

CHILD CARE PROGRAMS (Before and After School)

International School of Louisiana offers Child Care Programs (Before and After School) designed to meet the needs of working families with school-age children enrolled at ISL. **The Childcare Programs are *fee-based* as they are *not* an extension of the school day.**

What Child Care Programs are available at ISL?

- **EARLY BIRD (Before School Child Care)**
 - Hours:
 - St. Roch Campus from 7:15am-7:45am
 - Westbank Campus from 7:15am-7:45am
 - Uptown Campus from 7:15am-8:15am
 - Daily Fee:
 - Family accounts are charged \$4.00 per day per child (up to \$40.00 per month per student) if registered.
 - Drop-In Service:
 - There is a Before School Child Care ***drop-in service available*** for students who are not registered in the Early Bird program.
 - ***Drop-in service fee*** is \$10 per student and will be billed to your Kids Care account.
 - Please note: If you believe you will need occasional, unscheduled before school care, it is strongly recommended that you register your child.
 - If a student attends the EB or PT program as a drop-in and then registers during the same month, the regular registered fee will apply once payment has been made in full. Otherwise, drop-in fees will be charged for any days attended prior to registration.
 - Meals:
 - Breakfast is optional and available.

About ISL Dismissal

Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time.

ISL Campus Dismissal Times

St. Roch & Westbank Campus

M/T/Th/F- 3:30pm

Wednesdays- 2:30pm

Uptown Campus

M/T/Th/F- 4:00pm

Wednesdays- 3:00pm

Prime Time begins 15 minutes after dismissal. Prime Time will provide basic after school care with homework time, snack, and outdoor play. All Prime Time (After School) Programs operate from school dismissal until 5:30 pm.

- **PRIME TIME (After School Child Care)**

- Hours:
 - St. Roch & Westbank Campus
 - M/T/Th/F- 3:45pm-5:30pm
 - Wednesdays- 2:45pm-5:30pm
 - Uptown Campus
 - M/T/Th/F- 4:15pm-5:30pm
 - Wednesdays- 3:15pm-5:30pm
- Daily Fee/Late Fee:
 - Family accounts are charged \$10.00 per day per child (up to \$150 per month per student) if registered.
 - A late fee of \$5 for the first minute and \$1 per minute thereafter is due for any child not picked-up by 5:30pm at St. Roch, Uptown and Westbank campus.
 - Late fees will be billed to your Kids Care account; repeated late pick-up will result in dismissal from the program.
 - Students who remain on campus more than 15 minutes after dismissal and who are not registered in the after school program will automatically be checked into drop-in and charged \$20.
 - Repeated late pick-up and non payment of fees will result in dismissal from the program.
- Drop-In Service
 - ***For unscheduled PRIME TIME (After School Child Care)*** , a drop-in service is available for students who are not registered in an after school program.
 - Drop in fees are \$20 per day, or any portion thereof, if your child is in attendance.
 - Pre-registration is not required for drop-in care, however, if you believe you will need drop-in service more than twice yearly, it is strongly recommended that you register your child.
 - If a student is returned to the Uptown campus by a van/bus service due to no one being present at their designated stop, a \$20 drop-in fee will be charged and added to your Kids Care account. If no account exists, one will be created and login information will be emailed to the parent/guardian.

Programs Operated by Outside Partners

The Community Works After School Program is operated independently of ISL's Early Bird and Prime Time programs. If your student participates in Community Works, please note that their program times differ. If you require care before their program begins or ends, you must register your student for ISL's Early Bird and/or Prime Time through KCC and pay the annual \$25 registration fee per family.

How to Register for Child Care Programs (Before and/or After School)?

1. Create an account with [Kids Care Center](#) and enroll your student(s) in either EB/PT or both for your specific campus.
2. Pay the \$25.00 non-refundable annual Registration Fee of \$25 per family; *not per child*.
3. Payment must be received to complete the registration process and eligibility to attend.

If your student attends as a drop-in and does not have an existing Kids Care Center (KCC) account, one will be created for you by the childcare coordinator using the contact information listed in PowerSchool. You will be emailed your account number, PIN, and payment instructions.

AUTHORIZED PICK UP LIST

- Everyone picking up a student must be prepared to show picture identification.
- Anyone picking up a child who is not on the child's pick-up authorization list in PowerSchool will need to be approved through written authorization or a direct phone call from the parent/guardian before the child may leave school grounds.
- Changes to the parents or legal guardians listed in a student's file must be made by completing the appropriate form from their campus Family Liaison, front office staff, or online in the Resources & Forms section of your campus web page.
- By State Law children under the age of 16 may not pick-up other children.

MONTHLY PAYMENTS

- Payments for Child Care Programs (Before and After school) are due in full upon receipt of invoice each month.
- Families are required to create a Kids Care Center account and MySchoolBucks account to receive childcare invoices and make payments.
 - At the beginning of the month (for the previous month) the attendance totals will be added to your Kids Care Account if the services were used. You will NOT receive an invoice from them but may receive an email reminder that your account has been updated.
 - To make a payment, first log into your Kids Care account. You will be redirected to MSB. You won't see a childcare balance due if you log into your MSB account directly. Kids Care and MSB are integrated together.
- Payments can be made by cash, money order, or debit/credit card. Debit/credit card payments can only be made on-line at www.myschoolbucks.com. MySchoolBucks is the preferred method of payment.
 - Please make money orders payable to ISL.
- Students with delinquent accounts will be dismissed from the program.

Families must pay all outstanding invoices for the 2024–2025 school year in full. Students will not be allowed to register or attend childcare during the 2025–2026 school year until all balances have been cleared. Payments can be made online through the [Parent Portal](#) by logging into your Kids Care Center account.

If you have any questions regarding fees or payments, please contact Vanessa Levy at (504) 252-3502 or via e-mail childcare@isl-edu.org.

Behavioral Expectations—Parent/Guardian

- The parent/guardian identifies in PowerSchool the names and contact information for all persons authorized to pick up their child.
- The parent, or parent's designee, should pick up their child(ren) from Prime Time promptly. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time.
- Students who remain on campus more than 15 minutes after dismissal and who are not registered for any after school program will automatically be checked into Prime Time and charged \$20.00 per day. Payment is due when the child(ren) is picked up by a parent/guardian.
- Anyone picking up a child who is not on the child's pick-up authorization list will need to be approved through written authorization or a direct phone call from the parent/guardian before the child may leave school grounds. Permanent changes to the pick-up list need to be completed during your annual online information update or by submitting an Update Contact Form to your campus office. By State Law children under the age of 16 may not pick-up other children. Everyone picking up a student must be prepared to show picture identification.

Behavioral Expectations—Students

- All rules of student behavior in effect on the school campus apply to the childcare program. Discipline will be handled by the program coordinator.
- The student will refrain from aggressive behavior or behavior that incites arguments.

Behavior Management

Children are expected to comply with all regular school rules and regulations in addition to the Behavior Management Policy. Discipline will be handled by the program coordinator, and in some cases, by the school principal or assistant principal.

The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program.

Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials or equipment; 3) to help children learn to respect themselves, other children, and adults.

A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on school

property. Adults are expected to model the desired behavior that is expected of the children. Profanity, threats, or disruptive behavior will not be tolerated.

A child who is dismissed due to behavior issues will no longer be eligible to attend at any time.

Any student suspended from bus transportation due to inappropriate behavior is also ineligible to attend ISL's before- and after-school child care programs during the suspension period.

Sign In/Out Procedures

- Parents must log into their Kids Care Center account (account number and PIN/Password is required) at the designated campus for their child/ren each day.
- A child will be released only to the person(s) (minimum 16 years of age) designated by the parent/guardian as listed in the authorized pickup list in your Kids Care Center Account or in PowerSchool. Once a child is signed out by a parent/guardian, the After School Program is no longer responsible for that child.
- Failure to properly sign in or out could result in incorrect fees being charged, and repeated failure to properly sign in and out may result in dismissal.
- If a child is to be released to someone not listed on the application, the program coordinator must be notified. Staff will require identification from any unfamiliar person who arrives to pick up a child. A program coordinator may call the parent to verify any written or verbal authorizations to release a child to someone else.

Snacks

A nutritious snack supplied by Child Nutrition is available each afternoon. If your child has a food allergy please advise the program coordinator of that fact in writing.

Staff:

There is a program coordinator at each location. The duties of the program coordinator include managing the site, enrolling new children, purchasing supplies, collecting fees, and preparing reports for the Finance and Food Service Department. There are staff assigned to each group of children. The duties of the staff are supervising and interacting with the group.

Year-End Tax Statements/Reimbursement Requests

Kids Care Center has a Tax Statement available in your account which you can access when logging in. It can be located from the homepage titled: Tax Statement. Click on the link provided in your account and it will automatically have the total payments calculated from the beginning of the school year for the specified tax year.

Weather/Emergency Closing

The decision to close schools will be made by ISL personnel and communicated through parent outreach. If possible, the decision will be made the evening before the closing. If no announcement is made, parents may assume that schools will operate on a normal schedule and the Childcare Programs (Before/After) will operate on a normal schedule. Parents may also check the [ISL website](http://www.isl-edu.org) at www.isl-edu.org for up-to-date scheduling decisions.

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal is necessary, ISL personnel will communicate this information to parents through parent outreach. If schools are closed or dismissed early because of weather conditions, the After School Program will not operate that day.