

## University Park - Before and After School Care 2018 – 2019 School Year

Open to K – 5<sup>th</sup> grade students in the CM 201-U School District attending the following schools: Coretta Scott King Magnet School, Balmoral Elementary School, Crete Elementary School, Monee Elementary School, and Talala Elementary School.



Located Inside:  
Coretta Scott King Magnet School  
1009 Blackhawk Drive  
University Park, IL 60484  
Room 105

Email: [beforeandafter@university-park-il.com](mailto:beforeandafter@university-park-il.com)

Phone: 708-733-2995 (Main)  
Phone: 708-367-4712 (Classroom)

*"This is not a District 201-U sponsored event. Any views or opinions expressed at this event are solely those of the sponsors and are not to be taken as positions, views, or opinions that are representative of District 201-U."*

## ***University Park - Before and After School Care***

### **Overview**

University Park – Before and After School Care is designed to enhance the development of children through a variety of age-appropriate, child-led, hands-on, project-based activities, planned curriculum, open gym, outdoor play, free time, and homework assistance. We believe that a child’s imagination is filled with natural wonder and should be cultivated and nurtured. The fundamental objective of our dedicated staff is to provide a safe, clean, fun, and nurturing environment, where each child will feel comfortable, valued, and respected.

**Our services are offered to K-5<sup>th</sup> grade students in the CM 201-U School District attending the following schools: Coretta Scott King Magnet School, Balmoral Elementary School, Crete Elementary School, Monee Elementary School, and Talala Elementary School.**

### **Days and Hours of Operation**

University Park-Before and After School Care operates Monday – Friday during days when school is in session for students. **We are closed when the schools are closed.** This includes emergency school closings due to bad weather.

**Before School Hours: 7:00 a.m. – 9:00 a.m.**

**After School Hours: 3:30 p.m. – 6:30 p.m.  
(Early dismissal: 1:15 p.m. – 6:30 p.m.)**

### **Fees (per child)**

Registration Fee.....	\$25.00 (non-refundable)
Before School Tuition.....	\$145.00 per month
After School Tuition.....	\$175.00 per month
Before and After School Tuition.....	\$275.00 per month

Child Care Assistance Programs Accepted.

Tuition fees are due by the 5<sup>th</sup> of every month. **A payment receipt must be presented in the program by the 6<sup>th</sup> of the month, by email or in person.**

### **Enrollment**

Parents can apply for enrollment of their child by completing the enrollment forms in this packet (pages 4,5,6,7,8), paying the non-refundable registration fee, along with the first month’s tuition. The enrollment forms can be emailed to [beforeandafter@university-park-il.com](mailto:beforeandafter@university-park-il.com) or brought to the program site during operating hours, during the school year.

**Your child is considered enrolled once a space has been confirmed, required payments received and enrollment forms submitted. Spaces are limited. Please call for availability.**

## ***University Park-Before and After School Care***

### **Payments**

Payments can be made on line at [www.university-park-il.com](http://www.university-park-il.com) This service is provided by E-pay. Simply click **Online Payments** on the left. On the next screen, scroll down and click on **Miscellaneous Payment**, fill in boxes with red Asterix. **Confirmation Number:** 105, **Contact Name:** Your name or child's name, **Type of Activity:** Before and After School Care, then continue with amount and payment method. Please email a copy of your receipt or bring a copy to the program site.

Payments can also be made at University Park Village Hall, 698 Burnham Drive. We accept: Visa, Master Card, American Express, and Discover. Make checks and money orders payable to: **The Village of University Park**. Please write Before and After School Care on your memo line.

### **Additional Fees**

**Late Pick-up Fees** will be charged if a student is picked up after operating hours. The operating hours end at 6:30 p.m. Monday through Friday. If you pick your child up after 6:30 p.m., the following fees will be imposed:

6:35 p.m. – 6:45 p.m.	\$10.00
6:45 p.m. – 7:00 p.m.	\$20.00
7:01 p.m. – Until	\$20.00 plus \$5.00 per minute

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

**Late Payment Penalty** of \$20.00 will be charged to unpaid accounts on the 6<sup>th</sup> of the month and every week thereafter on Friday if, the account remains delinquent. **Before and After Care services may discontinue if tuition is one week or more delinquent. All unpaid accounts and balances left unsettled, will be sent to Village Hall for collections. A payment receipt must be presented in the program by the 6<sup>th</sup> of each month, by email or in person.**

**Re-enrollment Fee** of \$50.00 is charged when a child leaves Before/After Care mid-year by the parent or center and **re-enrolled** at any given time within the same school year. If a client wishes to resume services, and if the slot is still available, the \$50.00 **re-enrollment** fee will be requested upon re-entry into Before/After Care, along with any past due balances and the first month's tuition fee. **If the monthly payment is not made by the 5<sup>th</sup> of the month and the child is absent for 5 consecutive days or more, Before/After Care services will automatically be terminated, and the student will be considered withdrawn.**

### **Transportation**

Bus transportation is provided from CSK Magnet School to Balmoral, Crete, Monee, and Talala Elementary schools in the morning, with a return trip back to CSK Magnet School in the afternoon. A **Daycare Transportation Form** needs to be completed **by the parent** and returned to the school district to establish bus service. **We will provide this form to parents, separately as needed.** Please submit a copy with your completed application.

# University Park-Before and After School Care

## Program Rules

The following guidelines are in place and used to ensure the safety of students and employees and to help maintain a fun, positive, creative, and learning environment. Please discuss with your child.

- Follow directions
- No use of foul, profane language, or gestures
- No jumping around in the classroom or jumping on furniture
- No running inside the classroom or hallways
- No yelling or screaming
- Respect each other's space, supplies, and feelings
- Keep hands and feet to yourself (no hitting, kicking, pushing)
- Under no circumstances will students be allowed to enter or re-enter classrooms at CSK to retrieve items, homework, or school books
- Please inform Before/After Care employees of any problems or issues

## Guidance/Discipline Policy

We do not use profane language or any kind of corporal punishment (hitting, spanking, kicking, pinching, etc.). Children are expected to respect the program employees, each other, along with the equipment, supplies, materials, and furniture. We believe that guidance and discipline should be age-appropriate to the child's level of understanding, individualized for each child and circumstance and directed toward teaching the child acceptable behavior and self-control.

In the event of negative situations or offenses, the following steps will be taken:

1. Redirection: The child is redirected to another activity and given the opportunity to try at another time.
2. The child is spoken to and allowed to explain the situation
3. Reminding the child of behavior expectations by using clear, positive statements
4. Brief time away from the group or activity, when necessary, to calm or diffuse a situation, attitude, or behavior. Once solved, the child is encouraged to re-join the group or activity and try again.

After continuous offenses, or if a serious situation occurs, we will document the incident/incidents and a parent meeting will be scheduled to resolve the issue/issues. If the issues persist, 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 guidance and discipline to maintain safety always and 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 concerns.

# University Park-Before and After School Care

## Enrollment Forms - (Pages 4,5,6,7,8)

**\*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-Before and After School Care**

### **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: \_\_\_\_\_

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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 employees from University Park-Before and After School Care 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-Before and After School Care***

### **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: \_\_\_\_\_

.....

**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-Before and After School Care***

### **Photography & Internet Policy**

Sometimes our staff may take pictures during Before and After Care program hours. These pictures can be used for local newspapers, marketing and promotional materials and on the Village of University Park Facebook page.

\_\_\_\_\_ Yes, my child can be photographed by staff.

\_\_\_\_\_ No, I object to my child being photographed.

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Parent or Guardian's Signature

I understand that my child's image may be used for local newspapers, marketing, promotional materials or The Village of University Park social media pages.



# University Park-Before and After School Care

## Withdrawal/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.**

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## Parent/ Provider Agreement 2018 - 2019

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

### **Please check one:**

Before School Only: \_\_\_\_\_

After School Only: \_\_\_\_\_

Before & After School \_\_\_\_\_

This agreement is between \_\_\_\_\_ and Village of University Park-Before and After School Care. I have read this registration/enrollment packet thoroughly and understand the guidelines listed. I agree to the terms and conditions stated in this packet. 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 payments are due by the 5<sup>th</sup> of each month and if the payment is made on the 6<sup>th</sup> I will be charged a \$20.00 late fee every week until paid in full. Payments are made online at: [www.university-park-il.com](http://www.university-park-il.com) EPAY or at University Park Village Hall, 698 Burnham Drive, University Park, IL 60484.

**\*PAYMENT RECEIPTS MUST BE PRESENTED IN THE PROGRAM BY THE 5<sup>TH</sup> OF THE MONTH, BY EMAIL OR IN PERSON.**

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Manager: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only**

Registration Fee Paid: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

Amount Due Each Month: \_\_\_\_\_

