

## **ST. BENEDICT'S AFTER SCHOOL PROGRAM HOSTED BY LE3 INC.**

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### **Mission**

LE3 INC is nonprofit organization organized with the mission to Locally Enrich Educational Experiences for all children via after school academic programing.

### **Overview**

This program provides a safe space for children to learn beyond the normal school hours. LE3 is a program provided by an outside vendor who will continue with our second year at St. Benedict's.

### **Changes from 2016**

As you know through the use of our program in the 2016-2017 school year our program is an academic, hands-on, and quality program. LE3 committed to billing families how St. Benedict's had previously been billing for one school year. Now that we have had the opportunity to prove the quality of our programming, we will be offering new rates. These rates are still lower than our normal community based program and our competitor. We hope that you have seen the changed in the program and will be comfortable with our change and increase.

### **Hours**

The afternoon program is open from dismissal until 6:00 pm, Monday through Friday. Please be sure to sign out at pick up with the time and a legible signature. We thank you for leaving promptly after children are signed out for the day. Please note that we are open on the days that school is not in session. We will advertise these days at least two weeks in advanced for families to pre-register.

### **Services**

At dismissal children will come to the program and enjoy a peanut/tree nut free snack provided by LE3 (or from home). All children will participate in one hour of quiet academic time. This is a time in which children will work on their homework with a teacher or alone, read, and/or play an academic game. When quiet time is completed children will break into age appropriate groups to enjoy various hands-on activities exploring a weekly theme using science, art, history, and technology. Each child will participate in at least 30 minutes of physical activity each day, unless medically unable to.

### **Early Dismissal**

For use of the program on early dismissal days, families must register to ensure that LE3 can provide adequate staff, lunch, and program supplies. Early Dismissal registration material will be provided at least two weeks prior to the early dismissal day.

### **Full Days Off Of School/ School Vacations**

LE3 will host a full day camp on days that the school is not in session so long as it's not Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Thanksgiving, or Black Friday. Full day camps are pre-registration only. We need a minimum of 10 children registered to run the program. Registration Materials will be provided at least two weeks prior to the day off school. Program on full days off begins at 7:30am\* until 6:00pm. Breakfast, lunch, and a healthy



snack will be included in the daily fee! Children will still explore an academic theme throughout the full day off. \*\*An early bird option will be available to drop off at 6:45am for an additional fee\*\*

## **Summer Camp**

LE3 will provide a 10 week academic summer camp at the school. All St. Benedict's children are encouraged to utilize this program. Rates, field trips, and programming will not be released until January. Registration will be open from February-June. The Brain Busters Summer Program will still follow an academic theme and children will enjoy an hour and a half of quiet academic time each day. For an additional fee parents may register their child for private tutoring.

## **Facilities**

Before & After school will acquired their very own space within each school. Children have space for snack and an area for homework, crafts and games. On certain days, the program has access to the gym and playground.

## **Attendance**

For the safety of the children, we require that your child report to the program on the days that s/he is contracted to attend. If for any reason your child will not be attending the program, please inform the school and the director in two separate short notes. This includes after school academic help by a teacher. If your child does not have a note excusing him or her, the teacher is required to send him/her to the program. Also, the program must have prior notice for those children who are going to be picked up by someone other than their parents. Photo identification will be required to allow your child to be picked up by others.

## **Lunches and Snacks**

You're welcome to pack your child a lunch on early dismissal days of school. We do serve a healthy lunch catered by Cater Tots during full day camps. Snacks and drinks are served every day after school. If your child has any allergies, be sure to inform the director. If you pack a snack/lunch for your child please make sure that it is school safe with no peanuts/tree-nuts. If a child comes with something that is not school safe we will keep it in their backpack and encourage the child to eat our snack/lunch.

## **Disciplinary Actions**

Parents should try to work with the director and staff in stopping any undesirable behavior. Parent support and involvement is necessary for the program to run smoothly. We utilize a three strikes program. If there are three documented incidents that become harmful to the child and children around them then the Owner of the company will be called to have a meeting with all parties involved. We will work with your child through a Behavior Action Plan (BAP). Any concerns may be directed to the Extended Day Director. \*Upon receiving your registration form, LE3 will send you a confirmation e-mail. This e-mail will include a detailed copy of our parent guide. In this guide you can find an explanation of our BAP plan.\*



## **Medications**

If your child has an inhaler, EPI-Pen, Benadryl, and/or Sun Screen they may leave it at Extended Day. Any prescription inhalers/ EPI-pen's MUST come to program with a prescription label and doctor information.

## **Clothing**

Children are encouraged to bring play clothes to Extended Day. Please make sure that all clothing, uniforms and possessions are clearly labeled. We ask that sneakers or shoes be worn at the after school program (no sandals or flip flops). Younger children are encouraged to leave a change of clothes at the program just in case there are any accidents.

## **Teachers & Team Members**

We hire qualified experienced staff members who have an education background, teaching certificate, and or experience in after school childcare. All Staff members are CPR/First Aid Trained, cleared by the Office Of Child Services to work with children, and have gone through a rigorous LE3 training to ensure that positive, academic, and encouraging programing will take place. We have specialty team members that provide a specific service throughout the program. For example, we have a Health & Wellness Education Specialist, Physical Education Teacher, Art Teachers, and A Music Teacher.

## **Winter Weather Policy**

LE3 takes the safety of our children, staff, and parents very seriously. On days in which school is in session but a storm begins to pick up in the afternoon we have the right to close early. Parents will be notified by e-mail and phone that we are closing early due to the weather. We ask that all parents get to the program or send someone for their child by 4:30. This allows time before its dark for the families and our staff to get home safe. When school is canceled we will also be closed.

## **Registration**

All families are required to sign up for this program regardless of their intent. This is a necessary safe guard in the event a parent is late picking up a child or has an emergency. Please be sure all information stays updated throughout the year.



## Fees & Payment Policies

### **Registration Fee**

All families using the Extended Day Program are required to pay a onetime non-refundable \$25 registration fee. The registration fee and registration form are required before the child may attend. Any special instructions, (food allergies, parental agreements, etc.) must be provided in writing at this time.

**After School Program:** The afterschool program will run from school dismissal until 6:00PM. Your child must be signed out of the program each time he/she attends. The price for after school is:

# of Children	Picked Up by 4:00PM	Picked Up by 5:00PM	Picked Up by 6:00PM
One Child	\$7.00	\$14.00	\$28.00
Two Children	\$13.00	\$26.00	\$39.00
Three or More Children	Please contact the LE3 office for rates.		

**Pre-K Early Fee:** For any PRE-K children there will be an additional charge of \$2.50 per day. This is to cover the 15 minutes that the children come down before the rest of the school.

**Late Pick Up Fee:** If your child is not picked up by 6:00 PM, you will be charged an additional \$15.00/child for every 15-minute increment. Your child must be signed out of the program each time he/she attends.

**Grace Period:** There will not be a grace period into each hour. Once you are into the pick-up hour your account will be charged for that amount.

**Calendar Submissions:** The parent/guardian is responsible for payment for your child's (ren's) after school care. You **MUST** submit a calendar by the 15<sup>th</sup> day of each month of attendance (i.e., in order for your child to attend in October of 2017, your calendar is due by September 15, 2017). Payments will follow the month of attendance and **MUST** be paid in full by the 15th of the month. (i.e., invoices for September will be sent on October 1st and due in full by October 15th.) We will send out bi-weekly invoices for parents who would like to pay in smaller increments. **Payment and calendar should be sent to LE3, 25 California Drive, Williamsville NY 14221 OR left in the Drop Box Outside of Extended Day.**

**Reoccurring Schedules:** If you would like your child (ren) to attend the same schedule for the entire 2017-2018 school year, please complete the September Calendar and check off the "reoccurring schedule."

**\*Drop-In on Unscheduled Days:** The daily drop-in rate is \$25.00/child.

