



BEFORE AND AFTER SCHOOL ENRICHMENT PROGRAM HANDBOOK

Bains and Bains Lower Elementary School
2026-2027



General Information

Objective Before/After Program and Enrichment Program

- To provide a safe, nurturing, teaching and learning environment for prekindergarten through 5th grade students enrolled at Bains Lower Elementary and Bains Elementary School during the regular school year session, which will facilitate childcare arrangements for parents working.

Program Hours of Operation

- Before Care Program – 6:30 AM – 7:30 AM
- After Care Program – 3:15 PM – 5:45 PM

All students at the SAME school can be listed on one application form. Separate application forms must be submitted if students go to different schools. If you have children that attend Bains Lower and Bains, registration fee and payment must be made separately.

Registration Fee: \$35.00 per school

Bains Lower Application can be emailed to dunna@wfpsb.org.

Bains Application can be emailed to pecuec@wfpsb.org.



Bains Lower
Scan QR code to pay online



Bains Elementary
Scan QR code to pay online

VERY IMPORTANT

Full Time vs Part Time:

- If your student stays 3 or more days a week, they will be considered full time and will be charged for the whole week. Part Time is 1-2 days a week. You will be charged by the day for Part Time. **Part Time for Before Care is \$8/day and After Care is \$15/day. There are no sibling discounts for Part Time.**

Paying your Bill:

- You can pay at the beginning of the month, weekly, or wait for an invoice at the end of the month. **Once an invoice is emailed, you will have 7 days to submit payment. If payment is not made by the due date, your student will not be able to continue using our program until payment is made.**

The following are weekly rates:

Cost for ONE Child

- Before School Program: \$40.00 per week
- After School Student Enrichment Program: \$60.00 per week
- ***Both Before and After School Program: \$85.00 a week***

Cost for TWO Siblings

- Before School Program: \$60.00 per week
- After School Student Enrichment Program: \$100.00 per Week
- ***Both Before and After School Program: \$145.00 per week***

Cost for THREE or more Siblings

- Before School Program: \$90.00 per week
- After School Program: \$150.00 per week
- ***Both Before and After School Program: \$220.00 per week***

Cost for Employees' Children

- **All employees' costs will be discounted at a rate of 20%. The employee must be the parent or legal guardian.**

Beginning Date:

- August 7, 2026

Ending Date:

- May 19, 2027 (last day for After Care)
- May 20, 2027 (last day for Before Care)

No Before or After School Enrichment on these Dates:

- All staff development days or holidays when school is closed
- Any Early Dismissal Days

Breakfast:

- No Cost
- Regular breakfast provided by the school

Afternoon Snack:

- No Cost
- Federally funded nutrition program provided through West Feliciana Parish Food Service Department

Expectation of Payments and Procedure for Collection Funds:

- Program Registration
- Payment of a \$35.00 **nonrefundable** registration fee is due at the time of registration.
A separate Registration Fee is required for each school.
- **Cash/Check/ Money orders/School Online Payment System**

Attendance and Sign Out forms:

- Parents will sign their child/children out in the afternoon.
- Before School and After School Enrichment teachers will maintain daily attendance.

Overview of Daily Activities:

- Homework assistance
- Enrichment activities
- Recess

Late Charges:

- A charge of \$10.00 per 5 minutes will be charged for students picked up late after 5:45 p.m. **THIS MUST BE PAID IN CASH UPON ARRIVAL!**

After you have accrued two late pick-ups you will receive a warning letter stating that if you are late one more time your child(ren) will be withdrawn from the program.

Authorized pick-up and emergency contact

- Only the people listed on a child's registration form are considered authorized.
Family members, if not listed, are not considered authorized to pick up a child.
Verification by the Director or designee will be made before any child is released to a person not listed on the registration form.

Changes in dismissal

- If there are any changes in the dismissal procedures for a child, the parent must notify the Before and After Care Director and office personnel in writing immediately. This will ensure the safety of the child.

Health & Safety

Illness & Injury

- Small cuts and scrapes will be treated using standard first aid procedures. In cases of serious illness or injury, the Director will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. The school will contact EMT's at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility.
- Please keep sick children at home. See the policy in the Student Handbook.

Medication

- Teachers are not allowed to administer any type of medication to any student.

Bad weather

- If school is closed or dismissed at an unscheduled time due to inclement weather, we will follow district guidelines for all emergencies and/or closings published to the general public. If school is dismissed at an earlier time, parents MUST pick up their children.

Personal Belongings

- Jackets, backpacks, lunchboxes, and other items left at the end of the afternoon will be placed in the school Lost & Found. Parents are encouraged to frequently check lost and found. Children are asked not to bring personal items to the Before & Aftercare Program. The Before & Aftercare Staff is not responsible for items lost, broken, or stolen during program hours. These belongings include video games, cellphones, iPods, iPads, toys, money, jewelry, or any other item of high value.

Discipline Policy

- The same Code of Conduct as the regular school program applies to the Before and After School Enrichment Program. Rough conduct, disrespect to teachers, destruction of property or equipment, vandalism, use of profanity, or any other undesirable act will result in disciplinary action, and if necessary, the student's removal from the program. We expect all our participants to be polite, courteous, and respectful. Serious or continued misbehavior may result in the student's withdrawal from the program. For additional information please refer to the Student Handbook.

School Contact Information:

Anita Dunn, Coordinator-Bains Lower Elementary School

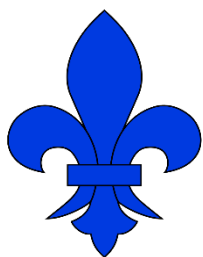
dunna@wfpsb.org

225-635-4696

Carla Pecue, Coordinator-Bains Elementary School

pecuec@wfpsb.org

225-635-3272



Before and After School Enrichment Program

Bains and Bains Lower Elementary School

FULL TIME FEES

2026-2027

One Child

August Fee - 3 wks 1 day

(Aug. 7 – Aug. 28)

Before Only - \$128

After Only - \$195

Before and After - \$278

September Fee – 5 wks

(Aug. 31 – Oct. 2)

Before Only - \$200

After Only - \$300

Before and After - \$425

October Fee – 3 wks 2 days

(Sept. 29 – Oct. 30)

Before Only - \$136

After Only - \$210

Before and After - \$301

November Fee – 3 wks

(Nov. 3 – Nov. 20)

Before Only - \$120

After Only - \$180

Before and After - \$255

December Fee - 3 wks

(Nov. 30 – Dec. 20)

Before Only - \$120

After Only - \$180

Before and After - \$255

January Fee – 4 wks

(Jan. 5 – Jan. 29)

Before Only - \$160

After Only - \$240

Before and After - \$340

February Fee- 3 wks 2 days

(Feb. 1 – Feb. 26)

Before Only - \$136

After Only - \$210

Before and After - \$301

March Fee – 4 wks

(Mar. 1 – Mar. 25)

Before Only - \$160

After Only - \$240

Before and After - \$340

April Fee – 4 wks

(Apr. 5 – Apr. 30)

Before Only - \$160

After Only - \$240

Before and After - \$340

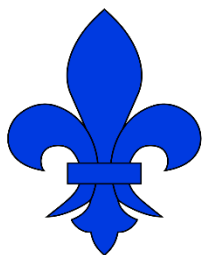
May Fee – 3 wks

(May 3 – May 19)

Before Only - \$120

After Only - \$180

Before and After - \$255



Before and After School Enrichment Program

Bains and Bains Lower Elementary School

FULL TIME FEES

2026-2027

Two Siblings

August Fee - 3 wks 1 day

(Aug. 7 – Aug. 28)

Before Only - \$196

After Only - \$330

Before and After - \$481

September Fee – 5 wks

(Aug. 31 – Oct. 2)

Before Only - \$300

After Only - \$500

Before and After - \$725

October Fee – 3 wks 2 days

(Sept. 29 – Oct. 30)

Before Only - \$212

After Only - \$360

Before and After - \$527

November Fee – 3 wks

(Nov. 3 – Nov. 20)

Before Only - \$180

After Only - \$300

Before and After - \$435

December Fee - 3 wks

(Nov. 30 – Dec. 20)

Before Only - \$180

After Only - \$300

Before and After - \$435

January Fee – 4 wks

(Jan. 5 – Jan. 29)

Before Only - \$240

After Only - \$400

Before and After - \$580

February Fee- 3 wks 2 days

(Feb. 1 – Feb. 26)

Before Only - \$212

After Only - \$360

Before and After - \$527

March Fee – 4 wks

(Mar. 1 – Mar. 25)

Before Only - \$240

After Only - \$400

Before and After - \$580

April Fee – 4 wks

(Apr. 5 – Apr. 30)

Before Only - \$240

After Only - \$400

Before and After - \$580

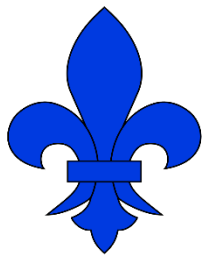
May Fee – 3 wks

(May 3 – May 19)

Before Only - \$180

After Only - \$300

Before and After - \$435



Before and After School Enrichment Program

Bains and Bains Lower Elementary School

2026-2027

Three or More Siblings

August Fee - 3 wks 1 day

(Aug. 7 – Aug. 28)

Before Only - \$294

After Only - \$495

Before and After - \$729

September Fee – 5 wks

(Aug. 31 – Oct. 2)

Before Only - \$450

After Only - \$750

Before and After - \$1,100

October Fee – 3 wks 2 days

(Sept. 29 – Oct. 30)

Before Only - \$318

After Only - \$540

Before and After - \$798

November Fee – 3 wks

(Nov. 3 – Nov. 20)

Before Only - \$270

After Only - \$450

Before and After - \$660

December Fee - 3 wks

(Nov. 30 – Dec. 20)

Before Only - \$270

After Only - \$450

Before and After - \$660

January Fee – 4 wks

(Jan. 5 – Jan. 29)

Before Only - \$360

After Only - \$600

Before and After - \$880

February Fee- 3 wks 2 days

(Feb. 1 – Feb. 26)

Before Only - \$318

After Only - \$540

Before and After - \$798

March Fee – 4 wks

(Mar. 1 – Mar. 25)

Before Only - \$360

After Only - \$600

Before and After - \$880

April Fee – 4 wks

(Apr. 5 – Apr. 30)

Before Only - \$360

After Only - \$600

Before and After - \$880

May Fee – 3 wks

(May 3 – May 19)

Before Only - \$270

After Only - \$390

Before and After - \$660

(3 wks for Before Care)

**Before and After School Student Enrichment Program
Bains Elementary/Bains Lower Elementary
STUDENT REGISTRATION 26-27**

Please complete the following information and return the form to the front office with \$35 non-refundable deposit. **Students listed on one form must be at the same school.**

Student's Name _____	Grade _____	HR Teacher _____
Student's Name _____	Grade _____	HR Teacher _____
Student's Name _____	Grade _____	HR Teacher _____

Email to send invoices _____

Total number of children attending the program at Bains Lower _____ Bains _____

Check all that Apply: My Child will require- **Before Care** _____ **After Care** _____
Part Time (1-2 days) _____ **Full Time (3+ Days)** _____

Parent/Guardian: _____

Mailing Address: _____

Physical Address: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Complete the following for individuals who are authorized to pick up your child. Only those listed will be permitted to sign your child out of student enrichment.

Emergency Contact & Phone Number: _____

Emergency Contact & Phone Number: _____

My child will participate in Before and After School Student Enrichment Program—beginning August 7, 2026 through May 20, 2027.

____ I have read the handbook thoroughly and understand the rules/routines/procedures for the Before and After Care Enrichment Program. **I also understand the PAYMENT AND DUE DATE POLICY.**

Parent's Signature

Date