

# Everest Academy Lemont After School Care Program

## 2011-2012 Registration Form (Sept 6<sup>th</sup> – June 1<sup>st</sup>)

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Last name) (First name)

Father's Name \_\_\_\_\_ Best Contact Phone Number \_\_\_\_\_

Mother's Name \_\_\_\_\_ Best Contact Phone Number \_\_\_\_\_

**Alternate Pick-up Contacts:** Please list all alternate persons authorized to pick-up your child/children from the After School Care Program. These people should live in the vicinity of the school.

1) Name \_\_\_\_\_ Best Contact Phone Number \_\_\_\_\_ Relationship to Child \_\_\_\_\_

2) Name \_\_\_\_\_ Best Contact Phone Number \_\_\_\_\_ Relationship to Child \_\_\_\_\_

**Please circle your program choice:**

5 day Afternoon Program  3 day Afternoon Program  Specific Days\Times  Drop-in Program

**Please circle your choice of the specific days per week and start/pick-up times you will use the After School Care program for each day of the week. Please complete additional information if frequency is not every week.**

Day	Start Time	End Time	Frequency	Additional Info
Monday	From:	To:	Every week: Yes / No	
Tuesday	From:	To:	Every week: Yes / No	
Wednesday	From:	To:	Every week: Yes / No	
Thursday	From:	To:	Every week: Yes / No	
Friday	From:	To:	Every week: Yes / No	

**5 Days Per Week ONE-PAY TWO-PAY MONTHLY**

3 hours	\$ 2,337	\$ 1,205 each	\$ 273 per month
2 hours	\$ 1,558	\$ 804 each	\$ 182 per month
1 hour	\$ 779	\$ 402 each	\$ 91 per month

**3 Days Per Week ONE-PAY TWO-PAY MONTHLY**

3 hours	\$ 1,646	\$ 849 each	\$ 193 per month
2 hours	\$ 1,097	\$ 566 each	\$ 128 per month
1 hour	\$ 549	\$ 283 each	\$ 64 per month

**2 Days Per Week ONE-PAY TWO-PAY MONTHLY**

3 hours	\$ 1,197	\$ 617 each	\$ 140 per month
2 hours	\$ 798	\$ 412 each	\$ 93 per month
1 hour	\$ 399	\$ 206 each	\$ 47 per month

**1 Day Per Week ONE-PAY TWO-PAY MONTHLY**

3 hours	\$ 599	\$ 309 each	\$ 70 per month
2 hours	\$ 399	\$ 206 each	\$ 47 per month
1 hour	\$ 200	\$ 103 each	\$ 23 per month

**Drop-In Rates (Prepaid hours – Registered for Program)**

10 hours \$ 70	30 hours \$ 210
15 hours \$ 105	45 hours \$ 315

**Drop-In Rates (Not Registered for program–Payment due upon pickup of children)**

\$ 10 per hour per child

**Additional Key Information**

- One-Pay amount already include 5% discount and Two-Pay amounts already include 2% discount
- One-Pay amount is due September 6<sup>th</sup>, Two-Pay amounts are due on Sept 6<sup>th</sup> and January 1<sup>st</sup>
- Monthly payments are due Sept 6<sup>th</sup>, Oct 1<sup>st</sup>, Nov 1<sup>st</sup>, Dec 1<sup>st</sup>, Jan 1<sup>st</sup>, Feb 1<sup>st</sup>, Mar 1<sup>st</sup>, Apr 1<sup>st</sup> and May 1<sup>st</sup>
- Additional 5% family discount for more than one child registered in the program
- Minimum usage is 1 hour for Drop-in rates, then billed in 30 minute increments
- Late Pickup Fees if your child/children are picked up late (\$ 5 for 1<sup>st</sup> 15 minutes, \$ 10 for 1<sup>st</sup> half hour and \$ 1 per minute thereafter – per family)
- Any child not picked up by 15 minutes after the end of their school day will be sent directly to the After School Care program.
- Program is not offered on school holidays, non school days and (Nov 3<sup>rd</sup>, Nov 22<sup>nd</sup>, Dec 9<sup>th</sup> and June 4 - 6)\*\*
- If using drop-in program, please complete weekly schedule form and turn in by the Friday before services are needed.

### **After School Care Payment Procedure**

1. A Program Commitment form will be prepared for you recapping payment due dates and amounts. Payments made 7 days after the due date will be charged a \$12 late fee. Payment not received by 14 days after the due date will be charged a \$24 late fee. If payment is more than 21 days late, your child risks termination of enrollment in the After School Care program
2. For drop-in care, payments (checks) are collected on the day of service (unless a prepaid hour's card is being used)
3. Invoiced payments (checks – Sorry, no cash) can be dropped off at the After School Care room or mailed to: Everest Academy  
Lemont Attention: After School Care 11550 Bell Road Lemont, IL 60439

### **Program Participation Requirements**

Before any child can participate in the After School Care program the following requirements must be completed:

- 2011-2012 After School Care Registration Form for each child in the program (see attached);
- Permission to participate in After School Care Form (see attached);
- Services Needed Form (see attached); and
- Payment in Advance for services to be rendered (Fixed Schedule payment or Prepaid Hours for drop-in schedule needs)

Non-registered children using the drop-in services will be billed at \$10 per hour rate per child until all registration material have been completed.

\*Please note that prices may be subject to change. Program may be discontinued if we lack sufficient and consistent participation.

\*\* Dates and times are subject to change based on changes to the school calendar, emergencies, etc.

### **Sign-in / Sign-out Procedure**

To ensure the optimal safety of children participating in After School Care Program, the supervising staff member will be responsible for signing in each child when they are picked up from their homeroom teacher after school. The child will be signed out by the parent when the child is picked up from After School Care. Due to safety regulations, a child will not be permitted to leave the school with anyone except a parent unless they are listed as an alternate pick-up contact on the registration form. They will be required to show appropriate identification.

### **Next Steps**

If you are interested in having your child or children attend the After School Care program during the Fall semester of 2011, please complete the various forms in the registration packet (noted above) and return these forms together with your payment to the attention of the After School Care Program, by Tuesday, September 6<sup>th</sup>.

The program will commence on the September 6, 2011. Only those children whose registration forms have been thoroughly completed and returned to the school with the applicable payment will be ready to participate that day. Otherwise the Drop-in - non-registered rate will apply (\$ 10 per hour per child).

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(Parent/Guardian Signature)

(Relationship)

(Date)