participating in the Immaculate Conception Youth group for PK-6th grade in the church basement from 3:45 – 5:00 PM. A snack will be provided, we will have prayer time, talk about a saint and play games. We'll be back at the school from 5:00 – 5:30 PM.

ATTENDANCE

Please realize that your child will stay after school for Beyond the Bell on his/her scheduled days unless the office receives notification that he/she should not stay. Please notify the office at (660) 385-2711 by 3:00 PM if your child should not stay for the program.

STUDENT DROP-OFF AND PICK-UP

- Students are not to be left unattended in the parking lot at any time. Please make sure they have successfully entered the church basement before leaving.
- Parents picking up their child anytime during the program MUST sign that child out on the attendance sheet along with the time of pick up.
- Students may only be picked up by parents or someone listed on the pick-up list unless the office is notified otherwise.

SNACK

Before care students may bring a breakfast bar to eat during the program. After care students will be provided with a light snack each day.

FEES / PAYMENT / PENALTY PROCEDURES

The fees for the After Care Program will be as follows:

- Full-Time: \$30 / full school week (attending every week and payable in advance)
- Drop In: \$7 / day (payable in advance or upon pick up)
- Late Fee: \$5 for first minute and \$1 for each additional minute (per student)

The procedures for payment will be as follows:

- Checks should be made out to Immaculate Conception School (ICS). Please put the name of the student the payment is for on the envelope along with noting that the funds are for after care.
- Payment should be turned into the school office. An invoice for the month will be provided at the end of each month. You may pay in advance and/or daily for Drop Ins.

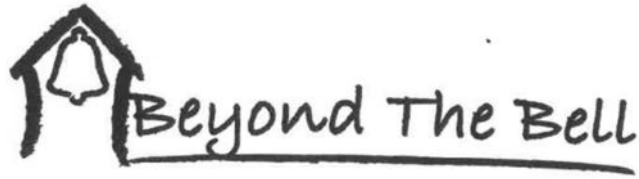
CONTACT INFORMATION

Please call the ICS office (660) 385-2711 or email principal@icsmaconk8.org if you have any questions.

STUDENT DISCIPLINE CODE

Good student behavior is expected, just as we do during the school day. We will follow the discipline code and procedures as listed in the regular ICS Parent Student Handbook.

IMMACULATE CONCEPTION SCHOOL



ENROLLMENT FORM FOR AFTER CARE

Student Name: _____

Grade/Teacher: _____

Parent #1: _____

Parent #2: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Pick-up List / Emergency Contacts

(Please list any other individual that may pick up your child or be contacted in case of any emergency):

1. Name: _____

Cell Phone: _____

2. Name: _____

Cell Phone: _____

3. Name: _____

Cell Phone: _____

My child will attend the After School Care Program (please mark):

_____ Full-Time: \$30 /full school week

_____ Drop In: \$7 /day per child

I agree to follow the guidelines as specified in the parent guideline packet. I give permission for my child to participate in the Immaculate Conception School Beyond The Bell After School program. I agree to pay the fees charged for my child's attendance and understand that lack of payment could result in the discontinuance of my child's participation in the program.

(Name)

(Date)

Please realize that all policies and procedures in the regular Immaculate Conception Parent/Student handbook apply to the program as well. ICS administration has the right to change any policies or procedures as needed.