

CHILD CARE PROGRAMS (Before & After School)

International School of Louisiana offers **Before School (Early Bird)** and **After School (Prime Time)** childcare programs for enrolled ISL students. These fee-based programs are designed to support working families and are **not part of the regular school day**.

Early Bird (Before School Child Care)

Early Bird provides supervised care before the school day begins.

Hours

St. Roch Campus

- 7:15–7:45 a.m.

Westbank Campus

- 7:15–7:45 a.m.

Uptown Campus

- 7:15–8:15 a.m.

Cost

- **Registered students:** \$4 per day, per child (maximum \$40 per month per student)

Drop-In Care

- Drop-in care is available for students who are not registered.
 - **Fee: \$10 per student, per day**
- Charges will be billed to your Kids Care Center account.
- If you anticipate needing occasional before-school care, we strongly recommend registering your child.

- If a student attends Early Bird as a drop-in and then registers during the same month, the registered rate will apply after registration and payment have been completed. Drop-in fees will apply to all attendance prior to registration.

Breakfast

Breakfast is optional and available.

School Dismissal

Students should be picked up promptly at dismissal. Families are asked to be mindful that students who remain on campus after dismissal require additional supervision.

Dismissal Times

St. Roch & Westbank Campuses

Monday, Tuesday, Thursday & Friday: 3:30 p.m.
Wednesday: 2:30 p.m.

Uptown Campus

Monday, Tuesday, Thursday & Friday: 4:00 p.m.
Wednesday: 3:00 p.m.

Prime Time (After School Child Care)

- Prime Time begins **15 minutes after school dismissal** and provides supervised care including:
 - Homework time
 - Afternoon snack
 - Outdoor play
- All Prime Time programs operate until **5:30 p.m.**

Hours

St. Roch & Westbank Campuses

Monday, Tuesday, Thursday & Friday

- 3:45–5:30 p.m.

Wednesday

- 2:45–5:30 p.m.

Uptown Campus

Monday, Tuesday, Thursday & Friday

- 4:15–5:30 p.m.

Wednesday

- 3:15–5:30 p.m.

Cost

- **Registered students:** \$10 per day, per child (maximum \$150 per month per student)

Late Pick-Up

- Children must be picked up by **5:30 p.m.**
- Late fees:
 - \$5 for the first minute
 - \$1 for each additional minute
- Late fees will be billed to your Kids Care Center account.
- Repeated late pick-ups or unpaid balances may result in dismissal from the program.

Automatic Drop-In

- Students who remain on campus more than **15 minutes after dismissal** and are **not registered** for Prime Time will automatically be checked into the drop-in program.
 - **Fee: \$20 per student, per day.**

Prime Time Drop-In Care

- Drop-in care is available for families needing occasional after-school supervision.
 - No pre-registration is required.
 - **Fee: \$20 per student, per day.**
- If you expect to use drop-in care more than twice during the school year, we recommend registering for Prime Time.

- 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.
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Programs Operated by Outside Partners

- The **Community Works After School Program** operates independently from ISL's Early Bird and Prime Time programs.
 - If your child needs supervision before Community Works begins or after it ends, you must register separately for ISL's Early Bird and/or Prime Time programs through Kids Care Center and **pay the annual registration fee.**
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Registering for Child Care

To enroll your student:

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.
- Registration is complete only after payment has been received.
 - If your child attends as a drop-in and you do not already have a Kids Care Center account, one will automatically be created using your PowerSchool contact information. You will receive your account number, PIN, and payment instructions by email.
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Authorized Pick-Up

For your child's safety:

- Anyone picking up a student must present a valid photo ID.
- Students may only be released to individuals listed in PowerSchool or approved by the parent or guardian.
- Temporary changes require written authorization or direct phone approval from the parent or guardian.
- Permanent changes to authorized contacts must be made through your campus Family Liaison, front office, or the appropriate online form.

- Louisiana law prohibits anyone under **16 years of age** from picking up another child.
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Payments

- Childcare fees are billed monthly.
- Families must have:
 - a Kids Care Center account to view attendance and charges
 - a MySchoolBucks account to make payments
- Attendance from the previous month is posted to your Kids Care Center account at the beginning of each month. You may receive an email notification when your account has been updated, but no separate invoice is sent.

To pay online:

1. Log into your [Kids Care Center account](#).
2. Select the payment option, which will redirect you to MySchoolBucks.

If you log directly into MySchoolBucks, your childcare balance will not appear.

Payment Methods

- Online debit/credit card (preferred)
- Cash
- Money order (payable to ISL). We no longer accept personal checks.
- Students with unpaid balances may be dismissed from the program.
- Families must pay all outstanding balances from previous school years before registering for childcare in a new school year.

For billing questions, contact:

Vanessa Levy

Phone: (504) 252-3502

Email: childcare@isl-edu.org

Behavior Expectations

All ISL school rules remain in effect during Early Bird and Prime Time.

Students are expected to:

- Follow staff directions.
- Treat others respectfully.

- Refrain from aggressive or disruptive behavior.

Staff use positive behavior management strategies, including:

- Redirection
 - Problem-solving conversations
 - Temporary removal from activities when appropriate
 - Parent communication
 - Corporal punishment, yelling, and sarcasm **are never used**.
 - Students whose behavior poses a safety risk or significantly disrupts the program may be dismissed from childcare.
 - Parents and guardians are also expected to model respectful behavior while on campus. Profanity, threats, or disruptive conduct may result in dismissal from the childcare program.
 - Students suspended from school bus transportation because of behavior **are not eligible to attend ISL childcare during the suspension period**.
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Sign-In & Sign-Out

- Parents and guardians must sign children in and out through their Kids Care Center account each day using the designated campus Chromebook.
 - Children will only be released to authorized individuals who are at least **16 years old**.
 - Improper sign-in or sign-out procedures may result in incorrect billing and could lead to dismissal from the program if repeated.
 - If someone not listed on the authorized pick-up list will be picking up your child, notify the program coordinator in advance. Identification will be required.
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Snacks

- A nutritious afternoon snack is provided through ISL Child Nutrition.
 - If your child has a food allergy, please notify the program coordinator in writing.
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Program Staff

- Each campus has a Childcare Program Coordinator who oversees daily operations, enrollment, supplies, reporting, and family communication.
- Program staff supervise students and provide a safe, engaging environment during childcare hours.

Tax Statements

- Annual childcare tax statements are available through your Kids Care Center account.
 - From the homepage, select **Tax Statement** to view and print your total payments for the applicable tax year.
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Weather & Emergency Closures

- School closure and early dismissal decisions are made by ISL and communicated directly to families.
- If schools are closed or dismissed early because of weather or another emergency:
 - Early Bird and Prime Time will follow the school's operating schedule.
 - Prime Time will **not** operate on days when school dismisses early due to weather or emergencies.
- Families should monitor school communications and the ISL website for the latest updates.