



Established 1963

Lake Castle Private School

8400 Hayne Boulevard
New Orleans, Louisiana 70127
Phone: 504-242-6270
Fax: 504-241-7844

Dear Parents,

After School Care and *Before School Care* fees are \$2.50 per hour, per child. You will be billed weekly. Please make all checks payable to Lake Castle Private School. Be sure to include your child's name in the memo section to insure proper credit. Our Before/After Care services' dedicated phone number is **(318) 661-0508**. This number will only be attended during the hours of 7:00—8:00 A.M. and 3:00—6:00 P.M. Please record this number for future reference.

Before School begins at 7:00 A.M., not before. Please be advised that there is **NO ADULT** supervision at Lake Castle prior to 7:00 A.M. Students who arrive before that time will not be permitted on school grounds.

Please be advised after school care balances will not be allowed to accrue. If the balance is over \$37.50, your child/children will not be allowed to attend ASC until the account is paid.

As per usual ASC rules, homework is to be done during the 3:00 P.M. to 4:00 P.M. hour in class. (This rule applies to students in 1st grade and above.) Weather permitting, one hour is spent outside under the pavilion, where snacks are permitted and are on sale for approximately \$.50 each.

After School Care hours are 3:00 P.M. to 6:00 P.M. on all school days excluding the Christmas Party and Awards' Day. Due to a rash of late arrivals in years past, any child picked up after 6:00 P.M. will be charged \$1.00 per minute per child. Please strictly adhere to these rules. Make sure other arrangements are made in case of inclement weather, traffic conditions (including accidents, road closures, etc.), illness. At the second occurrence, the child will not be permitted to use the after school care services. NO EXCEPTIONS will be made.

Jane Butera McGovern
Head of School

I have read and understand all Before and After School Care procedures:

Parent's Signature

Date

Student's Name

Class

Jane Butera McGovern
Head of School

Daniel G. McGovern
Upper Elementary Principal

Lisa C. Hankins
Lower Elementary Principal