

**Little Flower Catholic School
After School Program
2023-2024**

Welcome to Little Flower Catholic School; my name is Ms. Arevalo. Below is the updated information for the After School Program 23/24 School Year.

Location: 4th Grade Classroom

Hours: 3:30-5:30 p.m.

| | |
|--------------------------------------|----------------------------|
| Fees: Full-time (5 days/week) | \$50.00 per child |
| Part-time (Drop in for 1 day) | \$15.00 per child |
| Drop in on half day | \$20.00 per child, per day |
| Late payment fee | \$20.00 |

Billing: You will be billed for the day(s) your student(s) attend. Billing takes place the Monday after attendance, and an invoice is sent via email. Payments can be made using the invoice's payment link or your Family Portal account. All invoices are due within 10 days. Late fees are automatically assessed through the system.

Late Pick Up: There will be a charge of \$1 per minute late per child. Late pick-up starts at 5:31 p.m. After 30 minutes, late pick-up fees are paid directly to the after-school person. If you are late 3 times, your student will no longer be allowed in the APS.

Half Days: There are certain days throughout the school year when classes are dismissed at 12:30 p.m. The ASP will start at 12:45 on Half Days. The charge will be **\$20.00** per child for drop-ins. **On Half Days, children must bring a lunch.** I will not be providing lunch. Hot Lunch, if ordered, will be delivered to the children in the ASP. Snacks will be provided as customary at 3:30 pm.

Snacks: A snack will be provided each day; however, drinks will not be provided. Please, no soft drinks.

| | |
|---------------------------------|--|
| Schedule: 3:30-3:45 p.m. | sign in and snacks |
| 3:50-4:55 p.m. | Tutoring/Homework |
| 5:00-5:30 p.m. | STEM activities/play outside/ games/movies |

(The ASP program will show only "G" and "PG" rated movies)

Sign-out: Parents or authorized people from the pick-up list must sign out their child daily. Please have your ID ready at pick up. A written permission note must be sent with your child to the office or emailed to jarevalo@littleflowerschoolnv.org if someone other than an authorized person will be picking up your student. Please use your Parent ID number to check out your student(s) in the Kiosk.

Parking/Pick Up: You can park along the street in front of the Main Office. The side gate will be open. Please walk around to the outside door of the 4th Grade classroom. If you pick up your student(s) within 10 minutes of the check-in time, you will not be charged for ASP services that day.

Behavior: All established policies of Little Flower School apply to the After School Program. Conduct referrals will be sent to the principal and the parents if problems occur. **If conduct problems continue, the child will not be allowed to return to the ASP.**

Holidays: LFS will provide ASP services on all Half Days before all major Holidays.

All inquiries related to the ASP should be directed to Ms. Arevalo.

Email. jarevalo@littleflowerschoolnv.org

Phone: 775-393-9757

Student's Name(s): _____

Allergies: Please list any food and/or latex allergies your student may have. This information will be referred to when planning snacks.

Photo Release Information: Due to construction and lack of storage, I would like to take pictures of our activities in the ASP instead of storing our projects. I have no intention of using the photos on any form of Social Media. The photos are for personal use in association with the ASP, yearbook, or for parents and their respective students. Please sign below in the corresponding sections to answer.

Yes, the ASP can take pictures of my student:

_____ Date

No, the ASP cannot take pictures of my student:

_____ Date

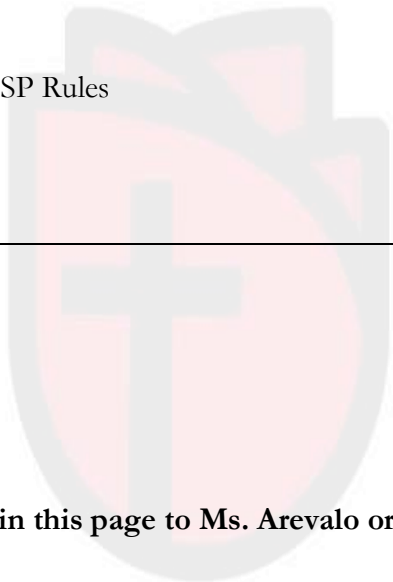
ASP Rules

1. Students are not allowed to return to their classrooms for any forgotten items
2. Phones are not allowed in the ASP. If you need to contact your student, text or call 775-393-9757

Please sign if you understand the ASP Rules

_____ Date

Please turn in this page to Ms. Arevalo or the office.

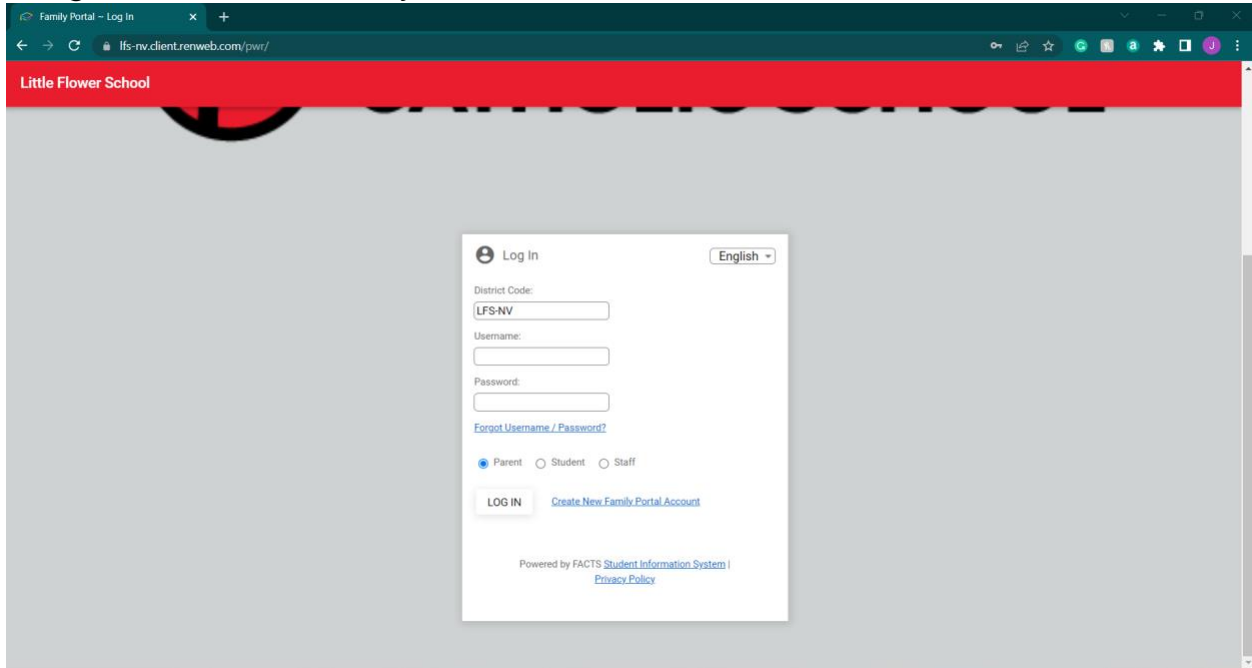


Hello LFS Parents,

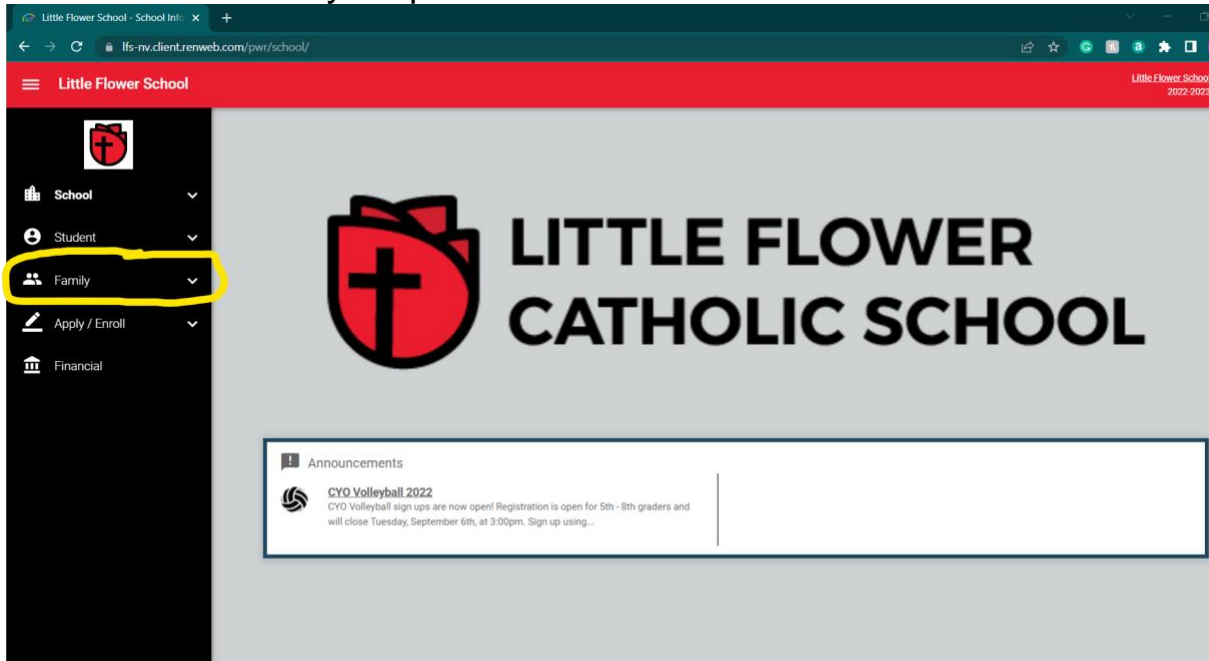
We will be using the Kiosk for student checkouts this year. To use it, you must have your five-digit parent ID number. Below are the steps to find your ID number.

To find your Parent ID number:

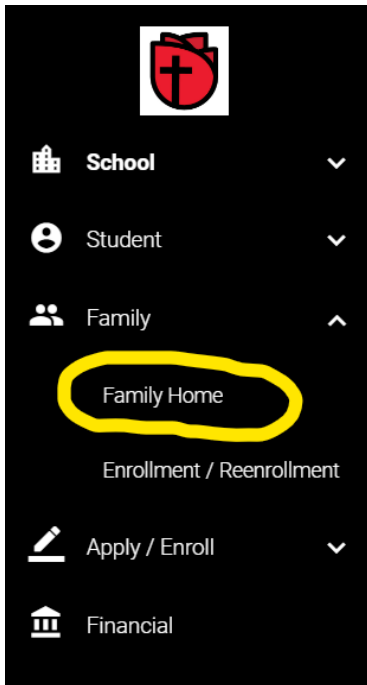
1. Log into the LFS Family Portal



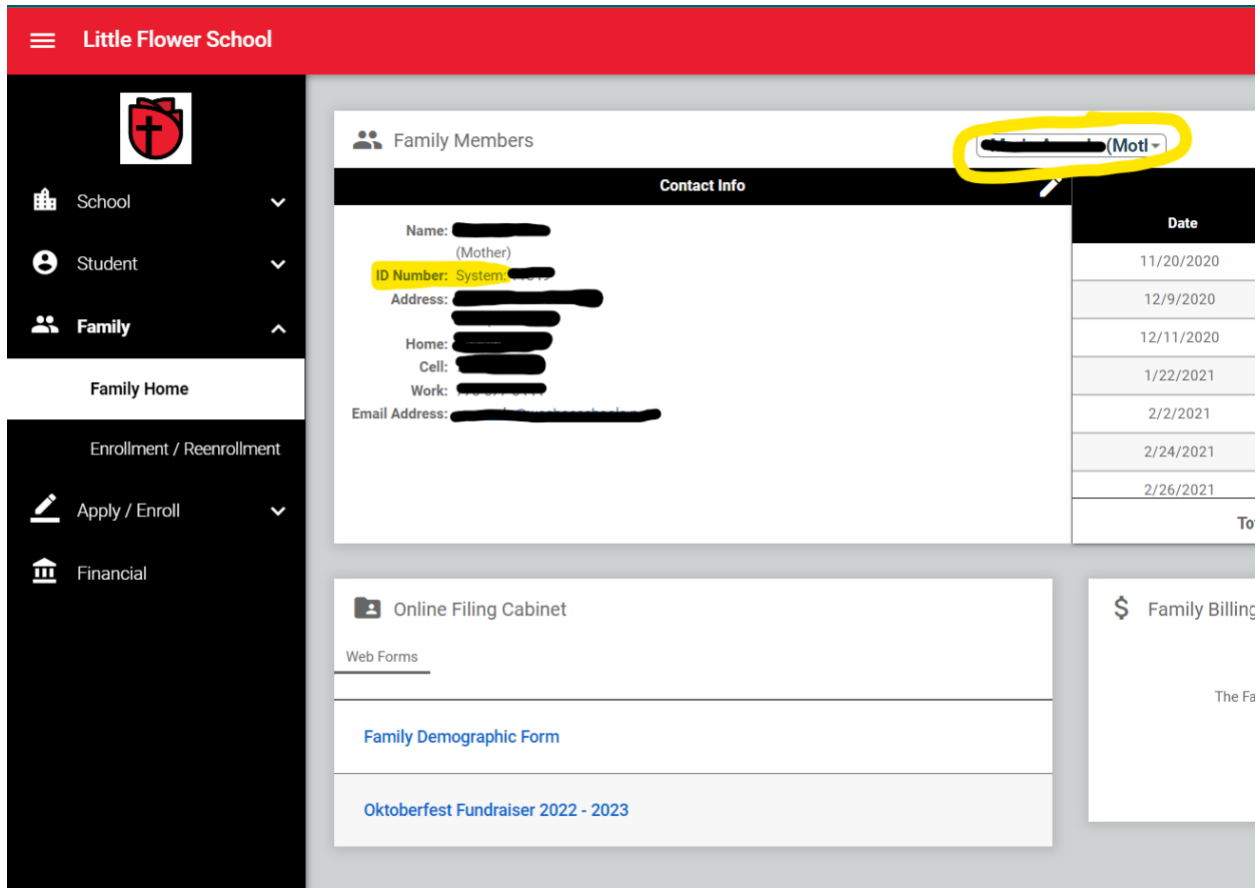
2. Click on the Family drop menu on the left



a. Click on Family Home

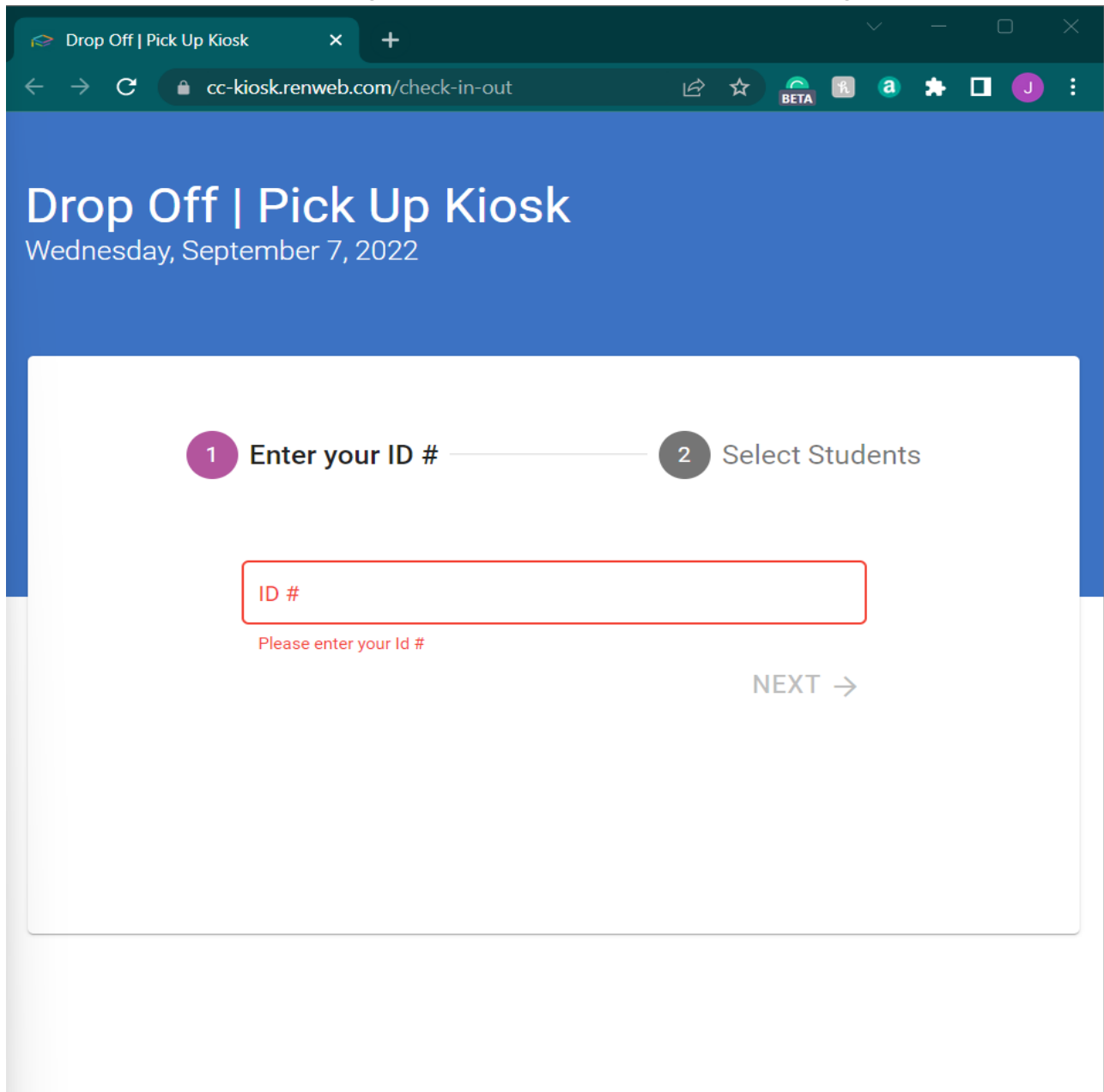


3. Double-check the name of the family member listed at the top center of the page. The ID number: system: 12345 is listed between name and address.



To use the Kiosk:

1. This is what the Kiosk Page will look like. Enter your five-digit Parent ID Number.



2. After entering your ID number, your student(s) will appear with a Check-In time.

Drop Off | Pick Up Kiosk

Wednesday, September 7, 2022

1 Enter your ID # ————— 2 Select Students

| <input type="checkbox"/> | Students | Check In | Check Out |
|--------------------------|------------|----------|-----------|
| <input type="checkbox"/> | [REDACTED] | 12:00 PM | -- |

CANCEL SUBMIT

3. Select the student(s) you are checking out and click Submit.

Drop Off | Pick Up Kiosk

Wednesday, September 7, 2022

1 Enter your ID #

2 Select Students

| <input checked="" type="checkbox"/> | Students | Check In | Check Out |
|-------------------------------------|------------|----------|-----------|
| <input checked="" type="checkbox"/> | [REDACTED] | 12:00 PM | 1:37 PM |

CANCEL SUBMIT