



# Before & Aftercare

## GUIDELINES:

- 1) If you find that you have any questions regarding the policies and procedures outlined in the **Parent-Student Handbook**, it is your responsibility to contact the administration for clarification.
- 2) All billing will be posted in your FACTS Incidental Account on the Monday following the Enrichment week. **If you are NOT on FACTS, there will be an additional \$20 FACT'S fee to set up the account.**
- 3) Each payment is due within one week of billing; otherwise, Enrichment Services will be discontinued the following week.

## ATTENDANCE PROCEDURES:

- 1) We staff our Enrichment Club based SOLELY on knowledge of student's attendance. If you do not notify the office of your student's participation, we do NOT promise any services. **There will be no refunds without prior notice of absence.** Please call before 3PM the day prior to cancel (815-290-9970); if no phone call is received, you will be billed for the enrichment time scheduled.
- 2) Parents must sign in/out with the Before/After care worker.
- 3) A \$15 late fee will be charged every 15 minutes starting at 5:30pm.

The Enrichment Program is a DCFS exempt program. CCR&R will pay for Enrichment times if you qualify. See office for paperwork.

### Enrichment Club Fee Schedule (per family of 3 or less)

<u>AM Session Fees</u>		<u>PM Session Fees</u>	
7:00am - 8:15am	\$10.00	3:00pm - 3:30pm	\$4.00
7:15am - 8:15am	\$8.00	3:00pm - 3:45pm	\$5.00
7:30am - 8:15am	\$6.00	3:00pm - 4:00pm	\$6.00
7:45am - 8:15am	\$4.00	3:00pm - 4:15pm	\$7.00
8:00am - 8:15am	\$2.00	3:00pm - 4:30pm	\$8.00
		3:00pm - 4:45pm	\$9.00
		3:00pm - 5:00pm	\$10.00
		3:00pm - 5:15pm	\$11.00
		3:00pm - 5:30pm	\$12.00

## REGISTRATION INFORMATION

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

*Contact and Emergency Information will be taken from the Emergency card on file in the school office.*

*We, the undersigned, agree that we have read and understand the policies and procedures of the Enrichment Club and the Parent Student Handbook.*

*We understand also that all rules apply to the Enrichment Club. We agree to abide by these rules.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Enrichment Club Days and Approximate Times for the Week:

<u>DAY OF THE WEEK</u>	<u>ARRIVAL TIME</u>	<u>PICK UP TIME</u>
MON	_____	_____
TUES	_____	_____
WED	_____	_____
THURS	_____	_____
FRI	_____	_____

These days and times are weekly? \_\_\_\_\_ These days and times will change weekly? \_\_\_\_\_

\_\_\_\_\_ My student(s) will be there daily in before care every day

\_\_\_\_\_ My student(s) will be there daily in after care every day

These amounts will be added to your FACTS account weekly no matter how many days you student attends.