

**INCARNATION PARISH SCHOOL
AFTER SCHOOL PROGRAM (ASP)
Hours and Fee Schedule 2008-2009**

Program Days/Hours:

All school days: From dismissal until 6:00 p. m.
Morning Care: 7:00 a.m. – 7:30 a.m.
Homework Club: 3:00 p.m. – 4:00 p.m.

Program Schedule on Regular Days:

2:45 p.m.	Arrival, sign-in, attendance taken
3:00 – 4:00 p.m.	Homework Club on scheduled days
4:00 – 6:00 p.m.	Play time

***Monthly Fees:**

\$135.00 for 1 child
\$160.00 for 2 children (per family)
\$185.00 for 3 or more children (per family)

Daily Fee: \$5.00 per child per hour
\$1.00 per day per child for morning care (7:00 a.m. – 7:30 a.m.)
\$5.00 per day per child for Homework Club (3:00 p.m. – 4:00 p.m.)

***The monthly fee is charged for those using the program more than 15 days per month. If your child will attend ASP for more than 15 days per month, please sign them up for ASP on a regular basis. If your child is not signed up for regular ASP billing, you will be billed at the hourly rate. Please contact the office immediately if you have any changes regarding ASP billing or changes on emergency information.**

- **Fees are to be paid monthly and are due upon receipt of the invoice (October-June).**
- **A late fee of \$25.00 is charged for any payments received after the 15th of the month.**
- **A \$10.00 fee is charged for late pick-ups (after 6:00 p. m.) for each ten (10) minutes or fraction thereof.**
- **No prorated fees for months with prolonged breaks, including the month of June.**
- **Changes cannot be made once the monthly fee is selected.**

Please note:

Frequent tardiness in picking up a student or the late payment of the ASP monthly amount may be grounds for termination of the school contract. As a result, families may not be eligible to continue attending our After School Program.

Please do not make any payments to the ASP staff. ASP payments are to be mailed to the school office.

In order to ensure the safety of the children, parents MUST sign the students out of ASP every day. Please make sure to include the time of pick up. If there is no time indicated you will be charged the maximum amount for the day. Students MUST sign in at the beginning of ASP.

If you have any questions, please speak with the director.