

University Park- Parks & Recreation Department



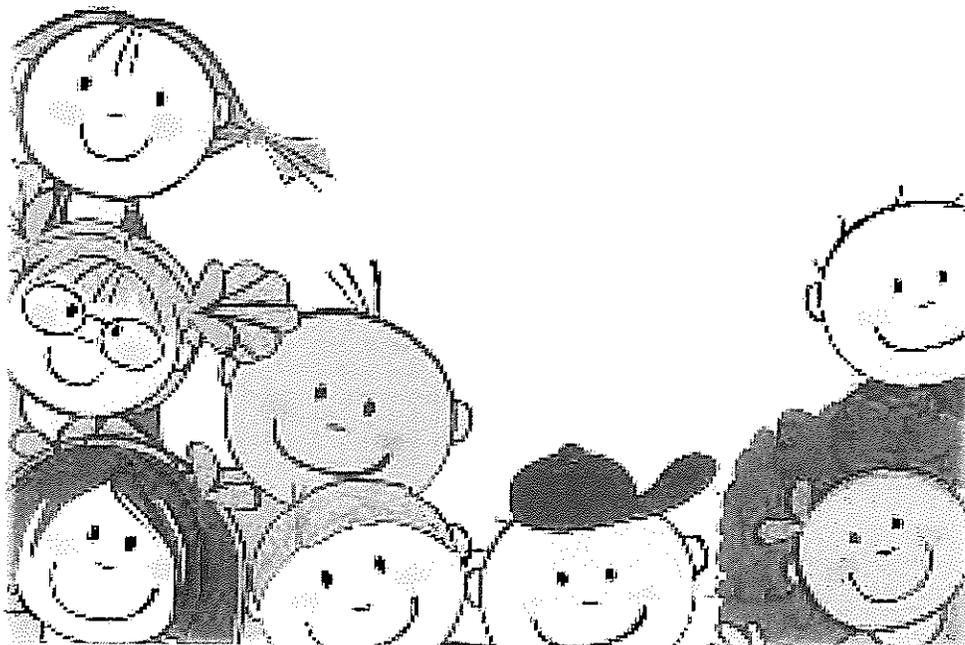
Before & After School Program 2016-2017

Located At:

**Coretta Scott King Magnet School
1009 Blackhawk Drive
University Park, IL 60484
Room 105**

-Revised June 2016-

(708) 367-4712



University Park- Parks & Recreation Department Before & After School Program

Program Overview

The University Park-Parks and Recreation Before and After School Program, located at Coretta Scott King Magnet School in University Park, Illinois, is open to all K-5th grade students. The following schools in the CM201-U School District are:

- Coretta Scott King Magnet School
- Balmoral Elementary School
- Crete Elementary School
- Monee Elementary School
- Talala Elementary School

Days and Hours of Operation

The Before and After School Program operates Monday- Friday during days when school is in session for students. We are closed when the schools are closed (unless otherwise scheduled). This includes emergency school closing due to bad weather.

Before School Hours: 7:00 a.m.-10:00 a.m. / After School Hours 3:00 p.m.-6:00 p.m.

Child care begins at 3:45 p.m.

Fees

Registration Fee	New	\$25.00 (non refundable)
Before School Only		\$145.00 per month
After School Only		\$175.00 per month
Before and After School		\$275.00 per month

All fees are monthly and due the 5th of every month

There will be an \$18.00 late fee per week charged on all payments after the 5th of the month

ALL PAYMENTS MUST BE MADE AT VILLAGE HALL

CHILD CARE RESOURCE & REFERRAL/CHILD CARE INITIATIVE ACCEPTED

Penalty Charges

Re-enrollment fee of \$50.00 is charged when a child is dropped from the program by the parent or Center and re-enrolled at any given time within the same year. If a client wishes to continue services, and if the slot is still available, the \$50.00 re-enrollment will be requested upon entering the program. If payment is not made by the 5th of the month and the child is absent for 5 days or more, the program will automatically withdraw the student from the program.

Late Payment Penalty of \$18.00 will be charged to all accounts on 6th of the month and every week thereafter on a Friday, as long as, the account is delinquent. **The Program may discontinue services if tuition is two weeks or more delinquent. All unpaid accounts or, balances left unsettled, will be sent Village Hall for collections. Students may not be able to sign up for other Park and Recreation programs without the full past due payment. This includes field trip and program activities.**

LATE PICKUP FEES will be charged if a student is picked up after Program operating hours. The operating hours for The Before & After School Program are from: **Before School Hours: 7:00 a.m.-9:00 a.m. / After School Hours 3:45 p.m.-6:00 p.m.** Monday through Friday. If you pick your child up after 6:00 p.m. the following fees will be imposed:

6:01 p.m. - 6:15 p.m.

6:16 p.m - 6:30 p.m. \$18.00

6:31 p.m.- UNTIL \$18.00 plus \$3.00 per minute

Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed.

Discipline Policy

We do not use profane language or, kind of corporal punishment (hitting, spanking, kicking, pinching etc.) Children are expected to respect the program employees, each other, along with the care equipment, supplies, materials and furniture.

In the event of an offence or, negative situation, the following steps will be taken:

- Step 1 **The child will be spoken to and allowed to explain the situation.**
- Step 2 **Time out**
- Step 3 **Privileges taken away or phone call to parent**
- Step 4 **Write Up/ with Parent Signature**

After continuous offenses or if a serious offense occurs, we will document the incident/incidents and a parent meeting will be scheduled to resolve the issue/issues. If the issues persist, where we will document all incidents and the parent may receive notice of termination and the child will not be allowed back into the program.

We exercise a great deal of patience and use discipline to maintain safety at all times and also as a teaching tool, to help children learn from mistakes and handle their emotions. We have an "open door" policy. Please contact us with questions or concern.

Our Program Rules

- Follow directions
- No use of foul, profane language, or gestures.
- No jumping around in the classroom or jumping on furniture.
- Place equipment, games and supplies in proper place after use.
- No running inside the classroom or hallways
- No yelling or screaming
- Respect other space, supplies, feelings
- No name calling, bullying or teasing
- Keep hands and feet to yourself (no hitting , kicking, pushing)
- Under no circumstance will students be allowed to re-enter the classroom to retrieve items, homework or school books.
- Please inform the program employee of any problems or issues.

Transportation

This quality, affordable, recreational and educational program consists of age-appropriate games, sports, arts and crafts, movies, as well as homework assistance and occasional field trips during early dismissal day.

Bus Transportation is provided from the program site to Balmoral Elementary, Crete Elementary, Monee Elementary and Talala Elementary School in the morning with a return trip back to the program site in the afternoon. A **Day Care Transportation Form** needs to be completed (this can only be done by the parent only). **The Day Care Transportation form needs to be completed and returned to the school district in order to establish the Transportation service.*** Please note, If your child requires bus transportation, **Coretta Scott King Magnet School is your child's bus stop.** The school district does not establish two different bus routes - The Before and After Care School Program is **not responsible** for making these arrangements. Parents must make alternative arrangements for the child to be transported to school.

Please submit a copy of your Day Camp Transportation form with your completed application.

Registration Packet

Please thoroughly read this registration packet, fill out and **return pages 6,7,8,9** to the Parks & Recreation Office or the program site. Pay the \$25.00 registration fee, along with the first month's payment.

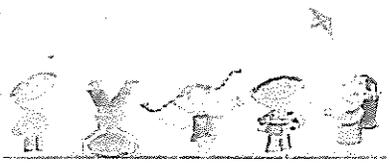
All payments are made out to: **Village of Unlversity Park**

You may register at the following locations:

University Park- Parks and Recreation Department
Riegel Farm Complex
580 Farmview Road
University Park, Il 60484
Monday-Friday 9:30 a.m. -4:30 p.m. **June-September**
708-534-6456

University Park Village Hall (Visa/Master Card are accepted at this location)
698 Burnham Drive M-W 9:00 a.m-5:00 p.m.
University Park, Il 60484 Thurs 9:00 a.m.-12:00 p.m.
708-534-6451 Friday -closed

Coretta Scott King Magnet School (program site)
1009 Blackhawk Drive
University Park, Il 60484
Monday-Friday 7:00 a.m. -10:00 a.m. or 3:45 p.m.-6:00 p.m.
September- June only
708-367-4712



University Park- Parks & Recreation Department Before & After School Program

Enrollment Form

*Please Print Clearly

Date: _____

Child's Name: _____ Age: _____

Birthdate: _____ School: _____ Grade: _____

Home Address: _____ Home Phone: _____

City, State, Zip: _____

List any Allergies: _____

Medical Conditions: _____

Does your child take any medication? Yes _____ No _____ if yes, please list and explain: _____

When/How often: _____

Mother's Name: _____

Home Address: _____

City, State, Zip _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Father's Name: _____

Home Address: _____

City, State, Zip _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Guardian's Name: _____

Home Address: _____

City, State, Zip _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Primary Contact Person (please check one)

Mother _____ Father _____ Both Parents _____ Guardian _____



University Park- Parks & Recreation Department
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Emergency Contact Form

In case of an emergency, we will contact the primary parent first. Please list other contacts by order of priority.

Emergency Contact #2

Name: _____ Phone #: _____

Relationship to Child: _____

Emergency Contact #3

Name: _____ Phone #: _____

Relationship to Child: _____

Emergency Contact #4

Name: _____ Phone #: _____

Relationship to Child: _____

Emergency Contact #5

Name: _____ Phone #: _____

Relationship to Child: _____

In the event of a medical emergency, we will contact you and/or the names listed above and your child will be taken to the nearest medical facility. I, _____ authorize the employee from the University Park- Parks and Recreations Before/ After School program to obtain medical treatment for my child, _____ in the event of a medical emergency. I am responsible for payments of services and treatments.

Medical Insurance Name: _____

Group # _____ ID/Member # _____

Person Responsible for Insurance: _____



University Park- Parks & Recreation Department
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Authorized Pick- Up Form

Please list the names of people authorized to pick up your child. We may ask for identification, therefore, please inform the persons listed on this form to have their ID available.

Name: _____ Phone #: _____
Relationship to Child: _____

Name: _____ Phone #: _____
Relationship to Child: _____

Name: _____ Phone #: _____
Relationship to Child: _____

Name: _____ Phone #: _____
Relationship to Child: _____

Name: _____ Phone #: _____
Relationship to Child: _____

Name: _____ Phone #: _____
Relationship to Child: _____

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We will not release your child to anyone who is not listed on this form unless you provide us with a written note or phone call prior to pick-up.

*Please update this list throughout the year if your information changes.

University Park- Parks & Recreation Department
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Termination Policy

Once the process of enrollment is complete, a written notice is required for termination of services. The registration fee is not refundable and all outstanding fees prior to the termination date must be paid in full. We reserve the right to terminate services due to disciplinary issues and or non payments of fees. If we terminate services, you are responsible to pay any outstanding balances.

Parent/ Provider Agreement

Child's Name: _____ Age _____
School: _____ Grade: _____

Please check one:
Before School Only _____
After School Only _____
Before & After School _____

This agreement is between _____ and University Park-Parks and Recreation Department. I have read this registration packet thoroughly and understand the guidelines listed. I agree to the terms and conditions stated in this handbook. I understand that after enrollment is completed, I will give written notice of termination of childcare services. I also understand that the registration fee is non-refundable and I am obligated to pay all fees incurred prior to termination. I understand that all monthly payment are due by the 5th of each month and paid at Village Hall, 698 Burnham Drive, University Park, IL 60484.

Parent/ Guardian Signature: _____ Date: _____
Program Manager: _____ Date: _____

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Office Use Only

Registration Fee Paid: _____ Enrollment Date: _____

Amount Due Each Month: _____



University Park- Parks & Recreation Department
Before & After School Program

Withdrawal Letter

Date: _____

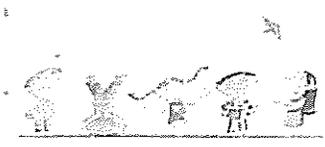
Dear Before & After School Care Staff,

Please allow this letter to serve as official notice withdrawing
_____ from the Before & After School Program. As
of _____(date)

Sincerely,

_____ Parent Name

_____ Parent Signature



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Photography & Internet Policy

Sometimes our staff may take pictures during camp for local newspaper or use them for marketing and promotional materials for our department.

_____ Yes, my child can be photographed by staff for the newspaper or internet.

_____ No, I object to my child being photographed by staff for the newspaper or internet.

Parent or Guardian's Signature

