



## EXTENDED DAY SERVICES FOR **ST. JOHN VIANNEY SCHOOL**

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### **Mission**

LE3 INC is nonprofit organization organized with the mission to Locally Enrich Educational Experiences for all children via after school academic programing.

Our Legal Tax ID Is: 47-4231903.

### **Overview**

This program provides a safe space for children to learn beyond the normal school hours. LE3 is an outside vendor who has been vetted by the St. John Vianney School Administration. The Owner, Ellie Poleon founded the company in 2015 with a passion to provide children with an opportunity to use their minds and bodies to learn in a fun and unique way when not in school. She is always available at 716-430-9322 or epoleon@le3-inc.org

### **Program Hours & Fees**

**-Before School** is open Monday-Friday on days school is in session. Students can arrive as early as 7:00 a.m. Breakfast is included in the daily fee of \$5.00/child/day in the JWC.

**-After School** is open Monday-Friday on days school is in session. Students can stay as late as 6:00pm. Snack, homework help, art, science, sports, and free play is included in the hourly fee of \$3.75/half hour/child in the JWC.

**-Full Day Camp** is open from 7:30am-6:00pm on days that the school is off for staff development or holiday. LE3 does shut down for holidays. If there are not at least 10 students PRE-REGISTERED for the camp day, LE3 reserves the right to close the St. John Vianney location and offer camp at an alternative location. Breakfast, homemade lunch, and a snack are included in the full day fee of \$60.00/child in the cafeteria.

-All accounts will **be auto-billed** every Monday for the time used during the previous week. Accounts are required to be on auto-billing, non-negotiable.

### **Discounts**

-10% weekly discount applied for teachers and military families.

-10% discount applied to each sibling.

-Financial Aid is available to all families.

### **Tablet Policies**

Please be sure to sign out at pick up with the four-digit passcode you created. If you have not created a passcode you can do so in the settings tab of your parent portal or app. If you do not sign out for the day your account will automatically be billed until 6:00pm that day. **We encourage families to leave promptly after signing their children out.** We thank you for leaving promptly after children are signed out for the day.



### **Services**

At dismissal children will come to the program and enjoy a peanut/tree nut free snack provided by LE3 (or from home). All children will participate in one hour of quiet academic time. This is a time in which children will work on their homework with a teacher or alone, read, and/or play an academic game. When quiet time is completed children will break into age appropriate groups to enjoy various hands-on activities exploring a weekly theme using science, art, history, and technology. Each child will participate in at least 30 minutes of physical activity each day, unless medically unable to.

### **Attendance**

For the safety of the children, we require that your child report to the program on the days that s/he is contracted to attend. If for any reason your child will not be attending the program on a scheduled day, please reach out to Ellie directly. You can send a message in the parent portal/app, call/text the main office, or email her. We will take care of updating the school for you. You are only billed for the hours your child is in our care. If you schedule a day and end up not using it, you are NOT billed. We do ask that if you are not using a scheduled day you send LE3 a message to cancel it so we are not looking for your child.

Please make sure all approved pick up people are added on as contacts in your family profile. For the first few weeks of school and for first time pickups please bring in a photo ID with you.

### **Breakfast, Lunch, and Snack**

You're welcome to pack your child a lunch on half days/full days of camp. Everything must be peanut/tree nut free. If you pack a sun butter sandwich, please label it as we have no idea how to tell the difference.

We do serve a healthy lunch catered by our LE3 Chef during full day camps. Breakfast and snack are provided daily on site for children. You should never need to pack your own.

If your child has any allergies, be sure to update them in your parent portal/app. If you pack a snack/lunch for your child, please make sure that it is school safe with no peanuts/tree-nuts. If a child comes with something that is not school safe we will keep it in their backpack and encourage the child to eat our snack/lunch.

### **Disciplinary Actions**

Parents should try to work with the director and staff in stopping any undesirable behavior. Parent support and involvement is necessary for the program to run smoothly. We utilize a three strikes program. If there are three documented incidents that become harmful to the child and children around them then the Owner of the company will be called to have a meeting with all parties involved. We will work with your child through a Behavior Action Plan (BAP). Any concerns may be directed to the Extended Day Director. Any family is encouraged to utilize our onsite Academic, Social, and Emotional School Counselor.

**Medications**

If your child has an inhaler, EPI-Pen, Benadryl, and/or Sunscreen they may leave it at Extended Day. Any prescription inhalers/ EPI-pen's MUST come to program with a prescription label and doctor information.

**Clothing**

Children are encouraged to bring play clothes to Extended Day. Please make sure that all clothing, uniforms and possessions are clearly labeled. We ask that sneakers or shoes be worn at the after-school program (no sandals or flip flops). Younger children are encouraged to leave a change of clothes at the program just in case there are any accidents.

**Registration**

All families are asked to sign up for this program regardless of their intent. This is a necessary safeguard in the event a parent is late picking up a child or has an emergency. Please be sure all information stays updated throughout the year. You are never charged for the program until you use it.

**Late Fee**

If your child is not picked up by 6:00 PM, you will be charged an additional \$15.00/child for every 10-**minute** increment. Your child must be signed out of the program each time he/she attends.

There is a separate \$30.00 late fee applied to accounts when full payment is not made by the last day of each month. If a billing account exceeds 4 unpaid invoices, student registration will be frozen until the balance is paid in full.

**Contact Information:****Ellie Poleon-CEO of LE3 INC.**

716-430-9322

[Epoleon@le3-inc.org](mailto:Epoleon@le3-inc.org)

**Kristina Muffoletto- COO and ASE School Counselor**

716-529-9737

[Kmuffoletto@le3-inc.org](mailto:Kmuffoletto@le3-inc.org)

**Shawn Kaznica-Quality Assurance Supervisor**

716-368-1912

[Skaznika@le3-inc.org](mailto:Skaznika@le3-inc.org)

**Main Office/Mailing Address:**

35 California Drive

Williamsville, NY 14221

FAX: 716-458-3472

PHONE: 716-430-9322