



September 15, 2011

To Our Lakewood Catholic Academy Families,

We are pleased to share with you some important and exciting news about our Before and After Care programs. Beginning October 1, 2011, the operation of these two programs as well as the Summer Camp program will come under the control of Lakewood Catholic Academy. Since 2005 when we opened, although these three programs operated at LCA, they were extensions of the Saint James Child Care Center. When Saint James Parish closed in 2010, Catholic Charities took over management of the Saint James Child Care Center and, as a result, the programs that operate at LCA.

Last spring, the Lakewood Catholic Academy Board of Directors voted to bring the Before Care, After Care, and Summer Camp programs under the management of Lakewood Catholic Academy. Although this transition was originally intended to take place in January 2012, a variety of circumstances have allowed us to accelerate the timeline.

In the short term, the first changes that will occur will be the return of one of the familiar faces that was part of the Saint James Child Care Program. Mr. Bill Litten will assume the responsibilities of Director of the Before and After Care Programs as well as of the Summer Camp. He will also continue to assist us as a supervisor during the LCA lunch hour. Mr. Litten is currently assembling a team that will likely include other personnel who were part of the Saint James Program. ***Please be assured that there will be no interruption in care during the transition period.***

Other changes that will occur in the near future are:

- The addition of 2 -3 staff members, most likely LCA faculty members, during homework time (3:15 – 4:15) Monday – Thursday. It is our hope that these additional staff members during this hour will help ensure that homework is done well and completely, allowing for more family time when the children arrive home in the evening.
- The current Before and After Care Room across from the cafeteria will be renovated to provide a more pleasing environment for the children to study and play during after school hours. It will be necessary to close this room down for most of the month of October but we will keep you informed as to where the children will be in the building during the remodeling project.
- The LCA Business Office will work with Mr. Litten to create an efficient billing system.

**Because it will be necessary for LCA to create its own business structure for the program, we are asking all families who are currently participating in the program, as well as any who may be interested in joining or returning, to complete a new registration form so that we may build our own database of participants.** A copy of the registration is enclosed with this letter. Please complete it and return it to the Main Office no later than Monday, September 19. We welcome not only those who are

currently in the program, but also families who are not currently registered but who may have been considering doing so.

Families that are currently enrolled in the program and who have already paid a registration fee do not have to pay another registration fee. Families that are not currently enrolled in the program, however, are required to pay a non-refundable fee of \$25 that will be applied to the first month's tuition. A supply fee will also be assessed that will depend on the number of days your child will be in the program. Full time and part-time tuition rates will also remain the same. Once we have a list of all students who will be participating in the Before and After Care Programs, we will keep you informed about staffing, billing, remodeling, etc.

We thank Catholic Charities for their sponsorship of the program this last year but look forward to having the Before Care, After Care, and Summer Camp as part of LCA's many other fine program offerings. We are confident that you will be pleased with the changes that we have planned and ask for your patience as we make this transition.

Very truly yours,

Maureen Arbezniak  
Principal

# Before & After School Care at Lakewood Catholic Academy, 2011-12

## Tuition & Registration Information

Parents who are currently participating, or would like to join, the LCA Before and After Care Program should complete the form below and return it to the Main Office. For parents who are new to the program, a non-refundable registration fee of \$25 per child is required. An additional supply fee will be assessed that will depend on the number of days your child participates in the program. Parents whose children are already enrolled in the program do not need to pay an additional deposit or a supply fee.

**Tuition for this program is as follows:**

<b>Before-School Care:</b>	<b>\$5 Per Day</b>
<b>After –School Care (full-time):</b>	<b>\$13 Per Day</b>
<b>After-School Care (part-time):</b>	<b>\$14 Per Day</b>
<b>Before- and After-Care (full-time):</b>	<b>\$16 Per Day</b>
<b>Before- and After-Care (part-time):</b>	<b>\$17 Per Day</b>
<b>Summer/Vacation Days:</b>	<b>\$33 Per Day</b>

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**Complete and Return This Form to the Main Office.**

Parent's Name(s): \_\_\_\_\_

\_\_\_\_ My child(ren) are already enrolled in the program. \_\_\_\_ My child(ren) are not currently enrolled in the program.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Second Phone (Work or Cell): \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

**My child will require care during the 2011-12 school year at the following times:**

\_\_\_\_ Before School Only      \_\_\_\_ After School Only      \_\_\_\_ Before & After School

**My child will be enrolled in the program on the following days: (Check all that apply):**

\_\_\_\_ Monday    \_\_\_\_ Tuesday    \_\_\_\_ Wednesday    \_\_\_\_ Thursday    \_\_\_\_ Friday