

# ACA 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 FACT'S 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 (708-740-4093); 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 \$12 late fee will be charged every 15 minutes starting at 5:30pm.

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

<u>AM Session Fees</u>		<u>PM Session Fees</u>	
7:00am - 8:15am	\$8.00	3:00pm - 3:30pm	\$2.00
7:15am - 8:15am	\$6.00	3:00pm - 3:45pm	\$3.00
7:30am - 8:15am	\$4.00	3:00pm - 4:00pm	\$4.00
7:45am - 8:15am	\$3.00	3:00pm - 4:15pm	\$5.00
8:00am - 8:15am	\$2.00	3:00pm - 4:30pm	\$6.00
		3:00pm - 4:45pm	\$8.00
		3:00pm - 5:00pm	\$10.00
		3:00pm - 5:15pm	\$12.00
		3:00pm - 5:30pm	\$14.00

## REGISTRATION INFORMATION

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

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

*Contact and Emergency Information will be taken from the A.C.A. Emergency card on file in the 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:

DAY OF THE WEEK    ARRIVAL TIME    PICK UP TIME

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 your student attends.