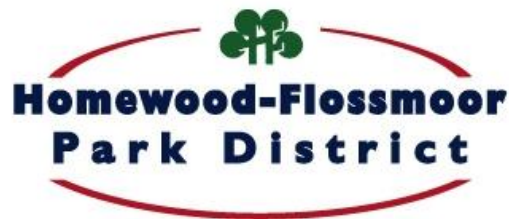


A.M. Club & Extra Innings: Before & After School Program

2011-2012



Parent Handbook

Administration Center: 3301 Flossmoor Road, Flossmoor. 957-0300
Marie Irwin Center: 18120 Highland Avenue, Homewood. 957-7275



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August 2011

Dear Parents:

Welcome to the Homewood-Flossmoor Park District's A.M. Club, Kindergarten Adventures & Extra Innings Before & After School Programs! Your child is about to begin an exciting program that will provide healthy and recreational activities. Most of all, your child can look forward to having **FUN!**

The following handbook has information that will answer any questions you may have regarding our program. Please discuss all of our program's policies and procedures with your child. This manual will also be a helpful reference tool to keep throughout the school year.

Attached is a packet of information that must be filled out before your child can attend A.M. Club, Kindergarten Adventures or Extra Innings, such as emergency forms and behavior agreements. The Park District will not take a child into our care until we have the completed forms.

Feel free to call me at 957-0300 if you have a question concerning A.M. Club, Kindergarten Adventures & Extra Innings. Our staff looks forward to a safe and fun school year!

Sincerely,

Amanda Pierce
Recreation Supervisor
708-957-0300 x 14



Our Goal

A.M. Club & Extra Innings:

To create a safe and nurturing environment that stimulates the social, emotional, physical and intellectual development, where children can express themselves, build friendships, grow and have fun.

H-F Park District Mission:

To improve the quality of life for the residents of the Homewood-Flossmoor Park District community through exceptional recreational opportunities, facilities and parks while practicing environmental stewardship.



Staff

Our Site Directors have experience in education and recreation. Several staff members have worked with A.M. Club, Kindergarten Adventures & Extra Innings for a number of years. All team members are CPR certified and have completed orientation in preparation for the school year. Our goal is to maintain a maximum student to staff ratio of 8:1.



A.M. Club General Information

Good Morning! Your child will participate in low-key activities to ease them into the morning, such as table activities, arts & crafts, and games. On warm days, children will spend some mornings enjoying the school playgrounds and outdoor play areas.

You are welcome to send your child to A.M. Club with a small breakfast from home; however, the H-F Park District and A.M. Club Staff Members do not provide morning meals outside of occasional events or activities.

All parents and guardians must escort their child into the A.M. Club site each morning and sign their child into the program.

Days:	Monday-Friday	
Times:	SD 153	6:30-8 a.m.
	SD 161	7-8:30 a.m.
Locations:	SD 153	Churchill School
	SD 161	Flossmoor Hills
		Heather Hill

Program Length:

The duration of A.M. Club is 1.5 hours. A.M. Club opens at different times for each school district, due to the school start times.

Transportation Information:

School District 153 students are bussed to their respective schools at the end of A.M. Club. Western Avenue students attend Flossmoor Hills' A.M. Club and are bussed to school on the School District bus.



Extra Innings General Information

School's out, it's time for fun! During Extra Innings, children participate in a variety of structured and unstructured activities. Indoor and outdoor learning experiences feature fun recreational activities, as well as time to relax, read, do homework and participate in quiet activities such as arts & crafts and table games.

Extra Innings also offers the children enrichment programs such as fitness, art, science and technology classes. These enrichment classes are taught by instructors specifically brought in for the children. Enrichment programs vary between months and program locations.

Children also have opportunities to learn and grow by expressing themselves through play and experiences including: **arts & crafts** such as beadwork, painting, drawing, coloring and small craft projects; **educational games and activities**; **organized games and sporting activities**; **quiet times** such as storytelling, reading, puzzles, videos and games; and **special group enrichment activities**. Children receive a snack and drink before starting their extracurricular activities.

All parents and guardians must enter the Extra Innings site to sign their child out of the program each evening. Your name must be on the emergency form in order to pick up your child and a photo ID must be presented.

Days:	Monday-Friday	
Times:	SD 153	End of School-6:00 p.m.
	SD 161	3:30-6:00 p.m.
Locations:		
SD 153	K-2	Irwin Center
SD 153	3-6	H-F Sports Complex
SD 161	K-6	Flossmoor Hills
	K-5	Heather Hill
		Western Avenue



Kindergarten Adventures General Information

Join us for afternoon enrichment and fun! Children attending extended-day kindergarten at Willow School will be bussed to the Irwin Center for a snack and afternoon activities. Your child will enjoy different structured activities each day based on unique weekly themes. Activities vary each week and include: singing, art, science, counting, crafts, cooking, story-time and recreational games. Several activities will have both educational and recreational values; we are committed to providing a well-rounded enrichment program for your child.

All parents and guardians must enter the Kindergarten Adventures site to sign their child out of the program each afternoon. Your name must be on the emergency form in order to pick up your child and a photo ID must be presented.

Extra Innings at Irwin: All kindergarten parents have the option of enrolling their child in both Kindergarten Adventures and Extra Innings. Each day, first and second graders from Willow School will be bussed to the Irwin Center to join the kindergarteners for Extra Innings. Children in this program participate in a variety of age-appropriate activities. Please see the Extra Innings page for more detailed information.

Days:	Monday-Friday
Times:	
K Adventures Only	1:30-3:30 p.m.
K Adventures & EI	1:30-6:00 p.m.
Locations:	
K Adventures	Irwin Center
Extra Innings	Irwin Center – various rooms depending on specific activities

***ALL EXTRA INNINGS POLICIES APPLY TO KINDERGARTEN ADVENTURES.**



Special Notes for School District 153

Transportation:

All School District 153 Schools have different start and dismissal times. Willow School students are dismissed at 2:50 p.m., Churchill School students at 3 p.m., and Millennium School students at 3:15 p.m.

Due to the different dismissal times, there is a transportation schedule:

- Willow students will be bussed to the Irwin Center after school dismissal.
- Churchill students will be bussed to the H-F Sports Complex after dismissal.
- Millennium students will walk to the H-F Sports Complex.

ATTENTION: If you live within a one-mile radius of the school your child is attending, there will be an additional cost for the bus transportation. School District 153 will contact you regarding this payment.

This fee is not associated with the cost of the Extra Innings program. Any questions regarding the fee should be directed to the School District office at 708-799-8721.



Special Notes for School District 161

School District 161 children walk from their classrooms to the gymnasium for Extra Innings; please notify your school office in writing of your child's participation in Extra Innings, especially if your child receives school district bus transportation.

All school entrances will be locked after the schools close. Pick-up instructions for each school are below:

- Flossmoor Hills – enter the front door, ring the doorbell on the wall to the right
- Heather Hill – knock on door K, located at the front of the school and walk around to the main entrance to be let in
- Western Avenue – ring the doorbell outside door H, at the rear of the school



Registration

Enrollment is open to any child in kindergarten through sixth grade in School Districts 153 & 161. It is on a first-come, first-served basis. All children must be enrolled 72 hours prior to starting the program. Waitlists are started when available space is filled.

A registration form, emergency information form and behavior agreement must be filled out upon registration. A non-refundable registration deposit and the first month's payment will constitute registration; **your child is registered for the program only when this is paid in full.** This process is completed for each individual child every school year.

2011-2012 Registration Fees:

A.M. Club
\$20 / child

Extra Innings & Kindergarten Adventures
\$30 / child

72-hour wait period: All children must be enrolled 72 hours prior to starting A.M. Club, Kindergarten Adventures and Extra Innings. This time is necessary for the Park District to process your registration and communicate with the School Districts, School Offices and Site Directors about your child's enrollment in the program. The School Districts also use this time to ensure that your child's teacher and/or bus supervisor knows that they are a part of A.M. Club or Extra Innings.

A minimum of nine participants per school year is needed by August 20 to operate each of the A.M. Club & Extra Innings program locations.

Parents/caregivers using DCFS funds to pay for the program are responsible for any fees that DCFS does not cover.

Registration began on July 1 for the 2011-2012 school year. To register your child and guarantee he or she has a space for the first month of school, call 708-957-0300. Registration forms can be picked up at:

Administration Center: 3301 Flossmoor Road, Flossmoor. 957-0300
Marie Irwin Community Center: 18120 Highland Avenue, Homewood. 957-7275



Monthly Payment Information

All fees are due on or before the 20th day of the month.

The A.M. Club & Extra Innings programs are paid on a monthly basis. For example, the Oct. payment is due on or before Sept. 20. If payment is not received by the due date, your child will not be allowed to participate in the next months' program (until paid). Payment reminders are distributed through Site Directors, monthly calendars and newsletters.

Monthly installments are due on or before the 20th day of the month, prior to the start date of the program. Late payments must be made before the last business day of the month.

These dates and guidelines are set for the safety of your child; they are essential so the Park District can process your registration, and communicate with your child's School District, School Office, Transportation Coordinator and Site Director. The School Districts also use this time to ensure that each individual student's teacher and/or bus supervisor knows that they are a part of A.M. Club or Extra Innings.

A late fee of \$25 per child, per program is assessed on the 21st day of each month for late registration. *Max: \$75/Family.*

IMPORTANT: Payments made on or after the last business day of the month are subject to a one additional business day (Monday-Friday) wait-period before the child can attend the following month's program.

For example: if October's payment is made on Wednesday, September 30, the student may attend beginning on Friday, October 2. If November's payment is made on Friday, October 30 or Saturday, October 31 the student may attend beginning on Tuesday, November 3.



Monthly Payment Information Continued

2011-2012 Monthly Tuition Rates

A.M. Club

\$176 / one child

\$142 / additional child**

**All children must be AM Club

Extra Innings

\$262 / one child

\$215 / additional child*

*All children must be in Extra Innings

Kindergarten Adventures

\$174 / one child

\$140 / additional child**

**All children must be in KA

Adventures & Extra Innings

\$392 / one child

\$320 / additional child*

*All children must be in KA & EI

Payment Due Dates:

Tuesday, Sept. 20

Thursday, Oct. 20

Sunday, Nov. 20

Tuesday, Dec. 20

Friday, Jan. 20

Monday, Feb. 20

Tuesday, March 20

Friday, April 20

Payment Instructions:

Payments for A.M. Club and Extra Innings must be mailed or dropped off at the Goldberg Center or Irwin Center. There is a mail slot available for after-hours deposits at Goldberg.

Note:

- The Goldberg Center mail slot should never be used for weekend payments – they will be considered late.
- Payments should never be put under the Irwin Center's front doors.



Monthly Payment Information Continued

Payment Locations:

Goldberg Administration Center:

708-957-0300 Monday – Friday 8:00am – 5:00pm

Marie Irwin Community Center:

708-957-7275 Monday – Thursday 8:00am – 7:30pm

Friday 8:00am – 6:00pm

Saturday 9:00am – 12:00 noon

AM Club and Extra Innings on-site staff members do not have payment information and will not accept payments. Their primary responsibility is your child's safety and enjoyment. If your child needs to withdraw from the program, notify the Recreation Supervisor immediately at 708-957-0300.

All monthly payments are the same. Program costs are added for the entire year and divided evenly between the Sept.-May payments (Aug. & June do not have separate fees). Even if your child misses days occasionally, you are still responsible for your regular rate. We hire staff, buy supplies and pay for transportation and snacks based on the number of children enrolled. If you have any questions, call the H-F Park District's Business Office at 708-957-0300.

Day-Off Fees: The half- day off fees apply only to A.M. Club students, while the full-day off fees apply to both A.M. Club & Kindergarten Adventures students.

All half- and full-day off fees must be paid at least one week prior to the day off. The H-F Park District appreciates as much advanced notice as possible to prepare for your child to attend the program and notify the staff, especially when planning special activities and field trips. If you know that your child will attend the half- and full-days off programs throughout the school year, please sign him or her up when you make your usual monthly installment payment.

Day-off fees cannot be paid through your child's Site Director; call the Administrative Center at 708-957-0300 or Irwin Center at 708-957-7275 to register your child for a half- or full- day off program.



Drop-Off Policies

Each child must be walked into A.M. Club and/or Extra Innings days off of school, and checked in with the Site Director. Children cannot be dropped off before the official program start time.

The earliest a child may be dropped off is:

A.M. Club	SD 153	6:30 a.m.
	SD 161	7:00 a.m.
Extra Innings days off of school		8:00 a.m.

Important: Children cannot be dropped off or picked up at field trips by parents. The Park District must have a completed emergency form before a child can attend the program.



Pick-Up Policies

All children must be signed out with their Site Director at the end of the program. Children will only be released to parents/guardians unless our staff is otherwise instructed by the parent/guardian. If you wish to authorize additional people to pick up your child, their contact information must be provided on the completed emergency form. Any additions must be made in writing.

Please inform anyone who picks up your child that they will be asked to show photo identification; this may include parents who we do not see regularly.

While we will always attempt to follow parental wishes, the Park District cannot stop a parent from picking up their child unless there is a restraining order in place. Please provide the Recreation Supervisor with any confidential custody information.



Late Pick-Up Policy

Kindergarten Enrichment ends promptly at 3:30 p.m. and Extra Innings ends promptly at 6:00 p.m. If you are late, please call the Goldberg Administration Building (957-0300) or the Irwin Center (957-7275 if after 5 p.m.) and they will contact your child's Site Director.

The H-F Park District late fee is \$10 beginning 10 minutes after dismissal time and \$1 for each additional minute. This fee must be paid within 24 hours at the Irwin Center or the Goldberg Administration Building.

The 10-minute grace period is only to be used in extreme emergencies. If this time is abused, the staff will begin to assess a late fee that begins at 6:00 p.m. for that particular student. If you are stuck in traffic or unable to pick up your child for any reason, please contact someone on your child's emergency form to pick them up.

If we have no contact from the parent after 6:15 p.m., a responsible party from your emergency form will be contacted to pick up your child. If we are unable to make contact by 6:30 p.m. with anyone who can pick up your child, we will contact the local Police Department for assistance. If you are late and there is no one at the Extra Innings site, first contact the individuals listed on your emergency form to see if they have your child.

After four late pick-ups of 30 minutes or more, the Recreation Supervisor will dismiss the student from the program. This policy is enforced for the entire school year for all program locations.

Goldberg Administration Center:

708-957-0300 Monday – Friday 8:00am – 5:00pm

Marie Irwin Community Center:

708-957-7275 Monday – Thursday 8:00am – 7:30pm

Friday 8:00am – 6:00pm

Saturday 9:00am – 12:00 noon



Full Days Off & School Holidays

On day-long teacher institutes, parent-teacher conference days, and school holidays, Extra Innings meets from 8 a.m. to 6 p.m. Students should bring a sack lunch and drink; they will receive an afternoon snack and juice.

The A.M. Club & Extra Innings Staff plan field trips or special activities for the children on these days. The Extra Innings monthly calendar highlights the days off of school and the planned trips or special activities. **There is no additional fee for children who participate in the regular Extra Innings program.**

2011-2012 Day Off Information

Both School Districts 153 & 161 – Meet at the announced location

Oct. 10	Columbus Day	Dec. 22	Winter Break
Nov. 11	Veteran's Day	Dec. 23	Winter Break
Nov. 21	Conferences	Jan. 16	Martin Luther King Jr
Nov. 22	Conferences	Feb. 20	President's Day
Nov. 23	Non Attendance	Mar. 5	Casimir Pulaski Day
Dec. 21	Winter Break		

School District 161 Only – Meet at Park District Auditorium

Oct. 7	Non-Attendance Day	Mar. 22	Conferences
Nov. 8	Teacher Institute	Mar. 23	Conferences
Jan. 27	Teacher Institute		

School District 153 Only – Meet at the H-F Sports Complex

Mar. 20	Teacher Institute		
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If your child is enrolled in A.M. Club or Kindergarten Adventures ONLY and you would like them to participate in the full-day off programs, register at least one week before the day off at: 708-957-0300.



Full Days Off & School Holidays Continued

Extra Innings for School Districts 153 & 161 each meet at different locations on days off of school; specific details are outlined below.

School District 153 – H-F Sports Complex (18211 Aberdeen Street in Homewood)

Enter through the South doors. Sign your child in at the office window inside the gym.

School District 161 – PD Auditorium (2010 Chestnut in Homewood)

Enter through the center door. Sign your child in at the table near the gym entrance.



Early Dismissals

On days when there is an early school dismissal, Extra Innings will meet at its regular location. Please send your child to the program with a sack lunch and drink.

School District 153 Only:

Aug. 24	First Day – Early Dismissal	Mar. 2	School Improvement
Sept. 2	School Improvement	April 27	School Improvement
Oct. 7	School Improvement	May 25	School Improvement
Dec. 20	Early Dismissal	June 6	Last Day – Early Dismissal
Feb. 17	School Improvement		

School District 161 Only:

Aug. 23	First Day – Early Dismissal
Sept. 23	School Improvement
June 6	Last Day – Early Dismissal

First & Last Day of School – Both School Districts:

On the first and last day off school, all Extra Innings locations will begin at their normal site. An exciting last day full of activities is planned by the staff.



Not-In-Operation Holidays & Snow Days

A.M. Club & Extra Innings will not operate on these school holidays:

Labor Day:	Sept. 5	Spring Break:	Mar. 26-30
Thanksgiving Break:	Nov. 24-25	Non-Attendance Day:	April 6
Winter Break:		Memorial Day:	May 28
Dec. 26-Jan. 3 (District 161)			
Dec. 26-Jan. 6 (District 153)			

Emergency Closings:

When schools are closed for snow days, A.M. Club & Extra Innings will not operate. Listen to local radio stations, check your school district's website and look at www.emergencyschoolclosings.com for school closings. If school is closed for an emergency, Extra Innings will not meet. If children are dismissed from school during a regular school day due to an emergency, Extra Innings will not meet.



Personal Articles

Students should not bring toys, sporting equipment, pets or cell phones to the program unless permission has been given by the Park District supervisor. Children are discouraged from bringing large sums of money or valuable items that could be lost or damaged. All items that are brought must be clearly labeled with your child's name.

**The H-F Park District and the School Districts
are not responsible for lost or stolen items.**



Health Care Policies

A.M. Club & Extra Innings is not licensed for the care of sick children. Staff have the authority to refuse any child who shows signs of illness using the following guidelines:

- **Temperature of 100 degrees:** A child who is ill may not be at A.M. Club or Extra Innings, even if controlled by medicine.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep throat:** A child must take antibiotics for 24 hrs before returning.
- **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
- **Chicken Pox:** A child must remain home until **all** blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return after 3 doses of drops for re-admittance.
- **Head Lice:** A child must remain at home until the first treatment is completed, with no further active lice or nits seen.

Make sure you have a plan in place in case your child gets sick while at A.M. Club or Extra Innings. If you are unable to leave work yourself, please have someone who is able to care for your child lined up. This is for the well being and comfort of your child as well as all of the other students and staff.

It is the parent's responsibility to verify their child's daily health is adequate before bringing him/her to school. A child who shows signs of illness should be at home for the benefit of all. **If your child is exposed to a communicable disease, you must notify us immediately for the protection of the students and staff.**

If a child becomes ill or injured while on the site, their parent will be notified immediately. Staff will follow the directions stated on the emergency information form concerning your physician and others who are to be notified if a parent or guardian is unavailable.

A doctor's note will be required for readmitting after the following illnesses: Strep Throat, Ringworm and Pink Eye. A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call in advance before dropping your child off.



Dispensing Medication

If your child requires medication during the time they are in our care, please notify the Park District. Before any medication (prescription and non-prescription) may be given to the staff, a medication dispensing form must be completed; these are available through your child's Site Director.

Both prescription and non-prescription medicines must be in their original container and clearly marked with the child's first and last name, and specific directions. Typically pharmacists are very willing to provide you with the amount of medicine needed for childcare in a separate "original" bottle.

All medications will be kept in a secure place determined by your child's Site Director. Our staff is not authorized to handle any medications. If needed, a staff member will verbally assist your child with taking their medication.



Specific Needs

Please help us in preparing for a great school year, where your child can let loose and have fun. If your child has any specific needs, check the appropriate box on the registration form. Depending on the specific details, special arrangements may be made to best serve the needs of your child. Our goal is that every student enjoys their out-of-school time.

Specific needs or not, help us get to know your child by filling out the attached sheet called "Tell Us About Your Child." This form helps our Site Directors & Recreation Leaders learn about your child and better prepare for a successful school year.



Parent Conferences

If a student consistently displays unacceptable behavior during A.M. Club or Extra Innings, parents may be asked to attend a conference with the Site Director and/or the Recreation Supervisor. Parents may also request a conference to discuss concerns or poor behavior. Please feel free to ask questions at any time.

We believe that open communication between parents and staff is essential to your child's success and happiness.



We Are Here For You!!

Questions and comments are always welcome! Additional information will be distributed to parents at each site as the need arises. The Homewood-Flossmoor Park District looks forward to a great school year.

Goldberg Administration Center:

708-957-0300	3301 Flossmoor Road
Monday – Friday	8:00 a.m. – 5:00 p.m.

Marie Irwin Community Center:

708-957-7275	18120 Highland Avenue
Monday – Thursday	8:00 a.m. – 7:30 p.m.
Friday	8:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 12:00 noon



Emergency Forms & Packets

Enclosed is a packet of paperwork that must be filled out before your child starts A.M. Club, Kindergarten Adventures or Extra Innings. Please return this packet to the Golderberg Administration Center, 3301 Flossmoor Road or Marie Irwin Community Center, 18120 Highland Avenue no later than **Wednesday, August 17th for fall registrations**. Those registering mid-year should complete the forms upon registration.

Emergency Form

Completely fill out the front- and back-side of the form. If your contact information changes throughout the year, notify your child's Site Director of the changes in writing. In case of emergency, list all of the individuals that have permission to pick your child up from A.M. Club, Kindergarten Adventures and Extra Innings on this form.

Rules & Guidelines Agreement

Please read through this form with your child and sign at the bottom. Return the entire form; a copy of the Rules & Guidelines can be found on page 20 of the Parent Manual.

Tell Us About Your Child

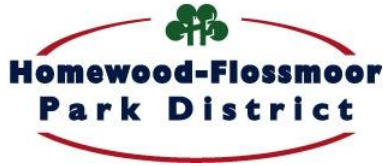
This form helps us get to know your child before he or she starts the program. Please provide as much information as you think would be helpful for creating a successful experience for your child.

Payment Policies, Dates & Instructions

This form provides a condensed version of the monthly payment information and policies outlined in the Parent Manual. Please read, sign and return the entire form. A copy of the Payment Policies, Dates & Instructions form can be found on page 21 of the Parent Manual.

Email Notification (Listed on Emergency Form)

Newsletters, payment reminders and other important notifications will be sent directly to you through email. You can provide up to four email addresses per child, so all parents and guardians can receive this information. You can remove yourself from the mailing list at anytime; however, you will no longer receive the notifications. Email messages are sent directly from the Recreation Supervisor. (afterschool@hfparks.com).



A.M. Club & Extra Innings Rules and Guidelines Agreement 2011-2012

A.M. Club, Kindergarten Adventures & Extra Innings are designed for students to have a fun and safe before and after school experience. Below are a list of rules and guidelines that have been created to make this possible. The Park District and Program Staff appreciate your cooperation and understanding of these rules.

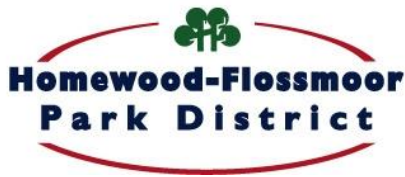
Rules & Guidelines:

- Leave personal toys and gadgets at home (*ex: Yu-Gi-Oh Cards, PSP, Cell Phones, etc.*).
- Show respect to staff, supplies, facilities, enrichment instructors, and fellow students.
- Refrain from teasing and using offensive or profane language.
- Refrain from behavior that could cause harm (*ex: hitting or play fighting*)
-Fighting will automatically result in a minimum suspension of one day.
- Refrain from inappropriate contact and body language.
- Listen to instructions given by the Site Director and Recreation Leaders.
- Stealing is not tolerated and will result in immediate dismissal from program.

Discipline procedures:

- *First infraction:* Warning, timeout, parent notification
- *Second infraction:* 1-Day suspension, parent conference with Site Director
- *Third infraction:* 2-Day suspension, conference with Supervisor and Site Director
- *Fourth infraction:* 1-week suspension
- *Fifth infraction:* Dismissal from program (no refunds)

The Recreation Supervisor and Site Director will interpret these rules. It is at the discretion of the Site Director to implement the discipline procedures, and the discretion of the Recreation Supervisor to suspend a child in violation of the above agreement.



A.M. Club and Extra Innings 2011-2012 Payment Policies, Dates & Instructions

Payments for A.M. Club and Extra Innings must be mailed, called-in or dropped off at the Goldberg Center or Irwin Center. **Monthly installments are due on or before the 20th day of the month, prior to the start date of the program.**

<u>Payment Locations</u>	<u>Payment Due Dates</u>
Goldberg Administration Center, 708-957-0300 Mon. – Fri. 8 a.m. – 5 p.m.	Tuesday, Sept. 20 Friday, Jan. 20 Thursday, Oct. 20 Monday, Feb. 20 Sunday, Nov. 20 Tuesday, March 20 Tuesday, Dec. 20 Friday, April 20
Marie Irwin Community Center, 708-957-7275 Mon. – Thurs. 8 a.m. – 7:30 p.m. Fri. 8 a.m. – 6:00 p.m. Sat. 9 a.m. – 12 p.m.	

Due dates and guidelines were created for the safety of your child; they are essential so the Park District can process your registration, and communicate with your child’s School District, School Office, Transportation Coordinator and Site Director. **Monthly installments are the same throughout the school year.** Program costs are added for the entire year and divided evenly between Sept.-May. Even if your child misses days, you are still responsible for the regular rate. The Park District makes preparations based on the number of students enrolled.

LATE PAYMENT

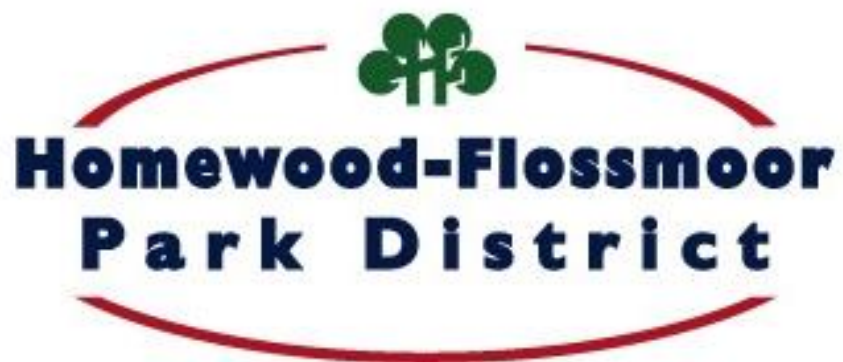
A late fee of \$25 per child, per program is assessed on the 21st day of each month for late registration. **Late payments must be made before the last business day of the month. Late Payments made on or after the last business day of the month are subject to a one-business day (Monday-Friday) wait period before the child can attend the following month’s program.** For example: If October’s payment is made on Wednesday, Sept. 30, the student may attend beginning on Friday, Oct. 2. If November’s payment is made on Friday, Oct. 30 or Saturday, Oct. 31 the student may attend beginning on Tuesday, Nov. 3.

IMPORTANT NOTES

- The Goldberg Center mail slot should never be used when installments are due on the weekend or after the office closes on the evening of the 20th – they will be considered late.
- Payments should never be put under the Irwin Center’s front doors – payments left under the door on the evening of the 20th will be considered late.

Signing the enclosed form acknowledges that you:

- Received a new, 2011-2012 parent manual.
- Understand and agree to the monthly payment policies.
- Understand that payments made after the 20th day of the month are late and will result in a late fee of \$25 per child, per program. *Max: \$75/family.*
- Understand that late payments made on or after the last business day of the month will result in a one-business day wait period before the student can attend.
- Understand that no exceptions to these policies will be made.



Have a great year!