

REACH Aftercare

Cathedral-Carmel School (CCS)

2026-2027 After-School Policy

The REACH Aftercare Experience

REACH Aftercare is an enrichment program designed to support the whole child—academically, socially and physically. We promote healthy habits in learning, nutrition and fitness, while creating a safe and engaging environment for students after school. Our team takes the time to get to know each child, allowing us to tailor activities that foster growth, creativity, and student satisfaction.

Students receive healthy snacks each day: fruits and dry goods. Homework assistance is provided Monday through Thursday. Enriching activities are planned for each day: crafts, experiments, games, outside recreation, edible creations on Fridays and much more!

Attendance

Only children registered through the online ProCare App are permitted to attend. For the safety of each child, a completed registration is required before participation.

Families may register for 1 to 5 days per week, per month. To ensure appropriate staffing, if your child's attendance schedule varies from week to week, notify us of your child's weekly attendance schedule by the Friday prior.

Pick-Up Procedures

REACH Aftercare operates from school dismissal until 5:30 PM. Pick-up is at the front gate, near the office. Only individuals listed on the child's ProCare Registration or authorized in writing (may be sent via text/email) by the parent/guardian may pick up a student.

-Students will be Digitally Signed-In & Out

- Parents and Authorized PickUps will use their phone via ProCare to sign out.
 - Remember to bring phone in:-)
- Each parent/guardian and authorized pickup is assigned a **4-digit PIN** — you can find your code in your “profile” settings on ProCare. If you need help, a Reach team member can help.
 - **Authorized pickups do not** need access to the ProCare app, their codes can be accessed through parents’ ProCare app.
- QR Codes to scan with your phone's camera will be at the front desk of each site.

For changes in afternoon transportation, contact REACH via:

- **ProCare App message**
- **Text:** (337) 257-5210
- **Email:** reach@lusfiber.net

Please note: REACH will not release students based solely on a child’s word.

Late Pick-Up Policy

REACH ends promptly at 5:30 PM. If a child is not picked up on time, the following steps will be taken:

1. Call the parent/guardian listed in ProCare.
 2. If unreachable, call the individuals listed under authorized pickups.
 3. If no one can be reached by 5:45 PM, school procedures for students left after hours will be followed. REACH staff do not transport children.
- **A late fee will be applied beginning at closing time: 5:30pm**
 - **\$3 per minute for the first 5 minutes**

- **\$5 per minute for every minute thereafter**

**** Students who are picked up late more than once may no longer be able to participate in the REACH AfterCare program ****

Injuries and Illness

First aid will be administered by REACH staff in minor cases. The parent and 911 will be called in more serious cases.

If a child becomes ill (vomiting, diarrhea, fever, etc) during REACH Aftercare, parents will be contacted and asked to pick up the child promptly.

Cancellation Due to Weather or Emergencies

In the event of inclement weather or emergency closures, REACH will notify families through ProCare. If the Lafayette Parish School System/Lafayette Diocese closes, REACH will also be canceled.

Updating Contact Information

Please update any address or phone number changes (home, work, cell, or emergency contacts) directly in your ProCare app via the “Profile” Tab.

General Information

Photographs Occasionally, staff may photograph children during activities. If you do not wish for your child to be photographed, please inform the REACH Team Leader.

Toys from Home Toys from home are not permitted unless specifically requested for a special event. REACH provides all necessary materials for play and learning.

Label all clothes and belongings with name/initials.

REACH Aftercare and the Value of Respect

REACH is built on a culture of **respect**—for others, staff, shared space, and the learning experience. Our aim is to guide students toward positive behavior choices in a safe, caring environment.

- 1. Respect for Others & the Program** We expect students to treat peers, staff, and property with kindness and responsibility. If concerns arise, we will work with students and families to address them. Continued behavioral issues may result in discussions about alternate after school childcare services.
- 2. Respect for Tuition Policy** Monthly tuition must be paid by the **1st of each month**. Failure to pay by the **5th** may result in the forfeiture of your child's spot, which may be offered to another family.
- 3. Respect for Staff & Program Hours** Our staff commit their afternoons to REACH and have other responsibilities after 5:30 PM. Repeated late pickups may result in dismissal from the program.

REACH Behavior Expectations & Support Process

We ask all students to:

- **Be Kind** – to themselves, each other, and their surroundings.
- **Be Respectful** – by following directions and treating others courteously.
- **Be Productive** – by staying engaged and using time wisely.

If a student struggles to meet expectations, staff will use the **PPL Process**:

- 1. Prompt** – Quiet, kind redirection.
- 2. Praise** – Acknowledge the student if they respond positively.
- 3. Leave** – Continue circulating to reinforce autonomy and on-task behavior.

Defiance or Repeated Disruptions If a student refuses redirection or shows defiance:

- A **REACH Team Leader** will meet with student to reflect and discuss next steps.
- To rejoin, the student must:
 - Acknowledge the behavior
 - Apologize, if necessary
 - Demonstrate readiness to return respectfully
- If a student cannot restore expectations, Parents will be notified. ● If we find that the extended day is too much for the student, the family may be asked to find an alternative afternoon childcare service.

We aim for fairness and flexibility, recognizing each child's individuality.

Payment Information

Fees for REACH AC @ CCS

Annual **family** registration fee of **\$75**, which is non-refundable.

Days per week	Rates/ Month
Fulltime (5 days)	\$175/month
4 Days/week	\$148/month
3 Days/week	\$117/month
2 Days/week	\$82/month
1 Day/week	\$42/month
Drop-In	\$20/ day
Single Drop-In day for the year (no reg fee)	\$30 for the day

- Monthly tuition is due by the **1st of each month**.
 - Payment can easily be made digitally via our ProCare App.
 - Cash or Checks payable to **REACH** may be:
 - Hand-delivered to Reach team member
 - Mailed to: 100 Felicie Drive, Lafayette, LA 70506 ●
- A **\$5/day late fee** will be charged after due dates.
- Once enrollment is at capacity, a waiting list will be maintained.

To register for Reach CCS Aftercare 2026-2027: Please complete registration online at: [Reach Aftercare Registration](#)

Once registration is completed and processed, Olivia will send a Welcome Newsletter. New families will receive an email link to set up an account on our billing/communication system, Procure.

We are excited to share the school year with CCS students and families and are looking forward to a joyful, adventurous school year!

REACH Aftercare @ CCS Leadership Team

Johanna, Coach Pham, Olivia and Lauren

Reach cell: 337-257-5210

Email: reach@lusfiber.net